



EARNING CONTACT HOURS

Things to remember:

- A contact hour is equal to one (1) hour of time and is not the same as traditional CEUs.
- Recertification activities must be related to research administration.
- Activities performed as an expected part of your regular job duties cannot be counted as contact hours.
- Documentation of all contact hours must be available for verification purposes.
- The table below assumes one (1) hour spent in the activity equals one (1) contact hour unless otherwise noted.

Activity	Contact Hours Awarded:	Maximum Hours Permitted for this Activity:
Participate in research administration-related professional development meetings, programs, courses, or activities with organizations such as: <ul style="list-style-type: none"> • Society of Research Administrators International (SRA International) • National Council of University Research Administrators (NCURA) • Public Responsibility in Medicine & Research (PRIM&R) • Office of Laboratory Animal Welfare (OLAW) • National Institutes of Health (NIH) • National Science Foundation (NSF) 	1 contact hour for every hour in an educational session	No maximum; all hours may be claimed
Prepare and present (solely or jointly) on research administration-related topics at a professional organization meeting or webinar (60 – 90-minute presentation)	3 contact hours for development 1 contact hour per hour of presentation time	No maximum; all hours may be claimed
Prepare and present (solely or jointly) on research administration-related topics at a professional organization meeting or webinar (half-day presentation)	8 contact hours for development 1 contact hour per hour of presentation time	No maximum; all hours may be claimed
Prepare and present (solely or jointly) on research administration-related topics at a professional organization meeting or webinar (full day presentation)	16 contact hours for development 1 contact hour per hour of presentation time	No maximum; all hours may be claimed

Activity	Contact Hours Awarded:	Maximum Hours Permitted for this Activity:
Prepare and present on research administration-related topics on your campus (including for-credit courses)	1.5 contact hours for development 1 contact hour per hour of presentation time	No maximum; all hours may be claimed
Write a research administration-related article for publication and/or prepare and submit an abstract, paper or poster to a professional organization	5 contact hours for a newsletter article 10 contact hours for a journal article	No maximum; all hours may be claimed
Serve as a PI or Co-PI on a grant	1 contact hour for every hour of service	Maximum of 10 contact hours per year
Attend a research administration-related webinar or online course	1 contact hour for every hour of participation	No maximum; all hours may be claimed
Serve on a research administration-related review committee	1 contact hour for every hour of service	Maximum of 5 contact hours per year
Serve on an RACC item review committee	1 contact hour for every hour of service	No maximum; all hours may be claimed
Serve on a professional research organization's committee or board	1 contact hour for every hour of service	Maximum of 5 contact hours per year
Prepare a written program review of an external research administration operation	1 contact hour for every hour of service	Maximum of 10 contact hours per year
Participate in a site visit or program review	1 contact hour for every hour of service	Maximum of 5 contact hours per year
Attend classes and/or complete a graduate-level certification program in research administration	1 contact hour per credit hour earned	No maximum; all hours may be claimed
Participate in institution-wide committee on a research administration-related topic at your institution	1 contact hour for every hour of service	Maximum of 3 contact hours per year
Submission of multiple choice examination questions following the Item Writing Instructions (www.cra-cert.org/writinginstructions.html)	1 contact hour per every 5 questions submitted	Maximum of 5 contact hours