# **Data Steward Request Form**

Template Version Date: 9/18/2019

*Before completing this form, please* [*review all relevant university policies*](https://www.dfa.cornell.edu/policy-library) *and IT governance as they relate to the appropriate use of Cornell data. Use of and/or storage of any Cornell data requires acceptance of all related risks by the operating unit’s dean or vice president.*

***Submit the form by email to*** [***datarequest@cornell.edu***](mailto:datarequest@cornell.edu?subject=Data%20Use%20and%20Storage%20Request%20Form)

**Date prepared:**

## About you

Name:

Cornell job title:

NetID:

### Primary role at Cornell

Staff

Faculty

Student

Other, please specify:

### Operating unit affiliation

*(please* [*use the name as shown in University Policy 4.2, Appendix G*](https://www.dfa.cornell.edu/sites/default/files/vol4_2.pdf)*)*

### Department affiliation (within your operating unit)

*(for example, Office of Academic Programs, Payroll, etc.)*

## Brief narrative of why the data is needed

*For administrative use, note how the request aligns with duties delegated by your operating unit’s dean or vice president. For research or other use, note the need and intent.*

## Source of data

*Provide the names of the university systems that house the data, or methods that will be used to collect the data (for example, Peoplesoft, Student Data Mart, surveys, and so on).*

## Type of data

*Check all that apply.*

Facilities data

Health data

Student data

HR data

Network data

Other data (please specify):

Aggregate or summary information

Individual-level data that is identifiable

Individual-level data that is de-identified

## Specifics about the data needed

*List each data entity/element that you are seeking (for example, date, name, address, age, department, grades, Social Security number, and so on).*

## Individuals who will have access to the data

*Provide the names of all individuals and their roles.*

## Duration the data will be needed

## Process for protecting the data

*Describe the process that will be used to store, de-identify, secure data, limit access to, delete, etc., as applicable. If you are working with Cornell Information Technologies (CIT), Institutional Research & Planning (IRP), or Cornell Institute for Social and Economic Research (CISER), please note this or any other 3rd party relationship.*

## Audience(s) for any products derived from the data

*Cornell administration requires that all products (papers, etc.) derived whole or in part from the use of university data are shared with the data stewards.*

## Institutional Review Board approval required?

*All requests and research plans for human subject data must be either exempted from review or approved by* [*Cornell's Institutional Review Board*](https://www.irb.cornell.edu/) *(IRB).*

Yes

No

If yes, provide the details about the IRB approval:

## Other information

*Please add any other information you believe is relevant to this request:*

## Operating unit head approval?

Yes *(checking this box affirms that the operating unit’s dean or vice president accepts the related data custodian obligations for this request; operating units are listed in* [*University Policy 4.2, Appendix G*](https://www.dfa.cornell.edu/sites/default/files/vol4_2.pdf)*)*

*Questions about these obligations should be referred to the Office of the CIO.*

## For CIT use

|  |  |
| --- | --- |
| **Data Request Approved By** | **Date of Approval** |
|  |  |