



ENROLLMENT CONTRACT

For employee participation in the Duke University Research Administration Academy (RAA) administered by Research Costing Compliance

Employee Name _____

Date _____

Duke Unique ID _____

I have read and fully understand the **Supervisor Expectations** for supervisors of participants in the Research Administration Academy (RAA) as detailed on the RAA Web site.

As a supervisor, I resolve to:

- Support my employee's dedication to the successful and timely completion of RAA
- Allow my employee the time required to attend classes, complete tests, and complete projects

I attest to the fact that my employee meets the eligibility requirements of RAA:

- Is a full-time employee, not currently on leave (*employees who go on leave during the program will be unable to fulfill program requirements*)
- Manages grants 50% or more of his/her job function
- Has met all prerequisite classes

Supervisor _____

Date _____

I have read and fully understand the **Participant Expectations** for acceptance and participation in the Research Administration Academy (RAA) as detailed the RAA Web site. As a participant, I accept the rigors of the program and resolve to successfully complete the coursework, including homework and team projects, and testing included in this curriculum in the allotted timeframe.

Employee/RAA Participant _____

Date _____

Please contact rcc-cert@duke.edu with any questions.