

Application for the Fall 2025 RACC Study Program

ABOUT THE RACC STUDY PROGRAM

The RACC Study Program at Emory University is a guided, self-study program designed to assist research administrators in preparing for the Certified Research Administrator (CRA), Certified Pre-Award Research Administrator (CPRA), or Certified Financial Research Administration (CFRA) exams offered by the Research Administrators Certification Council (RACC). The program introduces exam requirements, key dates and resources, a comprehensive body of knowledge, sample questions, and insights from past exam takers. Designed to support examination preparation, it's not a guaranteed pass.

During the Program, participants will meet via Zoom every Monday for 1.25 hours from August 11 to October 13, 3:00 to 4:15 PM ET. Participants will receive 1.25 contact hours for every session attended toward the ORA Continuing Education requirement.

ABOUT RACC EXAMINATIONS

The Research Administrators Certification Council ([RACC](#)) offers the CRA examination three times a year and the CPRA and CFRA examinations twice yearly. Each exam covers various research administration topics, including governing framework and sponsor interface, project costs, and compliance considerations. The CRA covers the lifecycle of research administration, including general office management and contracted services, whereas the CPRA and CFRA exams dive deeper into pre- and post-award topics.

Applicants take the exam at a designated site administered through the Professional Testing Corporation (PTC). Each state has multiple test sites. Examination applicants select a test site and date within a testing window. Registration deadlines and exam dates vary by exam type and can be found on the [RACC webpage](#). The online application includes eligibility requirements (listed below) and an application fee.

RACC STUDY PROGRAM REQUIREMENTS

- Individuals interested in participating in the RACC Study Program must submit the completed application form on page 2 to tricia.callahan@emory.edu by 5:00 PM ET on July 31, 2025.
- Applicants must have supervisor approval to participate.
- Applicants should be eligible for the Fall 2025 RACC exam. Exam eligibility requirements include:
 - A bachelor's or advanced degree and three (3) years of professional experience in research administration (pre-award experience for the CPRA, post-award experience for the CFRA) or sponsored programs administration in a sponsoring or recipient organization or the equivalent in a self-funded organization, -OR-
 - An associate degree and five (5) years of professional experience in research administration (pre-award experience for the CPRA, post-award experience for the CFRA) 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 (pre-award experience for the CPRA, post-award experience for the CFRA) or sponsored programs administration in a sponsoring or recipient organization or the equivalent in a self-funded organization.

REGISTRATION FORM FOR THE RACC STUDY GROUP

Applicant First Name:	
Applicant Last Name:	
Applicant Title:	
Applicant Department: If in RAS, list "RAS, Unit" (e.g., RAS, ABOSS; RAS, BS; RAS, CAPS; RAS, C&I; RAS DOM; RAS, HSS; etc.)	
Applicant Emory E-mail:	
Supervisor First Name:	
Supervisor Last Name:	
Supervisor Title:	
Supervisor Emory E-mail:	

I confirm that I meet the RACC study program requirements by signing and submitting this application form. My signature also indicates that I understand that participation in the RACC study group does not guarantee a passing exam score or reimbursement of examination fees.

*Applicant Signature

Date

By signing this application form, I indicate that I will allow the applicant named above to attend the nine (9) guided study groups from August 11 – October 13, 2025. I understand that participation in the RACC study group does not guarantee a passing exam score or reimbursement of examination fees.

*Supervisor Signature

Date

Email the completed form to tricia.callahan@emory.edu by July 31, 2025, 5:00 PM ET.