# Application for Teaching Innovation Unit Data

This form must be completed following requirements detailed in the [Teaching Innovation Unit Data Access Guidelines](http://w3.unisa.edu.au/TIU/TEACHING/Teaching_technologies/Data-requests.htm). The completed form should be printed, signed by all approvers and forwarded with supporting documentation to Wayne Pedder: Manager Technology Enhanced Learning TIU.

## Requestor Details

Name: Click here to enter text.

Email Address: Click here to enter text.

Phone: Click here to enter text.

Institution: Click here to enter text.

School/Faculty: Click here to enter text.

## Data Requirements

Specify the types of data required with as much detail as possible.

Click here to enter text.

Select the purpose of accessing and analysing the data? (Refer to [Appropriate Use of Data](http://w3.unisa.edu.au/TIU/TEACHING/Teaching_technologies/Data-requests.htm#Appropriate_use_of_data))

[ ]  Quality Improvement

[ ]  Research

[ ]  Other

How will the data be analysed? Please describe your methods for analysis.

Click here to enter text.

What benefits or insights do you perceive the analyses will provide?

Click here to enter text.

## Approval

Has ethics approval been granted for research related data?

[ ]  Yes [ ]  No

Please attach relevant documentation related to ethics approval when submitting this form.

**Note:** If the analyses and interpretation of findings is to be disseminated e.g. public presentations; written publications; workshops, seminars or conference presentations, please email details of the planned output to Wayne Pedder, two weeks prior to the dissemination date.

Has permission been obtained from the relevant management level and signature included at the bottom of this form? (Refer to [Permission to Access Data](http://w3.unisa.edu.au/TIU/TEACHING/Teaching_technologies/Data-requests.htm#Permission_to_access_data))

[ ]  Yes [ ]  No

Has approval documentation been attached to this form?

[ ]  Yes [ ] No

## Data Access

Who (apart from the requestor) will have access to the data?
Click here to enter text.

Data is required by: Click and select date.

Access to the data is required until: Click and select date.

## Data Management

Describe where and how the data will be stored and protected.

Click here to enter text.

What is the preferred method for transferring the data?

Click here to enter text.

## Declaration of agreement

I enter name :

* agree that the access and analysis of the data is for the purposes detailed in this application
* have read [Policy A-34](http://w3.unisa.edu.au/policies/policies/academic/A34.asp) and will fully comply with this policy as it relates to this application
* agree to contact the TIU and seek approval for dissemination of the analyses and findings and provide a copy of any dissemination output.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Print form, sign and date)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Authorisation and approval

Approval has been given to access and use data as requested.

Position: Click here to enter text.

Name: Click here to enter text.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Print form, sign and date)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** Please allow sufficient time for this application to be reviewed, approved and the required data extracted. This will depend on the complexity of the data requirement. As a guideline, applicants should allow:

* one week for application review and approval
* between two and four weeks for data compilation. A more accurate timeline will be advised with the application approval.