

Research Management Group (RMG) Fellowship Office PDRF for Fellowship Applications

The following instructions are for completing the PDRF for Fellowship Applications in SeRA.

NOTE: You will **not receive an email confirming your PDRF has been routed for review. To check where in the routing and approval process your PDRF is, please look in your Pipeline on your SeRA dashboard.**

1: Complete and route the Stanford Fellowship PDRF (<https://sera.stanford.edu>) to the Fellowship Office **5 Working Days before the Sponsor's Deadline.**

A few things to note:

- a: **The PDRF must be approved online by the fellow, mentor, and Department Administrator by the internal deadline.**
- b: **Please note: since the routing requires a webauth, the fellow applying must have a SUNet ID.** Prospective postdocs will need to be sponsored by their department, and have a current email address in StanfordWho. This email address does **not** need to be a Stanford address at this time. This will need to be done in advance of the deadline, as the fellow's SUNet ID will also need to be refreshed in SeRA prior to completing the PDRF. This requires a HelpSU request, and can take up to a few days to be completed.
- c: **On the Administrative and Sponsor Details page**, Project Activity should be listed as Research for Postdocs, as Other Sponsored Activity for Predocs.
- d. **On the Administrative and Sponsor Details page** the Sponsor Record Number can be left blank unless the Sponsor generates an application record number for your application.
- e. **On the Administrative and Sponsor Details page** choose the appropriate Submission Method.
- f. **On the Administrative and Sponsor Details page** the proposal is in response to a solicitation, there is no solicitation number.
- g. **On the Budget Questions page** leave the Total Requested Budget blank, this will auto populate when you enter the budget.

h: On the Budget Questions page

- The Indirect Cost Rate should be **0**
- Does ISC Apply? **YES**
- ISC is included in the proposal budget (to be paid by Sponsor) **Yes or NO depending on Sponsor terms**
- ISC will be covered by a Department or School? **YES if not covered by Sponsor / NO if covered by Sponsor**
- An Unrestricted PTA must be provided if the Sponsor does not pay the University's 8% Infrastructure Charge. (**Please work with your mentor and DFA to obtain the PTA**) The actual PTA must be entered into this field in the PDRF before it is routed.

i. On the Budget Details page, enter the amounts offered by the Sponsor.

j. On the Project Questions page Cancer Center Research should be marked **NO**.

k. On the Approvers & Comments page, please list your Department Contact as an approver. You do not need to add Debra Porzio or Jessica Jones as approvers.

l. If the application is an online submission we still need to have a copy of the application uploaded to SeRA. On **the Attachment Page** please **upload a copy of the application and all attachments** that you will be submitting to the Sponsor. Reference letters do not need to be attached.

2: Debra Porzio will review the application and will contact you by email if any corrections are needed. If no corrections are needed we will send an email to confirm that it is ok to submit at that time. **Please do not submit your application until you have received approval to do so from our office.**

If you have any questions regarding fellowship submissions, please contact our **Fellowship Coordinator, Jessica Jones** (jonesjes@stanford.edu, 650-725-4368), as she will be coordinating the review of these applications.