Note: Resources listed below are provided as examples and have been obtained through topic-specific web searches. The list is not intended to be a comprehensive representation of content included on the exam and inclusion on the list doesn’t reflect RACC support of the materials or indicate verification of accuracy of the information. Links to original sources for funding sources, statutory requirements, grant regulations and common electronic proposal systems are not provided since they are easily assessable with simple web searches. Candidates for the CPRA and CRA exams are encouraged to explore additional resources related to the exam’s content outline.

Annotated with Resources
Edition of 03/21/2018

I. Research Partnership and Funding

A. Setting for research administration
B. Roles and responsibilities
   • Sample campus roles and responsibilities matrix
   • Sample campus guidance
   • Sample campus policy
   • Sample sponsor glossary
C. Perspectives for seeking and awarding sponsored funding
D. Collaborations
   1. Sample sponsor definition of multiple PI
      i. https://grants.nih.gov/grants/multi_PI/
   2. Sample campus procedure for multiple PI
   3. Sample campus guidance on vendor/subrecipient distinction
      i. Subrecipient vs. Vendor/Contractor vs. Consultant
         https://researchadmin.asu.edu/topical-guide/subrecipient-vendor-consultant
      ii. Distinguishing between subrecipients and vendors
      iii. Sample campus subrecipient procedure
   4. IRS determination of independent contractor
   5. Sample teaming agreement –
      ii. Model teaming agreement
         http://www.ora.umd.edu/resources/model-agreement
E. Professional skills development
- NCURA educational programs
  - [http://www.ncura.edu/Education.aspx](http://www.ncura.edu/Education.aspx)
- SRA meetings and webinars
  - [https://srainternational.org/learn-o/programs](https://srainternational.org/learn-o/programs)
- Sample campus training program
  - [http://hr.ufl.edu/learnandgrow/courses-registration/sponsored-research-training/](http://hr.ufl.edu/learnandgrow/courses-registration/sponsored-research-training/)

F. Funding and research development
- Sample sponsor funding opportunities
- Sample solicited funding announcement
  - [https://science.nasa.gov/researchers/sara/grant-solicitations/](https://science.nasa.gov/researchers/sara/grant-solicitations/)
- Sample unsolicited funding opportunity
- Sample campus limited submission programs definition
  - [http://research.ucdavis.edu/proposals-grants-contracts/funding-opportunities/limited-submission/](http://research.ucdavis.edu/proposals-grants-contracts/funding-opportunities/limited-submission/)
- Sample sponsor limited funding opportunity announcement
  - [https://www.nsf.gov/funding/pgm_sro.jsp](https://www.nsf.gov/funding/pgm_sro.jsp)
- Fed Connect.net
  - [https://info.compusearch.com/prismsuite-fedconnect](https://info.compusearch.com/prismsuite-fedconnect)
- Sample agency website
  - [https://www2.ed.gov/fund/grants-apply.html](https://www2.ed.gov/fund/grants-apply.html)
- Foundation Center website
  - [http://foundationcenter.org/](http://foundationcenter.org/)
- Sample foundation directory
- General explanation of funding opportunity databases
  - [https://research.fas.harvard.edu/funding-databases](https://research.fas.harvard.edu/funding-databases)
- Sample organization’s tool for seeking funding
  - [http://research.usc.edu/for-investigators/funding/](http://research.usc.edu/for-investigators/funding/)
- Sample campus listing of electronic funding sources
  - [http://www.research.pitt.edu/external-funding-resources](http://www.research.pitt.edu/external-funding-resources)
- Sample sponsor funding opportunities
  - [https://www.ojjdp.gov/funding/funding.html](https://www.ojjdp.gov/funding/funding.html)
- Sample sponsor assistance types
  - [https://grants.nih.gov/grants/grant_basics.htm#looking](https://grants.nih.gov/grants/grant_basics.htm#looking)
• Sample campus funding alert newsletter
  o https://researchfunding.duke.edu/
• Sample campus funding opportunity page
  o https://www.towson.edu/academics/research/undergraduate/funding/
• Sample sponsor research program
  o https://www.ars.usda.gov/research/
• Sample sponsor fellowship program
  o https://www2.ed.gov/programs/teacherfellowship/index.html
• Sample sponsor training programs
  o https://researchtraining.nih.gov/
• Sample sponsor equipment/instrumentation program
  o https://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5260
• Sample campus listing of instrumentation programs
  o https://spo.berkeley.edu/Fund/equipment.html#NSF
• Sample sponsor program/project/center grants
  o NSF Integrative Graduate Education and Research Traineeship Program (IGERT)
  o NIH Program Project/Center Grants (P Series)
    https://grants.nih.gov/grants/funding/funding_program.htm#PSeries
• Sample sponsor career development funding program
  o NSF Faculty Early Career Development Program (CAREER)
    https://www.nsf.gov/funding/pgm_summ.jsp?pims_id=503214
  o Funding Opportunities for New and Young Faculty
    https://spo.berkeley.edu/Fund/newfaculty.html
  o NASA Grant Solicitations
    https://science.nasa.gov/researchers/sara/grant-solicitations
• Sample campus internal funding program
  o Univ. of Virginia OVPR
    http://www.virginia.edu/vpr/Research%20Development/internalfund.html
• Sample of other funding programs
  o Government Agency Funding Opportunities.
    http://research.usc.edu/for-investigators/funding/federal/

G. Overview of grants regulatory framework and legislative process
• Sample campus listing of federal policies and procedures
  o http://research.ucdavis.edu/policiescompliance/
CPRA Body of Knowledge

- Description of federal budget process

- Definition of congressionally directed funding
  - Sample of Congressionally Directed Funding Programs [http://cdmrp.army.mil/researchprograms](http://cdmrp.army.mil/researchprograms)

- Sample of statutory requirements

- Sample of uniform administrative requirements (2 CFR 200)

H. Sponsors

- Sample of sponsor guidelines on grants to federal entities
  - [https://www.neh.gov/grants/manage/requirements-grant-recipients-serve-sponsors-projects](https://www.neh.gov/grants/manage/requirements-grant-recipients-serve-sponsors-projects)

- Description of federal government structure
  - [https://www.usa.gov/branches-of-government](https://www.usa.gov/branches-of-government)

- Grants.gov information in agency that provide grants

- Description of federal budget process

- Description of state and local government
  - [https://www.whitehouse.gov/about-the-white-house/state-local-government/](https://www.whitehouse.gov/about-the-white-house/state-local-government/)

- Definition of private foundation

- Definition of a corporation
CPRA Body of Knowledge

- Sample campus description of differences between public and private funding sources.
  - [http://www.vinaytrivedi.com/blog/2015/10/21/public-vs-private-research](http://www.vinaytrivedi.com/blog/2015/10/21/public-vs-private-research)

I. Identification of internal capacity

- Sample of campus institutional space committee
  - [https://irap.appstate.edu/space-management/university-space-management-committee](https://irap.appstate.edu/space-management/university-space-management-committee)

- Sample of campus space study

- Sample sponsor report on recharge centers
  - [http://www.northwestern.edu/coststudies/recharge.html](http://www.northwestern.edu/coststudies/recharge.html)

- Sample sponsor guidance on matching funds

J. Public Relations

- Sample entries on FOIA, chemical waste and material safety data sheet
  - [US Department of State FOIA page](https://foia.state.gov/Learn/FOIA.aspx)
  - [EPA’s laws/regulations and compliance](https://www.epa.gov/regulatory-information-topic/regulatory-information-topic-waste#hazardous)
  - [US Department of Labor Material Safety Data Sheet](https://www.osha.gov/Publications/OSHA3514.html)

- Sample of state’s public records law

II. Project Development and Proposal Submission

A. Proposal Writing

- Pre-application considerations
  - NIH pre-applications [https://www.ninds.nih.gov/Funding/Training-Career-Awards/Pre-Application-Considerations](https://www.ninds.nih.gov/Funding/Training-Career-Awards/Pre-Application-Considerations)
  - Citrus Research and Development Foundation, Inc. [https://citrusrdf.org/developing-a-preproposal](https://citrusrdf.org/developing-a-preproposal)

- Sample glossary of proposal types
  - [https://ors.ou.edu/proposal/type.html](https://ors.ou.edu/proposal/type.html)

- Sample of internal seed grant program
  - [http://research.utah.edu/grants/seed.php](http://research.utah.edu/grants/seed.php)

- Sample campus guidance on writing proposals
CPRA Body of Knowledge

- Effective grant Writing Tips
- Grant-writing Tips
  [https://medicine.osu.edu/research_ed/postdoc/current_postdocs/funding/tips/pages/index.aspx](https://medicine.osu.edu/research_ed/postdoc/current_postdocs/funding/tips/pages/index.aspx)
- Sample campus guidance on proposal development process
- Sample sponsor tips for proposal writing
  - NSF Guide to Proposal Writing
  - Tips for Writing a Winning Proposal
    [https://ori.hhs.gov/sites/default/files/ten_tips.pdf](https://ori.hhs.gov/sites/default/files/ten_tips.pdf)
- Sample sponsor definition of senior/key personnel
  - National Science Foundation
  - National Institutes of Health
    [https://grants.nih.gov/grants/policy/senior_key_personnel_faqs.htm](https://grants.nih.gov/grants/policy/senior_key_personnel_faqs.htm)
- Sample grant proposal sections
  - [http://www.federalgrants.com/grant-writing.html](http://www.federalgrants.com/grant-writing.html)

B. Effective management of proposal teams

- Sample campus guidance on grant proposal timeline
  - [https://med.virginia.edu/office-for-research/developing-and-submitting-a-proposal/](https://med.virginia.edu/office-for-research/developing-and-submitting-a-proposal/)

C. Understanding and interpretation of agency guidelines

- Sample sponsor definition of BAA
- Sample campus guidance on responding to RFP
  - [http://rgw.arizona.edu/sites/researchgateway/files/responding_to_the_rfp_desktop.pdf](http://rgw.arizona.edu/sites/researchgateway/files/responding_to_the_rfp_desktop.pdf)
- Sample sponsor program announcement

D. Documentation to meet sponsor requirements

- Sample campus instructions for subawards in proposals
• Sample sponsor guidance on JIT
  o https://era.nih.gov/applicants/submit_jit.cfm
• Sample sponsor current and pending support
  o NIH https://grants.nih.gov/grants/forms/othersupport.htm
  o NSF https://research.iac.gatech.edu/sites/default/files/attachments/NSFCurrentAndPending.doc
• Sample sponsor example of required proposal components
  o http://www.nmfs.noaa.gov/trade/howtodorequests.htm

E. Institutional clearances and approvals
• Sample university internal approval process
• Sample campus records retention schedule
  o https://policy.psu.edu/policies/AD35
• Sample sponsor requirements for records retention
  o https://www.nsf.gov/policies/records/sch603.jsp

F. Electronic research administration
• Sample campus list of agency eRA systems
  o http://sponsoredprograms.eku.edu/electronic-research-administration
• Sample sponsor overview of eRA
  o https://era.nih.gov/
• Grants.gov guidance on system-to-system interface
  o https://www.grants.gov/web/grants/s2s/grantor/grantor-system-to-system.html
  o Grants.gov “Apply for Grants”
    https://www.grants.gov/web/grants/applicants/apply-for-grants.html

G. Deadlines and target dates
• Sample sponsor instruction on deadlines and target dates
  • NSF
  • Deadlines and Due Dates (or eliminate a 2nd link)
    o https://debblog.nsfbio.com/2013/08/12/discussion-deadlines-and-due-dates/

H. Unfunded and revised proposals
• Sample campus guidance on resubmission of unfunded proposals
• Sample sponsor guidance on resubmission of unfunded proposals
  o https://grants.nih.gov/grants/policy/amendedapps.htm

III. Budget Design and Development
A. Budget Preparation
• Sample campus guide to budgeting
  o http://osp.osu.edu/development/budgets/
• Sample sponsor guide to developing budget
CPRA Body of Knowledge

- Sample sponsor description of budget categories
  - https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/develop-your-budget.htm#cost

- Sample campus budget justification
  - https://www.osp.cornell.edu/ProposalPrep/Costing-xc.html

- Sample campus budget template
  - Budget Template 1 https://www.osp.cornell.edu/ProposalPrep/BudgetTemplate
  - Budget Template 2 http://orsp.umich.edu/research-proposals-budget

B. Project Costs

- Sample campus definition of direct and F&A costs
  - https://rgw.arizona.edu/administration/build-budget/budget-categories
  - https://vpresearch.louisiana.edu/pre-award/building-your-budget/direct-costs-vs-indirect-costs

- Sample campus guidance on major project/unequal circumstance
  - http://orsp.umich.edu/uniform-guidance-monitored-costs-formerly-21

- Sample campus policy and guidance on cost sharing
  - University of Minnesota
    - https://policy.umn.edu/research/costsharing
  - University of Oregon
    - http://orsa.uoregon.edu/index.cfm?toplevcat=proposals&page=pp_costshare

- Sample campus guidance on allowable costs
  - University of Arizona
    - https://rgw.arizona.edu/administration/build-budget/budget-guidance/allowable-costs
  - https://rgw.arizona.edu/administration/build-budget/budget-guidance/allowable-costs

- Sample sponsor guidance on allowable costs
  - National Science Foundation

- Sample campus guidelines on cost determination
  - https://www.umt.edu/research/ORSP/guidelines/costdetermination.php

- Sample sponsor definition of cost and price analysis

- Sample campus guidance on cost price analysis
CPRA Body of Knowledge

- Sample campus guidance on program income
  - https://osp.finance.harvard.edu/program-income-guidance

- Sample sponsor guidance on program income
  - https://grants.nih.gov/grants/policy/nihgps/html5/section_8/8.3_management_systems_and_procedures.htm?tocpath=8%20Administrative%20Requirements%7C8.3%20Management%20Systems%20and%20Procedures%7C8.3.2%20Program%20Income%7C_____0#8.3.2_Program_Income

C. Direct Costs

- Explanation of NIH salary cap
  - NIH Notice of Salary cap
  - Salary Cap Summary

- Sample campus time and effort policy/procedures
  - Northwestern http://www.northwestern.edu/asrsp/secure-docs/effort.html?sunwMethod=GET%20
  - Duke University

- Sample campus description of salary and fringe benefits
  - Stanford University

- Sample campus travel guidelines
  - The Ohio State University
    http://osp.osu.edu/development/travel/step-five/

- Sample sponsor travel guidelines
  - https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/develop-your-budget.htm#equip

- Sample campus guidance on equipment purchase on sponsored programs
  - University of Buffalo
    https://www.buffalo.edu/research/research-services/click-implementation/announcements.host.html/content/shared/www/research/research-news/2013/quick-tips--purchasing-equipment-on-sponsored-research-awards.detail.html
  - http://www.bc.edu/content/dam/files/research/osp/TravelOnSponsoredProgramsPolicy.pdf

- Sample sponsor terms and conditions for subawards
CPRA Body of Knowledge

- NSF
- Princeton University
  http://www.princeton.edu/orpa/award-management/subawards-and-contracting/subawards/

- Sample campus guidance on proposals for subaward support
  - https://spo.berkeley.edu/guide/subaward_guide.html
- Sample campus guidance on consultants
  - The University of Chicago
    https://ura.uchicago.edu/page/sponsored-consulting-agreement
  - https://www.osp.cornell.edu/Policies/consulting-gl.html

D. Indirect Costs
- Sample campus explanation of F&A costs
  - Arizona State University
    https://researchadmin.asu.edu/fa
  - Stanford University
- Sample campus description of MTDC and unrecovered F&A costs
  - UC San Diego
    http://blink.ucsd.edu/research/preparing-proposals/proposal-development/budgets/indirect.html#Understanding-Facilities-and-Ad
  - University of Washington
    http://finance.uw.edu(gca)/cost-share/unrecovered-f-a
- Sample campus policy on waived F&A costs
  - University of Minnesota
    https://policy.umn.edu/research/cost-proco3
- Sample sponsor overview of F&A costs
- Sample sponsor guidance on developing F&A cost proposal
  - UC Davis F&A Rate Proposal Development
  - Dept. of Labor Guidelines for Preparing Indirect Cost Rate Proposals

E. Budget revisions
- Sample campus internal procedure for budget revisions
  - http://policies.gatech.edu/sponsored-project-budget-revisions
IV. Awards and Pre-award Compliance Considerations

A. Sponsor reviews
- Sample sponsor review processes
  - Hearst Foundation Grant Evaluation Process
    https://www.hearstfdn.org/funding-priorities/process/
  - NEH Application Review Process
    https://www.neh.gov/grants/application-process
- Sample campus explanation of sponsor reviews
  - Dartmouth
    http://www.dartmouth.edu/~osp/resources/manual/pre-award/sponreview.html
  - Ohio State University
    http://osp.osu.edu/development/sponsors/

B. Site visits
- Sample sponsor explanation of site visits
  - NSF https://www.nsf.gov/bfa/dias/caar/sitevisits.jsp
  - NIH https://www.nigms.nih.gov/Research/Mechanisms/Pages/default.aspx

C. Sponsored project awards
- Sample sponsor description of award mechanisms
  - US Dept. of Energy
    https://science.energy.gov/grants/about/grants-contracts-differences/
- Sample campus description of award types
  - UCLA
    http://www.research.ucla.edu/ora/training/media/awardtype/engage.html
  - Dartmouth

D. Negotiations
- Sample campus award negotiation process
  - UC Merced http://spo.ucmerced.edu/policies-and-procedures/award-negotiation
- Sample sponsor terms and conditions
  - NEH
    https://www.neh.gov/grants/manage/organizations#general-terms-conditions
  - Office of Naval Research
- Sample campus guidance on award terms
  - University of Houston https://www.uh.edu/research/sponsored-projects/proc-pol-guide/spon-agmt-negotiation/
E. Intellectual Property (IP)

- Sample definition of IP

- Sample campus IP policy
  - Ohio State University [https://legal.osu.edu/topics/intellectual-property](https://legal.osu.edu/topics/intellectual-property)

- Sample campus information on types of IP

- Sample campus policy on classified research
  - University of Washington [https://www.washington.edu/research/myresearch-lifecycle/plan-and-propose/sponsor-requirements/classified-or-restricted-research/](https://www.washington.edu/research/myresearch-lifecycle/plan-and-propose/sponsor-requirements/classified-or-restricted-research/)
  - University of Colorado Boulder [https://www.colorado.edu/researchinnovation/restricted-proprietary-and-classified-research](https://www.colorado.edu/researchinnovation/restricted-proprietary-and-classified-research)

- Sample sponsor instructions for classified research

- Sample campus information on nondisclosure agreement
  - Penn State [https://www.research.psu.edu/osp/negotiate-agreements/overviews/non-disclosure-agreement-nda](https://www.research.psu.edu/osp/negotiate-agreements/overviews/non-disclosure-agreement-nda)

F. Assurances, certifications and disclosures

- Sample campus guidance on reps and certs

- Sample other guidance on reps and certs
  - NIH [https://era.nih.gov/Commons/Commons/ipf/ipf_assuranceSCerts.htm](https://era.nih.gov/Commons/Commons/ipf/ipf_assuranceSCerts.htm)

- Sample campus guidance on COI
  - UCSD [http://blink.ucsd.edu/sponsor/coi/index.html](http://blink.ucsd.edu/sponsor/coi/index.html)

- Sample campus guidance on export controls
CPRA Body of Knowledge

- Brown University
  https://www.brown.edu/research/conducting-research-brown/preparing-proposal/research-integrity/export-control-home-page/export-control-policy-and-procedures
  http://orc.osu.edu/regulations-policies/exportcontrol/

- Sample sponsor guidance on export controls
  - US Dept. of Commerce CCL
    https://www.bis.doc.gov/index.php/regulations/commerce-control-list-ccl
  - NASA Restrictions on Funding Activities with China
    http://www.research.ucf.edu/ExportControl/nasa.html
  - ITAR information -
    http://www.research.ucf.edu/ExportControl/itar.html

G. Research compliance

- Sample sponsor requirements for human subjects approval and training
  - OHRP https://www.hhs.gov/ohrp/
  - NIH Human Subjects Protections Training
    https://humansubjects.nih.gov/resources

- Sample campus directives on human subjects training
  - https://humansubjects.stanford.edu/new/resources/training/citi.html

- Sample campus guide to animal care and use
  - Cornell https://www.iacuc.cornell.edu/policy/

- Sample campus radiation safety and chemical safety committees
  - UC Davis http://safetyservices.ucdavis.edu/article/research-policies-regulations-and-guidelines
  - University of Oregon
    https://safety.uoregon.edu/environmental-health-and-safety

- Sample sponsor guidance on biosafety committees

H. Health Information Portability and Accountability Act

- Sample sponsor guidance on HIPAA
  - DHHS https://www.hhs.gov/hipaa/index.html
  - NIH
    https://privacyruleandresearch.nih.gov/clin_research.asp

- Sample campus guidance on HIPAA
I. Responsible Conduct of Research (RCR)

- Sample sponsor guidance on RCR
  - DHHS https://ori.hhs.gov/ori-introduction-responsible-conduct-research
- Sample campus training on RCR
  - UC Berkeley https://rac.berkeley.edu/rcr.html
  - Ohio State University http://orrp.osu.edu/irb/training-requirements/rcr/