CERTIFICATION EXAMINATION
FOR
PRE-AWARD
RESEARCH ADMINISTRATORS

Handbook for Candidates

EXAMINATION DATES	
Winter 2019	
Application Deadline	**Testing Window**
January 18, 2019	**Begins:** February 16, 2019
	Ends: March 2, 2019
Summer 2019	
Application Deadline	**Testing Window**
July 15, 2019	**Begins:** August 17, 2019
	Ends: August 31, 2019

RACC RESEARCH ADMINISTRATORS CERTIFICATION COUNCIL

CPRA CERTIFIED PRE-AWARD RESEARCH ADMINISTRATOR

PTC *PROFESSIONAL TESTING CORPORATION* ® *1350 BROADWAY • SUITE 800 • NEW YORK, NY 10018*

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This handbook contains necessary information about the Certified Pre-Award Research Administrator (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/CPRA-petition-form/.

ADMINISTRATION

The Certification Program is administered by the Research Administrators Certification Council (RACC). The Certified Pre-Award Research Administrator Examination is conducted by the Professional Testing Corporation (PTC), 1350 Broadway – Suite 800, 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. An annotated list of the CPRA® Body of Knowledge may be found in the CPRA® *Body of Knowledge* section of the website.

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, Suite 800
New York, NY 10018

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

FEES

Application Fee for the Certified Pre-Award Research Administrator Examination $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/RESCHEDULING TO A NEW TESTING PERIOD

There will be no refund of fees. **Please be advised: PSI does not have the authority to grant transfers or refunds. All requests must be made through PTC.**

Candidates unable to take the examination during their scheduled testing period may request a **ONE-TIME** transfer to a future testing period. **There is a transfer fee of $220.00.** After you have transferred once by paying the $220.00 fee, you will need to pay the full examination fee in order to transfer a second time; so, *please plan carefully*.

Please note: requests to transfer to a new testing period must be received within 1 month of your originally scheduled testing period.

Candidates wishing to transfer to a new testing period need to follow the steps below.

1. Go to http://secure.ptcny.com/apply.

2. Click "Start New Application."

3. Choose RACC CPRA in the first drop down menu; then choose the new examination period in the second drop down menu and fill out the rest of the information on the page.

4. Fill out the application making sure you answer yes to the question asking if you are rescheduling; you will also need your current PTC ID/Candidate number found on your scheduling authorization email.

5. Click "Submit Request for Rescheduling Verification" in the Examination and Certification Information section of the application.

6. PTC Support will send you an email letting you know your new application was approved and that you can log back into your application and pay the $220.00 transfer fee.

   - **Call 212-356-0660 if you have any questions regarding the transferring process.**

   - **If candidates are unable to attend the examination on the date for which they registered and elect not to transfer to another testing period, the application will be closed and all fees will be forfeited. There will be no refund of fees.**

   - **The transfer fee is based on cost and is not punitive in nature. The transfer fee must be paid at the time the request for rescheduling is approved. The candidate is responsible for contacting PSI and canceling the original examination appointment, if one was made.**

   - **Exams may only be transferred to a new testing period once; please plan carefully.**

   - **Transferring your Examination only refers to instances when a candidate is unable to take their exam during a testing period for which they have already applied. Candidates who did not pass their examination and are retaking the examination need to pay the full Examination Fee.**

   - **If you need to reschedule within the same testing period please see "Changing Your Examination Appointment" on page 5.**

EXAMINATION ADMINISTRATION

The Certified Pre-Award Research Administrator Examination 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 an email 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.

You MUST present your current driver's license, passport, or U.S. military ID at the test center. Temporary, paper driver's licenses are not accepted. The name on your Scheduling Authorization must exactly match the name on your photo ID. 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 (12:00pm), 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.

Only those requests made and received on the official Request for Special Needs Accommodations Form (found at www.ptcny.com) will be reviewed. Letters from doctors and other healthcare professionals must be accompanied by the official Form and will not be accepted without the Form.

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.

INTERNATIONAL TESTING

Candidates outside of the United States and Canada must complete and submit the Request for Special Testing Center Form found on the www.ptcny.com homepage. This form must be uploaded to your application no later than 8 weeks prior to the start of the chosen testing period. Fees for testing at an international computer test center (outside of the United States and Canada) are $100.00 in addition to the examination fee. PTC will arrange a computer based examination at an international test center for you.

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.

6. Bulky clothing, such as sweatshirts (hoodies), jackets, coats and hats, except hats worn for religious reasons, may not be worn while taking the examination.

7. All watches and "Fitbit" type devices cannot be worn during the examination. It is suggested that these items are not brought to the test center.

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 Certified Pre-Award Research Administrator Examination 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 Certified Pre-Award Research Administrator Examination 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 8.

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 Certified Pre-Award Research Administrator Examination 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: CPRA Body of Knowledge

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 STYLE EXAMINATION QUESTIONS

In the following questions, choose the one best answer.

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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

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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.

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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

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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

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CORRECT ANSWERS TO SAMPLE QUESTIONS
1. **3**   2. **1**   3. **2**   4. **4**

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: The online practice test is an optional tool candidates may use as they prepare for the certification examination. While the practice test may help candidates identify areas of strengths and weakness, it should not be used as the only means to determine candidate preparedness or readiness to test. Since the practice test is NOT intended to be a study guide nor the sole source of preparation for the actual certification examination, candidates are NOT provided with the answer key, rationales for each question, nor notification of which specific items were answered correctly or incorrectly.

Though the specific questions that are on the practice test will not appear on the actual certification examination, it allows candidates to become familiar with the style of questions that may be asked. The instant score report received after practice test submission shows overall test performance as well as performance in each of the content areas. Candidates may find this information useful in determining future study needs. Once the practice test is scored, candidates cannot return to the test to review the questions. Performance on the practice test does not guarantee similar performance on the actual certification examination.

The PTC Online Testing System does not demonstrate the testing software used during the certification examinations. Those who purchase the online practice test should be aware that they will use a different testing platform when they take certification examinations at designated proctored testing centers.

The practice test is not a requirement for certification eligibility nor does it contribute in any way to success on the certification examination. There are many ways candidates should prepare for the certification examination. Candidates should use a variety of resources and consider their own education and experiences. Review the content outline and reference materials listed in the handbook for additional exam-related information.

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.

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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)

2 CFR Part 215: Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations: Uniform Administrative Requirements

2 CFR Part 220: Cost Principles for Educational Institutions

2 CFR Part 225: Cost Principles for State, Local, and Indian Tribal Governments

2 CFR Part 230: Cost Principles for Non-Profit Organizations

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