Initiating a PDRF for a Renewal

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 Renewal 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. From the Proposal Summary page, locate the teal Start Transaction button and select Proposal – Renewal.
5. A new window will display asking Do you want to link to a Cayuse application? If the Renewal proposal will NOT be prepared in Cayuse 424, select No or bypass the question entirely. Click Start.
If the Renewal proposal will be prepared in Cayuse 424 select Yes

- Enter the Cayuse Proposal ID. If a Cayuse proposal has not yet been started for the Renewal proposal, you may select No at this time, proceed with starting the Renewal PDRF, and link the Cayuse 424 proposal to the PDRF later once it is created. Please refer to the Linking a Cayuse 424 Proposal to a PDRF guide for complete instructions.

- The Cayuse Proposal ID can be found within a Cayuse proposal by clicking on the Proposal Information icon at the top of any page
  - To access Cayuse from SeRA, click on the Navigate drop down menu from the red banner at the top of the SeRA page

- Click Start and proceed with completing the PDRF.