



Value of Research Administrator Certifications – CRA, CPRA, CFRA:



*What it Can Mean to
You, Your Team,
Your Institution*

Research Administrators



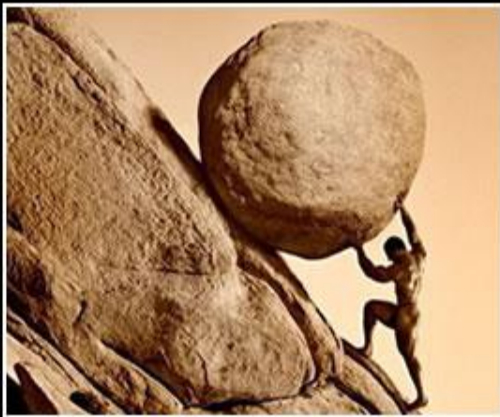
What our families think we do



What PIs think we do



What deans/directors think we do



What we think we do



What our bosses think we do



What we actually do

WHAT IS CERTIFICATION?

Obtaining certification 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.



WHAT IS RESEARCH ADMINISTRATORS CERTIFICATION COUNCIL(RACC)?

- The Council is a private, independent, nonprofit organization that develops and administers a voluntary program for the certification of individuals who meet the requirements established by the Council.



WHY IS CERTIFICATION IMPORTANT?

- Professional/Office wide recognition
- Personal satisfaction
- Indicator of expertise and knowledge
- Opens opportunities for employment
- Increased credibility with Faculty, colleagues and clients
- Noted as a role model to others
- Increase in pay – likely not!



WHAT CERTIFICATIONS DOES RACC OFFER?

- Certified Research Administrator (CRA)
- Certified Pre-award Research Administrator (CPRA)
- Certified **Financial** Research Administrator (CFRA)





SAMPLE QUESTIONS

- ✓ Not currently on the exams
- ✓ Will never be on the exams
- ✓ Offered here for fun
- ✓ More examples in Handbooks for Candidates



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



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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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WHAT IS THE PROCESS?

- Submit an application, including documentation demonstrating eligibility
 - online application on the website www.cra-cert.org
 - answer all questions on candidate information and eligibility
 - sign, date, submit with the fee (\$385) by the deadline



WHAT ARE THE ELIGIBILITY CRITERIA?

- Bachelor's degree and three years of substantial involvement in research or sponsored program administration
- OR
- Associates degree and five years of substantial experience
- OR
- Six years of substantial experience (petition required) – No degree



WHAT DOES THE EXAM ENTAIL?

- 250 multiple choice questions based on the “Body of Knowledge (BOK)” test content outline
- Total testing time of four hours
- Computerized and taken at testing centers throughout the United States



THE FEDERAL FISCAL YEAR ENDS ON...

- A. April 15
- B. June 30
- C. September 30
- D. December 31



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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



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CRA BOK DOMAINS

Project Development and Administration	30%
Legal Requirements and Sponsor Interface	30%
Financial Management	25%
General Management	15%



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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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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CPRA BOK DOMAINS

Research Partnership and Funding	25%
Project Development and Proposal Submission	30%
Budget Design and Development	30%
Awards and Pre-award Compliance Considerations	15%



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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CFRA BOK DOMAINS

Governing Framework	25%
Project Costs	35%
Reporting	25%
Fiscal Compliance	15%



PROPOSAL DEVELOPMENT

F&A – Math Basics

Problem #1

MTDC
40%

&



Award=
\$200,000

Total
Direct
Costs?



PROPOSAL DEVELOPMENT

F&A – Math Basics

Problem #1



Direct Cost/(1+F&A rate) = Direct Cost \$ available.



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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PREPARING FOR THE EXAM

- Annotated Body of Knowledge (BOK) at the RACC website
- Attend sessions and workshops offered at regional and national meetings of SRA and NCURA
- Body of Knowledge BOK Review Sessions offered by the RACC



PREPARING FOR THE EXAM

- Handbook for Candidates
- Suggested reading material found in each handbook
- Seek a mentor
- Form a study group



BROWN BAG LUNCH SESSIONS

- Invite Experts at your institution to present
- Provide the “Body of Knowledge” topics related to their department, position, and/or area of expertise
- Provide sample questions
 - Presenter may create additional questions for review



BROWN BAG TOPICS

TOPIC	PRESENTER
Contracts / Legal Requirements	Contract Negotiators, FAR Experts
F& A Rate Proposal	Cost Accounting/Controller
Human & Animal Subjects	Office of Research Subject Protections
Intellectual Property	Research/Technology Transfer Office
Lab Safety	Lab Safety, Environmental Health & Safety Office
Uniform Guidance *2CFR	Post Award Leadership
Proposal Development	Pre Award Leadership
Searching for Research Opportunities	Research Deans



SETTING UP A STUDY GROUP

- Create Study Group – *Up Front Support from Manager*



- Planning Meeting

- Topics
- Dates and times
- Expectations
 - Each participant will be responsible for leading or co-leading one session
 - Compile information on topic & send to the group in advance
 - Lead session discussion
 - Follow-up on unanswered questions
 - Attendance requirements



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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OTHER RESOURCES

- **Conferences**

- SRA (International, Section, Chapter) Meetings
- NCURA (International and Region) Meetings
- NACCA (National Conference on College Cost Accountants)

- **Webinars / Online Training**

- SRA Webinars

<http://www.srainternational.org/sra03/template/tntbwebinar.cfm?id=2529>

- NCURA Educational Programs

<http://www.ncura.edu/Education.aspx>

- CITI Online training

<https://about.citiprogram.org/en/homepage/>

- Human Subjects – Clinical Trials Compliance
- Lab Animal Research – Export Compliance
- Responsible Conduct of Research – Conflicts of Interest



EXAMINATION SCHEDULE

- **Certified Research Administrator**
 - ✓ CRA- **May and November (annually)**
Application Deadline: **Approximately six weeks prior**
- **Certified Pre-award Research Administrator**
 - ✓ CPRA- **February and August (annually)**
Application Deadline: **Same**
- **Certified Financial Research Administrator**
 - ✓ CFRA – **March and September (Annually)**
Application Deadline: **Same**



RECERTIFICATION

- Certification is for a five year period
 - Continuation education required (80 contact hours)
 - Include a list of educational activities
 - Publications
 - Taken or taught
 - Provide 3 questions for use on a future examination



RECERTIFICATION

- Educational activities may include teaching, serving on professional journal or newsletter review boards, writing articles, serving on boards of relevant national associations, participating in workshops and seminars, as well as academic courses at an undergraduate or graduate level.
- Academic credits will be considered as contact hours. A recertification fee will also be due at the time the recertification application is filed.



Does the RACC have a Code of Ethics for Certificants?

Yes, there is a Code of Ethics which each candidate is required to sign at the time they apply to take the examination. The Code of Ethics includes:

- The intent of the Research Administrators Certification Council's (RACC) Code of Ethics is to set forth and promote a culture of integrity and competency in the profession of sponsored research administration.



CODE OF ETHICS

I agree to:

- *perform my duties with honesty, diligence, and responsibility*
- *conduct myself free of personal and professional conflicts or the appearance of impropriety*
- *remain mindful as a steward of the funds I assist in requesting and managing have been provided fundamentally for the public good*
- *be prudent in the use and protection of sensitive information/data*
- *act in good faith promoting ethical integrity in all of our actions*
- *in public forums, maintain respectful communication about others in the profession*



*FEDERAL LAW GENERALLY REQUIRES
FEDERAL ASSISTANCE 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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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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PROPOSAL DEVELOPMENT

F&A – Math Basics

MTDC
40%

&

Award=
\$165,000



Total
Direct
Costs?

&

Excluded
Equipment
=
\$25,000

Problem #2



PROPOSAL DEVELOPMENT

F&A – Math Basics

Problem #2

$$\$165,000 - \$25,000 \div 1.40 + \$25,000 = \$125,000$$

$$\frac{(\text{Direct Cost} - \text{Exclusions})}{(1 + \text{F\&A Rate})}$$

Add back exclusions

And you get Total Direct Costs



QUESTIONS???



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