



Research Management Specialist Certificate Learner Etiquette & Case Study Submission Guidelines

Participants completing a certificate through the Society of Research Administrators International (SRAI) are expected to uphold the highest standards of professionalism, integrity, and independent scholarship. These guidelines outline expectations for preparing and submitting the required case study assignment.

1. Originality and Academic Integrity

I affirm that the submitted case study is my own original work and represents my own thinking, analysis, and judgement. Any ideas, language, frameworks, data, or examples derived from external sources are fully cited.

I further affirm that this work has not been previously submitted for credit in another course or program and does not infringe on any copyright or proprietary rights.

2. Use of Artificial Intelligence

I have / have not used Artificial Intelligence to assist with researching, drafting, or editing my case study. If AI tools were used, I will provide a separate statement detailing:

- which program(s)/application(s) were used,
- the specific tasks for which they were used (e.g., brainstorming, editing, summarizing), and
- how the final work reflects my own judgment and analysis.

I understand that AI cannot replace original learner critical thinking, reflection, or application.

3. Confidentiality & Responsible Use of Institutional Information

I affirm that any institutional examples, processes, or cases used in my submission are either:

- drawn from publicly available information, or
- sufficiently de-identified to protect individuals, institutions, and proprietary data.

If my case study is based on direct professional experience, I confirm that no confidential, sensitive, or restricted information is disclosed.



4. Accuracy and Ethical Referencing

I affirm that all information presented is accurate to the best of my knowledge.

Any external sources, including frameworks, federal guidance, case law, or institutional policies, will be cited appropriately.

I understand that fabricated or misrepresented information violates program standards.

5. No Unauthorized Assistance

I affirm that the case study reflects my own work and that I have not received unauthorized assistance.

Assistance from peers, colleagues, or third-party editors must be disclosed and permitted.

I will not use another person's unpublished work (including drafts or internal documents) without explicit permission.

6. Submission Rights & Educational Use

I grant SRAI the non-exclusive right to store and review my case study for the purposes of:

- verifying completion of certificate requirements,
- program evaluation, quality assurance, and accreditation, and
- (if separately agreed) using de-identified excerpts as anonymized examples for educational purposes.

SRAI does not publish case studies without explicit consent from the learner.

Learners retain full rights to reuse their own work for academic or professional purposes.

7. Compliance with SRAI's Code of Ethics

I affirm that my conduct in preparing this case study adheres to the SRAI Code of Ethics and reflects the ethical standards expected of research management professionals.

Violations of these guidelines or of academic integrity may result in assignment revision or resubmission requirements, loss of credit for the assignment, or removal from the certificate program, depending on severity. SRAI aims to foster a learning environment rooted in trust, professionalism, and responsible practice, and upholding these expectations is essential to the credibility of the program and each learner's professional development.

By signing your name below, you agree to the SRAI Learner Etiquette & Case Study Submission Guidelines.

Printed Full Name



SRAI

SOCIETY OF
RESEARCH
ADMINISTRATORS
INTERNATIONAL

Signature

Date