****

**Centre for Academic and Researcher Development**

**Data Request/Enquiry Form**

This form is to be completed by the data requester. Please send the completed form to [acadresdev@manchester.ac.uk](mailto:acadresdev@manchester.ac.uk).

If you have any queries about this form, please contact Holly Dewsnip (CARD Administrator), on 0161 275 1365 or at [holly.dewsnip@manchester.ac.uk](mailto:holly.dewsnip@manchester.ac.uk) / [acadresdev@manchester.ac.uk](mailto:acadresdev@manchester.ac.uk)

|  |  |
| --- | --- |
| **Data Required**  *Please detail all of the data that is required including timeframes (e.g. last twelve months, academic year 17-18 etc.), the detail required (e.g. statistical data only or is more information required) and any other relevant information.* |  |
| **Deadline**  *Date and time that the data is required by.* |  |
| **Contact Details of requester**  *Please include full name, job title, telephone number and email address.* |  |
| **Please state what the data is to be used for**  *For example, as part of a Faculty level, School level or University level report, for a grant or fellowship application or for submission to an accredited body.* |  |
| **Please state who you expect to see the data requested**  *Please include the names and job titles (where available) of all of those who you expect to see the data so that we are able to ensure that what we provide complies with data protection regulations.* |  |
| **Any other requests/comments/requirements.** |  |