Initiating a PDRF for a Resubmission

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 Resubmission 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 Proposal ID with which the Resubmission proposal will be associated

5. From the Proposal Summary page, locate the teal Start Transaction button and select Proposal – Resubmission
6. A new window will display informing you that if this proposal is currently proposed, a proposal rejection will be processed while starting the resubmission PDRF.

7. A question will also display asking **Do you want to link to a Cayuse application?**
   - If the resubmission proposal will NOT be prepared in Cayuse 424, select No or bypass the question entirely
     - Click **Start**
   - If the resubmission 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 resubmission proposal, you may select No at this time, proceed with starting the Resubmission 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 **Proposal ID** can be found by clicking on the Proposal Information icon at the top of any page within a Cayuse proposal
  - To access Cayuse, click on **Navigate** at the top right hand side of the red banner
8. Proceed with completing the Resubmission PDRF