

## ***Application for the CRA Study Group – deadline July 31, 2019***

### **ABOUT THE PROGRAM**

**aiM Higher** is a University of Michigan guided and self-study program designed to assist research administrators in preparing for the Certified Research Administrator (CRA) exam. The CRA exam is offered in the spring and fall by an independent certifying body. The curriculum covered by the exam is referred to as the “Body of Knowledge,” and it covers all areas of research administration including: project development and administration, legal requirements and sponsor interface, financial management, and general management.

The study group is held in the spring and fall 10 weeks prior to the exam period. The program is both independent and guided study. For the **Fall 2019** CRA exam the study pods will meet every Friday from **August 30, 2019 – November 1, 2019 11:30 a.m. – 1:00 p.m.** You may bring your lunch or snacks.

### **WHAT IS CRA?**

The CRA credential means that you demonstrate a level of knowledge of all aspects of research administration. It is obtained by qualifying for and taking the CRA exam, which is administered by the Research Administrators Certification Council (RACC). <http://www.cra-cert.org/>.

### **WHAT IS THE EXAM?**

The exam is offered by an independent non-University organization, Research Administrators Certification Council (RACC), in the spring and fall. The curriculum covered by the exam is referred to as the “[Body of Knowledge](#),” and it covers all areas of research administration including: project development and administration, legal requirements and sponsor interface, financial management, and general management.

The exam is rigorous, and it must be taken at a designated site and it is administered through Professional Testing Corporation. In a four-hour period, test-takers must answer 250 questions that cover the full spectrum of research administration. In addition, the CRA exams are offered at multiple locations. You may take the exam any time within the testing window.

There is a fee for the exam (\$385) which must be paid by the participant. For more information on the exam, please visit: <http://www.cra-cert.org/>

### **WHAT ARE THE ELIGIBILITY REQUIREMENTS TO TAKE THE EXAM?**

1. Bachelor’s Degree and 3 years of professional experience in research or sponsored programs
2. Associate’s Degree and 5 years of professional experience in research or sponsored programs
3. No degree and 6 years of professional experience in research or sponsored programs\*

\*please contact [aimhigher@umich.edu](mailto:aimhigher@umich.edu) if you seek letters of attestation that are required

### **WHAT ARE THE BENEFITS?**

**Over 2,600 CRAs and counting, find that their certification:**

- Validates their Expertise
- Generates Professional Recognition
- Provides Personal Satisfaction
- Is an Indicator of Expertise and Knowledge
- Increases their Credibility with Faculty and Other Administrators
- May lead to increased Employment Opportunities
- All can be A Role Model to other RAs

### **HOW IS THIS STUDY GROUP ORGANIZED?**

aiM Higher is a both an independent and guided program. It is FREE to participants and includes the following resources/tools:

- Weekly webinars (online - partnered with VA Tech experts)
- Weekly moderated study pods (in person/online, UMich campus-various locations). CRAs at the University of Michigan will be asked to moderate one study session.
  - Guided materials to prepare you for the exam
  - Practice exams
  - Support from other RAs
- Emails (tips, study materials, encouragement)
- Quizlet group (online flash cards and testing)

### **HOW MUCH TIME IS INVOLVED?**

Study time varies by participant. The weekly webinars offered by VA Tech subject matters are 2 hours long, are recorded, and may be watched live or at your availability. The aiM Higher moderated study pods are scheduled weekly as one and a half hour sessions. These sessions are not a guarantee that you will pass the exam as the volume of material is too great. We highly recommend that you plan to study several hours a week outside of the webinars and pods.

### **HOW DO I JOIN?**

You must register with aiM Higher to join the group. This can be accomplished by obtaining supervisor approval, completing the registration form (below), and submitting the form as instructed.

The next CRA exam period is **November 2-16, 2019**, and the deadline for exam registration is **October 1, 2019**.

**The aiM Higher CRA study group application Deadline is July 31, 2019  
with a limit of 15 participants**

**\*\* Because of popular demand, registrants are expected to attend all of the study sessions \*\***

**REGISTRATION FORM FOR CRA STUDY GROUP AIM HIGHER**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Title \_\_\_\_\_ Email Address \_\_\_\_\_

Phone \_\_\_\_\_ Department \_\_\_\_\_

Do you meet the eligibility requirements to take the exam?    Y   or   N

Please let us know your area(s) of expertise so that we may assign moderators for the weekly study pods

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Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name (printed) \_\_\_\_\_

Supervisor Email Address \_\_\_\_\_ Phone \_\_\_\_\_

**Please send this completed form by July 31, 2019 to: [aimhigher@umich.edu](mailto:aimhigher@umich.edu)**