

# Arts & Sciences Managers' Meeting Minutes

## February 10, 2015

### Speakers

Martha Martin

*Contracts and Grants Administration, School of Information and Library Science*

Laura Yurco

*Assistant Dean for Finance*

### Martha Martin

Martha Martin presented on the benefits of being a Certified Research Administrator (CRA) and how to become a CRA. Attached to these minutes is Martha's presentation from the Managers Meeting.

For those interested in going through the process of becoming a CRA, Virginia Tech has a wonderful online study group for the CRA and they are willing to share with people outside of their institution. The person to contact is Victoria Ratcliffe, Manager in Research Education and Development and Conflict of Interest Administrator. You can contact Victoria Ratcliffe at [vratcliffe@vt.edu](mailto:vratcliffe@vt.edu) or 540-231-7964.

If you have any questions about becoming a CRA or the process, please contact Martha Martin via [Martha\\_martin@unc.edu](mailto:Martha_martin@unc.edu) or 919-843-9128.

### Finance Announcements

**Non-personnel:** Non-Personnel Allocations have been decided and an email was sent to the Divisional Managers and DDD listserv on 2/9/16 for Social Sciences, Global Programs and Undergraduate Education and 2/2/16 for Natural Sciences and Fine Arts and Humanities Division.

- We will be allocating F&A funds to program C1306 but if you need to move it elsewhere you can do a budget revision to transfer the funds to another program code
- We expect to have all funding transfer complete by February 19, 2016
- You will be able to see the details of what is funded in the non-personnel system and details about the commitment in the Arts and Sciences Commitment Report

**ARP Distribution Corrections:** Thank you for everyone who has completed their fund swaps and PAAT's to correct ARP distribution errors! If you still have items to submit we ask that you have them submitted by COB Thursday, February 11<sup>th</sup>, our Dean's Office deadline is noon February 16<sup>th</sup> If you need additional help please reach out to your Budget Analyst for assistance.

**Startup Changes:** Thank you to everyone who submitted startup changes we will be updating our commitment database and processing budget changes this month and should be complete by February 29<sup>th</sup> For questions please reach out to your Budget Analyst.

**Buyout Policy:** If it differs from the normal departmental policy please attach documentation to fund swap and PAAT for quicker review and approval

- If buyout is not distributed evenly over 6 months (attaching a payplan is really helpful for quicker review and approval)
- Normally for 9 month employees you shouldn't fund a portion of their salary from a grant unless they are buying out of a course or for a leave

**Address Changes:** Reminder: Don't forget if someone changes their address to update it in the directory, this is used to feed the system for expense reimbursements

**SAS Reports:** SAS Reports are now up and running, they were upgraded over the weekend but should look relatively the same. For issues with access please submit a remedy to OASIS.

**ECRT:** The following ecrt Training Classes and 'Office Hours' have been scheduled. Please let [ecrt\\_help@unc.edu](mailto:ecrt_help@unc.edu) know if you plan on attending. These classes and 'Office Hours' provide you an opportunity to learn about the ecrt system and get your questions answered. They may even offer tips and tricks!

**ecrt Training Class**

Tuesday	February 23	1pm-3pm	Health and Science Library, Rm 307
Wednesday	February 24	10am-12pm	Undergraduate Library, Rm 124

**ecrt 'Office Hours'**

Monday	February 15	Toy Lounge, Top floor of Dey Hall (2pm-5pm)
Tuesday	February 16	Stone Center, Rm 201 (9am-1:45pm)
Wednesday	February 17	Stone Center, Rm 200 (9am-5pm)
Thursday	February 18	Stone Center, Rm 201 (9am-1:45pm)
Monday	February 22	Michael Hooker Research Center, Rm 0015 (2pm-5pm)
Tuesday	February 23	Toy Lounge, Top floor of Dey Hall (9am-5pm)
Wednesday	February 24	Stone Center, Rm 200 (9am-5pm)
Thursday	February 25	Stone Center, Rm 201 (9am-1:45pm)
Monday	February 29	Toy Lounge, Top floor of Dey Hall (2pm-5pm)
Tuesday	March 1	Stone Center, Rm 201 (9am-1:45pm)
Wednesday	March 2	Michael Hooker Research Center, Rm 0015 (9am-5pm)
Thursday	March 3	Stone Center, Rm 201 (9am-1:45pm)

# Becoming a CRA: Certified Research Administrator

Wednesday, February 10, 2016  
Martha Martin, CRA, UNC SILS



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## Overview - Agenda

- CRA
  - What it is
  - What it does
- Qualifications and Cost
- Prep
  - Time Commitment
  - Study Group on Campus
  - Study Sessions off Campus – fee required
  - Online Resources



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## CRA – What it is

- Three types of certifications are available:
  - CRA – Certified Research Administrator
  - CPRA – Certified Pre Award Research Admin
  - CFRA – Certified Financial Research Admin



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## CRA – What it is

“The individual receiving this designation has met the eligibility requirements of the RACC and has demonstrated a level of knowledge necessary for a person to be a professional research or sponsored programs administrator.”

RACC - Research Administrator Certification Council



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## CRA – What it is

- Nationally recognized designation
- Testing offered in 2 cycles annually – Spring and Fall
- Registration deadlines apply
- Certification lasts for 5 years
- Must be maintained with education contact hours/CEUs – 80 hours over 5 years
- If hours/CEUs are not met, must retest after 5 years to maintain certification



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## CRA – What it does

- Why should you become certified?
  - Professional recognition
  - Advancement opportunities
  - Increased credibility with clients
  - Serve as mentor to others
  - Employers increasingly seeking CRAs to fill open positions



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## CRA – What it does

### ➤ Why is it important to Research at Carolina:

- Assures that individuals will have minimal level of education and experience
- Recognizes Research Administration as legitimate career path
- Excellent training resources
- Community contacts



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## Qualifications for CRA - Minimums

- Masters or BA/BS and 3 years of professional experience;

**OR**

- AA and 6 years of professional experience;

**OR**

- No degree and 8 years of professional experience.



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## Qualifications for CRA

- Don't meet the requirements? You can petition to take exam
  - Submit petition application found on website
  - Plus two letters of reference
  - Submit to RACC at least 7 days before the application deadline



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## Cost

- \$375 to register to take CRA exam
  - \$50 to download sample test
    - Free tests available online
  - \$200+ to take day-long SRA or NCURA study session
  - FREE!
    - UNC Study Group
    - Other online resources
- \$200 for recertification after 5 years



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## Prep for Test – Time Commitment

- Study Groups = 2 – 4 hours per week
- Self Study = 2 additional hours per week (recommended)
- Review Sessions offered by NCURA/SRA are usually full day (8 hour sessions) and may require travel
- Standardized test = 4 hours to complete



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## Prep for Test

- UNC CRA Study Group
  - Meets 1x per week for 2.5 hours for 12 weeks
  - Covers all topics on the test
  - Learn more about UNC's research enterprise
  - Enroll through OSR Training



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## Prep for Test

- Off Campus Options:
  - Fee Required/usually around national or regional conferences:
    - NCURA study sessions
    - SRA study sessions
  - Time commitment is usually 1 full work day plus travel time



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## Prep for Test

- Online resources:
  - FREE!
  - Body of Knowledge on CRA web site
  - Virginia Tech Online CRA Resources
  - Quizlet
  - Google search on CRA sample tests



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## Prep for Test – Sample Question

Which of following is not covered under expanded authorities?

- a. change in budget
- b. one year no cost extension
- c. change in PI
- d. 90 day pre-award costs



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## Prep for Test – Sample Question

Which of the following is not a basic underlying ethical principle in the protection of human subjects?

- a. Justice
- b. Respect for Persons
- c. Beneficence
- d. Cure



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## Prep for Test- Sample Question

What is the total project cost of a \$500,000 Equipment Grant with a 20% match requirement, if the institution's F&A rate is 50%?

- a. \$500,000
- b. \$750,000
- c. \$625,000
- d. \$937, 500



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## Prep for Test – Sample Question Answer

**$\$500,000/80\% = \$625,000$**

- 20% match required, therefore award is 80% of total project cost
- \$500,000 (maximum award) divided by 80% = \$625,000 total project cost
- F&A is not applied to equipment >\$5K



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## What does the CRA do for you?

Opportunities to:

- Enhance your CV
- Learn more about UNC
- Meet new folks
- Expand your horizon



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## The CRA is worth it!



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