

Woody L. Hunt College of Business

Database Acquisition Policy

Purpose:

To ensure that Hunt College continues to advance its research profile, maintaining and acquiring research databases is imperative. This document aims to formalize the process through which the faculty can propose the acquisition of new databases.

- Submit a proposal to the resource committee of Hunt College (through the Associate Dean of faculty, research, and Ph.D. Programs). This proposal needs to include all pertinent information, including:
 - Name of the database, vendor, contact information, and price.
 - Details of the database, in terms of data covered, access, time period related to acquisition (are there trial periods?), etc.
 - Name of the requestor and whether other funds (research funds, endowments, etc.) will be used to acquire the data.
 - A proposal with details of the research project the database will be used for (including the target journal). Also, include whether you have utilized this database before (and the outcomes thereof).
 - Whether other faculty members are interested in the data (include their names and a written statement, including a description of the projects they may be working on with the data).
 - A CV of the requestor.
 - A recommendation of the Department Chair.

- The resource committee will evaluate the proposal and submit a recommendation to the Dean, who will decide based on the recommendation of the committee and the budget availability of the college.