

Note: Data files more than 10 years old may be downloaded from the [CIRP Data Archives](#). Institutions that have participated in our surveys may order custom report and data files on their own institutions from [Data Services](#) without submitting a research proposal. Researchers from nonparticipating institutions may order custom reports from [Data Services](#) but must submit a research proposal to gain access to our survey data by following the steps outlined below.

Obtaining Approval for Use of HERI Data

The Higher Education Research Institute (HERI) encourages research and scholarly inquiry using the hundreds of data files for research on post-secondary education that HERI maintains. Individuals interested in using HERI data must submit a proposal for data access and should demonstrate a clear idea of the specific project they wish to pursue. When reviewing proposals, HERI staff evaluate whether:

1. HERI data adequately matches the proposed research project;
2. The study design is adequate to answer the questions being asked, theoretical grounding is evident, and the proposal provides sufficient detail about dependent and independent variables;
3. The proposal details the process by which the investigator will acquire appropriate institutional review board approval;
4. The intended plan specified by the investigator involves advancing scholarship; and
5. The research is conducted in a manner that minimizes conflicts with other research conducted by HERI staff or other investigators under previously approved projects.

Fees

There are fees associated with access to HERI datasets. Please contact HERI to discuss study related costs.

Institutional Review Board Approval

Researchers from outside of UCLA must also obtain approval from their own institutional review boards as appropriate. Any necessary local IRB approval can be obtained after HERI approves the project. It is the responsibility of the investigator to determine if local IRB approval is necessary.

HERI Involvement

Approval by HERI does not carry with it any commitment to facilitate the execution of the project beyond access to and descriptions of the data.

Dataset Limitations

HERI will only provide investigators with data files that do not contain individual or institutional identifiers. Datasets that are available for use by scholars outside HERI are those that are three years and older. Currently this means that datasets from 2006 and later are not yet available.

Terms of Approval

This data access is granted for a period of one year from when you receive the dataset. After a year, we will require a status update and will grant another year extension if necessary. After two years, your access expires. If you need to extend access at that time you must reapply for another proposal review.

Dissemination

The investigator(s) should provide two copies of any reports to HERI immediately upon publication or presentation. HERI would like to have permission to disseminate your findings on the HERI website in whatever form possible.

Proposal Narrative

YOUR 2-3 PAGE PROPOSAL MUST INCLUDE THE FOLLOWING SECTIONS

1. Title.
2. Purpose. Explain the study's theoretical framework. Make reference to the literature as appropriate.
3. Research questions and/or hypotheses. Explicitly state your research questions.
4. Datasets: Please specify (1) instrument and year - e.g., The Freshman Survey 2000, College Senior Survey 2004, (2) if you require a particular subset (e.g., only women), and (3) please describe dependent variable(s) and independent variable(s). In addition, you need to submit a data access [variable list](#).
5. Method of Analysis. Explain the analyses that will be performed.
6. Location of study. Explain if you will be accessing the data in-house at HERI or will need to arrange for off-site access. If you plan on-site access, estimate when and how long you would need to be on-site.
7. Dissemination. Describe the proposed dissemination of the results, including: to whom results will be released, how the results will be released, and a timetable for release.
8. References.

Submitting your proposal

Please submit the following documents via email (preferred), fax or mail:

1. A copy of the full proposal (refer to "Proposal Narrative" above).
2. A copy of the data access [variable list](#).
3. A copy of a signed cover page. Students must have a faculty sponsor sign the [cover page](#).

When submitting your proposal, please allow sufficient time for HERI to review your project and ask for clarifications. Proposals are reviewed monthly on the third Wednesday of the month. Proposals must be received a week before (the second Wednesday of the month) in order to be considered in that monthly cycle. You will be notified shortly after that meeting about the status of your proposal.