

Application, Review, and Approval: Designation as a School Official

The process detailed in this form allows a University of Central Arkansas (UCA) employee to apply for approval as a “designated school official” under FERPA regulations for the purpose of conducting a particular research project that uses UCA data. Under FERPA, a person may be designated a school official to conduct business for the university. Such designations are always time-limited. All parts of the application, review, and approval process are outlined below.

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Stage 1: Application Process

IRB #:

Principal Investigator Name(s):

Email:

Phone:

Project Title:

Anticipated Completion Date:

Date Data Will be Deleted:

CITI Training Expiration Date:

Briefly state the purpose of your research and how the research will affect the institution.

Date Data is Needed by:

Provide a variable list with definitions, if applicable. Give information about how the variables will be used or helpful in the proposed research project. Be cognizant that not all data is available or could be obtained by the date required to complete the data collection phase of your research.

Stage 2: Review Process

Meet with the Office of Institutional Research (OIR) to go over variables and definitions. OIR and the principal investigator(s) affirm by their signatures that this meeting has taken place. Further affirmations by the principal investigator(s) follow.

Signature, Institutional Research

Date

Signature, Principal Investigator

Date

I/we affirm that I/we have read the NCES Technical Brief from October 2011 regarding methods to protect student data.

Signature

Date Read

I/we affirm that, before any research is published, presented, or disseminated in any way, I will have a review done by the Office of Institutional Research to assure FERPA compliance. I understand that the Office of Institutional Research will need at least 10 business days to review my documents. I will provide all materials used to create any numbers in the publication or presentation.

Signature

Date

In compliance with FERPA regulations, this information may not be shared with any non-UCA employee on this IRB.

Signature

Date

Stage 3: Provost's Review

_____ The request for becoming a designated school official is **approved**.

_____ The request for becoming a designated school official is **denied**.

Provost's Signature

Date