If you have received a University Research Award, a SeRA Proposal Development Routing Form (PDRF) is required for OSR to complete internal SeRA award processing which will trigger the account (Oracle PTA) set-up process.

**Processing University Research Awards**

1. Go to the SeRA Dashboard (sera.stanford.edu)
2. From your dashboard, using the left hand navigation, click on ‘Initiate New Proposal’.
3. Under the Proposal Details section, select ‘University Research Agreement’ for Agreement Type, then click the ‘Next’ button located at the bottom of the page. You will be directed to the Transaction Home (Proposal – New) page.
**Left Hand Navigation**

The left hand navigation (LHN) displays:

- SeRA Home Page - My Dashboard (for administrators) / My Projects (for faculty)
- Proposal (P#)
- SPO number
- Transaction Home page
- PI & Project Location
- Admin & Sponsor Details
- Project Personnel
- Budget Questions
- Budget Detail
- Project Question
- Proposal & Attachments
- Approvers & Comments
- Transaction Log
- Review & Submit page
- SeRA User Guides link
- Help Request (HelpSU ticket submission)
**Right Hand Menu**

PDRF #: Unique identifier in PDRF(#######) 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
- **Submit for Approval** - Routes the PDRF for approvals
- **Terminate Transaction** - terminate the request

**Quick Links** provide links to:

- **View PDRF** - the Proposal Development Routing Form routed for the project proposal
- **Add Project Comments** – add a new or edit a an existing comment pertaining to the project
- **View Project Comments** - lists comments that have been added pertaining to the project
- **Add Attachments** – add attachments needed or the appropriate documents
### Principal Investigator

- **Enter PI or SUnet ID**

- **Select appointment type**

- **Enter 0% for Effort***

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

- **Select ‘No’**

- **Select ‘Yes’**

- **Enter “University Research PDRF/Award”**

### Project Location

- **Entire project location information where work will be performed**

- **Select appropriate response**

- **Select appropriate response**
STANFORD ELECTRONIC RESEARCH ADMINISTRATION

Administrative & Sponsor Details (Proposal - New)

Agreement type: University Research Agreement

Show All  Administrative Details  Sponsor Details

**Administrative Details**

- **Proposal Start Date**
- **Proposal End Date**
- **Project Activities** (Choose all that apply):
  - Research
  - On Campus
  - Off Campus
  - Training/Instructor
  - Other Sponsored Activity

- **Enter Title of Project**

- **Enter Dept./Lab/Institute that will manage the award**
- **Enter the administrative contact for the award**
- **Enter the departmental PTA Setup contact**

**Sponsor Details**

- **Enter the Stanford internal sponsor**
- **Select ‘No’**
- **Select ‘Yes - Other’**
- **Allow OSR 5 day internal processing time**
- **Leave boxes unchecked**
- **‘Select as applicable: If ‘Yes’, please upload program announcement’**
- **Select ‘No’**

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

Are there restrictions on non-U.S. citizen participation?

- **Yes  No**

Are there restrictions on publication or dissemination of research results?

- **Yes  No**

Actions

Previous  Next
### Project Personnel (Proposal - New)

**Agreement type:** University Research Agreement

#### Stanford Faculty

Add all participating Stanford Faculty, excluding the PI, whose effort is budgeted or cost shared for this project. All participating faculty must approve their participation in the project. Other approvers should be added as required. Click the ROUTE button to initiate the approval routing process for each faculty member listed. Please note, the following information must be entered in the PDES before routing can be initiated:

- **Principal Investigator:** Sponsor, Project Title & Administering Organization.
- **Effective Dates:** Faculty without an end date identified are considered active on the project. To re-activate a faculty member shown with an end date, click **Set Dates** to update the effective dates.

![Click to add any Stanford Faculty in addition to PI working on the project](image)

#### SLAC

List any SLAC personnel (paid by SLAC) that will be paid by this project by clicking **Add SLAC Personnel**.

Please note SLAC requires review and approval of all SLAC personnel participating in sponsored projects. By adding SLAC personnel, the system will automatically trigger a SLAC approval task.

![Click to add any SLAC Personnel working on the project](image)

#### Other Key Personnel

List any other Stanford Non-faculty or Non-Stanford Individuals who are identified as Key Personnel on this project.

![Click to add any Stanford Non-faculty, or Non-Stanford individuals designated as Key Personnel](image)
For each Other Stanford Faculty participant, complete the following tabs.

*Note: The OSF Information section must, at minimum, have the OSF’s 'Role' and 'Faculty members name' listed before adding the Approvers and FYI’s.

**Personnel Information**
- Enter OSF’s Role
- Enter OSF’s Name or SUnet ID
- Select Appointment Type
- Enter 0% effort
- Select ‘No’
- Select ‘Yes’
- Enter contact for this faculty member

**Effective Dates**
- Enter OSF’s Anticipated Start date on the Project

**Project Location**
- Enter bldg. and room number where work will be done
- Select ‘Yes’ or ‘No’
- Select ‘Yes’ or ‘No’

*Scroll back to the top of the page to complete 2. ‘Approver & FYI’s’ tab*
## Stanford Electronic Research Administration

### Faculty Personnel Details - (Proposal - New)

**Agreement type: University Research Agreement**

### OSF Information

#### Stanford Faculty Approvers

All default approvers for this faculty member are set based on the information provided above and are listed if available. Saving the information provided here will update the default approvers listed below. Please review the listed approvers and make updates if required. Routing will occur in the order specified.

No approvers have been added.

<table>
<thead>
<tr>
<th>Name</th>
<th>If applicable, enter OSF Form approvers</th>
</tr>
</thead>
</table>

#### FYI

All default FYI's for the OSF's department will be listed below if available. Notification will be sent when all approvals are complete.

No FYI's have been added.

<table>
<thead>
<tr>
<th>Name</th>
<th>If applicable, enter OSF Form FYI's</th>
</tr>
</thead>
</table>

### Actions

[Next]
**Budget Questions (Proposal - New)**

**Agreement type:** University Research Agreement

<table>
<thead>
<tr>
<th>Section</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget Information</strong></td>
<td></td>
</tr>
<tr>
<td>Total Requested Budget/Contract Value</td>
<td>Enter Award Amount</td>
</tr>
<tr>
<td>Does the Sponsor have salary cap?</td>
<td>Select 'No'</td>
</tr>
<tr>
<td><strong>Indirect Costs (IDC)</strong></td>
<td></td>
</tr>
<tr>
<td>Does this proposal apply an F&amp;A rate less than Stanford's negotiated rates?</td>
<td>Select 'No'</td>
</tr>
<tr>
<td>Requested Indirect Cost Rate (%)</td>
<td>Enter N/A</td>
</tr>
<tr>
<td><strong>Cost Share</strong></td>
<td></td>
</tr>
<tr>
<td>Does this project include costsharing?</td>
<td>Select 'No'</td>
</tr>
<tr>
<td><strong>Subawards</strong></td>
<td></td>
</tr>
<tr>
<td>Are subawards included in this proposal?</td>
<td>Select 'Yes' or 'No' as appropriate*</td>
</tr>
</tbody>
</table>

*NOTE: Subawards = outside, non-Stanford entities
Enter the Period of Performance start date, then click on the Auto Fill button to populate remaining budget period dates. Click on trash can icons to delete excess budget periods.

Select ‘Project Only Waiver’ for Rate Agreement

Select ‘TDC’ for IDC Basis

Enter the dollar values for each applicable budget category per the internal awarded budget which attached to the PDRF.
Enter ‘Yes’ or ‘No’ as applicable to all Projects Questions

### Compliance

Does this project involve the following (at Stanford or any subrecipient site):

- **Animal Subjects**: [ ] Yes [ ] No
- **Human Subjects**: [ ] Yes [ ] No
- **Cancer Center Research**: [ ] Yes [ ] No
- **Human Stem Cells**: [ ] Yes [ ] No

*NOTE: If animal or human subjects are involved in the project, the protocol(s) must receive IRB or APLAC approval. The SPO number and University funding source name must be added to the protocol record via eProtocol.*

### Export Control

Stanford research must comply with US export control regulations and university policies, and must be assessed for export license applicability. For guidance refer to the Export Controls Decision Tree or contact Steve Evans.

- Will the project involve access to:
  - Third-party technical information or software source code that is disclosure-restricted?: [ ] Yes [ ] No
  - Data on the US Munitions List ITAR/EAR?:
  - Will the project involve international shipments or hand carry of equipment, components, materials, or third-party software?: [ ] Yes [ ] No

### International & Global Business

Will there be any international activity as part of this project, including travel, shipments or the use of resources (e.g., funding, people, equipment, etc.) outside of the United States?: [ ] Yes [ ] No

### SLAC

- Will research be done at SLAC?: [ ] Yes [ ] No
- Will SLAC resources be required to perform research (e.g., computers, computer processing, laboratories, equipment)? [ ] Yes [ ] No
- Will any SLAC personnel paid by SLAC be paid by this project?: [ ] Yes [ ] No

**SLAC Office Review**

No Review Details have been recorded.

- **Reviewer Comments**
  - No Comments have been recorded.

### Training

PI Training

Must be completed prior to Notice of Award

- [ ] No:
- [ ] Complete your PI Training:
  - [ ] Issued: Submit a STARS HelpDesk ticket

### Research Risks

- Cancer-related research: [ ] Yes [ ] No
- Human blood or body fluids: [ ] Yes [ ] No
- Infectious/Biodegradable agents: [ ] Yes [ ] No
- Recombinant DNA reagents: [ ] Yes [ ] No
- Radiological hazards: [ ] Yes [ ] No

### Waivers

Add or update Waivers on the Transaction Log page
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

For each attachment click on the 'Add New Attachment' button, and a pop-up window will open for you to label and attach the document. Attach documents into the correct Category and Sub Category as detailed in the following Screens.

File Location:
Click 'Choose File' & Find file

Upload Program Guidelines
Category: Select 'Program Guidelines'
Sub Category: Select 'Program Guidelines'
Optional, File Tag(s):
Program Guidelines
Departments manage their Default Approver and FYI lists for all PDRF’s. For most departments, the Approver and FYI’s will auto populate on all PDRF’s. The following instructions are for ‘Manually’ adding approvers or FYI’s that may not be listed.

Enter any instructions or remarks here if applicable

Approvers:
Enter approver Name or SUNet ID, based on your department and/or school approval requirements.

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

Enter any FYI’s if applicable

Institutional Official

Select your Contract & Grants Officer or Research Process Manager below

Institutional Organization

Institutional Official

Select ‘Office of Sponsored Research’

Select your Contract & Grants Officer from the Institutional Officials list

Click ‘Submit for Approval’ button to begin the PDRF approval routing

Don’t FORGET!

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