

Stanford University

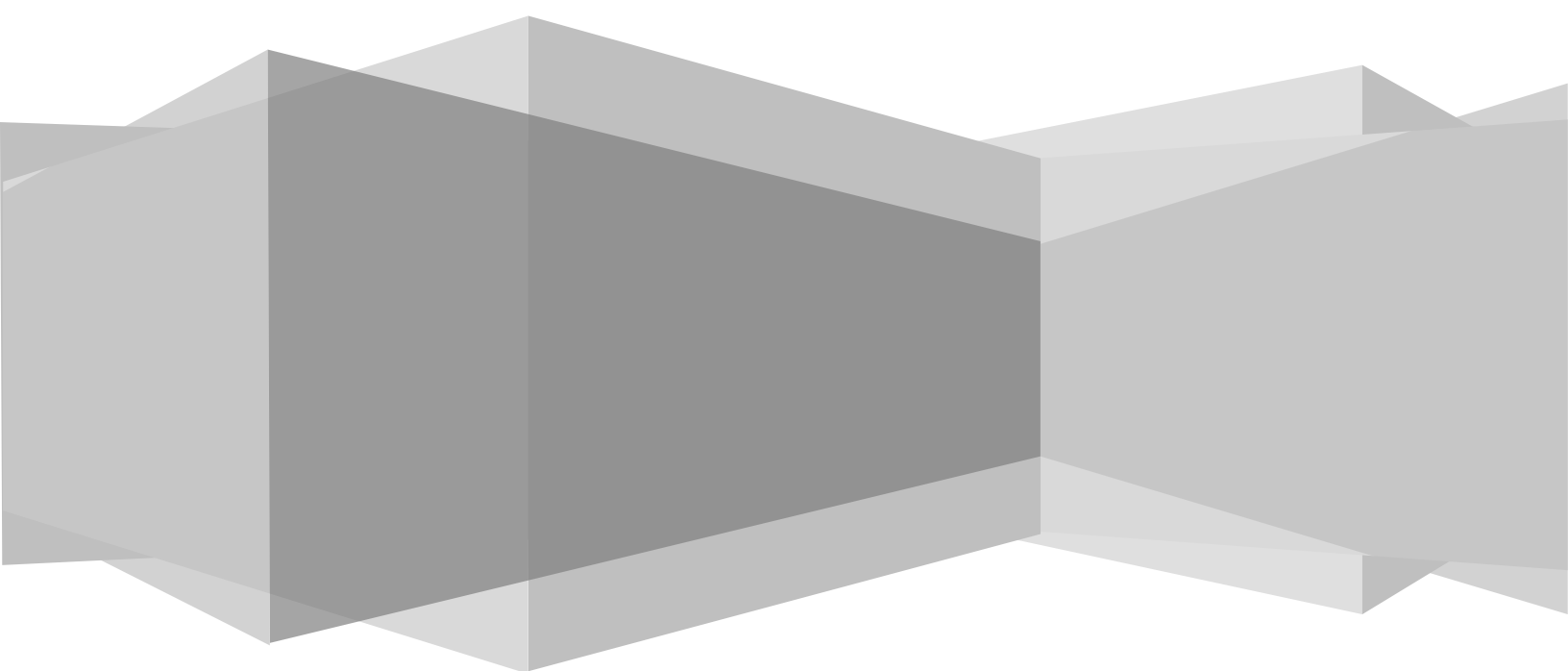


STANFORD ELECTRONIC RESEARCH ADMINISTRATION

# **Sponsored PTA Manager: New PTA and Early/Extend Setup**

**Department Administration User Guide**

Version 2.0



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# Overview

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## **Purpose**

The purpose of this guide is to provide departmental administrators with instructions on how to process New PTA Setup requests and Early/Extend PTA Setup requests initiated in SeRA via the Sponsored PTA Manager module.

This document should be used in conjunction with the following User Guides:

- *Oracle Guide to Setting up Projects, Tasks and Awards*

All SeRA guides can be found on the DoResearch website at:

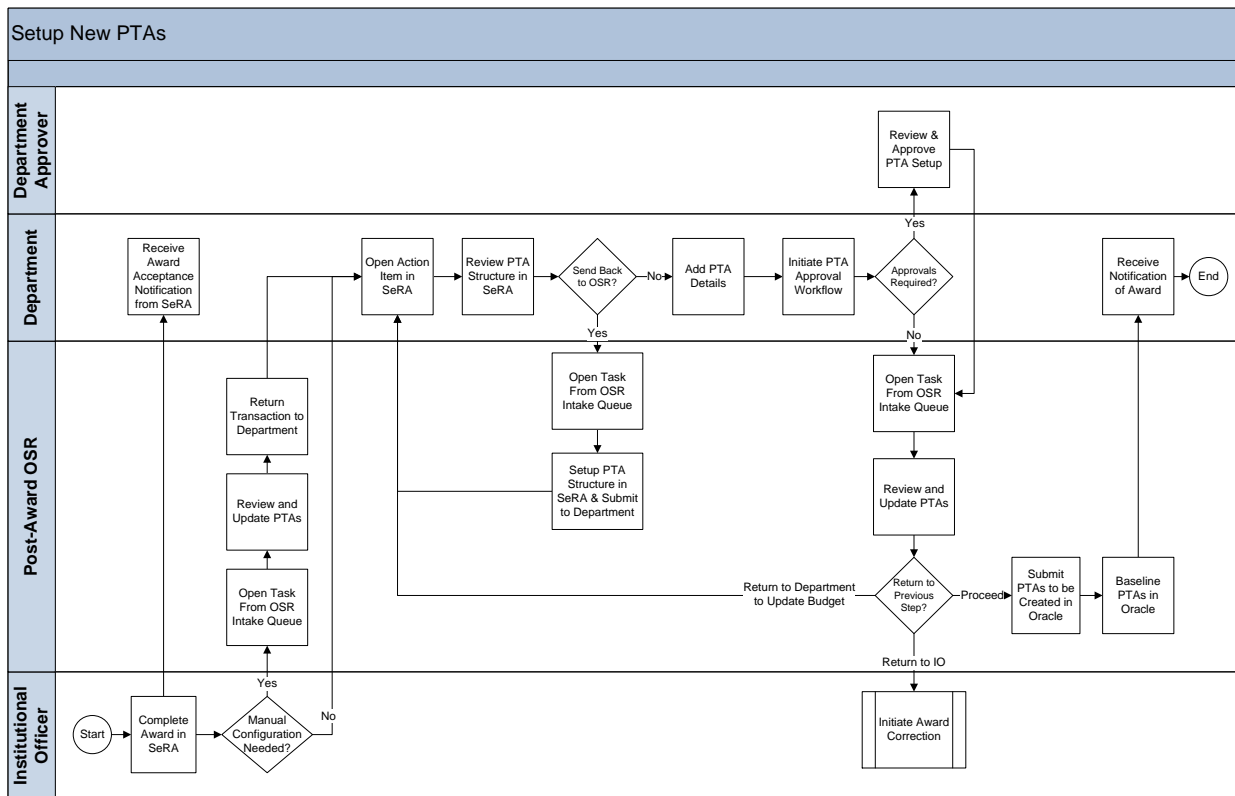
<http://doresearch.stanford.edu/research-offices/sponsored-research-osr/stanford-electronic-research-administration-sera/learn-about>

# New PTA Setup Procedures

## New Award Process

The **New Award Process** in SeRA will incorporate the New PTA Setup module during award entry. Upon completion of the New Award process, an Award Approval Notification (**AAN**) will be sent to project stakeholders. The Notice of Award (**NOA**) will not be sent out until the New PTA Setup transaction has been completed. The NOA will now include PTA details.

A **New PTA Setup** transaction will be automatically generated as the final step of issuing a New Award in SeRA. The basic process flow is depicted in the diagram below:



## Start PTA Setup Transaction

When a new Sponsored Project Award is processed by OSR or RMG, an Award Approval Notification (AAN) will be sent to project stakeholders.

After the AAN is distributed, a New PTA Setup transaction is created and assigned to a department administrator.

Use the following steps to start the “**Prepare Account – Dept**” task:

1. **Access the PTA setup task via your email notification**
  - a. Click on the link to the **PTA Setup Task** that is listed in the e-mail that was received (**please also be sure to check your Junk or Spam folder if you did not receive this**)

**OR**

2. **Access the PTA setup task via “My Dashboard”**
  - a. Log into the SeRA web portal at: <https://sera.stanford.edu/>
  - b. Select “**Go to My Dashboard**”, click on the Account Setup Intake queue, and click on the **blue transaction number** in the **Trans ID/PDRF#** column.

**Stanford Electronic Research Administration**

Search:

**Dashboard**

- Initiate New Proposal
- OSR Proposal Intake
- Account Setup Intake**
- Clinical Trials Intake
- Create New Notification
- CT Notification Archive

**Other Agreements**

**Reports**

**MY DASHBOARD**

**My Action Items** | My Pipeline | Proposals | Awards | Clinical Trials | Other Transactions

Click on Trans ID/PDRF# below to open your Action Item

Trans ID/ PDRF#	Action Item	Process Type	SPO #	PI	Sponsor	Project Title
<a href="#">PTA540479</a>	Prepare Account - Dept	Account Setup - Early/Extend	110327	Barley, Stephen R	University of California, Berkeley (UCALIF)	Proposal NCC by Selenium--PR539384
<a href="#">PTA540478</a>	Initiate Early/Extend Account	Account Setup - Early/Extend	110734	Perl, Martin L.	University of California, Berkeley (UCALIF)	Testing Module 3 PTA Manager :PR540425
<a href="#">PTA540477</a>	Prepare Account - Dept	Account Setup - Early/Extend	110735	Perl, Martin L.	University of California, Berkeley (UCALIF)	PTA manager:PR540428
<a href="#">PTA539398</a>	Prepare Account - Dept	Account Setup - Early/Extend	110335	Brendle, Simon	National Science Foundation (NSF)	Testing GRANT in INT Build --PR539395
<a href="#">PTA539960</a>	Prepare Account - Dept	Account Setup - New	110511	Buckingham, Bruce A.	University of California, Berkeley (UCALIF)	UAT2 Demo : SPO-110511

## Review the New PTA Configuration

1. Review the information in the **PTA Configuration** tab for accuracy.

The screenshot displays the Stanford Electronic Research Administration interface. At the top, it shows the user's name 'anabel', 'Sign out', and 'Version: 1.0.0.1'. The main header is 'Stanford Electronic Research Administration'. Below this, there are several tabs: 'Dashboard', 'Transaction', 'Actions', and 'Unit Testing Dashboard'. The 'Transaction' tab is active, showing details for 'SPO #110511 (Segment 1)' with 'Buckingham, Bruce A.' as the project manager, 'Chemical Engineering' as the project, and 'University of California, Berkeley' as the sponsor. The 'New Account Request' section is highlighted, with a 'PTA Transaction ID: PTA539960' and 'Assigned to: Velasquez, Anabel'. The 'Instructions' section provides guidance on completing the PTA configuration. The 'Previous Comments' section shows a comment from 'Tom, Theresa' dated '11-FEB-2013'. The 'Actions' section includes 'Return to OSR' and 'Reassign Task'. The 'PTA Configuration' tab is selected, showing a table of awards with columns for 'Award (UADZP)', 'Sponsor', and 'Add Task'. A blue arrow points to the 'PTA Configuration' tab, and a red arrow points to the 'Edit Award' button in the screenshot below.

2. If changes to the default Awards or Projects are required, you may send this PTA Setup Task to OSR for corrections by selecting “**Return to OSR**” from the left hand menu.
3. You may send this PTA Setup Task to someone else by selecting “**Reassign Task**” from the left hand menu.

## Enter the Award Information

Each Award listed in the **PTA Configuration** will be assigned a separate tab. The following steps must be completed for each **Award** tab.

1. Select the tab corresponding to your first Award.

The screenshot shows the 'PTA Configuration' interface with the 'QAAFO' tab selected. The 'Award (QAAFO)' section is highlighted, and the 'Edit Award' button is circled in red. The 'Award Funding Amount' is \$48,670.00. The 'Award Full Name' is 'SeRA Test Project for PTA Setup Module', and the 'Award Manager' is 'Davies, Philip A.(pdavies)'. The 'Owning Organization' is listed as 'Task 10' and 'SPONSOR'. The 'Projects and Tasks' section shows 'Project (TBD) - NONCAP - SeRA Test Project for PT\_34938'. The 'Project Budget' section shows 'Project (TBD) - NONCAP - SeRA Test Project for PT\_34938' with an 'Edit Budget' button. The budget details are: Project Amount: \$48,670.00, Amount Allocated: \$0.00, and Amount Remaining: \$48,670.00. A red arrow points to the 'Edit Award' button.

2. Click the **“Edit Award”** button and enter the information in the **Award** pop-up window. Click **“Save”**.

**Note:** Fields marked with a red asterisk are required.

**Note:** See Appendix A for tips on using the search functionality indicated by:







**Edit Award (TDAAR)**

\* **Award Funding Amount** 10000

\* **Award Short Name** 9022


\* **Award Full Name** Presidential Young Investigator Award


\* **Award Manager** Fredendall, Judy (jyf)  

\* **Owning Organization**  

\* **Award Status** Active

Award A-Z Free Form Field

Award Level of Control -- Select Award level of Control -- 

Award Level of Restriction -- Select Award level of Restriction -- 



*For SoM awards, there will be additional questions regarding communication charges:*



**Edit Award (UAFFW)**

\* **Award Funding Amount** 316300

\* **Award Short Name** 111504


\* **Award Full Name** PR544504 - Grant Build 40.2.29


\* **Award Manager** Yeh, Yun-Ting (ytyeh)  


\* **Owning Organization**  



\* **Award Status** Active


Award A-Z Free Form Field


Award Level of Control -- Select Award level of Control -- 

Award Level of Restriction -- Select Award level of Restriction -- 

\* **Is this award excluded from converged communication charges?** No 

Alternate Award  

Alternate Project Select Project 

Alternate Task Select Task 

3. Click the [blue Project Name](#) link and enter the information in the **Project** pop-up window. Complete this step for ALL projects listed.

**PTA Configuration**   **UADZP**   **WAAXW**   **Approval**

**Award (UADZP) - Sponsor**

**Award Funding Amount** \$300,000.00  
**Award Full Name** UAT2 Demo : SPO-110511  
**Award Manager** Velasquez, Anabel(anabelv)  
**Owning Organization** WAZC-Genetics

**Projects and Task**

[Project \(TBD1\) - NONCAP - UAT2 Demo : SPO-110511\\_52965](#)

Task 10   Sponsor

**Edit Project**

\* **Amount Funding to this Project** \$48,670.00

\* **Project Name** SeRA Test Project for PT\_34938

\* **Project Description** SeRA Test Project for PTA Setup Module\_34938

\* **Principal Owner** Davies, Philip A. (pdavies)   ✕   ▲

\* **Project Manager** Velasquez, Anabel (anabelv)   ✕   ▲

\* **Owning organization** QAUF-Biology   ✕   ▲

Project A-Z Free Form Field



- Click the [blue Task Number](#) link and enter the information in the **Task** pop-up window. Complete this step for all **Tasks** listed.

PTA Configuration    UADZP    WAAXW    Approval


**Award (UADZP) - Sponsor**

Award Funding Amount \$300,000.00  
 Award Full Name UAT2 Demo : SPO-110511  
 Award Manager Velasquez, Anabel(anabely)  
 Owning Organization WAZC-Genetics

**Projects and Tasks**

[Project \(TBD1\) - NONCAP - UAT2 Demo : SPO-110511\\_52965](#)

Task 10      Sponsor



**Note:** You may change the task number at this point.

**Edit Task**

\* Task Number

\* Task Name

\* Long Task Name

\* Start Date   
 Completion Date

\* Task Activity

\* Task Off Campus

\* Task Description

\* Principal Owner

\* Task Manager

\* Owning Organization

Task A-Z Free Form Field

Does ISC apply?

\* Will sponsor pay ISC?

## Enter Budget Information

A **Project Budget** section will be displayed for each Project listed under an **Award** tab.

Project Budget	
Project (TBD1) - NONCAP - UAT2 Demo : SPO-110511_52965	<a href="#">Edit Budget</a>
<b>Project Amount:</b>	\$300,000.00
<b>Amount Allocated:</b>	\$0.00
<b>Amount Remaining:</b>	\$300,000.00

The following steps must be completed for each **Project Budget**.

1. Click the “**Edit Budget**” button to navigate to the **Project Budget** screen. The **Project Budget Screen** allows you to update the budget information by either **Task** or **Expenditure Type**.

Award and Project Budget		
<b>Award:</b>	UADZP	
<b>Project:</b>	Project (TBD) - NONCAP UAT2 Demo : SPO-1105	
<b>Project Amount</b>	\$300,000.00	
<b>Amount Allocated</b>	\$0.00	
<b>Amount Remaining</b>	\$300,000.00	

Project Budget Detail			Budget by Task	Budget by Expenditure Type
<b>Activity: SPONSORED_RESEARCH On Campus</b>				
Expenditure Category/Type +	Task 10	Task 998		
50001 UNALLOCATED EXP	\$0.00	\$0.00		
51100 SALARY AND WAGES	\$0.00	\$0.00		
55201 MATERIALS SUPPLIES LAB	\$0.00	\$0.00		
56900 INDIRECT COSTS	\$0.00	\$0.00		
57000 STUDENT AID	\$0.00	\$0.00		
	<b>\$0.00</b>	<b>\$0.00</b>		

2. Enter the budget information for all Tasks/Expenditure Types by choosing the appropriate tab and clicking the pencil icon.
  - **Project Budget Detail** tab allows you to enter budget amounts by Expenditure Type and Task
  - **Budget by Task** tab allows you to enter the amounts for a specific task
  - **Budget by Expenditure Type** tab allows you to enter the amounts for a specific expenditure type

3. If you need additional expenditure types, you can add them by clicking the plus sign next to the “Expenditure Category/Type” heading.

**Project Budget Detail** | Budget by Task | Budget by Expenditure Type

Activity: SPONSORED\_RESEARCH On Campus

Expenditure Category/Type +	Task 10	
50001 UNALLOCATED EXP		\$0.00
51100 SALARY AND WAGES		\$0.00

- a. If you know the expenditure code, you can simply enter it here. If you’re unsure, use the standard search function to find the appropriate expenditure.

Add Expenditure

**NEW EXPENDITURE CATEGORY/TYPE**

Activity On Campus

Exp Cat/Type

Cancel Save

- b. If an expenditure type is not available for you to add, you may return this transaction to OSR, entering in the comments field what expenditure type is needed. They will add it for you and return the transaction to you.
- c. Once the budget information has been completed, click the “Return to Award Details” button.

**Project Budget Detail** | Budget by Task

Activity: SPONSORED\_RESEARCH On Campus

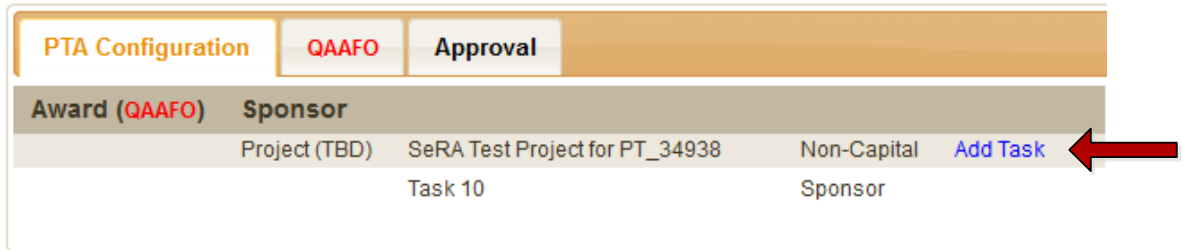
Expenditure Category/Type +

- 50001 UNALLOCATED EXP
- 51100 SALARY AND WAGES
- 52401 TRAVEL
- 55201 MATERIALS SUPPLIES LAB
- 56900 INDIRECT COSTS
- 57000 STUDENT AID

Return to Award Details

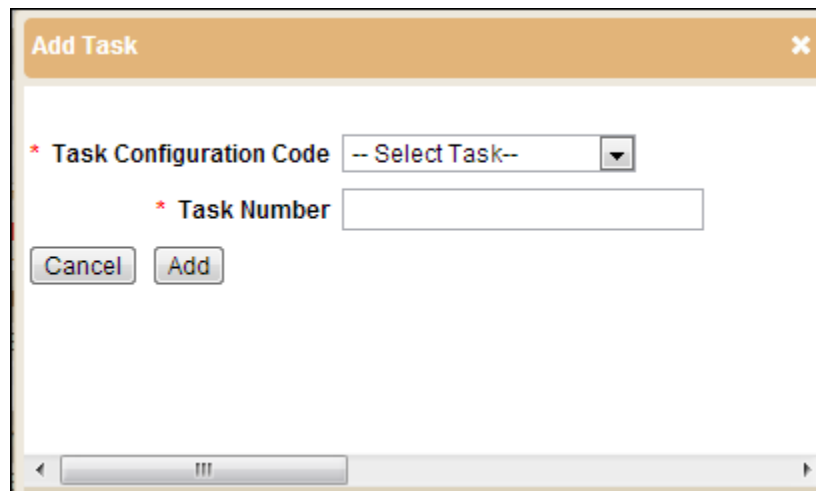
## Add Tasks as Necessary

1. If you need to add additional tasks, e.g. for additional PIs, click the [blue "Add Task"](#) link.



The screenshot shows a web interface with three tabs: "PTA Configuration", "QAAFO", and "Approval". Below the tabs, there are two main sections: "Award (QAAFO)" and "Sponsor". Under "Award (QAAFO)", there is a table with columns for "Project (TBD)", "SeRA Test Project for PT\_34938", "Non-Capital", and "Add Task". A red arrow points to the "Add Task" link. Under "Sponsor", there is a table with columns for "Task 10" and "Sponsor".

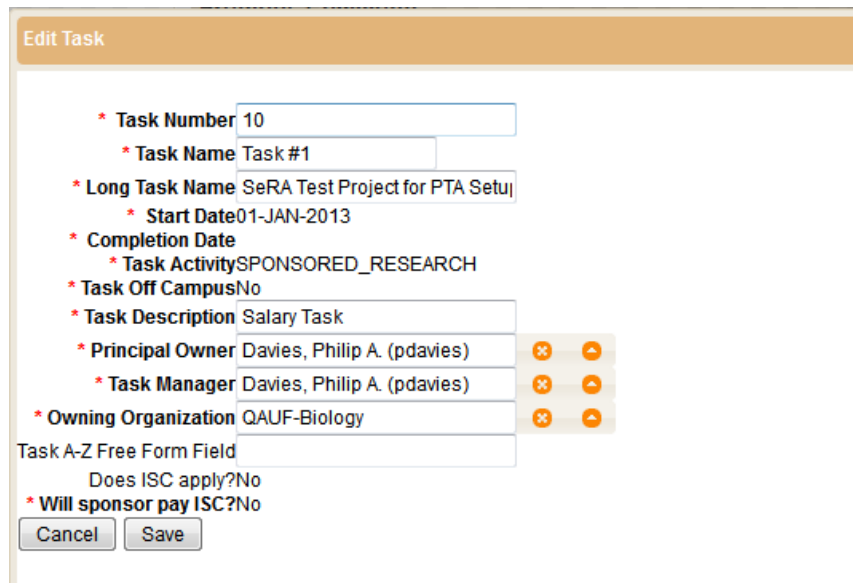
2. Select the **Task Configuration Code**, enter or modify the Task Number, and click **"Add"**.



The screenshot shows a dialog box titled "Add Task" with a close button (X) in the top right corner. It contains two required fields: "\* Task Configuration Code" with a dropdown menu showing "-- Select Task--" and "\* Task Number" with a text input field. Below the fields are two buttons: "Cancel" and "Add".

3. Enter the task information and click **"Save"**.

**Note:** You may change the task number here.



The screenshot shows a dialog box titled "Edit Task" with a close button (X) in the top right corner. It contains several fields for task information: "\* Task Number" (10), "\* Task Name" (Task #1), "\* Long Task Name" (SeRA Test Project for PTA Setup), "\* Start Date" (01-JAN-2013), "\* Completion Date", "\* Task Activity" (SPONSORED\_RESEARCH), "\* Task Off Campus" (No), "\* Task Description" (Salary Task), "\* Principal Owner" (Davies, Philip A. (pdavies)), "\* Task Manager" (Davies, Philip A. (pdavies)), and "\* Owning Organization" (QAUF-Biology). There are also buttons for "Cancel" and "Save".

## Approve PTA Setup

1. Select the **Approval** tab.
2. Add individuals who require FYI notification of the Notice of Award.
3. Select the appropriate **Approval** option.
  - If additional approvers are required, add those individuals by clicking the “**Add Approver**” button.
    - **Please note: individuals must be granted access to approve PTA Setups for your Org Code through Authority Manager before they will be displayed in the approvers list.**
    - *\*Departmental DFA’s: Please request access to your Department through Authority Manager by submitting a HelpSU ticket to the SeRA Team. After access has been granted, you will then have the discretion to add others as you deem necessary.*
4. Select the **checkbox** for your approval.
5. Add any **instructions or comments**.
6. Optionally, you may click the “**Check For Errors**” button to ensure all required fields have been completed.
7. Once all the information has been entered for this **PTA Setup Task**, click one of the following conditionally displayed buttons:
  - a. If **no** additional approvers are required, click the “**Send to OSR Accountant**” button.
  - b. If additional approvers **are** required, click the “**Route for Approvals**” button.

The screenshot shows the 'Approval' tab of the PTA Configuration interface. The 'Approval' tab is selected and circled in red. Below the tabs, the 'FYI (optional)' section contains the text 'Please add any users that you would like copied on the Notice of Award when it is sent out.' and an 'Add FYI' button, which is circled in red. The 'Approvals' section asks 'Who needs to approve this request?' with two radio button options: 'My organization requires my approval only.' and 'My organization requires approvers in addition to me.' The second option is selected. Below this is an 'Add Approver' button, also circled in red. A checkbox labeled 'I have reviewed and approve the request to setup this financial account.' is checked and circled in red. Below the checkbox is the text 'Approval date: 05-DEC-2012 08:00:50 AM'. The 'Instructions or Comments (optional)' section is a large text area. At the bottom, two buttons are circled in red: 'Check For Errors' and 'Route For Approvals'.

# Early/Extend PTA Setup Procedures

Early and Extend PTA requests are initiated by the same transaction type; SeRA will determine which request is applicable.

## Early PTA Requests

1. From the Project Summary Page, start an Early/ Extend PTA Request from the drop- down menu under **Start a Transaction**.

The screenshot shows the 'PROJECT SUMMARY' page with tabs for Summary, Proposals, Awards, and Other Transactions. The 'Summary' tab is active. Below the title 'Addition of 1 OSF After PI Approval (No other OSF)- Test Record', there are fields for Keyword, Start Date (01/08/2012), Total Project Estimated Cost, and Funded To Date. A table titled 'SUBMITTED PROPOSALS PENDING AWARD' shows one proposal (P1) with a deadline of 01/07/2014 and an amount of \$1,012,650.00. Below this is a 'Transactions' section with a table showing an assigned transaction to Anabel Velasquez on 01/24/2013. At the bottom, the 'Start a Transaction' dropdown menu is open, showing options: 'Early/Extend PTA Request' (highlighted with a red arrow), '--Select Transaction--', 'Early/Extend PTA Request', and 'Project Log'.

2. Review the **PTA Configuration** tab. If it is incorrect, send the transaction to OSR, explaining the required change to the PTA configuration in the comments.

The screenshot shows the 'PTA Configuration' tab selected. It displays the 'Award (UAEWS)' and 'Sponsor' information. The award is 'Project (TBD1)' with a testing Selenium ID of '229284' and a 'Non-Capital' status. The sponsor is 'Task 10' with a 'Sponsor' status. There is an 'Add Task' link next to the award information.

3. Review the **Award** tab.
  - a. Click "Edit Award"

PTA Configuration	Compliance	UAEJF	Approval
<b>Award (UAEJF) - Sponsor</b>			
<b>Edit Award</b>			
Guarantee Account	Award Project Task		
Guarantee Amount			
Award Full Name	Proposal NCC by Selenium--PR539384		
Award Manager	Velasquez, Anabel(anabelv)		
Owning Organization			
Award Start Date	05-JAN-2012		
Award End Date	05-APR-2012		
<b>Projects and Tasks</b>			
Project (TBD1) - NONCAP - Proposal NCC by Seleni_80027			
	Task 10	Proposal NCC by Sele	Sponsor
	Task 20		Multi F&A Rate
	Task 30		Participant Support
	Task 40		Other
Project (TBD2) - CAP - Proposal NCC by Seleni_80032			
	Task 4xxx		Fabrication

- b. Edit Award information as necessary, and click **Save**.

**Edit Award (UAEJF)** ✕

\* **Guarantee Amount**

\* **Guarantee PTA**    ⊗ ⊖

	Award	Project	Task
* <b>Award Short Name</b>	<input type="text" value="110327"/>		
* <b>Award Full Name</b>	<input type="text" value="Proposal NCC by Selenium--PR539384"/>		
* <b>Award Manager</b>	<input type="text" value="Velasquez, Anabel (anabelv)"/> <span style="float: right;">⊗ ⊖</span>		
* <b>Owning Organization</b>	<input type="text" value="WAZC-Genetics"/> <span style="float: right;">⊗ ⊕</span>		
Pre-Award Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
* <b>Start Date</b>	<input type="text" value="05-JAN-2012"/> <input type="text"/>		
* <b>End Date</b>	<input type="text" value="05-APR-2012"/> <input type="text"/>		
Award A-Z Free Form Field	<input type="text"/>		
Award Level of Control	-- Select Award level of Control --		
Award Level of Restriction	-- Select Award level of Restriction --		

#### 4. Review Project Information

- a. Click on the **Project Name**, which will open the **Edit Project** window.

PTA Configuration Compliance **UAEJF** Approval

Award (UAEJF) - Sponsor Edit Award

Guarantee Account Award Project Task

Guarantee Amount

Award Full Name Proposal NCC by Selenium--PR539384

Award Manager Velasquez, Anabel(anabelv)

Owning Organization

Award Start Date 05-JAN-2012

Award End Date 05-APR-2012

**Projects and Tasks**

Project (TBD1) - NONCAP - Proposal NCC by Seleni_80027	Task 10	Sponsor
	Task 20	Multi F&A Rate
	Task 30	Participant Support
	Task 40	Other
Project (TBD2) - CAP - Proposal NCC by Seleni_80032	Task 4xxx	Fabrication

- b. **Append** to the Project Name; modify the Project Description, Principal Owner, Project Manager, and Owning organization by entering details in each respective field.

Edit Project

\* Amount Funding to this Project \$0.00

\* Project Name Proposal NCC by Seleni\_80027

\* Project Description Proposal NCC by Selenium--PR539384\_80027

\* Principal Owner Barley, Stephen R. (sbarley) ✕ ⌵

\* Project Manager Velasquez, Anabel (anabelv) ✕ ⌵

\* Owning organization

Project A-Z Free Form Field

Cancel Save

**Note:** See Appendix A for tips on using the search functionality indicated by:





- c. Click on the **Task #**, which will open the **Edit Task** window.
  - d. Update task information as required, and click **Save**.
- Note:** Fields marked with a **red** asterisk are required.

- 5. **Add Tasks**, as necessary (e.g. for an additional PI).

PTA Configuration	Compliance	UAEWS	Approval
<b>Award (UAEWS)</b>	<b>Sponsor</b>		
	Project (TBD1)	Testing Selenium_229284	Non-Capital
		Task 10	Sponsor

- a. Select **Task Configuration Code** and enter **Task Number** based on your department protocols. Click **Add**.
- Note:** Choosing **Existing** is not supported at this time.

- 6. **Repeat Steps 3 - 5** for each award associated with this request.
- 7. **Approve the request.** See “Approve PTA Requests” on page 13.

## Extend PTA Requests

1. From the Project Summary Page, start an Early/ Extend PTA Request from the drop down menu under **Start a Transaction**.

The screenshot shows the 'PROJECT SUMMARY' page with tabs for Summary, Proposals, Awards, and Other Transactions. The 'Summary' tab is active. Below the title and keyword, there are fields for Start Date (01/08/2012) and Total Project Estimated Cost. A table titled 'SUBMITTED PROPOSALS PENDING AWARD' shows one proposal (P1) with a deadline of 01/07/2014 and an amount of \$1,012,650.00. Below this is a 'Transactions' section with a table showing an 'Open' transaction assigned to Velasquez, Anabel on 01/24/2013. At the bottom, the 'Start a Transaction' dropdown menu is open, with 'Early/Extend PTA Request' selected and highlighted by a red arrow.

2. Review **Request Details** tab.

- a. Click **Edit Request Details**.

The screenshot shows the 'Request Details' tab selected in the top navigation bar. The 'Edit Request Details' button is circled in red. Below the navigation bar, the 'Guarantee Amount' is 10000 and the 'Guarantee PTA' is 1123578-800-XIABC. A note states 'Selected Awards for this Request: No Awards are selected for this request.'

- b. Edit **Request Details** as necessary.

**Note:** Fields marked with a **red** asterisk are required.

The screenshot shows the 'Edit Request Details' form. The 'Guarantee Amount' field is marked with a red asterisk and contains the value 10000. The 'Guarantee Award' field is also marked with a red asterisk and contains 'XIABC-Financed Eqmt Fund'. The 'Project' field contains '1123578-Fin'cd Equip- Academic' and the 'Task' field contains '800-Fin'cd Equip-ACAD'. Below these fields, there is a section for selecting Oracle Awards with a checkbox checked for 'UAEHL 05-JAN-2014 to 05-APR-2014'. The 'Save' button is visible at the bottom.

- c. Select Oracle Award(s) you would like to continue spending on by checking appropriate checkbox. Click **Save**.

d. **Request Details** should now reflect Selected Award(s) for Extended Request.

The screenshot shows a web interface with three tabs: "Request Details", "Compliance", and "Approval". The "Request Details" tab is active. Below the tabs, there is a button labeled "Edit Request Details". The main content area displays the following information:

- Guarantee Amount: 10000
- Guarantee PTA: 1123578-800-XIABC
- Selected Awards for this Request:
  - UAEHL 05-JAN-2014 to 05-APR-2014

3. Read and review the **Compliance** tab. This will contain Compliance Protocols, if applicable.

The screenshot shows the same web interface as above, but with the "Compliance" tab selected and circled in red. The main content area contains the following text:

If funding is not awarded or received from the prospective sponsor, or if expenditures posted to the early/extend PTA account are deemed unallowable, the Principal Investigator authorizing the activation of the early/extend PTA account is financially responsible for expenses posted to the early/extend PTA account.

The Principal Investigator and department business or finance manager/administrator of the project certifies that IRB and/or IACUC and/or SCRO protocols have been filed for review and that no expenses related to human subjects and/or animal subjects research will be charged until IRB and/or IACUC and/or SCRO approvals have been obtained.

At the bottom of the page, there is a section titled "Compliance Information".

4. **Approve the request. See "Approve PTA Requests" on page 13.**

**NOTE: If you need to add tasks to an Extend transaction, note this in the comments and route the transaction to OSR.**

# What happens AFTER setup?


---

1. PTA Setup task goes to OSR
2. PTA gets setup in Oracle
3. PTA is baselined
4. NOA is issued and distributed via SeRA

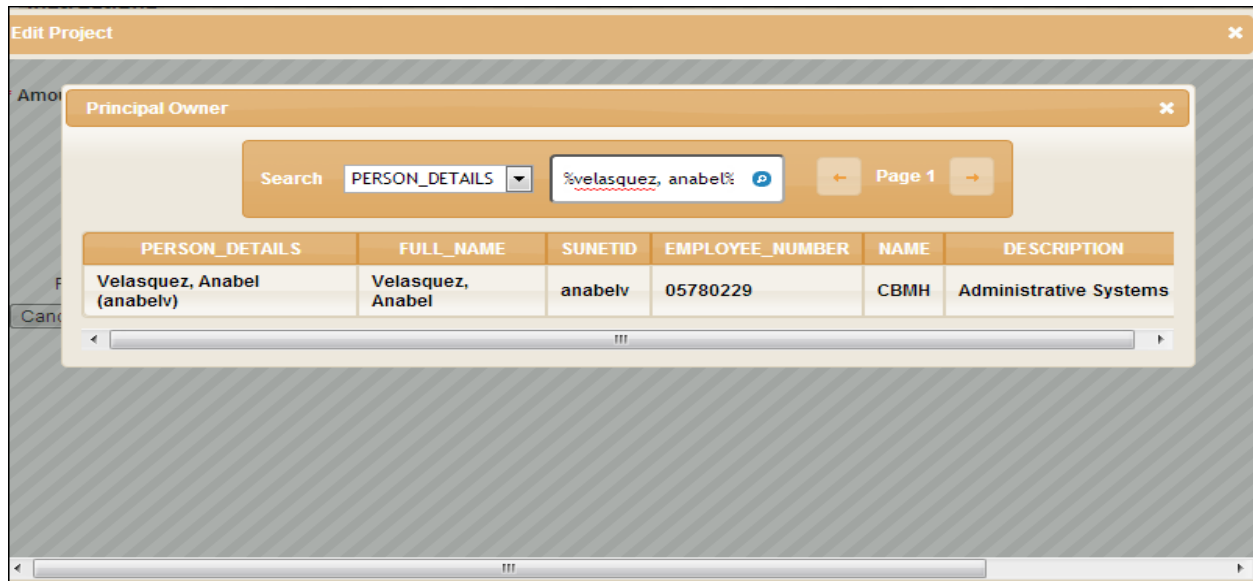
For Further Assistance, please submit a HelpSU ticket to the SeRA team:

<https://remedyweb.stanford.edu/helpsu/helpsu?pcat=SeRA>

# Appendix A: Search Functionality

The Search functionalities in fields indicated by  can be searched using the Oracle search criteria with a wildcard percentage sign (%). Following are examples of two different ways to search for a person: person\_details, or sunetid. Use the “%” if you are unsure of your entry or are not entering the full value.

**PERSON\_DETAILS** (%any of the following criteria associated with this person%)



**SUNETID** (%partial %) or (exact)

