



**AGGIE STEM**  
T E X A S A & M U N I V E R S I T Y

### **Aggie STEM Data Request Form**

Please only use this form if you need Aggie STEM data.

Email the completed form to [aggiestem@tamu.edu](mailto:aggiestem@tamu.edu), or mail to Aggie STEM office (4232 TAMU College Station, Texas, USA 77843).

#### **Requestor Information**

- Name:
- Institution/Organization/Department:
- Status: (Please circle one) Faculty Staff Student Other
- Phone:
- Email:
- Address:

#### **Requested Data Elements**

- List data elements being requested:

#### **Data Usage**

- Topic of your research/ Research questions:
- Co-researchers/authors:
- Please DESCRIBE IN DETAIL the data that you need Aggie STEM to provide:
- Please DESCRIBE IN DETAIL how the data will be used:

**Data Access Details**

- Who will have access to the requested data? Describe in detail.
  - Name/title/email/institution/phone
- Who will be directly responsible for the security of the data?
  - Name/title/email/institution/phone
- Data storage (how they will be stored/ how long they will be retained):

**Period of using data (How long will the data be stored and used?):**

**Date needed by (Please allow at least 3 business days):**

**When data will be destroyed, and no further analysis will be conducted:**

## **AGGIE STEM DATA USER AGREEMENT TO ACCEPT RESPONSIBILITY**

- Use of Aggie STEM data is restricted to authorized Aggie STEM business.
- You will be held responsible for any security breach traceable to you or your specific authorization. You will be held liable for any willful misuse or deliberate system damage traceable to you or your specific authorization.
- Data obtained from Aggie STEM are to be used for the specific purpose stated on this document. This authorization is not transferable to other parties or for purposes not identified by this document.
- Violation of this agreement may result in disciplinary action or legal action, or both.
- **If your data request is approved, you may only access the data for the period of time approved by Aggie STEM.**
- **Any type of product using Aggie STEM data should credit Aggie STEM.**

This agreement is in accordance with the Aggie STEM policy, the Texas A&M Identity Services Acceptable Use Policy, the University FERPA Policy, and University Acceptable Use Guidelines.

**I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE TERMS.**

Requestor Name (Printed):

Requestor Signature:

Date:

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### **For Aggie STEM Use Only**

Assigned contact:

Date received:

Data custodian notes:

### **Signatures:**

Co-PI:

Date:

Co-PI:

Date:

Co-PI:

Date:



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