

**Request for permission to use University Data:**

Requesting Party	Name	Signature
Date		
Reason for the request (e.g., to conduct a study, to publish a study made, to present the study in a conference, etc.)		
Is the study part of the requestor's regular task as an employee of DLSU? (specify position and job description)		
University Data required for or used in the study		
Describe the methodology of the study		
If participants are/were required, how were or will the participants be identified and selected? (e.g. through existing University lists, individuals are invited to participate)		
If participants are invited to participate either personally or through an open call, assuming informed consent was or will be obtained, what information was or will be gathered from them?		

Requesting Party	Name	Signature
Other pertinent information regarding the use of University data in this study		
Justification for presenting or publishing the study publicly outside the University		
Please provide a copy of the proposal or the completed study.	Title:	To be published/presented in: (indicate here if the study has already been presented or published for retroactive requests for permission to use University data)
To be filled by the Office of the Provost	Approved	Disapproved
Remarks		