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# RACC-CRA

*RACC Certified Research Administrator - 2025*

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## BELOW ARE SAMPLE QUESTIONS AND ANSWERS

### Question: 1802

The "single audit" requirement applies to non-profit organizations receiving federal funding above a certain threshold.

- A. False
- B. True

Answer: B

Explanation: Organizations that expend \$750,000 or more in federal funds in a fiscal year are required to undergo a single audit to ensure compliance with federal regulations.

### Question: 1803

When preparing to submit a proposal that requires multiple institutional signatures, what is the best practice to ensure all signatures are collected in a timely manner?

- A. Collect signatures in a sequential manner without a set deadline
- B. Set a specific deadline for each signature and communicate this to all signatories
- C. Assume all signatories will sign promptly
- D. Collect signatures after the proposal has been submitted

Answer: B

Explanation: Setting a specific deadline for each signature and clearly communicating this to all signatories ensures timely collection and helps prevent last-minute delays.

### Question: 1804

The IASB's framework for financial reporting emphasizes the importance of \_\_\_\_\_.

- A. flexibility in reporting practices
- B. None of the choices.

- C. governmental compliance
- D. tax regulation adherence
- E. consistency and comparability

Answer: E

Explanation: The IASB's framework prioritizes consistency and comparability in financial reporting, ensuring that financial statements can be reliably compared across different entities and periods.

### Question: 1805

As part of your duties, you need to prepare a financial status report for a sponsored project. What is the primary purpose of this report?

- A. To provide a detailed account of how funds have been utilized in relation to the project objectives
- B. To inform the PI of their spending habits
- C. To create a summary for the institution's annual report
- D. To justify the request for additional funding

Answer: A

Explanation: The primary purpose of the financial status report is to provide a detailed account of fund utilization in relation to project objectives, ensuring transparency and accountability.

### Question: 1806

What is the primary purpose of the "Office of Research Integrity" (ORI)?

- A. To provide funding for innovative research
- B. To ensure compliance with ethical research practices
- C. To manage grant applications
- D. To conduct peer reviews of research proposals
- E. None of the choices.

Answer: B

Explanation: The Office of Research Integrity is tasked with promoting ethical research practices and ensuring compliance with regulations governing research involving human subjects and misconduct.

**Question: 1807**

What is the MOST important reason for establishing a standardized format for sub-recipient financial reports?

- A. To simplify the review process
- B. To reduce the workload of the research administrator
- C. To ensure consistency and facilitate comparisons
- D. To comply with federal reporting requirements

Answer: C

Explanation: A standardized format ensures consistency and facilitates comparisons across different sub-recipients, making it easier to identify discrepancies and ensure compliance.

**Question: 1808**

When assisting a project director with a proposal that includes international collaboration, what additional consideration must be taken into account?

- A. Compliance with export control regulations
- B. The project director's previous international experience
- C. The budget for domestic travel
- D. The educational background of collaborators

Answer: A

Explanation: Compliance with export control regulations is crucial for international collaborations, ensuring that the project adheres to legal requirements related to sharing information and technology.

**Question: 1809**

What is the most effective way for a research administrator to promote awareness of the research enterprise among students?

- A. Developing a research ambassador program
- B. Implementing a mandatory research ethics course
- C. Distributing informational brochures
- D. Organizing annual research conferences

Answer: A

Explanation: Developing a research ambassador program allows students to engage directly with research initiatives and promote awareness through peer-to-peer interactions.

**Question: 1810**

In processing a request for a revised budget, which of the following would be considered a valid justification for re-budgeting?

- A. Increased costs associated with mandated changes in personnel benefits
- B. The principal investigator deciding to switch research methodologies
- C. Requests from team members for higher salaries based on performance
- D. A need for additional administrative support due to project growth

Answer: A

Explanation: Increased costs associated with mandated changes in personnel benefits are a valid justification for re-budgeting, as they directly impact the project's financial management and compliance with applicable regulations.

**Question: 1811**

Which of the following is a key requirement for reporting adverse events in research involving human subjects?

- A. Immediate notification to the funding agency
- B. Submission of a detailed financial report
- C. Posting of findings to a public database
- D. Timely communication to the Institutional Review Board

Answer: D

Explanation: Researchers are required to promptly report any adverse events to the Institutional Review Board to ensure the ongoing safety and ethical treatment of human subjects.

**Question: 1812**

What does the term "unobligated balance" refer to in grant management?

- A. Funds that have been spent
- B. Funds that are encumbered

- C. Funds that are in dispute
- D. Funds that remain available for future use
- E. None of the choices.

Answer: D

Explanation: An unobligated balance represents the portion of grant funds that have not yet been assigned to specific expenses and remain available for future use.

### Question: 1813

When preparing for a single audit, which of the following documents is NOT typically required to demonstrate compliance with federal regulations?

- A. Financial statements
- B. Grant applications
- C. Internal control policies
- D. Employee training records

Answer: B

Explanation: Grant applications are not typically required for a single audit; instead, the focus is on financial statements, internal control policies, and documentation that supports compliance with federal regulations.

### Question: 1814

The term "matching funds" in federal assistance refers to:

- A. Financial contributions from non-federal sources that are used to support a federal project.
- B. Funds that the federal government provides to match state contributions.
- C. Funds that are required to be returned to the federal agency after project completion.
- D. A type of funding that does not require reporting.
- E. None of the choices.

Answer: A

Explanation: Matching funds are contributions from non-federal sources that support a federal project, often required in grant agreements.



**Question: 1815**

When developing a specialized training program for faculty involved in research administration, which of the following components is most critical for ensuring effectiveness?

- A. Ongoing evaluation and adjustment based on participant feedback
- B. A rigid curriculum that does not adapt to feedback
- C. Strict adherence to a single teaching method
- D. A focus solely on administrative tasks without considering faculty needs

Answer: A

Explanation: Ongoing evaluation and adjustment based on participant feedback ensure that the training remains relevant and effective in meeting faculty needs.

**Question: 1816**

A laboratory is using a new biohazardous agent that requires additional containment measures. What is the most critical action you should take as a compliance officer?

- A. Approve the use of the agent with additional training
- B. Ensure that all containment measures are in place before use
- C. Inform the research team about the new regulations
- D. Document the approval process for future reference

Answer: B

Explanation: Ensuring that all containment measures are in place is vital for safety and compliance with biohazard regulations.

**Question: 1817**

What is the purpose of the Federal Acquisition Regulation (FAR) in research administration?

- A. To set guidelines for grant applications
- B. None of the choices.
- C. To oversee compliance with grant expenditure
- D. To enforce reporting requirements
- E. To evaluate research outcomes
- F. To provide training for researchers
- G. To regulate federal contracts and acquisitions

Answer: G

Explanation: The Federal Acquisition Regulation (FAR) establishes the rules and guidelines for federal contracts and acquisitions, including those related to research.

**Question: 1818**

You are responsible for ensuring that a proposal meets all grant application requirements. During your review, you find that certain formatting guidelines have not been followed. What should you do?

- A. Approve the proposal as is, trusting the PI's judgment
- B. Submit the proposal without addressing the formatting issues
- C. Inform the PI about the formatting issues and request revisions
- D. Modify the formatting yourself without consulting the PI

Answer: C

Explanation: Informing the PI about the formatting issues and requesting revisions is essential to ensure that the proposal adheres to the grant application requirements and maintains a professional presentation.

**Question: 1819**

The "research integrity" policies focus solely on scientific misconduct, without addressing broader ethical considerations.

- A. False
- B. True

Answer: A

Explanation: Research integrity encompasses not only misconduct but also ethical considerations in conducting and reporting research responsibly.

**Question: 1820**

In preparing materials for a regulatory committee review, what is a critical factor to consider when addressing potential ethical concerns related to research protocols?

- A. Ensuring that the research has a high potential for funding
- B. Simplifying the protocols to avoid overwhelming the committee
- C. Clearly articulating how ethical concerns will be monitored and managed



D. Avoiding discussions of ethical dilemmas to focus on methodology

Answer: C

Explanation: Clearly articulating how ethical concerns will be managed demonstrates a commitment to ethical standards and reassures the committee of the research's integrity.

**Question: 1821**

Which document serves as a guideline for manufacturers looking to meet qualification standards?

- A. QCL
- B. QML
- C. QPL
- D. QBL
- E. None of the choices.

Answer: B

Explanation: The QML (Qualified Manufacturers List) serves as a guideline for manufacturers aiming to meet qualification standards.

**Question: 1822**

A PI submits a request for a budget revision to include additional travel expenses for a conference that was not originally planned. What should you evaluate before approving this request?

- A. The number of attendees from the research team.
- B. The PI's past performance in attending conferences.
- C. The total cost of the travel compared to previous conferences.
- D. Whether the travel aligns with the project's objectives and is allowable under the grant terms.

Answer: D

Explanation: Evaluating whether the travel aligns with the project's objectives and complies with grant terms ensures responsible use of funds.

**Question: 1823**

In the context of indirect costs, which of the following is a common method for calculating these costs?

- A. Modified Total Direct Cost
- B. Direct Cost Allocation
- C. Flat Rate Method
- D. Activity-Based Costing
- E. Incremental Costing
- F. None of the choices.

Answer: A

Explanation: The Modified Total Direct Cost method is widely used to calculate indirect costs by excluding specific direct costs, providing a more accurate allocation for overhead.

### Question: 1824

You are compiling a checklist for a proposal submission and realize that several application materials are missing. What should you do to address this issue effectively?

- A. Inform the project director and request the missing materials promptly
- B. Submit the proposal without the missing materials to meet the deadline
- C. Assume the missing materials are not critical and proceed
- D. Wait until the deadline approaches to request the materials

Answer: A

Explanation: Informing the project director and requesting the missing materials promptly is the best approach to ensure a complete and compliant submission.

### Question: 1825

What is the primary focus of a Product Change Request (PCR) in a project management context?

- A. Documenting product enhancements or modifications.
- B. Enhancing team collaboration.
- C. Evaluating team performance metrics.
- D. Implementing marketing strategies.
- E. None of the choices.

Answer: A

Explanation: The primary focus of a Product Change Request (PCR) in project management is to document and propose product enhancements or modifications, ensuring systematic evaluation and

approval.

**Question: 1826**

You are responsible for preparing minutes from a meeting where several key decisions were made regarding research priorities. What is the most effective way to ensure that the minutes are accurate and useful for future reference?

- A. Summarize the discussion points without recording specific decisions
- B. Record every comment made during the meeting verbatim
- C. Share the draft minutes only with the meeting chair for approval
- D. Use a template that includes action items and responsible parties

Answer: D

Explanation: A template that includes action items and responsible parties ensures clarity and accountability, making the minutes a valuable reference for future meetings.

**Question: 1827**

When developing a sexual harassment compliance program, which of the following strategies is most effective in promoting an inclusive and respectful research environment?

- A. Establishing a zero-tolerance policy without providing resources for support
- B. Providing clear reporting mechanisms and support for victims of harassment
- C. Conducting training only for senior researchers, assuming others will follow
- D. Focusing on punitive measures rather than preventive strategies

Answer: B

Explanation: Clear reporting mechanisms and support are crucial for encouraging individuals to come forward and fostering a respectful research culture.

**Question: 1828**

What is the significance of a "Data Management Plan" (DMP) in research funding applications?

- A. It outlines the project's budget
- B. It details the timeline for research activities
- C. It describes how data will be collected, preserved, and shared

D. It assesses the project's potential impacts on society

Answer: C

Explanation: A Data Management Plan is crucial for detailing how data will be managed throughout the research lifecycle, including collection, storage, preservation, and sharing.

**Question: 1829**

What is a primary reason for conducting a needs assessment in research administration?

- A. To evaluate the impact of previous research.
- B. To identify potential funding sources.
- C. To assess the qualifications of research staff.
- D. To determine the feasibility of a project.
- E. None of the choices.

Answer: D

Explanation: A needs assessment helps determine the feasibility of a project by identifying gaps in knowledge or resources that the research aims to address.



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