Application for the Spring, 2023 CRA Study Program

ABOUT THE CRA STUDY PROGRAM

The CRA Study Program at Emory University is a guided, self-study program designed to assist research administrators in preparing for the Certified Research Administrator (CRA) exam. The program is not meant to be the sole source of preparation for the CRA exam, nor is it meant to be a guarantee that participants will pass the exam. It is designed to guide participants through the comprehensive body of knowledge represented on the CRA exam and to provide sample questions representative of exam questions as well as insights from individuals who have passed the CRA exam.

The CRA Study Program is held via Zoom during the months before the exam period. For the **Spring 2023 CRA** exam, study program participants will meet via Zoom every Friday for one hour from **January 13 – April 7, 2023, from 12:00 – 1:00 PM ET.**

ABOUT THE CRA EXAM

The CRA exam is offered in the spring and fall by an independent certifying body, the Research Administrators Certification Council (RACC). The material covered by the exam is referred to as the "Body of Knowledge," and it covers all areas of research administration including collection and dissemination of information; legal requirements and sponsor interface; financial management; and general management.

The exam is rigorous and must be taken at a designated site administered through the Professional Testing Corporation. In four hours, test-takers must answer 250 questions that cover the full spectrum of research administration. There are multiple test sites within each state. Applicants select a test site and date within a testing window. The online application consists of eligibility requirements and an application fee of $395.

CRA STUDY PROGRAM REQUIREMENTS

- Individuals interested in participating in the CRA Study Program must submit the completed application form below to tricia.callahan@emory.edu by 5:00 PM ET on January 6, 2023.
- Applicants must have supervisor approval to participate.
- Applicants must be eligible for the Spring 2023 CRA exam. Exam eligibility requirements include:
    - Bachelor's or advanced degree and three (3) years of professional experience in research administration or sponsored programs administration in a sponsoring or recipient organization or the equivalent in a self-funded organization, -OR-
    - Associate's degree and five (5) years of professional experience in research administration or sponsored programs administration in a sponsoring or recipient organization or the equivalent in a self-funded organization, -OR-
    - No degree and six (6) years of professional experience in research administration or sponsored programs administration in a sponsoring or recipient organization or the equivalent in a self-funded organization.

REGISTRATION FORM FOR CRA STUDY GROUP

Applicant First Name:	
Applicant First Name:	
Applicant Title:	
Applicant Department:	
Applicant Emory E-mail:	
Supervisor First Name:	
Supervisor Last Name:	
Supervisor Title:	
Supervisor Emory E-mail:	

By signing and submitting this application form, I confirm that I am eligible to take the CRA exam during the Spring 2023 testing period. I also understand that CRA Study Program participants are expected to attend all study sessions and must be willing to study several hours per week outside the guided study. I understand that participation in the CRA study group does not guarantee a passing exam score on the CRA.

_____   _____

*Applicant Signature   *Date*

By signing this application form, I indicate that the above-named applicant will be permitted time to attend the thirteen (13) guided study groups leading up to the CRA exam. I understand that participation in the C-RAM study group does not guarantee a passing exam score on the CRA.

_____   _____

*Supervisor Signature   *Date*

Email the completed form to tricia.callahan@emory.edu by January 6, 5:00 PM ET.