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| A. REQUEST  |
| **Request Title:** |  |
| **Request Description:** |  |
| **Internal Review:** | **Has this request been reviewed by any of the following USF internal processes (not required for this intake request)** [ ]  [External Data Request](https://www.usf.edu/ods/data-request/index.aspx) ODSEDR #:\_\_\_\_\_\_[ ]  [University Technology Standards Board](https://usf.app.box.com/s/sqxscctuwnr1q0qet3kitd4ob5u9vr9o) UTSB #:\_\_\_\_\_\_[ ]  [IT Concept Proposal](https://www.usf.edu/it/services/consulting) INIT Ref #:\_\_\_\_\_\_[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| B. REQUESTOR  |
| **Employee Name:** |  | **Department:** |  |
| **Position:** |  | **Email:** |  |

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| C. SPONSOR  |
| **Employee Name:** |  | **Department:** |  |
| **Position:** |  | **Email:** |  |

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| D. REQUEST OVERVIEW |
| **1.** | **Provide a brief overview of request:** |
| **2.** | **What is the intent of the request / access to the data?** |
| **3.** | **Who will the audience be?** |
| **4.** | **How does this request align to the** [**USF Strategic Plan**](https://www.usf.edu/strategic-plan/index.aspx)**?****Which goal does this request align to? (Check all that apply)**[ ]  Goal 1: Student success at USF and beyond[ ]  Goal 2: Faculty excellence in research and innovation[ ]  Goal 3: Partnerships and engagement with local, national, and global impact[ ]  Goal 4: A diverse and inclusive community for learning and discovery[ ]  Goal 5: A strong, sustainable, and adaptable financial base |

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| E. REQUIREMENTS |
| **1.** | **List requirements for this engagement:** |
| **2.** | **List Security Aspects on Transmission and Location:** |

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| F. TIMEFRAMES |
| **1.** | **Desired completion date and why:** |
| **2.** | **Recurring Request?**[ ]  Yes [ ]  No |
| **3.** | **If this is a recurring request, how often is this data submitted/shared? Select the schedule that applies:**[ ]  Annually [ ]  Spring [ ]  Summer [ ]  Fall [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **4.** | **Effective dates of dataset?** *(MM/DD/YYYY)*From: To:  |
| **5.** | **How long will users have access to the data?** |
| **6.** | **Is there any expiration?** |

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| G. DATA SOURCES |
| **1.** | **Select Data Sources Needed:**[ ]  FAST – Finance [ ]  Civitas[ ]  GEMS - HR [ ]  Degree Works[ ]  OASIS - Student [ ]  Data Warehouse[ ]  Canvas [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **2.** | **Will data be propagated into other data sources and/or systems? If yes, please specify.** |
| **3.** | **Do you intend to extract and store the data outside of the data stores you are requesting access to? If yes, please provide details. (e.g., spreadsheets, in secured file locations, third-party software, etc.)** |

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| H. DATA ELEMENTS |
| **1.** | **List all requested data elements. Note data elements as Required or Optional.** |

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| I. DATA SHARING |
| **1.** | **Are data sharing agreements in place? (If yes, please attach)**[ ]  Yes [ ]  No |
| **2.** | **Select affiliated State University System of Florida institutions:**[ ]  FAMU [ ]  FAU [ ]  FGCU [ ]  FIU [ ]  FPU [ ]  FSU[ ]  NCF [ ]  UCF [ ]  UF [ ]  UNF [ ]  USF [ ]  UWF |
| **3.** | **List other affiliated higher educational institutions:** |
| **4.** | **Who would have access inside and outside institution?** |
| **5.** | **How do you plan to share the data?** |
| **6.** | **What tools will be used to publish/share the data being granted access to? (e.g., Power BI, static reports, print reports, electronic reports, etc.) If any are not tools administered by USF IT, please provide details as to the reason for the selection.** |

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| **J. REQUESTOR CERTIFICATION**  |

 *My signature serves as approval that the request for information and/or data captured in this form is supported by the unit/college and details regarding said request are accurately represented in this form to the best of my knowledge.*

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| **Print Name** *(Requestor)* | **Signature** | **Date** |

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| **K. SPONSOR APPROVAL**  |

 *My signature serves as approval that the request for information and/or data captured in this form is supported by the unit/college and details regarding said request are accurately represented in this form to the best of my knowledge.*

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| **Print Name** *(Sponsor)* | **Signature** | **Date** |