Approving a NEW Proposal Development Routing Form (PDRF)

1. Either click on the link in the SeRA Systems email you received prompting your PDRF approval action item or log into https://sera.stanford.edu/

2. On your SeRA My Projects landing page under Open Tasks click on the blue PDRF ID# next to the Approve PDRF (PI) task

3. The screen will refresh to the Certification of Responsibilities page. Review the Proposal Summary Information for accuracy. If edits should be made, click in the Edit PDRF button to either make the edits yourself or return the PDRF for corrections to your administrator.

4. Click the teal Outside Professional Activities Certification button to disclose any potential personal financial interests

5. The screen will refresh again to the OPACS screening website. Answer the Personal Financial Interests question

6. TO ADD Stanford non-faculty (staff & students) who have personal financial interest to disclose for this project click on the Add Stanford Non-Faculty button

7. Click Next
8. The screen will refresh back to the **Certification of Responsibilities** page in SeRA with the OPACS screening completion timestamp.

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OPACS Screening Completed on 10/20/2017
Reminder: Have you updated your Financial Interests in OPACS recently? This can be done at https://opacsprod.stanford.edu.
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9. Click **Complete Certification**

10. You will be returned to your SeRA landing page and should no longer see the PDRF pending your approval under your **Open Tasks**.