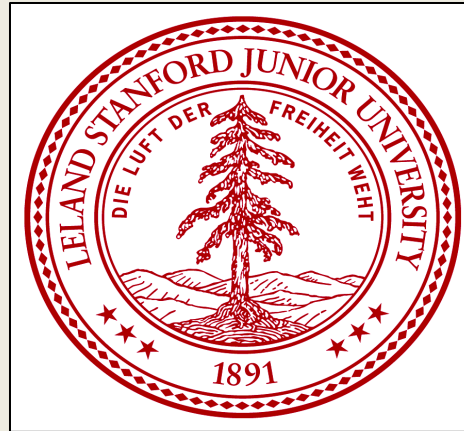


Processing University Research Awards



Using the Stanford Electronic Research
Administration (SeRA) System

Dashboard

Initiate New Proposal

Reports

Help & Support

Click here to
initiate a
new PDRF

MY DASHBOARD

My Action Items

My Pipeline

Proposals

My Action Items

Listed below are all of the Items that are currently assigned to you for action. Click on the blue link in the first column to open your Action Item.

Reset Sort

row(s) 1 - 6 of 6

ID#	Process Type	Action Item	SPO #	PI	Sponsor	Project Title	# of Days Assigned	# of Days Open	Flag
PR549814	Proposal - NCC/Progress Report	Approve OSF form	106394	Deisseroth, Karl	National Institutes of Health (NIH)	CLARITY: Fully-assembled Biology	13	82	☞
PR551121	Proposal - New	Approve PDRF	112189	Rozelle, Scott D	Apple Computer, Inc. (APPLE)	TOOLS TO IMPROVE INTERNSHIPS IN CHINA: An Evaluati	63	69	☞
PR551121	Proposal - New	Approve OSF form	112189	Rozelle, Scott D	Apple Computer, Inc. (APPLE)	TOOLS TO IMPROVE INTERNSHIPS IN CHINA: An Evaluati	64	69	☞

Complete the PDRF form with the proposal/award details.

Fill in the identified sections of each page to ensure the PDRF is received and processed correctly.

Dashboard

Proposal Summary

Transaction Home «

PI & Project Location

Admin & Sponsor Details

Other SU Faculty

Budget Questions

Project Questions

Approvers & Comments

Proposal & Attachments

ACTIONS

Save

View PDRF

Send to Another Preparer

Terminate Transaction

Reassign

Review for Completeness

TRANSACTION HOME

Proposal - New

PDRF #: PR543918
Assigned to: [Campbell, Gayle](#)
Status: In Progress

Title:
Start Date:
End Date:
Total Requested Budget/Contract Value: \$ 0
Sponsor Deadline:
Submission Method:

	Period 1	TOTAL
Start		
End		
IDC Rate		
Total direct	\$ 0	\$ 0
Animal care indirect	\$ 0	\$ 0
Total indirect	\$ 0	\$ 0
Total	\$ 0	\$ 0
Funds obligated to date	\$ 0	\$ 0
Status		

To Complete this PDRF:

- Use the left-hand navigation, or the page-bottom links to move through the form
- Click Review for Completeness in the Actions menu to see what fields need to be completed
- When the form is complete, click Send to PI for Approval

Proposal Type:

New

Agreement Type:

University Research Agreement

Agreement Type :
Select *University Research Agreement*

- Dashboard**
 - Proposal Summary
 - Transaction Home
 - PI & Project Location «**
 - Admin & Sponsor Details
 - Other SU Faculty
 - Budget Questions
 - Project Questions
 - Approvers & Comments
 - Proposal & Attachments
-
- ACTIONS
- Save
 - View PDRF
 - Send to Another Preparer
 - Terminate Transaction
 - Reassign
 - Review for Completeness

Agreement type: University Research Agreement

PI & PROJECT LOCATION Proposal - New

PDF #: PR543918
Assigned to: Campbell, Gayle
Status: In Progress

PRINCIPAL INVESTIGATOR

Principal Investigator	Name	Email	Phone
	<input type="text"/>	<input type="text"/>	<input type="text"/>

- PI is an Academic Council member
- PI is a Med Center Line faculty
- Other (PI Waiver may be required)

Enter PI name or sunet ID

Appointment Type:

Select appointment type

%Effort	Person
<input type="text" value="0"/>	<input type="text" value="0"/>

Enter 0% for Effort*

Will all of the PI's effort be direct charged to the project?

Select No

How is the effort being accounted for?

Select Other

Explain Other:

Enter in University Research Award

**NOTE: Generally, Effort = 0% for University Research projects. However, if effort will be applied, then please answer the questions as appropriate*

Stanford Electronic Research Administration

Search:
Advanced Search

Dashboard

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ACTIONS

- Save
- View PDRF
- Send to Another Preparer
- Terminate Transaction
- Reassign
- Review for Completeness

Building **Enter bldg. and room number where work will be done***

Rooms(s) **locations for other participating Stanford faculty can be entered on the Other Stanford Faculty Form*

Other Location **Enter any other location of project, if applicable**

Is all of the above space assigned to you or otherwise approved for your use?

Select Yes Or No

Do you anticipate rental space, construction or renovations will be required to house this project or any equipment acquired for this project?

Will any resources (funding, people, equipment, etc.) be used outside of the United States for this project?

Select Yes or No

Will research be done at SLAC ?

Will SLAC resources be required to perform research (e.g. computers, computer processing, laboratories, equipment) ?

Next>>[Admin & Sponsor Details](#)

Dashboard

Agreement type: University Research Agreement

- Proposal Summary
- Transaction Home
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- Other SU Faculty
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ADMINISTRATIVE & SPONSOR DETAILS

Proposal - New

PDRF #: PR543918
Assigned to: [Campbell, Gay](#)
Status: In Progress

ADMINISTRATIVE DETAILS

Proposal Start Date: ← **Enter the Project start date and end date**

Proposal End Date: ← **Enter the Project start date and end date**

Project Activities (Choose all that apply) Research ← **Choose Research**

On Campus
 Off Campus ← **Choose if project is on/off campus**

Training/Instruction
 Other Sponsored Activity

Proposal Title: ← **Enter title of project**

Proposal Nickname:

Which Department/Lab/Institute is submitting this proposal? ← **Enter Dept./Lab/Institute that will manage the award**

Name	Email	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

← **Enter the administrative contact for the award**

Stanford Electronic Research Administration

Search:

Dashboard

- Proposal Summary
- Transaction Home
- PI & Project Location
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- Other SU Faculty
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ACTIONS

- Save
- View PDFR
- Send to Another Preparer
- Reassign
- Review for Completeness

SPONSOR DETAILS

Sponsor **Enter/Select the Stanford internal sponsor**

Sponsor Reference Number **Enter a Reference # provided by the funding organization. Otherwise enter N/A**

Sponsor Deadline? **Select No and then Yes-Other**

Is this PDFR for Internal Processing Only(no submission to sponsor)? **Select No and then Yes-Other**

Requested Completion **Allow OSR 5 day internal processing time**

Submission Method **Select Internal Processing Only**

Check this box to enter sponsor mailing address **Leave boxes unchecked**

Check this box to enter sponsor contact information **Leave boxes unchecked**

Is this proposal in response to a solicitation (e.g. Program Announcement, RFP, BAA)? **Select as applicable. If Yes, please upload program announcement.**

Solicitation#

[Attach solicitation in the Proposal & Attachments section](#) (Category: Program Guidelines, Sub-category: Program Guidelines)

Are there restrictions on non-U.S. citizen participation? **Select No**

Are there restrictions on publication or dissemination of research results? **Select No**

Is this proposal in response to an American Recovery & Reinvestment Act (ARRA) opportunity?

Stanford Electronic Research Administration

Search

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ACTIONS

- Save
- View PDRF
- Send to Another Preparer
- Terminate Transaction
- Reassign
- Review for Completeness

Agreement type: University Research Agreement

OTHER STANFORD FACULTY Proposal - New

PDRF #: PR543911
Assigned to: [Campbell, Gayle](#)
Status: In Progress

Are there any additional participating Stanford Faculty members, excluding the PI, whose effort is budgeted or cost shared in this proposal?

Select Yes or No, as applicable

[Next>>Budget Questions](#)

If Yes is selected, click on [Add Stanford Faculty Member](#)

OTHER STANFORD FACULTY Proposal - New

PDRF #: PR543911
Assigned to: [Campbell, Gayle](#)
Status: In Progress

Are there any additional participating Stanford Faculty members, excluding the PI, whose effort is budgeted or cost shared in this proposal?

OSF MEMBERS

[+ Add Stanford faculty member](#)

For each Other Stanford Faculty participant, complete the following:

Stanford Electronic Research Administration

Search

Dashboard

- Proposal Summary
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- PI & Project Location
- Admin & Sponsor Detail
- Other SU Faculty «**
- Budget Questions
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ACTIONS

- Save
- View PDRF
- Send to Another Preparer
- Terminate Transaction
- Reassign
- Review for Completeness

Are there any additional participating Stanford Faculty members, excluding the PI, whose effort is budgeted or cost shared in this proposal? Yes

OSF MEMBERS

Role	Name	Email	Phone
<input type="button" value="--Select Role--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Appointment Type	Calendar	Select Appointment Type, and enter 0% effort*	
First Year Effort	%Effort Person	Select No and Other	
All Effort Direct Charged to Project	No	Select No and Other	
How is the effort being accounted for?	Other	Select No and Other	
Explain Other:	<input type="text"/>		

Enter Role and Other Stanford Faculty Name or sunet ID

Select Appointment Type, and enter 0% effort*

Select No and Other

**NOTE: Generally, Effort = 0% for University Research projects. However, if effort will be applied, then please answer the questions as appropriate*

Enter University Research

PROJECT LOCATION

Building	<input type="text"/>
Rooms(s)	<input type="text"/>
Other Location	<input type="text"/>

Enter location(s) where work will be done

Is the above space assigned to you or otherwise approved for your use?	<input type="button" value="--Select Option--"/>
Do you anticipate rental space, construction or renovations will be required to house this project or any equipment acquired for this project?	<input type="button" value="--Select Option--"/>

Select Yes or No

ADMINISTRATIVE CONTACT (optional)

Enter the faculty member's administrative contact to notify that the faculty member will be sent a form to review & approve

Name	Email
<input type="text"/>	<input type="text"/>

Enter contact for this faculty member

OSF APPROVERS

Do you want to default the approvers for this faculty member to be the same as those for the PDRF (i.e. same approvers as the PI)?

Select Yes or No

If "No": approvers specific to this faculty member will need to be entered

Next>> [Budget Questions](#)

Dashboard

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ACTIONS

- Save
- View PDRF
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- Terminate Transaction
- Reassign
- Review for Completeness

Agreement type: University Research Agreement

BUDGET QUESTIONS

Proposal - New

PDRF #: PR543911
Assigned to: Campbell, Gayle
Status: In Progress

Total Requested Budget/Contract Value:

Enter Amount of the Award

Does this proposal apply an F&A rate less than Stanford's negotiated rates?

Select No

Indirect cost Rate Applied:

Enter N/A

If multiple rates, separate with commas

Are subawards included in this proposal?

Select Yes or No as appropriate*

**subawards = outside, non-Stanford entities*

Does the Sponsor have salary cap?

Is this a Major Project?

Select No

Cost Sharing:

Will any SLAC personnel (paid by SLAC) be paid by this project?

Select Yes or No as applicable

[Next>>Project Questions](#)

Dashboard

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ACTIONS

- Save
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- Terminate Transaction
- Reassign
- Review for Completeness

Agreement type: University Research Agreement

PROJECT QUESTIONS (PREREQUISITES)

Proposal - New

PDRF #: PR543911
Assigned to: Campbell, Gayle
Status: In Progress

COMPLIANCE

- Animal Subjects
- Human Subjects
- Cancer Center Research
- Human Stem Cells

Export Control Review

Will the project involve access to disclosure-restricted technical information, disclosure-restricted software code, or commercial items on the US Munitions List (ITAR)?

Not sure? Visit the [Export Controls Decision Tree](#) or contact the University Export Control Officer at steve.eisner@stanford.edu
For more information, see the [US Munitions List](#), [Non-Disclosure Agreements](#) or [Export Controls \(RPH 10.2\)](#).

Will Stanford personnel hand-carry or ship equipment, components, materials or software on media internationally?

SLAC Review

Will research be done at SLAC ?

Will any SLAC personnel (paid by SLAC) be paid by this project?

Will SLAC resources be required to perform research (e.g. computers, computer processing, laboratories, equipment) ?

SLAC Officer Review

No Review Details have been recorded.

Enter Yes or No as applicable to all questions on this page*

**NOTE: If animal or human subjects are involved in the project, remember that this project must be added as a funding source to the approved IRB or APLAC protocol*

No Comments have been recorded

PROJECT QUESTIONS

- Cancer-related research
- Human blood or body fluids
- Infectious/Biohazardous agents
- Recombinant DNA molecules
- Radiological hazards

WAIVERS

Next>> [Approvers & Comments](#)

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ACTIONS

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Agreement type: University Research Agreement

APPROVERS & COMMENTS**Proposal - New**

PDRF #: PR543911
Assigned to: Campbell, Gayle
Status: In Progress

INSTRUCTIONS/REMARKS

Enter any instructions or remarks here if applicable

APPROVERS

List the individuals required to approve this proposal. The form will be routed in the Routing Order specified.

Routing Order	Approver Role	Name
Department / Independent Lab Level Approvers		
1	--Select Approver Role--	<input type="text"/>
School / Dean of Research (Independent Lab) Level Approvers		
2	--Select Approver Role--	<input type="text"/>
Additional Approvers		
3	--Select Approver Role--	<input type="text"/>

Approvers:

Select Approver Role and enter name(s) of required approvers based on your department and/or school requirements.

For Independent Labs, Institutes and Centers that fall under the Dean of Research, also be sure to select Dean of Research

FYIs(optional)

Send a read-only copy of this information to someone as an FYI. Notification will be sent when all approvals are complete and form is submitted to Institutional Official

Enter any FYI's if applicable

INSTITUTIONAL OFFICIAL

Select your Contract & Grant Officer or Research Process Manager below

Institutional Organization --Select Choice--

Institutional Official --Select Choice--

Select Office of Sponsored Research and select your Contract & Grant Officer from the Institutional Officials list

Next>>[Proposal & Attachments](#)

Proposal & Attachments

In this section, attach all documents of the award. Please include the following items:

- Proposal Guidelines
- Copy of Final proposal
- Proposal Budget
- Proposal Budget Justification
- Awarding letter from University internal sponsor

Stanford Electronic Research Administration

Search: SPO #
Advanced Search

GAYLED
Sign out

Dashboard

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ACTIONS

- View PDRF
- Send to Another Preparer
- Terminate Transaction
- Reassign
- Review for Completeness

Agreement type: University Research Agreement

PROPOSAL & ATTACHMENTS

Proposal - New

PDRF #: PR543911
Assigned to: [Campbell, Gayle](#)
Status: In Progress

Attach Full Proposal:

1. Click "Add New Attachment" link
2. Select the Category *Proposal Documents*
3. Select the applicable proposal type in the Sub-Category
4. Browse to select and upload your proposal
5. Click Attach

Important Notes:

- A final version of your proposal MUST be attached for Institutional Review & Submission by OSR or RMG
- For instructions on how to attach your proposal during the PDRF Routing/Approval process, [Click here](#)

Attach Other Supporting Documents:

Attach other supporting or required documents that will facilitate the review and submission process.

- Select the applicable Category
- Select the applicable Sub-Category

[Add New Attachment](#) [Link to Existing Document](#)

LIST ATTACHMENT

There are no attachments listed

Click here to add an Attachment and a pop-up screen will appear

Attach documents into the **correct category** and **subcategory** as detailed in the following screens

Stanford Electronic Research Administration

Search

Project Questions
Approvers & Comments
Proposal & Attachments «

Upload Program Guidelines:

3. Select the applicable proposal type in the Sub-Category
4. Browse to select and upload your proposal
5. Click Attach

Important Notes:

- A final version of your proposal must be submitted.
- For instructions on how to upload a proposal, click on the "Help" link.

Attach Other Supporting Documents

Attach other supporting or required documents.

- Select the applicable Category
- Select the applicable Sub-Category

Click and upload

Add Attachment

Proposal / Award Segment Id
P1

Transaction ID
(543911) Proposal - New

* Category
Program Guidelines

* Sub Category
Program Guidelines

* File Location
Browse

File Name

Attach Cancel

File Location:
Select *Browse & Find file*

File Name:
Enter *Program Guidelines*

Category:
Select *Program Guidelines*

Sub Category:
Select *Program Guidelines*

[Add New Attachment](#) [Link to Existing Document](#)

LIST ATTACHMENT

There are no attachments listed

Stanford Electronic Research Administration

Search

Approvers & Comments

Proposal & Attachments

Upload Final Proposal

ACTIONS

- View PDF
- Send to Another Preparer
- Terminate Transaction
- Reassign
- Review for Completeness

4. Browse to select and upload your proposal

5. Click Attach

Important Notes:

- A final version of your proposal
- For instructions on how to

Attach Other Supporting Documents

Attach other supporting or required

- Select the applicable Category
- Select the applicable Subcategory

to select and upload

Attach

File location:
Select *Browse & Find file*

File Name:
Enter *Final Proposal*

Add Attachment

Proposal / Award Segment Id
P1

Transaction ID
(543911) Proposal - New

* Category
Proposal Documents

* Sub Category
Proposal - New

* File Location
Browse...

File Name

Attach Cancel

Category:
Select *Proposal Documents*

Sub Category:
Select *Proposal NEW*

[Add New Attachment](#) [Link to Existing Document](#)

LIST ATTACHMENT

There are no attachments listed

Next>> [Send to Another Preparer](#)

Stanford Electronic Research Administration

Search

Approvers & Comments

Proposal & Attachments «

Upload Budget

ACTIONS

- View PDRF
- Send to Another Preparer
- Terminate Transaction
- Reassign
- Review for Completeness

2. Select the Category (Proposal Documents)

5. Click Attach

Important Notes:

- A final version of your proposal must be submitted.
- For instructions on how to submit a proposal, see the [Proposal Submission](#) page.

Attach Other Supporting Documents

- Select the applicable Category
- Select the applicable Sub-Category

Add Attachment [X]

Proposal / Award Segment Id
P1

Transaction ID
(543911) Proposal - New

* Category
Detailed Budget & Justification

* Sub Category
Budget - New

* File Location
[Text Field] [Browse...]

File Name
[Text Field]

[Progress Bar]

[Attach] [Cancel]

Category:
Select *Detailed Budget & Justification*

Sub Category:
Select *Budget-New*

File Location:
Select *Browse & Find file*

File Name:
Enter *Budget*

[Add New Attachment](#) [Link to Existing Document](#)

LIST ATTACHMENT

There are no attachments listed

Next>> [Send to Another Preparer](#)

Stanford Electronic Research Administration

Search

Project Questions
Approvers & Comments
Proposal & Attachments «

Upload Budget Justification

2. Select the Category (Proposal Documents)

4. Browse to select and upload your proposal

5. Click Attach

Important Notes:

- A final version of your proposal must be submitted.
- For instructions on how to prepare a proposal, see the [Proposal Preparation](#) page.

Attach Other Supporting Documents
Attach other supporting or required documents.

- Select the applicable Category.
- Select the applicable Sub Category.

ACTIONS

View PDRF
Send to Another Preparer
Terminate Transaction
Reassign
Review for Completeness

Add Attachment

Proposal / Award Segment Id
P1

Transaction ID
(543911) Proposal - New

* Category
Detailed Budget & Justification

* Sub Category
Justification

* File Location
 Browse...

File Name

Category:
Select *Detailed Budget & Justification*

Sub Category:
Select *Justification*

File Location:
Select *Browse & Find file*

File Name:
Enter *Justification*

[Add New Attachment](#) [Link to Existing Document](#)

LIST ATTACHMENT

There are no attachments listed

Next>> [Send to Another Preparer](#)

Stanford Electronic Research Administration

Search

Proposal & Attachments «

Upload Award Letter

ACTIONS

- View PDRF
- Send to Another Preparer
- Terminate Transaction
- Reassign
- Review for Completeness

4. Browse to select and upload your proposal

5. Click Attach

Important Notes:

- A final version of your p
- For instructions on how

Attach Other Supporting Doc
Attach other supporting or req

- Select the applicable C
- Select the applicable S

Add Attachment

Proposal / Award Segment Id
P1

Transaction ID
(543911) Proposal - New

* Category
Proposal Documents

* Sub Category
Other

* File Location
Browse...

File Name

Attach Cancel

Category:
Select *Proposal Documents*

Sub Category:
Select *Other*

File Location:
Select *Browse & Find file*

File Name:
Enter *Award Letter*

LIST ATTACHMENT

There are no attachments list

Next>> [Send to Another Preparer](#)

[Add New Attachment](#) [Link to Existing Document](#)

Dashboard

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ACTIONS

- View PDRF
- Send to Another Preparer
- ~~Send to PI to Prepare~~
- Send to PI for Approval**
- Terminate Transaction
- Reassign
- Review for Completeness

To Route the PDRF for Approval:
select *Send to the PI for Approval* from the left-hand navigation, or click on the blue link at the bottom of the Proposal & Attachments page



All attachments must be uploaded before routing the PDRF for approval.