
CRA Certification: What it Can Mean to You

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What is Certification?

The designation of CRA means that an individual has met the eligibility requirements of the Research Administrators Certification Council (RACC) and has demonstrated achievement of an advanced level of knowledge and understanding of the principles, concepts, and regulations for administering research.

Why should I be certified?

- Professional recognition
 - Personal satisfaction
 - Indicator of expertise and knowledge
 - Opens opportunities for employment
 - Increased credibility with colleagues and clients
 - Serve as a role model to others
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How do I become a CRA?

- Submit an application, including documentation demonstrating eligibility
 - Download the application from the website
 - Answer all questions on candidate information and eligibility
 - Sign, date, submit with the fee (\$340) by the deadline
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How do I become a CRA?

Eligibility Criteria

- Bachelor's degree and three years of substantial involvement in research or sponsored program administration
 - OR -
 - Associates degree and six years of substantial experience OR eight years of substantial experience (petition required)
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How do I become a CRA?

- Take the Exam

- Receive the eligibility notice
 - Schedule the Exam Appointment
 - Testing periods: Two weeks in fall and spring with three Saturdays each
 - Review testing locations
 - Review the rules for the Exam
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What does the exam entail?

- 250 multiple choice questions based on the “Body of Knowledge”
 - Total testing time of four hours
 - Questions covering four broad categories:
 - Project Development & Administration (30%)
 - Legal Requirements and Sponsor Interface (25%)
 - Financial Management (25%)
 - General Management (20%)
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I. Project Development and Administration

A. Collection and Dissemination of Information

1. Marketing – Internal and External
 2. Resource Documents Application Materials and Information
 3. Dissemination of Information/ Publications
 4. Liaison
 5. Public Relations
 6. Agency Structure and Practice
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I. Project Development and Administration (con't)

A. Collection and Dissemination of Information

B. Proposal Development

1. Proposal Writing
 2. Budget Preparation
 3. Documentation to Meet Sponsor Requirement
 4. Internal Proposal Processing
 5. Negotiation Techniques
 6. Contracting Basics
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I. Project Development and Administration (con't)

- A. Collection and Dissemination of Information
 - B. Proposal Development
 - C. Administration of Awards
 - D. Ethics and Professionalism
 - 1. Conflict of Interest
 - 2. Bioethics
 - 3. Human Subjects
 - 4. Animal Care
 - 5. Professionalism
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I. Project Development and Administration (con't)

- A. Collection and Dissemination of Information
 - B. Proposal Development
 - C. Administration of Awards
 - D. Ethics and Professionalism
 - E. Intellectual Property
 - 1. Patents and Trademarks
 - 2. Copyrights
 - 3. Licensing
 - 4. Commercialization
 - 5. Data
 - 6. Proprietary Information
 - 7. University-Industry Relationships
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II. Legal Requirements and Sponsor Interface

- A. Regulations and Statutes
 - B. Compliance – Federal Sponsors and General Management Practices
 - 1. Representations and Certifications
 - 2. Federal Management and Disclosure Requirements
 - 3. Institutional Committees
 - 4. HIPAA, ITAR, EAR
 - 5. Institutional & Sponsor Publication Requirements
 - C. Federal/Sponsor Appeal Procedures
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III. Financial Management

A. Budgeting/Accounting

1. Proposal Development
2. Accounting Management
3. Rebudgeting

B. Costs

C. Sponsor Financial Reporting

D. Audit

IV. General Management

- A. Facility Management
 - B. Contracts and Purchasing
 - C. Records Management
 - D. Human Resource Management
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How to prepare for the exam?

- Annotated Body of Knowledge at the RACC website
 - Attend sessions and workshops offered at regional and national meetings of SRA and NCURA
 - Review sessions offered by the RACC
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How to prepare for the exam?

- Handbook for Candidates
 - Research Administration and Management. Kulakowski, E. and L. Chronister. 2006. 900+ pgs.
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 - Regulation and Compliance; a Compendium of Regulations and Certifications Applicable to Sponsored Programs. National Council of University Research Administrators. 200+ pgs.
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■ Sample Questions

The first federal agency to sponsor scientific research was

- The National Science Foundation
- The Office of Naval Research
- The National Institutes of Health
- The Air Force Office of Scientific Research

The federal fiscal year ends on...

- A. April 15
 - B. June 30
 - C. September 30
 - D. December 31
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Federal law generally requires grant financial records to be kept for a MINIMUM of how many years?

- A. 1 year
 - B. 3 years
 - C. 5 years
 - D. 10 years
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An investigator on an NSF grant has permission to rebudget \$150,000 in renovation monies into equipment. If the institution's F&A rate (MTDC) is 54%, how much will be available for the equipment?

- A. \$69,000
- B. \$81,000
- C. \$97,403
- D. \$150,000

Which of the following agencies is responsible for the inspection of animal care facilities?

- A. Environmental Protection Agency
 - B. Office of Laboratory Animal Welfare (NIH)
 - C. Department of Agriculture
 - D. Department of Energy
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In which of the following areas of intellectual property is the concept of work-for-hire germane?

- A. Patents
- B. Trademarks
- C. Copyrights
- D. Trade secrets

Special guidelines for the protection of human subjects are in place for which of the following groups?

- A. Prisoners
 - B. The elderly
 - C. College students
 - D. Persons diagnosed as HIV positive
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Which of the following is NOT included in the computation of an indirect cost rate agreement?

- A. Utilities
- B. Project travel
- C. Facility maintenance
- D. Equipment replacement

According to OMB Circular A-21, costs incurred prior to the project start date are...

- A. Unallowable
 - B. Allowable if they are <90 days
 - C. Allowable only if approved by OMB
 - D. Allowable only if approved by the sponsoring agency
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Which of the following is an appropriate response to sexual harassment reported by an employee?

- A. Suggest employee report back if further incidences occur
 - B. Suspend accused employee pending investigation
 - C. Transfer employee to another dept.
 - D. Refer employee to appropriate institution representative
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Which of these agencies does NOT fund health research?

- A. Food and Drug Administration
 - B. Department of Energy
 - C. National Science Foundation
 - D. U.S. Army
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Conflict of interest may exist when researchers conduct drug clinical tests for a company if...

- A. There is not control group
 - B. The drug involves to different diseases
 - C. Researchers have a share in the company
 - D. Researchers test a drug and a devise at the same time
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The Bayh-Dole Act addresses....

- A. Publication rights to all intellectual property
 - B. Fixed-price contracts for federally sponsored research
 - C. Establishment of collaborations with small business partners
 - D. Ownership of intellectual property resulting from federally sponsored research
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An institution as an F&A rate of 40%. The total award of \$165,000, includes a \$25,000 item of equipment that is excluded from the F&A base. What are the total direct costs for the project?

- A. \$66,000
 - B. \$117,857
 - C. \$125,000
 - D. \$140,000
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According to federal regulations, Institutional Review Boards must include...?

- A. An ethicist
 - B. An attorney
 - C. A member of the clergy
 - D. A member not otherwise associated with the institution
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Which of the following OMB circulars refers to administrative requirements of grants and agreements?

- A. OMB Circular A-21
- B. OMB Circular A-110
- C. OMB Circular A-122
- D. OMB Circular A-133

Which of the following provides information on patent rights and responsibilities applicable to universities under federally sponsored projects?

- A. Federal Register
- B. Code of Federal Regulations
- C. Commerce Business Daily
- D. Catalog of Domestic Assistance

Despite expanded authorities, prior approval from a granting agency is required for which of the following?

- A. A one-year no-cost extension
- B. Change of personnel paid from the grant
- C. Transfer of funds from one budget category to another
- D. Change of principal investigator or project scope

If a grant includes equipment which came to the grantee institution as part of the award, the grantee

- A. Has legal responsibility for the equipment
 - B. Is not entitled to retain or dispose of the equipment
 - C. Must transfer the equipment if the PI leaves the grantee institution
 - D. Is required to have a maintenance contract
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