

# CRA Examination Body of Knowledge

Effective 08/01/2021

## Domain 1 – Collection and Dissemination of Information

### **A- Research Development**

#### 01- Communication

- a- Manage internal funding programs
- b- Manage limited submissions process
- c- Facilitate faculty contact with program officers
- d- Read professional newsletters/updates
- e- Read professional listserv postings
- f- Read internal organization documents
- g- Serve as a liaison among various constituencies
- h- Serve on an external or internal proposal review panel
- i- Write/distribute a newsletter

#### 02- Find Funding

- a- Work with development officers
- b- Identify and distribute funding opportunities
- c- Manage electronic funding opportunity systems
- d- Create an electronic funding alert profile

#### 03- Obtain sample successful proposals

#### 04- Identify potential collaborator opportunities

### **B- Proposal Development, Review, and Submission**

#### 01- Proposal Development

- a- Obtain collaborator/sub-recipient proposal documentation
- b- Read/review sponsor/application guidelines
- c- Meet with project director/investigator for proposal development

- d- Determine project director/investigator eligibility
- e- Provide guidance and explanations of proposal requirements to project director/investigator/staff
- f- Prepare a proposal budget
- g- Write proposals
- h- Assist project director/investigator with writing proposals
- i- Generate administrative components of a proposal
- j- Assist project director/investigator/staff with preparation of proposals
- k- Respond to questions from proposal applicants
- l- Complete agency forms and packages for electronic submissions
- m- Complete agency forms and packages for paper copy submissions

#### 02- Proposal Review

- a- Justify sub-awardee cost
- b- Review a proposal budget
- c- Edit proposals
- d- Request missing application materials
- e- Ensure proposals meet grant application requirements
- f- Conduct a review of a proposal
- g- Prepare internal proposal routing forms
- h- Provide institutional assurances, representations, and certifications for proposals
- i- Adjust application budget based on current salary cap
- j- Verify facilities and administrative rate and associated base/exclusions for grantee
- k- Follow up on missing information needed by sponsors

#### 03- Proposal Submission

- a- Approve a proposal for submission
- b- Obtain necessary institutional approvals for submissions
- c- Act as authorized institutional signatory for proposal submissions
- d- Submit proposals electronically
- e- Submit paper copies of proposals
- f- Prepare overnight and other packages for delivery

#### 04- Compile institutional proposal data and enter into database

#### 05- Enter proposal data into financial system

06- Provide overall management of application process, including timelines and internal/external deadlines necessary for successful submission

07- Manage internal proposal record throughout the submission process

### **C- Compliance**

01- Provide guidance on definition of human subjects research and possible exemptions

02- Facilitate pre- and/or post-award site visits

03- Alert investigators to potential regulatory non-compliance

04- Monitor award reports and other deliverables

05- Collect time/effort reports and review for accuracy prior to certification

06- Monitor award progress

07- Administer clinical trial agreements

08- File invention statements

09- Verify that awardee is not debarred/suspended

10- Monitor research-related travel

### **D- Subrecipient Monitoring**

01- Create sub-award agreement

02- Negotiate sub-awards

03- Monitor sub-recipients

04- Respond to sub-recipient questions

### **E- Account Management**

01- Request/establish an advance account

02- Enter award data into financial system

03- Establish an award account

04- Manage award close out process

## **Domain 2 – Legal Requirements and Sponsor Interface**

### **A- Research Ethics and Compliance**

01- IRB

a- Verify Institutional Review Board training

b- Attend Institutional Review Board meetings

c- Prepare Institutional Review Board reports

d- Maintain Institutional Review Board records

02- IACUC

- a- Attend Institutional Animal Care and Use Committee meetings
- b- Prepare and maintain Institutional Animal Care and Use Committee reports
- c- Verify Institutional Animal Care and Use Committee training

03- Radiation Safety and Bio Safety

- a- Prepare and maintain biohazard report
- b- Attend meetings on biohazards
- c- Verify biohazard training
- d- Attend meetings on radiation
- e- Prepare and maintain radiation reports
- f- Verify radiation training

04- Export Control

- a- Determine export control applicability
- b- Coordinate compliance with export control regulations

05- Financial Conflict of Interest

- a- Collect conflict of interest disclosures

06- Responsible Conduct of Research

- a- Conduct responsible conduct of research training/certification and maintain those records

07- Sexual Harassment

- a- Conduct sexual harassment training and maintain those records
- b- Investigate financial or regulatory non-compliance allegations
- c- Develop corrective action plans for regulatory non-compliance
- d- Assist in preparing protocols for regulatory committee
- e- Develop research compliance plan

**B- Sponsor & Award Terms and Conditions**

01- Award Negotiation and Acceptance

- a- Read sponsor policy statements
- b- Review award terms and documents
- c- Negotiate award terms
- d- Review terms and conditions of an award with project director/principal investigator/staff
- e- Accept and sign awards from sponsor
- f- Apply or remove restrictions to notice of award

g- Coordinate legal review of awards

02- Award Management

a- Review sub-awards

b- Request approval for foreign awards

c- Suspend or terminate an award

d- Process no cost extension requests

e- Submit revised budgets

f- Obtain sponsor prior approval for re-budgeting, effort reduction, and/or requisitions (when necessary)

03- Prepare request for Application/Agency Program Announcements

04- Read sponsoring agency newsletters/updates

05- Read federal regulations

06- Inform senior administration of new policies/regulations

07- Explain internal/external policy changes to project director/investigator/staff

**C- Intellectual Property & Technology Transfer**

01- Write a non-disclosure agreement

02- Write a material transfer agreement

03- Identify and negotiate intellectual property issues in awards

04- Collect intellectual property disclosures

05- Notify sponsor/funding agency of intellectual property disclosed

06- File a patent application

07- Negotiate intellectual property licenses

**Domain 3 – Financial Management**

**A- Audit & Compliance**

01- Explain internal controls used to maintain compliance with internal and external rules and regulations

02- Alert investigators to potential financial non-compliance

03- Prepare for single audit

04- Work with auditors

05- Develop corrective action plans for financial non-compliance

06- Provide copies of audit upon request

**B- Award Administration & Monitoring**

01- Cost Sharing

- a- Verify cost sharing
- b- Monitor cost share funds
- c- Request cost share account numbers
- d- Review cost share plan to meet requirement

02- Subrecipient Monitoring

- a- Conduct a risk analysis of sub-awardees
- b- Collect sub-recipient financial reports

03- Compensation Reporting

- a- Verify time and effort reports
- b- Request/enter payroll allocation and corrections
- c- Manage principal investigator and other key personnel effort on sponsored projects to ensure minimum effort requirements are met

04- Financial Reporting

- a- Review award budgets and enter into system of record
- b- Request account numbers for new awards
- c- Monitor financial performance of sponsored projects
- d- Approve revised budgets
- e- Respond to investigators' questions about allowability of costs
- f- Respond to investigators' questions about availability of funds
- g- Re-budget awards
- h- Reconcile monthly financial statements
- i- Manage internal discretionary and research spending accounts

05- Manage components of a project director/investigator award transfer or relinquishment

06- Respond to questions from award recipients

**C- Billing and Reporting**

- 01- Draw down sponsor funds
- 02- Prepare financial status reports
- 03- Prepare and submit sponsor financial report
- 04- Prepare invoices
- 05- Approve invoices
- 06- Monitor accounts receivable

**D- Facilities & Administration**

- 01- Prepare facilities and administrative cost rate proposal

- 02- Prepare materials for external preparation of a facilities and administrative rate proposal
- 03- Distribute facilities and administrative cost recovery

**E- Procurement**

- 01- Approve requisitions and journal vouchers
- 02- Coordinate purchase of major equipment
- 03- Monitor requisitions for accuracy and compliance

**Domain 4 – General Management**

**A- Human Resources**

- 01- Write job descriptions
- 02- Serve on a search committee
- 03- Interview project staff
- 04- Hire project staff
- 05- In collaboration with Human Resources, process personnel action forms
- 06- Manage research administration staff
- 07- Conduct performance evaluations

**B- Training & Professional Development**

- 01- Develop training materials
- 02- Develop a research administration education curriculum
- 03- Develop a research administration education certificate program
- 04- Plan research related outreach functions
- 05- Participate in professional development activities
- 06- Lead training sessions
- 07- Present at professional development conferences
- 08- Network with colleagues on sponsored program issues
- 09- Serve in a leadership role in a professional organization

**C- Institutional Service**

- 01- Form a committee
- 02- Serve on organizational committees
- 03- Provide award data for institutional needs
- 04- In collaboration with appropriate departments, prepare a space allocation report
- 05- Educate students about the research enterprise

06- Serve as an institutional representative to an external organization

07- Participate in misconduct investigation

**D- General Office Management & Procedures**

01- Answer general procedural questions

02- Learn new computer systems and program

03- Manage equipment service contracts

04- Attend staff meetings

05- Prepare minutes from meetings

06- Maintain web pages and social media

07- Perform general office duties

08- Develop internal routing forms

09- Develop internal reports

10- Participate in the development of policies and procedure

**E- Contracted Services**

01- Contract with outside grant writers

02- Hire consultants to assist with proposals