The NIRSA Board of Directors policy allows the Board to occasionally grant access to NIRSA Member address lists to researchers who wish to collect data from NIRSA Members.

Researchers seeking permission to use NIRSA Member address lists (mailing or email addresses) must submit written requests to the NIRSA Research and Assessment Committee. Requests must include the following:

1. An introductory statement that clearly defines the NIRSA Member information the researcher wishes to use.
2. Brief biographies of the lead researcher and any co-researchers, including NIRSA affiliations.
3. Contact information for the lead researcher and NIRSA membership status, if applicable.
4. Title of the proposed research project.
5. Objective or purpose of the proposed research, including research questions, background information and brief overview of pertinent literature, and need for the research or statement of the problem.
6. Detailed description of proposed methodology (research design, proposed research population and sampling plan, overview of data collection procedures, assumptions, limitations, delimitations, key operational definitions).
7. Proposed project timeline including data collection start date and end date.
8. Copies of all cover letters/invitations, follow-ups/reminders, and data collection instruments, as well as any other documents that would be sent to NIRSA members or used to guide interviewer-administered data collection (such as when conducting telephone surveys).
9. Value of the proposed research to NIRSA and the field of campus recreation.
10. Estimate of the time required of NIRSA Members to participate.
11. Statement that the lead researcher understands and agrees to adhere to all NIRSA policies regarding the use of NIRSA Member address lists for the purpose of conducting research.

Requests, including all attachments, should be sent to: Ruben Guzman at NIRSA Headquarters. Please note that incomplete requests will not be considered. The NIRSA Headquarters will confirm the receipt of each request within five business days and will respond to each request within thirty days of confirmation of receipt.