• BOG/IRM provides public access to both Data Request Reports (downloadable request documentation and forms) and Due Dates Master Calendar on their website.

• Data requests are distributed electronically via email by the Florida Board of Governors (BOG) IRM office to the FAU Data Administrator (Institutional Effectiveness & Analysis). Routine (recurring) data requests may only be posted on the BOG data request system.

• IEA is responsible for reviewing the BOG Data Request System, identifying FAU reporting responsibilities, insuring that the appropriate Report Respondent has received notification of the data request and providing, if needed, any BOG transmitted data and/or spreadsheets.

• IEA maintains a spreadsheet referred to as the **IEA BOG Data Request List**. Each BOG data request is assigned a Code# for FAU identification and a Report Respondent. The spreadsheet is updated on an ongoing basis and is available on the IEA website at [http://iea.fau.edu/inst/current.xls](http://iea.fau.edu/inst/current.xls).

• The Report Respondent is responsible for the timely and accurate completion of the report. IEA will provide assistance as necessary.

• When the Report Respondent has completed the response, it is submitted electronically to IEA via email. IEA is responsible for the upload and submittal via the BOG PORTAL Data Request Application. The data request status on the IEA BOG Data Request List will be updated to IN.

• The Report Respondent is responsible for maintaining a copy of the filed report. IEA is responsible for maintaining a copy of the submission.

• **Data File** submissions are via the State University Data System (SUDS). IEA is the FAU security manager for SUDS. Respondent must insure: (1) that all required data are uploaded from the \iea\bogsubmissions secure transfer drive and edited; (2) that all reports have been reviewed to insure the accuracy of the reported data; (3) if applicable, that all level 9 edit errors (critical) explanation have been entered in the appropriate EXPLAIN area provided within the SUDS system; (4) complete the IEA SUDS Submission form which certifies that the data files represent the position of the University for the reporting period and officially notifies IEA that a SUDS submission is available for review/submittal. IEA is responsible for reviewing the submission, notifying the submitter of any problems with the submission, providing assistance if necessary, and officially submitting data via SUDS.

• The Data Administrator and the Report Respondent are responsible for any corrections and resubmissions that may be required and will follow the same procedures listed above

• **PAST DUE** Data Requests: the Report Respondent will notify IEA that the response will be late providing an explanation for the late response and an expected completion date. IEA will notify the Florida Board of Governors.