

## Tips for Requesting Research

### How you can help us respond to your request quickly

- ✓ Provide us with a precise, well-focused question

A useful research report begins with a precise question. If you aren't quite sure of an exact question, give us a call (785-296-3181). We are happy to discuss how best to approach a subject, which data sources to use, what to include and omit, and so on. Writing your question down may help you organize your thoughts, and it helps us understand what you need.

- ✓ Tell us your objective

Even if you've asked us for information relating to only a single part of a project, it helps us to understand the "big picture" so we can better judge whether what we're finding is relevant to your needs. The more we know about the purpose and objective of the research, the better able we are to focus our approach. No need to worry that your ideas will be revealed to someone else. Everything you tell us remains strictly confidential.

- ✓ Provide as much background as possible

We can be much more efficient if you tell us what you already know about the subject and with whom you've already spoken. That way, we will better understand the project and won't duplicate your efforts.

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