

Certified Research Administrator Practice Exam (Sample)

Study Guide



Everything you need from our exam experts!

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. What constitutes prior approval by the government regarding the inclusion of a subrecipient in an approved budget?**
 - A. The issuance of a subagreement regardless of the vendor chosen**
 - B. The need to obtain the identified services from a third party**
 - C. Use of the named recipient**
 - D. None of the above**

- 2. Which institutions are required to file a disclosure statement (DS-2) with the federal government?**
 - A. Institutions that have significant material findings from a government audit**
 - B. Institutions with more than \$5M in capital expenditures**
 - C. Institutions with more than \$10M in capital expenditures**
 - D. Institutions with more than \$25M in capital expenditures**

- 3. What is the best source for University research and development information on US institutions administered by NSF?**
 - A. The higher education research and development survey**
 - B. CENSUS**
 - C. Survey of research and development expenditures at universities and colleges**
 - D. STAR metrics**

- 4. What are examples of intangible property?**
 - A. Trademarks, Copyrights, Patents**
 - B. Capital Equipment**
 - C. Intellectual Property**
 - D. N/A**

- 5. A Program Officer is officially responsible for what aspects of a particular grant?**
 - A. Technical**
 - B. Scientific**
 - C. Programmatic**
 - D. All of the above**

- 6. What does the 'life cycle' of a grant refer to?**
- A. The phases from proposal submission to project completion**
 - B. The time taken to write a grant proposal**
 - C. The review process for all grant proposals**
 - D. The number of grants awarded per year**
- 7. What are generally accepted government auditing standards known as?**
- A. Audit Report**
 - B. Yellow Book**
 - C. GAAP**
 - D. No other name**
- 8. Who is primarily responsible for ensuring compliance with ethical research guidelines?**
- A. The funding agency**
 - B. The research administrator**
 - C. The principal investigator of the project**
 - D. The Institutional Review Board**
- 9. How frequently is a project report typically required to be submitted to a funding agency?**
- A. Once a month**
 - B. Once, at the end of the project**
 - C. Annually or semi-annually, as per grant agreement**
 - D. Only when requested by the agency**
- 10. What system serves as a gateway to government opportunities and grants?**
- A. NSPIRES**
 - B. E-verify.gov**
 - C. Fedconnect.net**
 - D. Research.gov**

Answers

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1. B
2. D
3. A
4. A
5. D
6. A
7. B
8. C
9. C
10. C

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Explanations

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1. What constitutes prior approval by the government regarding the inclusion of a subrecipient in an approved budget?

A. The issuance of a subagreement regardless of the vendor chosen

B. The need to obtain the identified services from a third party

C. Use of the named recipient

D. None of the above

Prior approval by the government regarding the inclusion of a subrecipient in an approved budget is best understood as requiring a clear justification for the need to obtain services from a third party. This ensures that the government agency overseeing the funding has a comprehensive understanding of how the inclusion of a subrecipient aligns with the project goals and funding criteria. When a principal investigator or institution proposes to include a subrecipient, they must demonstrate that the services provided by the third party are essential to achieving the project's objectives. This aspect of prior approval is crucial, as it helps maintain accountability and transparency in the use of federal funds, ensuring they are spent efficiently and effectively. In contrast, merely issuing a subagreement, irrespective of vendor selection, does not encompass the necessary approval process. Using the named recipient does not guarantee that their inclusion meets the requirements for prior approval either, as the rationale for utilizing a subrecipient must always be substantiated. Thus, the emphasis lies on the need for justification regarding the need to obtain services, ensuring that all parties involved are aligned with the project's objectives.

2. Which institutions are required to file a disclosure statement (DS-2) with the federal government?

A. Institutions that have significant material findings from a government audit

B. Institutions with more than \$5M in capital expenditures

C. Institutions with more than \$10M in capital expenditures

D. Institutions with more than \$25M in capital expenditures

The requirement for filing a disclosure statement (DS-2) with the federal government is linked to the financial thresholds established by federal regulations for institutions that receive federal funding. Institutions with more than \$25 million in capital expenditures are mandated to file this disclosure statement to provide transparency and accountability regarding their financial activities, particularly concerning how federal funds are utilized. The DS-2 serves as a critical tool for the federal government to assess compliance with regulations pertaining to federal funding and ensure that institutions are appropriately managing their resources. This filing is important for maintaining the integrity of the federal funding process and for monitoring the expenditure of significant amounts of federal money. The other options denote lower thresholds, and while those institutions may have obligations or requirements, they do not meet the specific dollar amount that triggers the filing of a DS-2. Understanding these thresholds is essential for compliance with federal regulations in funding matters.

3. What is the best source for University research and development information on US institutions administered by NSF?

A. The higher education research and development survey

B. CENSUS

C. Survey of research and development expenditures at universities and colleges

D. STAR metrics

The higher education research and development survey is the most authoritative source for comprehensive data on research and development expenditures at US universities administered by the National Science Foundation (NSF). This survey collects detailed information from higher education institutions about their R&D activities, funding sources, and the types of research being conducted. It plays a crucial role in understanding the landscape of research activities within higher education and provides valuable insights into trends, funding levels, and institutional performance in research. In contrast, the other options, while they may provide data relevant to specific aspects of research or demographic information, do not focus specifically on the comprehensive assessment of R&D spending and activities within US higher education institutions in the same standardized manner as the higher education research and development survey.

4. What are examples of intangible property?

A. Trademarks, Copyrights, Patents

B. Capital Equipment

C. Intellectual Property

D. N/A

Intangible property refers to assets that do not have a physical presence yet hold value and can be legally protected. Examples include trademarks, copyrights, and patents, all of which are essential components of intellectual property. Trademarks protect brand names, logos, and slogans that distinguish products or services in the marketplace. Copyrights safeguard the expression of ideas in various forms, such as literature, music, and art, allowing creators to control the use of their work. Patents grant inventors exclusive rights to their inventions, preventing others from making, using, or selling the patented product without permission. Each of these forms of intangible property plays a critical role in business strategy and economic value, highlighting their significance in protecting innovations and brand identity in competitive markets.

5. A Program Officer is officially responsible for what aspects of a particular grant?

- A. Technical**
- B. Scientific**
- C. Programmatic**
- D. All of the above**

The Program Officer plays a crucial role in the management and oversight of grants, typically overseeing multiple dimensions of a grant program. They are officially responsible for technical aspects, which includes ensuring that the project adheres to outlined methodologies and standards. The scientific aspect involves monitoring the research integrity, advancements, and compliance with scientific protocols. Finally, programmatic responsibilities encompass the overall implementation and progress of the program, ensuring that it aligns with the funding agency's objectives and requirements. Therefore, the Program Officer's responsibilities span all these critical areas, making this the comprehensive choice.

6. What does the 'life cycle' of a grant refer to?

- A. The phases from proposal submission to project completion**
- B. The time taken to write a grant proposal**
- C. The review process for all grant proposals**
- D. The number of grants awarded per year**

The concept of the 'life cycle' of a grant broadly encompasses all phases involved from the initial submission of a proposal right through to the completion of the project funded by that grant. This cycle typically includes several key stages: identifying funding opportunities, proposal writing and submission, review and award processes, project implementation, reporting on progress, and finally, project closure and evaluation. Understanding this life cycle is crucial for grant administrators, as each phase requires specific actions, compliance with regulations, and strategic management to ensure the successful execution of the project. It highlights the comprehensive journey of a grant—from conception to fulfillment—allowing administrators to effectively navigate each stage while meeting the expectations of funding agencies and project stakeholders. In contrast, other responses focus on isolated elements of the grant process, such as just the writing time, the review procedure, or annual award numbers, which do not capture the holistic view implied by the term 'life cycle.'

7. What are generally accepted government auditing standards known as?

- A. Audit Report**
- B. Yellow Book**
- C. GAAP**
- D. No other name**

Generally accepted government auditing standards are known as the "Yellow Book." This term originates from the cover of the Government Accountability Office's official publication that outlines these standards, formally named "Government Auditing Standards." The Yellow Book provides a framework for conducting audits of government organizations, programs, activities, and functions, ensuring accountability and transparency in financial reporting. The standards defined in the Yellow Book not only guide auditors on the technical aspects of the audit process but also emphasize ethical principles, independence, and the importance of proper documentation and reporting. This is crucial for public trust and the effective use of taxpayer funds. The other choices refer to different concepts: an Audit Report is the document that presents the findings of an audit, GAAP stands for Generally Accepted Accounting Principles, which are guidelines for financial accounting and reporting, and "No other name" implies that there are no alternative designations for these standards, which is not applicable in this context.

8. Who is primarily responsible for ensuring compliance with ethical research guidelines?

- A. The funding agency**
- B. The research administrator**
- C. The principal investigator of the project**
- D. The Institutional Review Board**

The principal investigator (PI) of a research project is primarily responsible for ensuring compliance with ethical research guidelines. This responsibility encompasses numerous aspects, including the design of the study, the treatment of human or animal subjects, and adherence to institutional and federal regulations. The PI is tasked with maintaining the integrity of the research process, ensuring that all ethical standards are met, and that participants' rights and welfare are protected. The PI is typically the lead researcher who is directly involved in the execution of the project and is in the best position to monitor the daily operations and make certain that ethical considerations are always at the forefront. While the Institutional Review Board (IRB) reviews the proposed research to ensure ethical standards are upheld, the IRB's role is more about oversight rather than direct compliance management, which remains the responsibility of the PI. Therefore, the role of the principal investigator is crucial in not only initiating a study but also in upholding the highest ethical standards throughout the lifespan of the research project.

9. How frequently is a project report typically required to be submitted to a funding agency?

- A. Once a month**
- B. Once, at the end of the project**
- C. Annually or semi-annually, as per grant agreement**
- D. Only when requested by the agency**

The correct choice indicates that project reports are typically required to be submitted annually or semi-annually, as specified in the grant agreement. This requirement is rooted in the funding agency's need to monitor the progress of the project, ensure compliance with the terms of the grant, and evaluate whether the project is meeting its stated objectives. Regular reporting at these intervals allows funding agencies to keep track of how funds are being utilized and to assess the effectiveness and impact of the research being funded. Moreover, the frequency of reporting can vary based on the specific requirements set forth in each grant agreement, which can include provisions for either annual or semi-annual reports, thus emphasizing the importance of adherence to the grant's terms. This structured reporting schedule helps maintain transparency and accountability between the researcher and the funding agency, which is critical in managing public funds and fostering trust in research.

10. What system serves as a gateway to government opportunities and grants?

- A. NSPIRES**
- B. E-verify.gov**
- C. Fedconnect.net**
- D. Research.gov**

The correct answer identifies a system that acts as a gateway for accessing government opportunities and grants, particularly for the research community. Fedconnect.net is specifically designed to facilitate the communication and collaboration between the federal government and its contractors, grant recipients, and other stakeholders. It serves as a centralized platform where users can find opportunities, submit proposals, and receive notifications about grant applications and other contracting opportunities. This system streamlines the process for entities looking to engage with government funding by providing necessary resources and information in one location. It promotes transparency and compliance, ensuring that users are aligned with federal guidelines throughout the grant application process. Other options do have specific functions in the realm of government and research, but Fedconnect.net uniquely positions itself as the main portal for grants and contract opportunities.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://certifiedresearchadministrator.examzify.com>

We wish you the very best on your exam journey. You've got this!

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