

**Letter of Intent to Conduct Research
Delaware Department of Education**

Anyone interested in conducting research using Delaware Department of Education (DDOE) data must first submit a Letter of Intent (LOI) to the DDOE Data Research Manager. The LOI will expedite the research request by ensuring that the correct forms are submitted.

Research requests will not be processed until after a LOI is submitted and reviewed. Response to the LOI will be given within two weeks.

Please submit the completed Letter of Intent to: amanda.mayes@doe.k12.de.us

Emailed submissions will be followed with a return email acknowledging receipt.

Agency:	
Agency Address:	
Contact Person:	
Contact Person Title:	
Contact Person Address:	
Contact Person Phone:	
Contact Person Email:	
Please complete the sections below. Limit your responses to two (2) pages total.	
1. Clearly state the research questions and provide a description of the requested data to be used to answer those questions. Please explain why access to unit record (individual) level data is necessary in order to accomplish the goals of this study.	
2. Briefly describe the methodological approach to be used in the proposed study.	
3. State the benefit of the proposed research. [Note that demonstration of research benefits will not necessarily result in approval of the request for access.]	