DIVISION OF RESEARCH

CERTIFICATE IN RESEARCH ADMINISTRATION

UNIVERSITY OF **MARYLAND**

BEGINNER TRACK PROGRAM POLICIES

The Office of Research Administration (ORA) and Sponsored Programs Accounting & Compliance (SPAC) are committed to providing guidance to the university community on Federal, State, and University policies and regulations for sponsored research. To enhance this effort, our offices have developed the Certificate in Research Administration program, including both a beginner and advanced track. The following policies pertain to the **Beginner** track program.

REGISTRATION AND WAITLIST

Learners are required to take the entire sequence of courses in order for the Beginner track. This includes nine modules and three virtual sessions. The Beginner track is offered twice per year.

Participants must register for the series and receive confirmation of their registration. Registrations must be made online via the ORA website and are accepted on a first come, first serve basis. Participants must register for the course at least 24 hours before the first course date.

Each session admits up to 25 students. Once you have submitted your registration request online, you will be notified in order of registration, if/when a slot is available for you to attend the class. **Your registration request does not guarantee you acceptance in the class**.

 Registrations over the 25 seats are placed on a waiting list. Waitlist registrants may be registered for the class up to the morning of the first class. Waitlist registrants may also be added to the class registration list above the 25 seat limit at the discretion of program staff.

CHARGE POLICY

The cost to attend this series is $200. Payments may be made by check, money order, or

through your KFS account. If you choose KFS as your payment method, the cost of the course will be billed prior to the start of the first class. If you chose to self-pay, please bring a check or money order with you to the first in-person class session. Employees of the Division of Research should contact certprog@umd.edu prior to registering.

Certificate Program classes often have waiting lists of 10 to 15 people by the date of the event. As such, individuals who are registered for the class but do not attend prevent others who have registered from attending. To avoid being charged for the class, a cancellation request must be sent to certprog@umd.edu no later than 48 hours prior to the beginning of the first class. All individuals who are registered beyond the cancellation deadline will be charged for the course.

Exceptions include:

> **Last-Minute Registrations from the Waitlist**: Individuals registered from the waitlist within 24 hours of the start of the first class and who cancel or do not acknowledge the registration prior to the start of class will not be charged.
> **Individuals with a Bona-Fide Emergency**: Individuals who were registered for the course but who do not attend any in-person or online classes may contact certprog@umd.edu for an exception if an emergency arises. Such cases will

be reviewed individually by program staff.

Beginner track classes consist of several elements, including work that must be completed prior to arrival in class. Registrants for the program must be aware of all requirements, including the following:

- Modules requiring up to five hours of online work over a two week period
- Up to one hour of online pre-work due before each virtual session, including readings, videos, and knowledge-check activities
- Three virtual class sessions lasting one and a half hours each
- Online quizzes for each virtual session. Additional information about quiz requirements follow in the next section.

Students may be eligible for no more than one extension or excusal per class element (i.e. one pre-class knowledge check, virtual class session, and one quiz), with appropriate notice and approval from program staff. At the discretion of program staff, students may be asked to complete make-up work for any missed elements.

Failure to complete any required class element will result in failure to complete the certificate. No refunds will be granted to students who fail to complete the certificate.

QUIZ COMPLETION

A quiz for each virtual class must be completed to receive credit for the course. Individuals must earn a score of 70 or above to be considered complete. The deadline for completion of the quiz is 10 days after class at 11:59pm.

If a participant requests to have the quiz reopened after the close date, it may be made available at the discretion of program staff. Individuals may only be afforded one such opportunity to prevent patterns of missing quiz deadlines.

ATTENDANCE AND TARDY POLICY

Individuals who are registered for the course must attend each virtual class and remain on camera 95% of the meeting time to receive credit for attendance. If you are registered for the class then you must be the one to attend class; you may not send another individual in your place and receive credit for the class. Individuals who are registered for the class are expected to attend the entire class time.

In an effort to reduce the disruption caused by tardiness and early departures, the certificate program has a zero-tolerance policy. Individuals who arrive to the virtual classroom more than 15 minutes late will be marked tardy and will not receive credit for the class. Individuals who leave the virtual classroom more than 15 minutes early, or who are more than 15 minutes late coming back from the break also will not receive credit for the class.

If a class is in-person, participants should be prepared for parking at the University. No parking passes or validation will be provided to program participants. Difficulties in obtaining parking are not an excuse for tardiness.

NOTIFICATION OF SUPERVISOR

Students whose attendance is funded by their department should note that failure to complete any element of any class, or any request for an extension, will trigger a notification to their supervisor. Supervisors will be informed about any missed elements or extensions provided during the classes. They will also be informed when additional missed elements will place the student in danger of failing the certificate course.

RECEIVING COURSE CREDIT

To receive credit for a particular class, an individual must be registered for the Beginner track, complete all online elements and attend any in-class session in its entirety, and receive a 70% or above on the module quiz. There are no exceptions.

Completion of all modules and virtual classes in the program is required to receive a certificate of completion for the Beginner track series. **There are no exceptions.**

PARTICIPANT TRACKING SYSTEMS

Program staff use internal participant tracking systems to manage registrations and quiz responses, and to ensure compliance with the rules stated herein. To ensure the security of our participants' identities, personally sensitive information will not be stored in systems or documents outside of the participant tracking systems. This is the official system of record.

WEATHER EMERGENCIES

In the event that the University of Maryland is closed at the time of an in-person class for a weather or other emergency, the class will be cancelled and rescheduled for a different date. Students will be notified of the alternate date as quickly as possible after the University has reopened.

In the event that the University of Maryland is closed on the due date of a quiz, the due date will be extended by the number of days that the University was closed prior to and including the day of the quiz. The extension will begin on the next business day that the University is open.

ACCOMODATION REQUESTS

If you believe you may require accommodations in order to ensure successful completion of this program, please contact certprog@umd.edu as soon as possible after submitting your course registration. Every effort will be made to offer reasonable accommodations to ensure that the class is accessible to all.