Guidelines for Submitting Data Requests for Grant Applications and Renewals

Grant applications often require descriptive statistics about the institution, while program evaluation reports often require additional data supporting the effects of some pedagogical or service intervention. **Institutional Effectiveness (IE)** is happy to provide both types of data support to the campus community. However, we ask that you follow these guidelines to improve the quality and expediency of such requests.

For all data support requests



A) Get in touch with Institutional Effectiveness (IE) as soon as you know about the grant or report.

If you think you'll apply for a grant or know about an upcoming program renewal report, *let us know now*. Involving IE sooner will help us prepare for and resolve issues ahead of time.



B) Submit a data request at least 4 weeks ahead of the day you need the data.

The IE office requires at least 4 weeks of lead time to help you get the most appropriate data. Turnaround for simple data request are often shorter, but we will not know if it is simple until we get the request.

For data comparisons requests



C) Start collecting comprehensive data early and in an organized way.

Obtaining data for pedagogical or program interventions requires a way to identify the participants who received the program intervention, the timing and conditions of the intervention. IE offers a consultation helping you plan data collection process. Setting up a spreadsheet or other method to log data is much easier to do early on.



D) Identify your research question and factors.

It is important to identify the program questions you want to answer in specific and measurable ways so that the results will indicate if a particular intervention shows a difference.

Contact information

IE Self-Service Data Dashboards: https://www.calstatela.edu/InstitutionalEffectiveness
Data Request Form: http://www.calstatela.edu/InstitutionalEffectiveness/service-request-form
Office Phone: 323-343-2730
Email: IE@calstatela.edu
Office location: ADM 710

GRANT CONSULTATIVE PROCESS

IE — Institutional Effectiveness (link)
ORSCA — Office of Research, Scholarship, and Creative Activities (link)
UAS — University Auxiliary Services, Inc. (link)

Time - 1 ORSCA

Grant proposal development.
Identification of funding agency (using PIVOT or other resources)

Time - 2 IE

Data requests for grant proposal development.
Consult with IE for university statistics and facts.

Time - 3 UAS ORSCA IE

Intake with UAS Pre-Award group
At this stage the PI meets with UAS staff. PI meets with a representative from the Office of Institutional Effectiveness a minimum of 4 weeks prior to the grant due date to determine data support needs for the grant application.

Time - 4 ORSCA

Grant proposal development.
At this stage the PI is usually working alone or in consultation with the ORSCA Faculty Liaison

Time - 5 UAS

Grant proposal submission to agency through UAS Pre-Award group
At this stage UAS staff control the process

Time - 6 UAS IE

Award account set-up by UAS Post-Award group
PI meets with a representative from the Office of Institutional Effectiveness within 4 weeks of notification to plan the data collection framework necessary to meet the annual reporting requirement.

Time - 7 UAS IE

Continuous Post Award accounting and compliance. Including annual reporting to agency. Overseen by UAS Post-Award group.
PI contacts the Office of Institutional Effectiveness at least 4 weeks prior to the annual reporting deadline with student identification and/or other data categories necessary for IE to provide data as stipulated during the Time 4 consultation.

Time - 8 UAS

Account close-out conducted by UAS Post-Award group.
Close-out is completed by UAS staff in consultation with PI and College fiscal officer