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 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 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 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 11th, our Dean’s Office deadline is noon February 16th 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 29th 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 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**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Tuesday</td>
<td>February 23</td>
<td>1pm-3pm</td>
<td>Health and Science Library, Rm 307</td>
</tr>
<tr>
<td>Wednesday</td>
<td>February 24</td>
<td>10am-12pm</td>
<td>Undergraduate Library, Rm 124</td>
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**ecrt ‘Office Hours’**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>Monday</td>
<td>February 15</td>
<td>Toy Lounge, Top floor of Dey Hall (2pm-5pm)</td>
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<tr>
<td>Tuesday</td>
<td>February 16</td>
<td>Stone Center, Rm 201 (9am-1:45pm)</td>
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<tr>
<td>Wednesday</td>
<td>February 17</td>
<td>Stone Center, Rm 200 (9am-5pm)</td>
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<tr>
<td>Thursday</td>
<td>February 18</td>
<td>Stone Center, Rm 201 (9am-1:45pm)</td>
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<tr>
<td>Monday</td>
<td>February 22</td>
<td>Michael Hooker Research Center, Rm 0015 (2pm-5pm)</td>
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<tr>
<td>Tuesday</td>
<td>February 23</td>
<td>Toy Lounge, Top floor of Dey Hall (9am-5pm)</td>
</tr>
<tr>
<td>Wednesday</td>
<td>February 24</td>
<td>Stone Center, Rm 200 (9am-5pm)</td>
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<tr>
<td>Thursday</td>
<td>February 25</td>
<td>Stone Center, Rm 201 (9am-1:45pm)</td>
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<tr>
<td>Monday</td>
<td>February 29</td>
<td>Toy Lounge, Top floor of Dey Hall (2pm-5pm)</td>
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<tr>
<td>Tuesday</td>
<td>March 1</td>
<td>Stone Center, Rm 201 (9am-1:45pm)</td>
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<tr>
<td>Wednesday</td>
<td>March 2</td>
<td>Michael Hooker Research Center, Rm 0015 (9am-5pm)</td>
</tr>
<tr>
<td>Thursday</td>
<td>March 3</td>
<td>Stone Center, Rm 201 (9am-1:45pm)</td>
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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
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

“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.”
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

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
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

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.
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

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
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

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
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

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
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

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
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

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
What does the CRA do for you?

Opportunities to:
• Enhance your CV
• Learn more about UNC
• Meet new folks
• Expand your horizon

The CRA is worth it!