

Application for the Spring, 2024 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. The program will introduce participants to the comprehensive body of knowledge represented on the CRA exam and provide sample questions representative of exam questions and insights from individuals who have passed the CRA exam.

During the **Spring 2024 CRA Study Program**, participants will meet via Zoom every Monday for 1.25 hours from **January 22 – April 8, 3:00 – 4:15 PM ET, with an optional review session on April 15**. Participants will receive 1.25 contact hours toward the ORA Continuing Education requirement for every session attended.

ABOUT THE CRA EXAM

The Research Administrators Certification Council ([RACC](#)) offers the CRA exam twice yearly. The exam covers a broad range of research administration topics, including information collection and dissemination, legal requirements and sponsor interface, financial management, and general management.

Applicants take the exam at a designated site administered through the Professional Testing Corporation (PTC). Test-takers must answer 200 multiple-choice questions in 3.5 hours. There are multiple test sites within each state. Applicants select a test site and date within a testing window (**May 11-25, 2024**). The deadline to apply to take the exam is **April 10, 2024**. The online application includes eligibility requirements (listed below) 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 on page 2 to tricia.callahan@emory.edu by 5:00 PM ET on January 12, 2024.
- Applicants must have supervisor approval to participate.
- Applicants must be eligible for the Spring 2024 CRA exam. Exam eligibility requirements include:
 - A 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-
 - An associate 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

<i>Applicant</i> First Name:	
<i>Applicant</i> Last Name:	
<i>Applicant</i> Title:	
<i>Applicant</i> Department: If in RAS, list "RAS, Unit" RAS, ABOSS; RAS, BS; RAS, CAPS; RAS, C&I; RAS Central; RAS DOM; RAS, HSS; RAS, PEDS; RAS, PHN)	
<i>Applicant</i> Emory E-mail:	
<i>Supervisor</i> First Name:	
<i>Supervisor</i> Last Name:	
<i>Supervisor</i> Title:	
<i>Supervisor</i> Emory E-mail:	

By signing and submitting this application form, I confirm that I meet the CRA study program requirements. My signature also indicates that 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 I will allow the above-named applicant to attend the twelve (12) guided study groups from January 22 – April 8, 2024. 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 12, 2024, 5:00 PM ET.