RESEARCH FOUNDATIONCUNY

RESEARCH FOUNDATION
of The City University of New York
230 West 41st Street
New York, NY 10036-7207

Research Foundation of the City University of New York (RFCUNY)
Data Request Intake Form

All data requests must be submitted through the RFCUNY President's Office (PresidentOffice@rfcuny.org) with a subject line that contains the words, "RFCUNY Data Request".

A. Requester Information

- **Requesting Office / Institution:**
- **Primary Contact Name & Title:**
- **Email & Phone:**

B. Brief description of purpose and context:

(e.g., BOT briefing, annual report, presentation, analysis)

C. Description of Data Requested (Please be as specific as possible)

- **Type of Request:**

  ☐ Data/report

  ☐ Data extract/download

  ☐ Direct or expanded system/reporting/dashboard access

  ☐ Other (specify):

- **Type of Data:**
  ☐ Awards
  ☐ Expenditures
  ☐ Financial Statements
  ☐ Other (specify):
- **Fiscal Year(s):**
- **Level of Detail Requested:**
  ☐ Aggregate

☐ By Campus
☐ By Discipline / Program
☐ Other (specify):

- **Specific variables, tables, or analyses requested:** (Attach additional detail if needed)

- **Does this data request require personally identifiable information (PII)?** ☐ Yes ☐ No
- **Specify the file format preferred for data requested:**

☐ PDF
☐ Excel/CSV
☐ Word
☐ Other (specify):

D. Intended Audience of the Data

Will the data be shared with:

☐ Internal office staff use only ☐ CUNY leadership
☐ CUNY Faculty Senate ☐ CUNY Board of Trustees
☐ CUNY Chancellor / Executive Leadership
☐ Media, including online, print, or television journalists*
☐ Other external or public-facing audiences*

*If this data is being sent to the media, external audiences, or is public-facing in any way, please describe how the data will be presented and contextualized.

E. Timeline

- **Requested Deadline:**
- **Is this request urgent or time-sensitive?** ☐ Yes ☐ No

If this request is urgent, please explain why and note any fixed, external deadlines.

F. Acknowledgement

By submitting this request, the requesting office acknowledges that:

- All data and requests will be reviewed by RFCUNY prior to release
- Definitions and methodologies used by RFCUNY will govern final outputs
- The requester is responsible for taking appropriate steps to safeguard any data provided
- Timelines are subject to prioritization and staff capacity
- Any changes, calculations, or other adjustments made to the data after release by RFCUNY should be properly documented and shared with RFCUNY
- Any data products or reports produced with RFCUNY data will be shared with RFCUNY
- Data will be properly cited and shared only with the audiences indicated on this form

Signature: _____

Name / Title:

Date: