Extended Searching in SeRA
The Extended Projects search offers additional search criteria from the basic project search to run further refined searches within SeRA.

1. Go to http://sera.stanford.edu/
2. From your SeRA Dashboard page click on Search icon located in the top-right corner

3. Click on the Advanced Search link in the search window or click on Advanced Search from the Left Hand Navigation menu

4. You will land on the Basic Project search tab of the Advanced Search page. The red underline tells you on which search tab you are.

5. Click on the Extended Projects. Enter criteria for your search by entering values in the search field(s). At minimum one search criteria is required.
A. **Agreement Types** - Select the agreement type(s). If selecting multiple types, select each one individually from the pick list.

B. **Investigator** - As you begin typing the PI's name, a pick list appears. Select the name from the pick list. Continue typing the name to narrow the pick list further. You may also type the SUNet ID. **Only one value may be selected for this search criteria.**

C. **Investigator Role** - Click the down arrow in the Investigator Role field to select a role-type. The default is ‘All’ when no role is selected. **Only one value may be selected for this search criteria.**

D. **Sponsor** - A pick list will appear as you begin to type into the Sponsor field. Select the desired sponsor from the pick list. **Only one value may be selected for this search criteria.**
E. **Administering Org** – Administering Org search can be done as a Simple Org Search or a Detail Org Search.

1. **Simple Org Search** – search by department name, Org Code or division name and select from picklist.

![Simple Org Search](image1.png)

2. **Detail Org Search** – Detail Org Search allows you to search by School, followed by department and/or division name.

   i. First select the school by clicking the down arrow on the **Admin Org School** field.

   ![Admin Org School](image2.png)

   ii. Then select the **Administering Org(s)**. Multiple selections are allowed. The list will scroll to a specific letter as you begin to type. Hold the **Ctrl-key** to click multiple values. Click the ➡️ button to move selected values from the box on the left to the box on the right and click search.

![Detail Org Search](image3.png)
iii. To clear the search fields, click **Reset**

![Search Interface](image)

**F. Project Statuses** - Select the Status. If selecting multiple types, select each one individually from the pick list

![Project Statuses](image)

**G. Project Title** - The project title is a free form field. Enter a word or series of words into the project title field. SeRA will search for any combination of those words

![Project Title](image)

**H. Subrecipient** - search by name and select name from picklist. **Only one value may be selected for this search criteria.**

![Subrecipient](image)
I. **Prime Sponsor** - search by name and select name from picklist. **Only one value may be selected for this search criteria.**

6. After entering your search criteria click the Search button located in the left-hand corner.

7. Results display in an Interactive Report. To further customize your report’s results, refer to the [Interactive Reporting user guide](#).

8. To clear the search fields, click Reset.