



*Are you ready to take the exam?*

# RACC

- Research Administrators Certification Council
- Established in 1993
- Board members are research administrators
- Technical support provided by Professional Testing Corporation
- Administrative support provided by IMI Association Executives



# Why Certification?

- Personally & Professionally Challenging
- Demonstrates Mastery of Body of Knowledge
- Credential Recognized Nationwide
- Indicates Commitment to the Profession

# Required Qualifications

- A Master's Degree (or higher) with three years of professional research experience.
- A Bachelor's Degree with five years of professional research experience
- Less than a Bachelor's Degree and six years of professional research experience

*Other “relevant work experience” may be acceptable.*

# Required Qualifications

## **Relevant Work Experience**

Professional background in government, healthcare, or non-profit organizations that make or receive grants and contracts.

Required professional experience is employment in a sponsoring or recipient organization or the equivalent in a self-funded organization.

### **CAUTION!**

This test is very difficult to pass without relevant work experience.

# The Body of Knowledge & Exam

- 250 Multiple Choice (A,B,C,D) questions
- Four hours to complete the exam
- Passing score is typically 175 correct answers
- Questions are written by current certificants

# The CRA<sup>®</sup> Body of Knowledge & Exam

- Collection and Dissemination of Information (44%)
- Legal Requirements and Sponsor Interface (20%)
- Financial Management (21%)
- General Management (15%)

***While there are four parts to the BoK,  
you must pass the exam as a whole***

# The CPRA® Body of Knowledge & Exam

- Research Partnership and Funding (25%)
- Project Development and Proposal Submission (30%)
- Budget Design and Development (30%)
- Award and Pre-Award Compliance Considerations (15%)

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# The CFRA Body of Knowledge & Exam

- Governing Framework (25%)
- Project Costs (35%)
- Reporting (25%)
- Fiscal Compliance (15%)

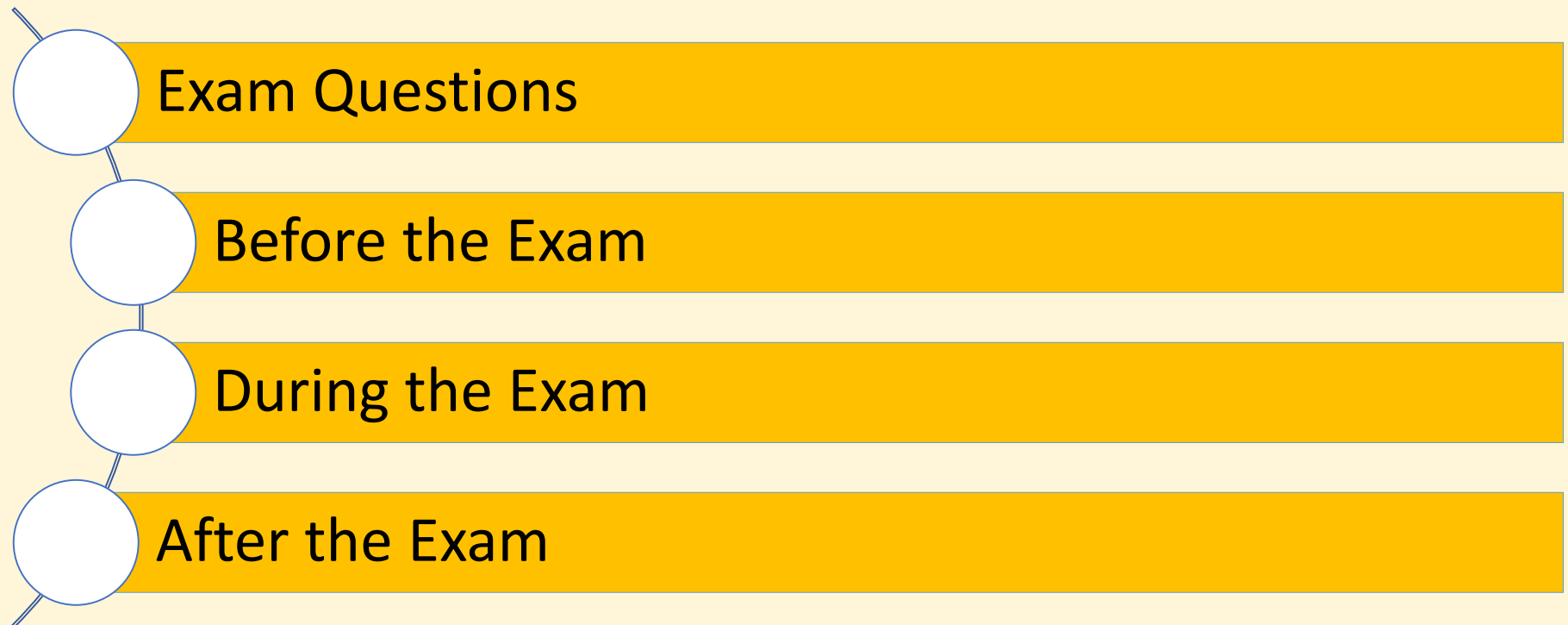
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# Which exam is right for you?

Many institutions are requiring a certification for leadership so that depends on you, where you are now, and where you want to go in the future.

- CRA® – the over all umbrella of Research Administration
- CPRA® – Proposal management and up to and including negotiation
- CFRA – Financial Management

# What you should know...



# Exam Questions

- Written by Certificants and Reviewed (twice) before going into the Question Bank
- Questions reflect the weighting of the exam and balanced based on difficulty
- No “All of the Above” or “None of the Above”
- No “Which is *not*” questions

# Before the Exam

- Scout your Testing Center
- Get a good night's sleep
- Eat a good (but not huge) breakfast
- Hydrate, but don't go nuts
- Wear comfortable clothing
- Arrive early

# During the Exam

- No personal items in the examination room
- The clock doesn't stop!
- Read the question and all four answers
- Flag questions when you're not sure, you will be able to come back to them
- Don't forget to breathe...

# During the Exam

## *How to Answer a Multiple-Choice Question*

- Eliminate any *clearly wrong* answers
- Eliminate answers that are totally unfamiliar to you
- Use hints from questions you know
- Seriously. Don't forget to breathe...

# During the Exam

## The **BEST** Right Answer

- All questions have the following:
  - A stem or item that poses the problem that must be answered. This can be in the form of a question or an incomplete sentence.
  - A Right Answer
  - Three Distracters
- The Distractors may be right – but only *some* of the time
- The Best Right Answer is *right* all the time



## After the Exam

- PTC scores each test after exam window closes
  - Questions with anomalously high failure rates receive further review from PTC and RACC
  - Confirm the final results
  - Notify participants by mail
- 
- Takes six weeks from the close of the testing window

## Sample Questions

Note: These questions are examples only. They will not be on any exam.

**Now let's have some fun!**

**An investigator on an NSF grant has permission to re-budget \$150,000 in renovation monies into equipment. If the institution's F&A cost rate is 54% MTDC, how much money will be available for equipment?**

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

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- B. Change of personnel paid from the grant
- C. Change of the principal investigator or project scope
- D. Transfer of funds from one budget category to another

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# Questions for us?