

**CXUF**

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05/12/2021

**BECOMING A CERTIFIED  
RESEARCH ADMINISTRATOR-  
A DEPARTMENTAL  
ADMINISTRATOR'S PERSPECTIVE**





**WHO AM I?**

# MAX WILLIAMS

- ▶ UF employee since 2003
  - ▶ Manager, Administrative Services for Ag & Bio Engineering, Program Resource Efficient Communities in IFAS and Water Institute in Office of Research
  - ▶ responsible for HR, finance, research administration, and supervise 6 full-time TEAMS employees
  - ▶ Handle all aspects of departmental research administration (proposal processing, award administration, close out) since 2008
  - ▶ Current research portfolio- 61 active awards totaling \$28,377,705
  - ▶ Agencies include DoD, USDA-NIFA, NSF, NASA, DoE, state and local agencies, as well as industry



# **CRA - WHAT IS IT?**

# CERTIFIED RESEARCH ADMINISTRATOR CREDENTIAL



- ▶ Three credentials available-
  - ▶ **CRA-** Certified Research Administrator
  - ▶ **CPRA-** Certified Pre-Award Research Administrator
  - ▶ **CFRA-** Certified Financial Research Administrator
- ▶ Credential-means that an individual has met the requirements of the Research Administrators Certification Council's (RACC) eligibility requirements and has demonstrated a level of knowledge necessary for a person to be a professional research or sponsored programs administrator
- ▶ Focus will be on the CRA for this session

# EXAM REQUIREMENTS AND FORMAT

- ▶ Registration information
  - ▶ Must have bachelor's or advanced degree plus 3 years of research administration experience OR
  - ▶ Associate's Degree and 5 years of research administration experience OR
  - ▶ No degree and 6 years of research administration experience (requires approved petition in advance)
  - ▶ Cost - \$395, register at <https://cra-cert.org/handbook-online-application-for-research-administrators/>
- ▶ Format - 250 multiple choice question 4-hour exam. Questions are randomly selected from test bank so no applicants receive the same test
- ▶ Good for 5 years - at the end of 5 years, either retake or accrue continuing education hours and write questions for the exam



**CRA - WHY DO I WANT IT?**



# BENEFITS OF OBTAINING YOUR CRA

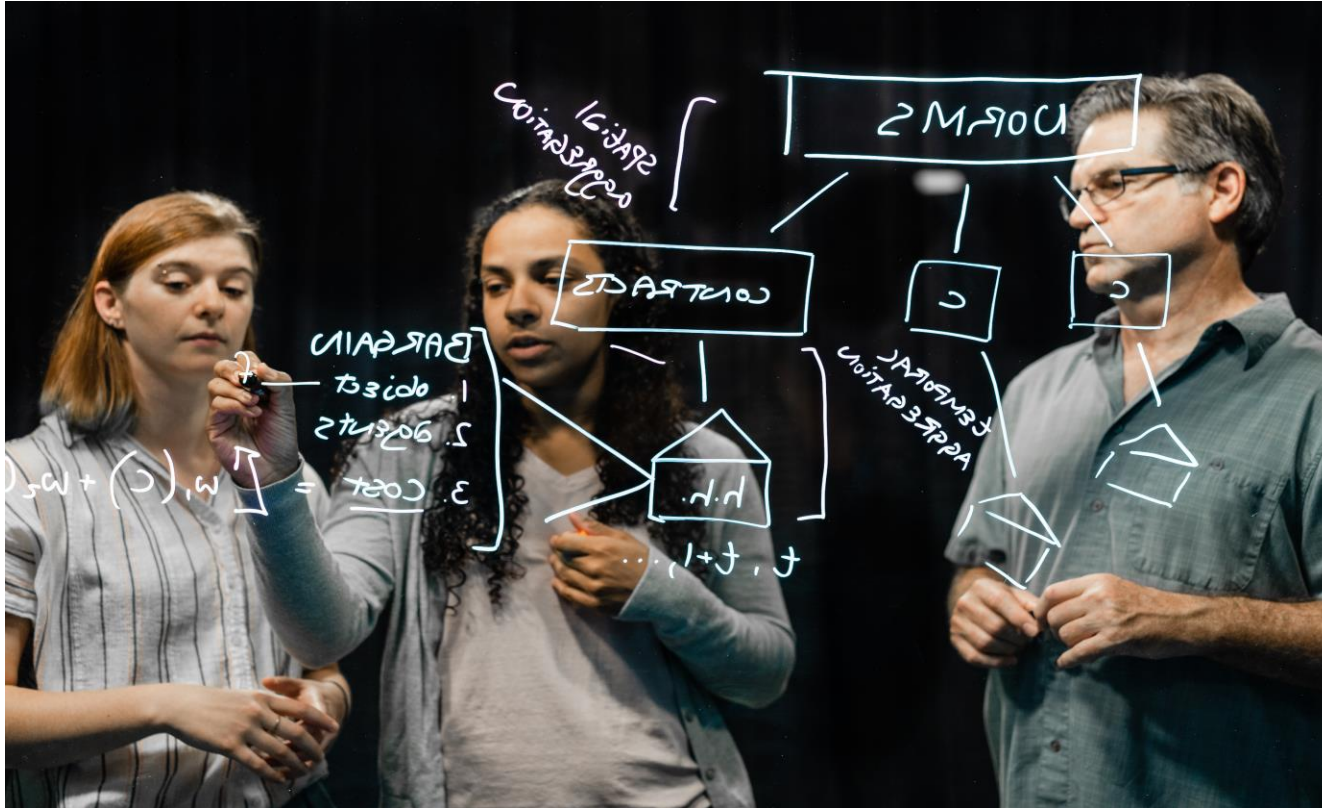
- ▶ Recognition of expertise
- ▶ Improves opportunities for advancement
- ▶ Enhance knowledge base by studying for it
- ▶ Increase capacity for research administration because of this





**CRA - HOW DO I STUDY FOR IT?**

# STUDY TIPS



- ▶ Take practice exam offered by RACC-cost is \$60
- ▶ Review the body of knowledge provided in RACC website
- ▶ Review proposal and award guidance provided by NIH, NSF, NASA
- ▶ Review 2CFR200

# QUESTIONS?

- ▶ Max Williams
  - ▶ 294-6710
  - ▶ 117 Rogers Hall
  - ▶ [mandomax@ufl.edu](mailto:mandomax@ufl.edu)
  - ▶ Email or call any time!

**THANK YOU**