Professional Opportunities

Julie Cole
Director, Research Costing Compliance

Kristy Ford
Research Costing Compliance

Topics

• Professional opportunities at Duke University in research administration and grant management
• Professional organizations and ways to get involved
• Certified Research Administrator Exam
Professional Involvement at Duke

Training Opportunities

- Research Administration Academy (RAA)
- Advanced Grant Management (AGM)
- FasTrack program – variety of topic specific, entry level classes
- Management of Selected Post Award Issues (MSPAI) – required annually for all grant managers
- ORA, ORS quarterly meetings
- Other training offered by ORA, ORS, OSP, SOMCO, Internal Audit

Other Professional Opportunities:

- RAA mentor
  - Provide guidance and assistance to an RAA participant as they complete the program
  - Volunteer to mentor someone in your department who is completing the RAA program

- RCC Lead trainer
  - Use your expertise in research administration from the departmental perspective to help RCC train Duke’s grant management community
  - Apply to RCC to be a Lead Trainer
Professional Involvement at Duke

Other Professional Opportunities (cont):

- Annual Symposium for Research Administrators
  - Symposium Program Committee
    - Assist RCC and the committee with the planning and decision making
    - Contact RCC to get involved
  - Symposium volunteer
    - Volunteer your time and talents the week prior and the day of the symposium to assist with logistics of the all-day event
    - Contact RCC to be a symposium volunteer
  - Symposium presenter
    - Share your knowledge and experience with your colleagues to enhance the research administration profession at Duke
    - Submit a proposal to RCC

Professional Organizations

- SRA (Society of Research Administrators International)
  http://www.srainternational.org
- NCSRA (SRA International North Carolina Chapter)
  http://www.srainternational.org/sra03/template/tntbNCC.cfm?id=542
- NCURA (National Council of University Research Administrators)
  http://www.ncura.edu
- PRIM&R (Public Responsibility in Medicine and Research)
  https://www.primr.org/
- AUTM (Association of University Technology Managers)
  http://www.autm.net/Home.htm
- NORDP (National Organization of Research Development Professionals) www.nordp.org
Next meeting is in Memphis, Tennessee.
The NCSRA 2013 Annual Meeting will be held March 10-13, 2013 at the Sheraton Greensboro at Four Seasons in Greensboro, North Carolina.
What is a CRA?

• Certified Research Administrator

• Nationally recognized certification governed by the Research Administrators Certification Council (RACC) [http://www.cra-cert.org/](http://www.cra-cert.org/)

• An individual who met certification eligibility requirements and has demonstrated a broad knowledge base in research administration

  Duke currently employs 53 CRAs and 1 CPRA

Benefits to Becoming a CRA

• Provides documented evidence of your vast knowledge in research/sponsored programs administration

• Shows a commitment to the research administration profession

• Since immense preparation during your personal time is necessary to pass the exam, the CRA designation reflects tenacity and self-motivation

• Increases the credibility and professionalism of the institution
Certified Research Administrator Exam

Eligibility

(1) Bachelor’s degree plus 3 years of substantial involvement in research or sponsored programs administration either in a sponsoring or recipient organization or the equivalent in a self-funding organization,

(2) Associate’s degree plus 6 years experience, or

(3) 8 years experience in research administration (this requires completion of a Petition Application)

About the CRA Exam

• Application Fee = $350
• 250 multiple choice questions
• 4 hours to complete
• Must correctly answer 175 questions to pass the exam
• Exam is weighted in approximately the following manner:
  – Project Development & Administration.........................30%
  – Legal Requirements & Sponsor Interface.......................30%
  – Financial Management...............................................25%
  – General Management...............................................15%
About the CRA Exam

- Exam is offered during testing windows two times per calendar year

2012 Testing Windows:

- May 12, 2012 – May 26, 2012
- December 1, 2012 – December 15, 2012

*Every years’ testing windows are typically in May and December

CRA Exam Registration

| Exam & Registration Dates |  
|-------------------------|---
| **Spring 2012** |  
| Application Deadline | March 30, 2012  
| Testing Window | Begins: May 12, 2012  
| | Ends: May 26, 2012  
| **Fall 2012** |  
| Application Deadline | October 15, 2012  
| Testing Window | Begins: December 1, 2012  
| | Ends: December 15, 2012  

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CRA Exam Registration

1. Submit your completed application and fee to the Professional Testing Corporation by deadline for desired testing window
2. You will receive a postcard from PTC confirming receipt of your application
3. Within 6 weeks prior to the first day of the testing period, you will receive an Eligibility Notice.

4. **You** must call the testing center to schedule an appointment for your exam (contact info. provided on Eligibility Notice)

5. Exam appointments are available on a first come, first serve basis (so schedule early!)
6. When you call, you will select the date and time you prefer (based on availability)
7. On the day of the exam, be sure to have your Eligibility Notice and a government-issued photo ID

*Closest testing centers are located in Raleigh, Winston-Salem and Fayetteville*
RACC Body of Knowledge

- Project Development and Administration
  A. Collection/Dissemination of Information
  B. Proposal Development
  C. Administration of Awards
  D. Ethics and Professionalism
  E. Intellectual Property
  F. Electronic Research Administration
- Legal Requirements and Sponsor Interface
  A. Regulations and Statutes
  B. Compliance – Federal Sponsors and General Management Practices
  C. Federal/Sponsor Appeal Procedures
- Financial Management
  A. Budgeting/Accounting
  B. Costs
  C. Sponsor Financial Reporting
  D. Audit
- General Management
  A. Facility Management
  B. Contracts and Purchasing
  C. Records Management
  D. Human Resource Management

Knowledge of sponsors; Knowledge of researcher base, organizational capacity, search and dissemination strategies

Knowledge of research ethics; Knowledge of award requirements; Knowledge of organizational requirements; Knowledge of expenditure regulations from organization, general rules and sponsor specific rules; Knowledge of budgeting and project management; Knowledge of research ethics; Knowledge of all compliance directives applicable to project; Knowledge of Export Controls, tech transfer, other project specific regulations

Knowledge of application process and submission; ERA; internal organizational requirements; budget requirements from sponsors; budgeting restrictions from sponsor and general rules (circulars); research ethics; Knowledge of all regulations related to sponsored programs management
What Is a Research Administrator

- Advocate
- Reviewer
- Motivator
- Interpreter
- Compliance Manager
- Gatekeeper
- Enforcer
- Resource Locator
- Team Builder

Diversified Profession

- Central Administration
- Departmental Administration
- Pre-Award/Proposal Development
- Post-Award/Accounting
- Compliance
- Clinical Trials
- Intellectual Property/Technology Transfer
- Internal Audit
- Risk Assessment
- Research Associate
Settings for Research Administration

- Universities and Colleges
- Hospitals
- Independent Research Organizations
- Government
- Medical Schools
- Biomedical Institutions
- Nonprofits
- Industry
- Foundations

What should this diversity tell you about rules and regulations?

Taking the CRA Exam: Helpful Hints

- Start with questions you can answer readily
- Recycle through the test
- Set goals for time and pace yourself accordingly
- Read the questions carefully
- Locate key words in questions
- Try to recall a concept from memory
- Consider the cover-up strategy
Taking the CRA Exam: Helpful Hints

- Sometimes choices differ by only 1 or 2 words
- Use the hint of highly similar pairs
- Be prepared to change your answer
- You might want to try to break it down into smaller sections and focus on the small sections of the test
- Be alert to linked terminology
- Be wary of descriptive words
- Translate double negative statements into positive ones

If you must guess, look for some of these possibilities:

- The style of an answer option is very different from all of the others - this may disqualify it;
- The grammar of the question stem is not in agreement with the grammar of an alternative;
- Some choice is not in the area or topic of the question, but comes from some other part of the area - this may disqualify it

Overall, remember that you are looking for the best answer, not only a correct one, and not one which must be true all of the time, in all cases, and without exception.
CRA Sample Test

• What did you think?
• Did you do better or worse than you expected?
• Any questions seem to confuse you?
• What did you discover about your strengths and weaknesses through this exercise?

Are you ready to take the CRA exam?