Initiating a PDRF for a Non-competing Continuation (NCC)/Progress Report

1. Log into the SeRA web portal at https://sera.stanford.edu/
2. Search for the SPO # for which you’d like to initiate the NCC/Progress Report PDRF using the Search feature located on the top red banner

3. Select the SPO # from the Search window to proceed to the Project Summary page

4. Select and click on the appropriate Award Segment with which the NCC/Progress Report proposal will be associated

5. From the Award Summary page, locate the teal Start Transaction button and select Proposal – NCC/Progress Report
6. A new window will display confirming that you are starting an **NCC/Progress Report** transaction
   - Click **Start**

7. On the **Transaction Home** page, and in the **Budget Totals** section, select the applicable NCC period
   - There will be at least one period from which to select
   - **Warning** This is REQUIRED - if you bypass this, you WILL receive errors

8. After selecting the applicable period, click **Next**

9. Proceed with completing the NCC/Progress Report PDRF