STANFORD ELECTRONIC RESEARCH ADMINISTRATION

Early and Extended Account requests are initiated by the SeRA transaction type of "Account Setup - Early/Extend". If an agreement has not been received, a new early account would be created. If a project has been funded by an agreement, the Office of Sponsored Research may extend the end date of existing account (Oracle Award), or open a new account (Oracle Award and/or Task) based on the agreement terms and conditions, or how a submitted supplement or renewal proposal may be subsequently awarded and funded by the sponsor.

Early Account Setup Request

1. From the SeRA Home Page, use the Search function at the page header to enter the SPO number of the project which needs an Early or Extended Account request. Press the "Enter" key on your keyboard to start the search.

2. A pop-up window displaying the project SPO number and other project reference information will appear. Click on the blue SPO number link to access the project record. You will be directed to the Project Summary page.

SPO#	PI	Title	Admin Org	Agreement Type	Sponsor	Status
SPO-124534	Tim Leung	The history of research administration at Stanford University	Chemistry Department	Grant	National Science Foundation	Proposed / Submitted

3. At the bottom of the Project Summary page is the Start a Transaction region with a pull-down menu with a prompt to -- Select Transaction --. Click on the arrows and select "Account Setup - Early /Extend" from the menu then click on the Start a Transaction button. You will be directed to the Transaction Home (Early/Extend Account Request) page.
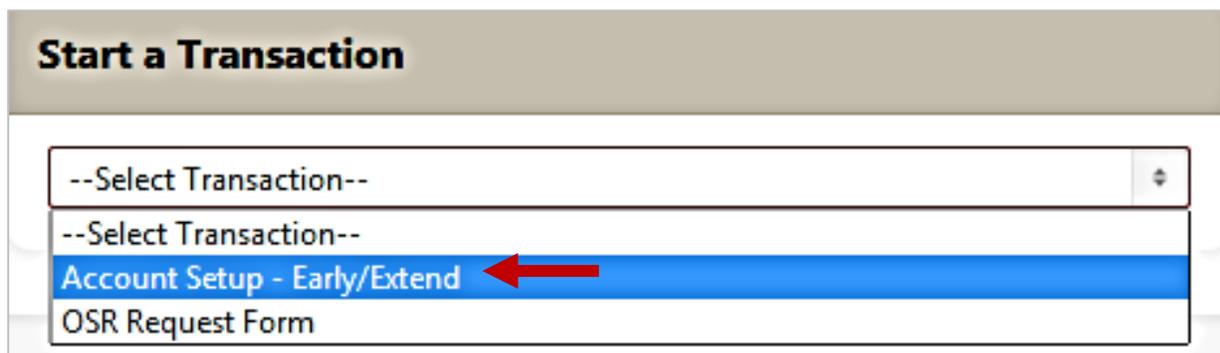
Once the Early/Extend Account Request transaction is started, you will be directed to the newly created Transaction Home (Early/Extend Account Request) page.

STANFORD ELECTRONIC RESEARCH ADMINISTRATION

Left Hand Navigation pane
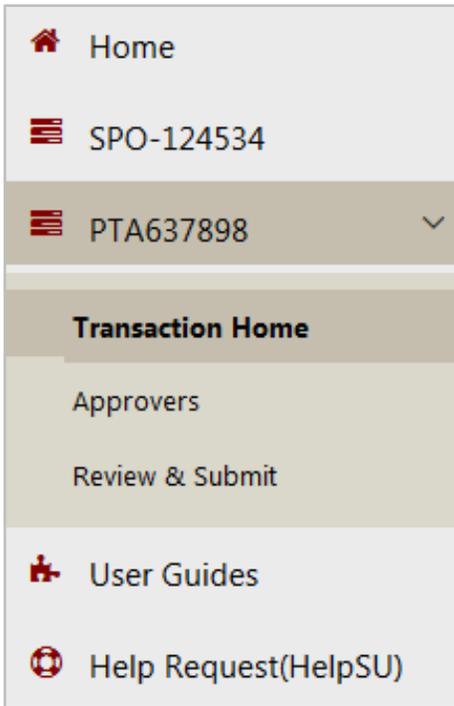
- Home
- SPO-124534
- PTA637898 ⌄
  - **Transaction Home**
  - Approvers
  - Review & Submit
- User Guides
- Help Request(HelpSU)

Transaction ID: PTA637898
Assigned to: Ushar Chand
Status: Prepare Account - Dept

▼ Actions
- Save
- Reassign
- Review for Completeness
- Terminate Transaction

▼ Quick Links
- View Attachments
- View PDRF
- View PTA Details
- IDC Rates

Left Hand Navigation

The left hand navigation (LHN) displays:

- SeRA Home page - My Dashboard (for administrators) / My Projects (for faculty)
- SPO number
- PTA(######) Transaction ID number
- Transaction Home page
- Approvers page
- Review & Submit page
- SeRA User Guides link
- Help Request (HelpSU ticket submission)

Right Hand Menu

Transaction ID: Unique identifier in PTA(######) format
Assigned to: Name of current transaction assignee
Status: The current state of the transaction

Actions provide options to:

- **Save** the transaction and return to the SeRA home page without routing the request
- **Reassign** the transaction to another person
- **Review for Completeness** - review fields to determine if all required fields were completed
- **Terminate Transaction** - terminate the request

Quick Links provide links to:

- **View Attachments** related to the project.
- **View PDRF** - the Proposal Development Routing Form routed for the project proposal
- :**View PTA Details** of the early/extended account/PTA
- **IDC Rates** on the Stanford DoResearch rates webpage

4. On the Transaction Home (Early/Extend Account Request) page, the PTA Configuration region displays the recommended account PTA information.
5. Buttons to Edit the Oracle Award (A), Project (B), and Task (C), are aligned on the left and an **+ Add Task** (D) link is at the right/end of the Project row.
6. Click on the respective edit buttons to complete the required Award, Project and Task fields. Clicking on the Edit Award button or the red Next (Oracle Award) button will redirect you to the Edit Award (Early/Extend Account Request) page.

Transaction Home (Early/Extend Account Request)

SPO #124534
Timothy Leung
Chemistry Department

Agreement Number: PA-16-128
Agreement Type: Grant

Sponsor: National Science Foundation
Prime Sponsor:

Show All   Comments   **PTA Configuration**   Account Setup Routing Status

▼ **PTA Configuration**

Below is the recommended financial account PTA configuration. Please complete your task by navigating through the tabs below and completing any necessary PTA and/or budget setup information.

NOTE: Award numbers in red are proposed award numbers only. These award numbers are subject to change when they are created in Oracle.

		Award	Project/Task	Name	Start date	End date		Remove
A	Edit Award	QABCB - AT_RISK		124534	07/01/2016	10/01/2016		
B	Edit Project		TBD1	The history of resear_12145408	07/01/2016		D **+ Add Task**	
C	Edit Task		10		07/01/2016			

Actions ⌄   Next (QABCB) »

7. On the Edit Award (Early/Extend Account Request) page, some fields are prepopulated from the proposal PDRF record and editable, while others are blank. Complete or edit the fields. Fields with a red asterisk ***** are required to submit the request.

Edit Award (Early/Extend Account Request)

SPO #124534
Timothy Leung
Chemistry Department

Agreement Number: PA-16-128
Agreement Type: Grant

Sponsor: National Science Foundation
Prime Sponsor:

Award (QABCB - AT_RISK)

Fields with a red asterisk * are required

Guarantee PTA Information

Field	Value	Description
Guarantee Amount *		Estimated expenses during for the 3-month early account
Guarantee Award *		Oracle Award to be used to guarantee the early expenses
Project *	Select Project	Oracle Project to be used to guarantee the early expenses
Task *	Select Task	Oracle Task to be used to guarantee the early expenses

▼ Award Information (QABCB - SPONSOR)

Field	Value	Description
Award Short Name *	124534	Enter amount of expected expenses for 3-months of early expenses
Award Full Name *	The history of research administration at Stanford	Proposal Title from proposal PDRF
Award Manager *	Ushar Chand (uchand)-QCIP	Person entered as PDRF Dept PTA Setup Contact
Owning Organization *		Managing department's 4-Alpha code
Award Status *	AT_RISK	Click the ? icon for field information
Pre-Award Date		Sponsor approved date prior to project start date
Start Date *	07/01/2016	Proposed project start date from proposal PDRF
End Date *	10/01/2016	Proposed project end date from proposal PDRF
Award A-Z Free Form Field		Optional Dept alpha code (A-Z) for reporting use
Award Level of Control	-- Select Award level of Control --	Default entry "Faculty_or_PI"
Award Level of Restriction	-- Select Award level of Restriction --	Default entry "Highly Restricted"

8. At the bottom of the Edit Award (Early/Extend Account Request) page, is the Projects, Tasks and Budgets region. Click on the Edit Project button. The PROJECT - NONCAP window will pop-up.

9. Complete or edit the fields in the PROJECT - NONCAP pop-up window. Some fields are prepopulated from the proposal PDRF record and editable, while others are blank. Fields with a red asterisk * are required to submit the request. Click on the Save button once all required fields have been completed. The pop-window will close and you will be directed back to the Edit Award (Early/Extend Account Request) page.

10. At the bottom of the Edit Award (Early/Extend Account Request) page, is the Projects, Tasks and Budgets region. Click on the Edit Task button. The Edit Task window will pop-up.

Projects, Tasks and Budgets

	Project/Task	Name	Type	Start date	End date
Edit Project	TBD1	The history of resear_12145408	Non-Capital	07/01/2016	
Edit Task	10		Sponsor	07/01/2016	

11. Complete or edit the fields in the Edit Task pop-up window. Some fields are prepopulated from the proposal PDRF record and editable, while others are blank. Fields with a red asterisk * are required to submit the request. Click on the Save button once all required fields have been completed. The pop-window will close and you will be directed back to the Edit Award (Early/Extend Account Request) page.

Edit Task

Field	Value	Note
Task Number *	10	Fields with a red asterisk * are required / Default suggested and editable Task Number 10
Task Name *	(?)	Short name on expenditure reports and statements
Long Task Name *	The history of research adminis	Long name on expenditure reports and statements
Start Date *	07/01/2016 (?)	
Completion Date	(?)	Click the (?) icon for field information
Task Activity *	SPONSORED_RESEARCH	
Task Off Campus *	No	
Task Description *		Task description shown on reports and in Oracle
Principal Owner *	Timothy Leung (tnleung)-BPRA	Principal Investigator of project
Task Manager *		Department financial manager
Owning Organization *		Managing department's 4-Alpha code
Task A-Z Free Form Field		Optional dept alpha code (A-Z) for reporting use
Does ISC apply?	No (?)	
Will sponsor pay ISC? *	No (?)	

Cancel | Save — Click to save entries

12. At the very bottom of the Edit Award (Early/Extend Account Request) page, are the Actions menu and red Next button. Click on the Next button. You will be directed to the Approvers (Early/Extend Account Request) page.

13. On the Approvers (Early/Extended Account Request) page the Additional FYIs region provides the option to add and designate recipients to receive FYI email notification of the Early/Extended Account request. Click on the Add FYI Recipient button and the Add FYI window will pop-up.
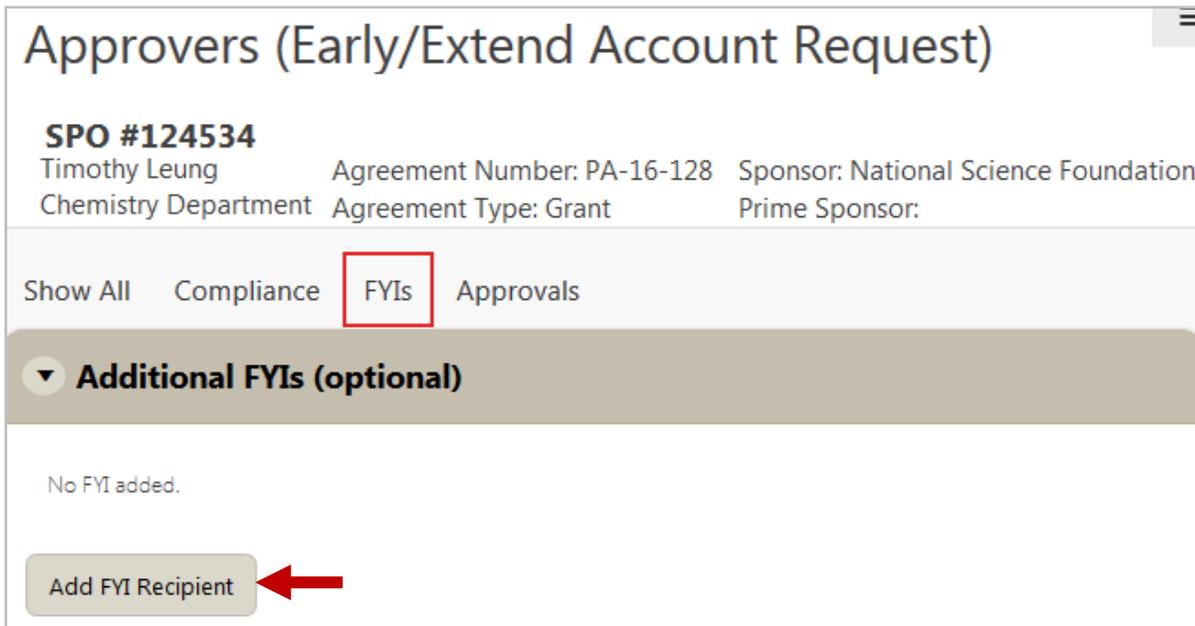
14. Enter the FYI recipient's name in the Add FYI window. His/her email and phone number will auto-populate. Click the Add button.
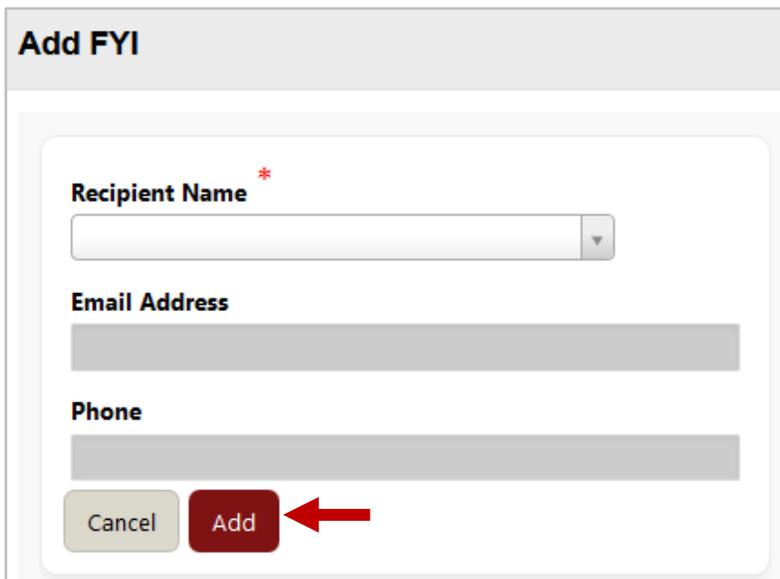
15. On the Approvers (Early/Extended Account Request) page the Approvals region allows for adding approvers for the Early/Extended Account request. The PI is automatically designated as the first approver. To add other required approvers click on the Add Approver button and the Add Approver window will pop-up.

    Note: for School of Medicine department requests, the advisory of "SCHOOL OF MEDICINE REQUESTS: - Please add an Authorized Department/Division representative (i.e. DFA, Division Mgr, or Financial Mgr) to this request" is displayed to remind the addition of the appropriate required SoM approvers.

16. Enter the Approvers name in the Add Approver window. His/her email and phone number will auto-populate. Select the appropriate approver Role from the pull-down menu. Click the Add button.

17. At the very bottom of the Approvers (Early/Extend Account Request) page, are the Actions menu and red Next button. Click on the Next button. You will be directed to the Review & Submit page.

18. On the Review & Submit page any missing required information will be displayed. Blue clickable links to the Edit Award, Project and Task page or pop-up windows will display along with a list of the fields which require completion. Click on the link to complete the missing fields. If the required fields were completed the "You have completed details necessary for the request" confirmation will be displayed (proceed to 19)..

19. If you completed the required fields, you will be directed to the Review & Submit page with a confirmation stating "You have completed details necessary for the request".

20. The Comments region provides a Comments text box to accommodate up to 2,000 characters/spaces of text.

21. Click on the Submit for Approval button to submit the request for approvers, starting with the PI. The PI and each subsequent approver will receive an email notification of their approval task with an embedded link to the approval task in the email. The approval tasks will be listed in their individual SeRA My Actions queues. You will be directed to your My Dashboard - My Action Items tab also known as the SeRA Home page.

22. From the My Dashboard, click on the Pipeline tab to confirm the Early/Extended Account request has been routed to the PI for his/her approval.

23. The Early/Extended Account Request will now be listed in My Pipeline with a clickable Transaction ID# PTA###### link.

My Pipeline

My Action Items   My Projects   Pipeline   Proposals   My Accounts

My Pipeline

Select a Transaction ID to view detail
Your Pipeline lets you see things that you worked on but are still open and assigned to someone else. The Assigned To column shows you who currently has the transaction. If you want to see the details, click on the blue link in the first column.

Show Only: All Active

row(s) 1 - 3 of 3

ID#	Process Type	Sponsor	SPO#	PI	Project Title	Sponsor Deadline	Assigned To	Deadline No of Days	Flag
PTA637898	Account Setup - Early/Extend	National Science Foundation	124534	Leung, Tim	The history of research administration at Stanford	-	Leung, Tim	-	✉

24. The transaction will be routed first to the PI for his/her approval which will be displayed in his/her My Action Items.

My Dashboard

My Action Items   My Projects   Pipeline   Proposals   Awards   Parallel Transactions   Other Transactions   My Accounts

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.

🔍 ▾ [   ] Go Rows All ▾ Actions ▾

ID#	Process Type	Action Item	SPO#	PI	Sponsor	Project Title	Days Assigned	Days Open	Status	Flag
PTA637898	Account Setup - Early/Extend	Review & Approve Account Setup	124534	Leung, Tim	National Science Foundation	The history of research administration a	1	2	In Progress	✉

25. Once PI department, school, dean approvals are complete, the transaction will be routed to the appropriate central office - Office of Sponsored Research, Research Management Group, Industrial Contracts Office - for any required institutional approval, then routed to OSR Post-Award for account setup. A notification will be sent to confirm the early/extended account has been setup.