



**State of Delaware
Department of
Correction
Data Request Form**

	State of Delaware Department of Correction Data Request Form		
Date:	<input type="text"/>	Date Needed By:	<input type="text"/>
Name:	<input type="text"/>		
Agency/Institution:	<input type="text"/>		
Job Title:	<input type="text"/>		
Address:	<input type="text"/>		
City, State, Zip	<input type="text"/>		
Email Address:	<input type="text"/>		
Phone:	<input type="text"/>		
Title of Project:	<input type="text"/>		
Requested Data: Please clearly indicate the specific data elements needed for the analysis in a list format in the box provided below.			
<input type="text"/>			

Time Span: Please indicate the time frame needed in the box below. For example, data collected from July 1, 2012 until June 30, 2013.			
Purpose of Request: Please specify hypotheses or goals for the analysis.			
Intent of Request: Please check all that may apply.			
<input type="checkbox"/> Required Reporting	<input type="checkbox"/> Policy	<input type="checkbox"/> Grant Application	
<input type="checkbox"/> Contract	<input type="checkbox"/> Audit	<input type="checkbox"/> News/Press Release	
<input type="checkbox"/> Educational Project	<input type="checkbox"/> Public Presentation	<input type="checkbox"/> FOIA	
Type of Data Analysis:	<input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Descriptive Reporting		
Statistical Methodology (if applicable): Outline the statistical methodology that will be used to analyze the			

<p>data. Remember to include the appropriate statistical power needed to attain a significant model as well as the number of cases (n) needed to achieve this power.</p>			
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>			
<p>Presentation of Analysis: Please check all that may apply.</p>			
<input type="checkbox"/> Journal Publication	<input type="checkbox"/> News/Press Publication	<input type="checkbox"/> Public Presentation	
<input type="checkbox"/> Thesis/Dissertation	<input type="checkbox"/> Technical Report		
<p>Project End Date:</p> <div style="border: 1px solid black; width: 100px; height: 20px;"></div>			
<p>Funding Source:</p> <div style="border: 1px solid black; width: 150px; height: 20px;"></div>			
<p>IRB Approval Date (if applicable):</p> <div style="border: 1px solid black; width: 100px; height: 20px;"></div>			
<p>Is this a reoccurring request?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>If yes, during what term is this request usually made?</p> <div style="border: 1px solid black; width: 150px; height: 20px;"></div>			
<p>Additional Information: Please provide any pertinent information that is not already captured by the above questions.</p>			

<input type="text"/> <input type="text"/>			
<p>Delaware Department of Correction must be able to review analytical findings, use of data, publications, reports, or any other type of presentation prior to public review. By agreeing to this statement, I agree that the analysis and findings will be submitted to the DOC for review and approval on the projected date (stated below).</p> <p>I agree with these terms: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
<p>Projected Date for DOC Review:</p> <input type="text"/>			
<p>For DOC Administrative Use Only</p>			
<p>Was the request approved/disapproved?</p>	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Adjusted		
<p>If disapproved, reason:</p>			

A light beige rectangular area containing a small navigation icon (a left-pointing arrow) in the bottom-left corner.	A light blue rectangular area.	A light blue rectangular area.	A light blue rectangular area.
--	--------------------------------	--------------------------------	--------------------------------

**State of Delaware
Department of Correction
245 McKee Road
Dover, DE 19904
Telephone: (302) 739-5601**