

# DATA REQUEST PROCESS

September 2025



## REQUEST INITIATED

1

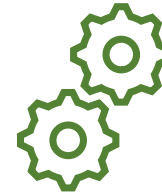
- Initiator submits data request.
- Initiator receives acknowledgement email.
- Additional communication when applicable.



## VP OF AA APPROVAL

2

- VP reviews and assigns request to IE staff.



## OIE BEGINS PROJECT

3

- Initiator receives status update via email.
- Projects typically require 2 weeks to complete.



## PROJECT COMPLETED

4

- Initiator receives password protected file/report.
- Additional communication when applicable.
- Project is closed.