



Individual Data Request Form

TRAFFIC RECORDS INTEGRATION PROGRAM

Instructions: Use this form to request linked data and Individual Data Variable Request Form from the Office of Financial Management's TRIP data warehouse.

Requester Contact Information

Date Submitted:

Requester's Name:

Requester's Title:

Requester's Organization:

Department:

Email address:

Phone:

Principal Investigator's (PI) Name:

PI Title:

PI's Organization:

Department:

Email address:

Phone:

Project Information

1. Project Title:

2. What type of request are you submitting? Check the box below.

New data request

Request for additional data or a "refresh" of data under prior request with TRIP

Prior request number (R#):

Data-use agreement number (K#):

3. What type of project will be supported by this data request? Check the box below.

Mandated government or legislative report

Grant-funded research

Thesis or Dissertation project

Report by a state or local government agency

Other project type (*Explain below.*)

4. Does your project intend to produce **generalizable knowledge** (research), as defined by the [Washington State Institutional Review Board \(WSIRB\)](#)? Yes No

5. Have you received outside funding to conduct this study? Yes (*Explain below.*) No

6. Describe the education program(s) that are part of your analysis, including the program name and purpose.

7. Describe the purpose and scope of your project. Explain your project objectives and how you plan to evaluate the program(s).

8. List the key research questions that your project will address.

9. Describe the project's study population(s), including any comparison groups or cohorts, as well as time elements. (Examples: All drivers between the ages of 18-25 who have an alcohol related collision)

10. Please describe your study design, methods, and planned analysis (1,500 characters max). If necessary, use the TRIP Variable Request Form linked in #11 or a separate document for equations or other important details.

Requested Data

11. What specific data elements are you requesting, and for what time periods or cohorts? Complete the **TRIP Individual TRIP Variable Request Form** to help TRIP understand how you would like the data structured (e.g., specific demographics and date ranges, BAC, Contributing Circumstances, etc.). **Note: Data requests for a substantial number of variables, cohorts, or records may require more scrutiny from TRIP and a lengthier IRB process.**

External Data

12. Will you provide TRIP with any other data to link or combine with the data you have requested in your **TRIP Variable Request Form**?

- Yes (Explain below, including the number of records that TRIP would need to link.) No

Contact with TRIP's Partnering Data Contributors

13. Have you consulted with any of the TRIP's partnering data contributors about your study questions, rationale, or design? Yes (*Explain below.*) No

Timeline and Software Expectations

14. What's your ideal date to receive the requested data?

Note: *The time it takes TRIP to review and fulfill a request depends on factors like the complexity of the data, external matching needs, legislative requirements, and the availability of internal data sources. Please allow TRIP at least six (6) months to review and (if approved) fulfill your request.*

15. How many months do you expect your analysis to take?

16. What software programs/applications do you plan to use to analyze this data? Check all that apply. *If your request is approved, then this information will help the TRIP determine the best way to share data with you.*

- | | |
|---|--|
| <input type="checkbox"/> SAS | <input type="checkbox"/> Stata |
| <input type="checkbox"/> SAS Enterprise Guide | <input type="checkbox"/> Stat Transfer |
| <input type="checkbox"/> R / RStudio | <input type="checkbox"/> MS SQL Server |
| <input type="checkbox"/> Python | <input type="checkbox"/> Other (please specify): |

Requester's Certification and Signature (*Check both boxes below*)

- TRIP is required to review **any and all draft materials** (*e.g., research reports, scholarly journal publications, presentations, and/or data dashboards*). TRIP must also send the draft materials to data contributors for their review and feedback. **I will submit all draft materials that use the data requested in this form to TRIP for review before any materials are shared with anyone not listed in the data-use agreement and before any materials are published. I will provide TRIP and data contributors with at least ten (10) business days to review the draft materials.**

Requester's Signature

Title

Date

Requester's Signature

Title

Date

E-mail the following documents to the [TRIP Inbox](#):

- Individual Data Request Form
- TRIP Variable Request Form

Thank you for your submission! TRIP will connect with you after reviewing your request.