

Researcher Access to Student Email Addresses

REQUEST CHECKLIST

- _____ Research Proposal (*attach*)
- _____ Documentation of IRB approval/exemption (*attach*)
- _____ Identification of target group and rationale (*attach*)
- _____ Name for Google Group that will contain email addresses (*enter below*):

- _____ Owner/Manager of Google Group, email address, and extension (*enter below*):

- _____ Google Group sundown date (*enter below*):

OFFICE USE ONLY

Received by Assistant VPAA: _____ (initial) _____ (date)

Approved by Associate VPAA: _____ (initial) _____ (date)

OR

Approved by Provost: _____ (initial) _____ (date)

OR

Returned for adjustment: _____ (initial) _____ (date)

Ticket created (OIE): _____ (initial) _____ (date)

Google Group created (ITS): _____ (initial) _____ (date)

Please return completed form to Dr. Iain Anderson, Interim Assistant Vice President for Academic Affairs (andersoi@nsuok.edu).