

**CERTIFICATION EXAMINATION
FOR
PRE-AWARD
RESEARCH ADMINISTRATORS**

Handbook for Candidates

EXAMINATION DATES

Winter 2017

Application Deadline

Testing Window

January 17, 2017

Begins: February 11, 2017

Ends: February 25, 2017

Summer 2017

Application Deadline

Testing Window

June 30, 2017

Begins: August 12, 2017

Ends: August 26, 2017



PLEASE NOTE

RACC is going to include questions referencing the Uniform Guidance into the examinations on a slight delay and over a period of time/phases. This decision was based on the fact that one of our eligibility requirements is that a research administrator needs to have at least three years of experience in the profession, so we are essentially testing information which should have been acquired from working during the last three years. Additionally, many of the changes to the annual audit requirements do not take place immediately and are implemented over time.

RACC has decided to phase the new regulations into our examinations gradually, so that by the end of three years the examinations will be totally based on the new Uniform Guidance and the resulting agency positions in the management of their awards. We believe that this phased approach will also mirror how research administrators will be implementing the regulations in daily decisions and in our roles.

The CPRA Examination will consist of items based entirely on 2 CFR 200 (Uniform Guidance) by 2018.

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This handbook contains necessary information about the Pre-Award Research Administrators (CPRA) Examination. Please retain it for future reference. Candidates are responsible for reading these instructions carefully. This handbook is subject to change.

CERTIFICATION

The Research Administrators Certification Council (RACC) promotes the concept of voluntary certification by examination for all pre-award research and sponsored programs administrators. After passing this examination, an individual earns the Certified Pre-Award Research Administrator (CPRA) designation. Certification is just one part of a process called "credentialing". It focuses specifically on the individual and is one indication of current competence in this specialized field. Certification in pre-award research and sponsored programs administration is highly valued and provides formal recognition of basic knowledge in this field.

REASONS FOR CERTIFICATION

1. To provide documented evidence to a current or potential employer that an individual has been examined by an independent professional certifying organization and found to possess a certain level of basic knowledge of pre-award research and sponsored programs administration.
2. To provide personal and professional satisfaction of achievement of meeting established criteria indicating the attainment of a level of basic knowledge that is customary to be a professional in the field of pre-award research and sponsored programs administration.
3. To demonstrate commitment to the profession and to one's peers that an individual has taken the time and effort, beyond job experience, to learn the Pre-Award Body of Knowledge, thus exhibiting a significant responsibility to working in the profession of pre-award research or sponsored programs administration.

ELIGIBILITY REQUIREMENTS

1. Bachelor's degree and three (3) years of professional experience in pre-award research administration or sponsored programs administration either in a sponsoring or recipient organization or the equivalent in a self-funded organization;
OR
2. An Associate's degree and five (5) years of professional experience in pre-award research administration or sponsored programs administration either in a sponsoring or recipient organization or the equivalent in a self-funded organization;
OR
3. No degree and six (6) years of professional experience in the pre-award research administration or sponsored programs administration either in a sponsoring or recipient organization or the equivalent in a self-funded organization. *

*Petitions for approval of this option are available on the RACC website at: <http://www.racc-cert.org/CPRApetition.htm>.

ADMINISTRATION

The Certification Program is administered by the Research Administrators Certification Council (RACC). The Certification Examination for Pre-Award Research Administrators is conducted by the Professional Testing Corporation (PTC), 1350 Broadway - 17th Floor, New York, New York 10018, (212) 356-0660, <http://www.ptcny.com>. The Professional Testing Corporation is an organization whose services are focused on the measurement aspects of human resources, including the design, development, and administration of tests and testing programs for professional organizations. Questions concerning the examination should be referred to PTC.

ATTAINMENT OF CERTIFICATION

Eligible candidates who pass the examination will be certified for a period of five years, are eligible to use the designation CPRA after their names, and will receive a certificate from the RACC. A registry of Certified Pre-Award Research Administrators is maintained by the RACC and may be reported in its publications. Further information concerning the CPRA credentialing program and information regarding preparation for the examination may be found at the RACC home page, <http://www.racc-cert.org>. Annotated lists of the content outline for the CPRA examination and RACC's Body of Knowledge may be found at <http://www.racc-cert.org/BodyofKnowledge.html>.

The CPRA designation is awarded for a period of five (5) years. At which time a CPRA must recertify for an additional five (5) years by one of two methods:

1. Earning 80 contact hours of education credits during the preceding 5 years, 80% of which (64 credits) must be taken in topics related specifically to pre-award activities
2. Re-taking and passing the CPRA examination

Reminders about recertification will be sent by way of email, beginning approximately three (3) months before the dates of recertification.

CODE OF ETHICS

Certificants are expected to practice and uphold the following principles in the discharge of their professional responsibilities. A candidate is required to sign the following statement as part of his/her application process:

I agree that I shall:

- 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

REVOCATION OF CERTIFICATION

Certification may be revoked by the RACC for any of the following reasons:

1. Falsification of an application.
2. Misrepresentation of certification status.
3. Breach of existing ethical standards of professional practice.

An appeals mechanism for challenging revocation of certification is available.

APPLICATION PROCEDURE

1. Read and follow the directions on the application and in this handbook. All applications must be completed online. The application can be found on Professional Testing Corporation’s website at <http://www.ptcny.com/clients/RACC>.
2. The online application and appropriate fees for the examination must be received on or before the appropriate deadline listed in this handbook.

COMPLETION OF APPLICATION

Candidates must complete the examination application in full, using your name exactly as it appears on your current government issued photo ID such as your driver’s license or passport. The completed application, with all documentation (if required), must be submitted online with the examination fee. If payment is being made by check or money order, complete the online application and mail payment to:

RACC EXAMINATION
Professional Testing Corporation
1350 Broadway, 17th Floor
New York, NY 10018

NOTE: Be certain payment clearly indicates candidate name and appropriate examination and testing period.

FEES

Application Fee for the Certification Examination for Pre-Award Research Administrators	\$375.00
Special Test Center Fee	\$100.00

MAKE CHECK OR MONEY ORDER PAYABLE TO: **PROFESSIONAL TESTING CORPORATION**

Visa, MasterCard, and American Express are also accepted. Please complete and sign the credit card payment form on the Application.

DO NOT SEND CASH.

REFUNDS/TRANSFERS

There will be no refund of fees. A candidate who applies to take the examination but then wishes to take it during a different testing period may be granted a one-time deferment to the immediate next testing period if the candidate requests the deferment in writing and submits the transfer fee of \$210 to Professional Testing Corporation. Only one deferment will be permitted. The candidate is responsible for contacting PSI at 1-800-733-9267 and canceling the examination appointment, if one has been made.

EXAMINATION ADMINISTRATION

The Certification Examination for Pre-Award Research Administrators is administered during an established two-week testing period on a daily basis, Monday through Saturday, excluding holidays, at computer-based testing facilities managed by PSI. PSI has several hundred testing sites in the United States, as well as Canada. Scheduling is done on a first-come, first-serve basis. To find a testing center near you visit: www.ptcny.com/cbt/sites.htm or call PSI at (800) 733-9267. Please note that hours and days of availability vary at different centers. **You will not be able to schedule your examination appointment until you have received a Scheduling Authorization from PTC (notices@ptcny.com).**

TESTING SOFTWARE TUTORIAL

A Testing Software Tutorial can be viewed online. Go to www.ptcny.com/cbt/demo.html. This online testing software Tutorial can give you an idea about the features of the testing software.

SCHEDULING YOUR EXAMINATION APPOINTMENT

Once your Application has been received and processed and your eligibility has been verified, you will be sent a postcard from PTC confirming receipt. Within six weeks prior to the first day of the testing window, you will be sent a Scheduling Authorization by email from notices@ptcny.com. Please add the 'ptcny.com' domain to your email spam filter safe list.

Your current government-issued photo identification must be presented in order to gain admission to the testing center. PTC suggests you also bring a paper copy of your Scheduling Authorization and your PSI appointment confirmation. If you do not receive a Scheduling Authorization or other correspondence at least three weeks before the beginning of the testing period, contact the Professional Testing Corporation at (212) 356-0660.

The Scheduling Authorization will indicate where to call to schedule your examination appointment as well as the dates during which testing is available. Appointment times are first-come, first-serve, so schedule your appointment as soon as you receive your Scheduling Authorization in order to maximize your chance of testing at your preferred location and on your preferred date.

After you make your test appointment, PSI will send you a confirmation email with the date, time, and location of your examination. Please check this confirmation carefully for the correct date, time, and location. Contact PSI at (800) 733-9267 if you do not receive this email confirmation or if there is a mistake with your appointment.

- It is your responsibility as the candidate to contact PSI to schedule the examination appointment.
- It is highly recommended that you become familiar with the testing site.
- Arrival at the testing site at the appointed time is the responsibility of the candidate. Please plan for weather, traffic, parking, and any security requirements that are specific to the testing location. Late arrival may prevent you from testing.

CHANGING YOUR EXAMINATION APPOINTMENT

If you need to cancel your examination appointment or reschedule to a different date within the two-week testing period, you must contact PSI at (800) 733-9267 no later than noon, Eastern Standard Time, of the second business day PRIOR to your scheduled appointment. PSI does not have the authority to authorize refunds or transfers to another testing period.

SPECIAL NEEDS

RACC and PTC support the intent of and comply with the Americans with Disabilities Act (ADA). PTC will take steps reasonably necessary to make certification accessible to persons with disabilities covered under the ADA. Special testing arrangements may be made upon receipt of the Application, examination fee, and a completed and signed Request for Special Needs Accommodations Form, available from www.ptcny.com or by calling PTC at (212) 356-0660. This Form must be uploaded with the online application at least EIGHT weeks before the testing period begins. Please use this Form if you need to bring a service dog, medicine, food or beverages needed for a medical condition with you to the testing center.

Information supplied on the Request for Special Accommodations Form will only be used to determine the need for special accommodations and will be kept confidential.

CANDIDATES OUTSIDE THE UNITED STATES AND PARTS OF CANADA

It may be possible to establish a special testing center to take a paper and pencil examination in your own country for an additional fee of \$100.00. A Request for Special Testing Center Form is available at www.ptcny.com and must be submitted along with payment to PTC upon submission of application EIGHT weeks before the testing period begins.

The Special Testing Center Fee will be waived for groups of five or more testing at the same time and location.

Please note that all examinations are administered in English.

RULES FOR THE EXAMINATION

1. All electronic devices that can be used to record, transmit, receive, or play back audio, photographic, text, or video content, including but not limited to, cell phones, laptop computers, tablets, Bluetooth devices; all wearable smart technology such as smart watches; MP3 players such as iPods, pagers, cameras and voice recorders are not permitted to be used and cannot be taken into the examination room.
2. Simple, non-programmable calculators are permitted, except for calculators included in cell phones and other mobile devices. A calculator is also available on screen if needed.
3. No questions concerning content of the examination may be asked during the examination session. The candidate should carefully read the directions that are provided on screen at the beginning of the examination session.
4. No papers, books or reference materials may be taken into or removed from the examination room.
5. Candidates are prohibited from leaving the testing room while their examination is in session, with the sole exception of going to the restroom.

REPORT OF RESULTS

Test results are not released at the testing center but will be sent via mail approximately one month following the close of the testing period. This is necessary to allow for the psychometric review and administrative time required to ensure accurate and reliable scores. Scores on the major areas of the examination and on the total examination will be provided. Successful candidates will also receive certificates from the RACC.

REEXAMINATION

The Certification Examination for Pre-Award Research Administrators may be taken as often as desired upon filing of a new application and payment of the applicable fee. There is no limit to the number of times the examination may be repeated.

CONFIDENTIALITY

1. The RACC will release the individual test scores ONLY to the individual candidate.
2. Any questions concerning test results should be referred to the RACC or PTC.

CONTENT OF EXAMINATION

1. The Certification Examination for Pre-Award Research Administrators is a computer-based examination composed of a maximum of 250 multiple choice, objective questions with a total testing time of four (4) hours.
2. The content for the examination is described in the Content Outline, beginning on page 7.
3. The questions for the examination are obtained from Certified Pre-Award Research Administrators, individuals with expertise in research administration, and are reviewed for construction, accuracy, and appropriateness by the RACC and PTC's psychometricians.
4. The RACC, with the advice and assistance of the PTC, prepares the examination.
5. The Certification Examination for Pre-Award Research Administrators will be weighted in approximately the following manner:

I.	Research Partnership and Funding.....	25%
II.	Project Development and Proposal Submission	30%
III.	Budget Design and Development.....	30%
IV.	Awards and Pre-Award Compliance Considerations.....	15%

CONTENT OUTLINE: RACC “Body of Knowledge”

RACC is going to include questions referencing the Uniform Guidance into the examinations on a slight delay and over a period of time/phases. The CPRA Examination will consist of items based entirely on 2 CFR 200 (Uniform Guidance) by 2018.

I. RESEARCH PARTNERSHIP AND FUNDING

- A. Settings for research administration
- B. Roles and responsibilities
 - 1. Research administrator (facilitator, gatekeeper, resource locator, team builder, motivator)
 - 2. Sponsored programs office
 - 3. Principal investigator and other key personnel
 - 4. Institution
 - 5. Sponsor
- C. Perspectives for seeking and awarding sponsored funding (institutions, sponsor’s, principal investigator’s, interdependency, common goals, relationships)
- D. Collaborations (role, determining criteria, required proposal documentation)
 - 1. Multiple/Collaborating PIs
 - 2. Subrecipients
 - 3. Independent contractors
 - 4. Teaming agreement
- E. Professional skills development for research administrators (customer service, project management, multi-tasking, time management, training for career development)
- F. Funding and research development
 - 1. Funding opportunities (characteristics, key features)
 - a. Solicited
 - b. Unsolicited/PI-initiated
 - c. Limited submissions
 - 2. Funding information (background, content, best practices)
 - a. Sources (characteristics, key features)
 - i. Catalog of Federal Domestic Assistance (CFDA)
 - ii. Federal Register
 - iii. FedBizOpps.gov
 - iv. Grants.gov
 - v. FedConnect.net
 - vi. Agency websites
 - vii. Foundation directories and reports
 - viii. Other
 - b. Use of expertise databases and funding search tools
 - 3. Announcements/solicitations
 - a. General components included in funding announcements
 - b. Types and traits of funding announcements/solicitations (RFA/RFP)
 - c. Identification of key points from announcements and communication to investigators
 - d. Communication methods and delivery to appropriate audience (newsletters, electronic tools, listserv)
 - 4. Funding programs (key purposes, characteristics, requirements, restrictions)
 - a. Research
 - b. Fellowships and training
 - c. Equipment/instrumentation
 - d. Program project/center
 - e. Career development
 - f. Internal
 - g. Other

- G. Overview of grants regulatory framework and legislative process (statutory requirements, program requirements, administrative requirements)
 - 1. Federal budget process
 - 2. Congressionally directed funding (distinguishing features, lobbying implications)
 - 3. OMB circulars (OMB A-133, OMB A-102) (purpose, requirements, Implementation, and Uniform Guidance)
 - 4. Code of Federal Regulations (CFR) (2 CFR Part 215, 2 CFR Part 220, 2 CFR Part 230, 2 CFR Part 225)
 - 5. Federal Acquisition Regulation (FAR) (purpose, requirements in contracts)
 - 6. Statutory requirements (NIH salary cap)
 - 7. America COMPETES Act (requirements, implementation)
 - 8. Other
- H. Sponsors
 - 1. Types and characteristics of sponsors
 - a. Federal government
 - i. Structure and agency missions (executive departments, independent agencies)
 - ii. Types of funding programs and award mechanisms
 - b. State and local government
 - c. Private foundations and associations
 - d. For profit business and industry
 - 2. Differentiation between public and private sources of funding
- I. Identification of internal capacity
 - 1. Identification of space needs (survey)
 - 2. Assessment of institution's facilities, resources, and unique internal/institutional capabilities
 - a. Animal research facilities
 - b. Specialized facilities
 - c. Central services (recharge centers)
 - d. Availability of institutional matching funds
- J. Public relations
 - 1. Freedom of information (FOIA)
 - 2. Public records laws
 - 3. Media relations and interactions with special interest groups
 - 4. Environmental concerns/impacts (chemical hazardous waste, Material Safety Data sheets [MSDS], environmental safety, management of public relations associated with potential hazards)

II. PROJECT DEVELOPMENT AND PROPOSAL SUBMISSION

- A. Proposal writing
 - 1. Types of proposals (characteristics, key elements)
 - a. Pre-proposal/pre-application/letter of intent
 - b. New, continuation, renewal, resubmission
 - c. Competing, noncompeting
 - d. Seed grant/pilot project/internal
 - 2. Nonfinancial components of a proposal (purpose, key features, essential information)
 - a. Personnel/key persons
 - b. Title/abstract/executive summary/introduction
 - c. Needs/problem statement
 - d. Goals/objectives/statement of work/implementation plan/ methods/sustainability/evaluation plan/data sharing plan/letters of support
 - e. Other
 - 3. Characteristics of a successful proposal
 - 4. Unique characteristics of proposals submitted to industry sponsors
- B. Effective management of proposal teams (timeline, organization)
- C. Understanding and interpretation of agency guidelines (key features, requirements, proposal content, other information)
 - 1. Broad Agency Announcement (BAA)
 - 2. Invitation to bid
 - 3. Request for Applications/Proposals (RFA/RFP)
 - 4. Request for Quotation (RFQ)
 - 5. Program announcements (solicited, unsolicited)
- D. Documentation to meet sponsor requirements
 - 1. Subcontractor/collaborator documentation
 - 2. Just-in-Time documentation and process
 - 3. Current and pending support
 - 4. Required proposal components
- E. Institutional clearances and approvals
 - 1. Internal proposal review
 - 2. Approvals and documentation of institutional commitments
 - 3. Records retention
- F. Electronic research administration
 - 1. Institutional capability to electronically submit funding applications
 - 2. Key features of online proposal submission systems
 - 3. Common electronic proposal submission systems
 - a. Grants.gov
 - b. FastLane
 - c. eRA Commons
 - d. NSPIRES
 - e. FedConnect
 - f. proposalCENTRAL
 - g. Other (system-to-system interfaces)
 - 4. Other electronic tools related to funding application development and submission
 - a. Research.gov
 - b. NIH RePORTER
 - c. USAspending.gov
 - d. Other
 - 5. System-to-system interfaces
- G. Deadlines and target dates
- H. Unfunded and revised proposals

III. BUDGET DESIGN AND DEVELOPMENT

- A. Budget preparation
 - 1. Process for developing budget
 - 2. Role of budget in proposal and characteristics of an effective budget
 - 3. Interpretation of sponsor guidelines related to budget limitations and exclusions
 - 4. Understanding of sustainability of project
 - 5. Budget categories
 - 6. Budget justification
 - 7. Budget forms
 - 8. Use of budget template and spreadsheets
 - 9. Budget calculation
- B. Project costs
 - 1. Definitions of direct and indirect costs
 - 2. Definition of major projects and unlike circumstance
 - 3. Understanding of total project costs (sponsor and matching costs)
 - 4. Cost sharing
 - a. Allowable and unallowable costs
 - b. Types of cost sharing (mandatory, voluntary committed, voluntary uncommitted)
 - c. Documentation and institutional approvals
 - 5. Understanding of general cost principles
 - a. Criteria for determining allowable and unallowable costs (2 CFR Part 220, allowable, allocable, reasonable, consistently applied, prudent person test)
 - b. Typical allowable and unallowable costs
 - c. Cost Accounting Standards (CAS)
 - 6. Cost price analysis
 - 7. Program income
- C. Direct costs
 - 1. Personnel
 - a. Salaries and wages (application of salary cap)
 - b. Time and effort (understanding of concept of 100%)
 - c. Fringe benefits (typical components, different types of calculation base pooled, actual)
 - 2. Travel
 - 3. Equipment
 - 4. Other direct costs
 - 5. Subawards
 - 6. Consultant
- D. Facilities and Administrative (Indirect) Costs
 - 1. Components of indirect costs
 - 2. Use of appropriate indirect rate in proposals (purpose code, off/on campus rates, sponsor indirect cost rate limitations)
 - 3. Calculation of indirect costs in proposal budgets (modified total direct costs [MTDC])
 - 4. Unrecovered indirect costs
 - 5. Waivers
 - 6. Indirect rates
 - a. General process for developing indirect rate proposal
 - b. Determination of appropriate indirect rate
 - i. On campus/off campus
 - ii. Purpose code (e.g. research, instruction, other)
 - iii. Negotiation of indirect rates
- E. Budget revisions (review, submission, implications to scope of work)

IV. AWARDS AND PRE-AWARD COMPLIANCE CONSIDERATIONS

- A. Sponsor reviews (characteristics, composition of review committee, outcome)
 - 1. In-house review
 - 2. Peer review
 - 3. Modified peer review
 - 4. Other
- B. Site visits (definition, preparation steps, responsibilities of parties)
- C. Sponsored project awards (definition, purpose, use, key elements, support mechanisms)
 - 1. Grant (assistance)
 - 2. Contract (procurement)
 - 3. Cooperative agreement
 - 4. Subcontract
 - 5. Other
- D. Negotiations
 - 1. Typical negotiation process and sponsor interface
 - 2. Terms and conditions (common preferred positions, implications of restrictive terms)
 - a. Use of name
 - b. Publication
 - c. Warranty
 - d. Indemnification
 - e. Payment
 - f. Other
- E. Intellectual property
 - 1. Applicable regulations (e.g. Bayh-Dole Act, 37 CFR 401)
 - 2. Types and characteristics (copyright, patent, license)
 - 3. Classified research
 - 4. Proprietary information
- F. Assurances, certifications, and disclosures (purpose, key requirements)
 - 1. Institutional registration and identification
 - a. Representations and Certifications (Reps and Certs)
 - b. System for Award Management
 - c. Employer Identification Number (EIN) and DUNS number
 - 2. Affirmative Action/Equal Employment Opportunity (EEO)
 - 3. Federal drug-free workplace and drug-free schools
 - 4. Federal debt delinquency
 - 5. Federal debarment/suspension
 - 6. Lobbying
 - 7. Conflict of interest (COI)
 - 8. Export controls (ITAR, EAR, OFAC)
 - 9. Other
- G. Research compliance (institutional committees, regulations, training)
 - 1. Human subjects (IRB, CITI training)
 - 2. Animal subjects (IACUC, animal laboratory training requirements)
 - 3. Other (radiation safety, institutional biosafety, chemical safety committees)
- H. Health Information Portability and Accountability Act (HIPAA)
- I. Responsible Conduct of Research (RCR) (required institutional policy, relevant regulations, required documentation, agency oversight)

(Note: Information provided in parenthesis is descriptive and not comprehensive.)

SAMPLE EXAMINATION QUESTIONS

In the following questions, choose the one best answer.

-
1. Which of the following is a requirement of a Small Business Technology Transfer (STTR) grant?
1. The total amount awarded to the partnering research institution normally may not exceed 33% of the total amount requested
 2. The total amount awarded to the partnering research institution normally may not exceed 50% of the total amount requested
 3. The small business concern must perform at least 40% of the work and a nonprofit research institution must perform at least 30% of the work
 4. The small business concern must perform at least 30% of the work and one or more partnering nonprofit research institutions must perform at least 40% of the work
-
2. After a proposal has been submitted via FastLane, and after the NSF deadline has passed, corrections to the proposal can still be submitted for consideration by
1. submitting a Proposal File Update.
 2. withdrawing proposal and resubmitting.
 3. e-mailing the corrected sections to the NSF program official.
 4. e-mailing the corrected sections to the NSF Policy Office within 48 hours of the original submission.
-
3. Which of the following items is **EXCLUDED** when calculating the MTDC?
1. Materials
 2. Capital equipment
 3. Salary and fringe benefits
 4. Subcontracts less than \$25,000
-
4. Which of the following activities requires IRB review?
1. Survey of traffic patterns at street corner
 2. Sleep deprivation experiment in chimpanzees
 3. Retrospective review of deidentified medical charts
 4. Audiotaping of a focus group of teachers examining curriculum

CORRECT ANSWERS TO SAMPLE QUESTIONS 1. 3 2. 1 3. 2 4. 4
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ONLINE PRACTICE TEST

WHAT IS IT

A practice test consisting of 75 questions with a testing time of 2 hours taken over the Internet

WHY TAKE IT

To experience taking a computerized exam, to review content included in Certification Examination for Research Administrators, and to learn more about question format, style, and level of difficulty

SCORE REPORT

After completing the online practice test, you will receive an instant score report showing test performance in each of the content areas. The score report does not provide correct answers or indicate which questions were answered correctly and incorrectly.

NOTE: Performance on the online practice test may differ from actual performance on the Certification Examinations. Thus, there is no guarantee that taking this practice test will help you pass the Certification Examinations. Participants may, however, find it helpful to review content in any areas of weakness indicated on the score reports prior to taking the Certification Examinations.

CONTENT INCLUDED

- I. Research Partnership and Funding
- II. Project Development and Proposal Submission
- III. Budget Design and Development
- IV. Awards and Pre-Award Compliance Considerations

FEE

\$60, paid by credit card.

HOW TO APPLY

Go to <http://secure.ptcny.com/webtest> and follow the directions to apply.

REFERENCES

The following references may be of some help in preparing for the examination. The list does not attempt to include all acceptable references, nor is it suggested that the Certification Examination for Pre-Award Research Administrators is based entirely on these references or that RACC endorses these publications. In some cases, individual experience is the best reference.

BOOKS

Coley, Soraya M. and Scheinberg, Cynthia A. *Proposal Writing, Effective Grantsmanship, Third Edition*. Thousand Oaks, California: SAGE Publications, 2008.

Hall, Susan S. and Howlett, Susan. *Getting Funded: The Complete Guide to Writing Grant Proposals, Fourth Edition*. Portland, Oregon, 2003

Karsh, Ellen and Fox, Arlen Sue. *The Only Grant-Writing Book You'll Ever Need, Third Edition*. New York: Basic Books, 2009.

Kulakowski, Elliott C. and Chronister, Lynne U. *Research Administration and Management*. Sudbury, Massachusetts: Jones and Bartlett Publishers, 2006.

The Foundation Center's Guide to Proposal Writing, Fifth Edition, The Foundation Center, 2007. ISBN 1-59542-129-7
<http://foundationcenter.org/>

PERIODICALS

Journal of Research Administration, Falls Church, VA: Society of Research Administrators International.

Research Management Review, Washington, DC: National Council of University Research Administrators.

PROFESSIONAL ORGANIZATIONS

Council on Governmental Relations

<http://www.cogr.edu/>

National Council of University Research Administrators (NCURA)

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

Society of Research Administrators International (SRA)

<http://www.srainternational.org/sra03/index.cfm>

FEDERAL FUNDING AGENCIES AND OTHER RESOURCES

DHHS: <http://www.hhs.gov/>

DOE: <http://www.energy.gov/>

ED: <http://www.ed.gov/>

Grants.gov: <http://grants.gov/>

NASA: <http://www.nasa.gov/>

NIH: <http://grants.nih.gov/grants/oer.htm>

NSF: <http://nsf.gov/>

Code of Federal Regulations (CFR) and OMB Circulars

2 CFR Part 215 (OMB Circular A-110): Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations: Uniform Administrative Requirements

2 CFR Part 220 (OMB Circular A-21): Cost Principles for Educational Institutions

2 CFR Part 225 (OMB Circular A-87): Cost Principles for State, Local, and Indian Tribal Governments

2 CFR Part 230 (OMB Circular A-122): Cost Principles for Non-Profit Organizations

OMB Circular A-102: Grants and Cooperative Agreements with State and Local Governments

OMB Circular A-133: Audit of Institutions of Higher Education and Nonprofit Organizations

OMB A-110: Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations: Uniform Administrative Requirements.

OMB A-133: Audit of Institutions of Higher Education and Nonprofit Organizations.