Initiating a PDRF for a Supplement

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 Supplement 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 the appropriate Award Segment with which the Supplemental proposal should be associated.

5. On the right hand side of the screen, locate the teal Start Transaction button and select Proposal – Supplement.

6. A new window will display asking Do you want to link to a Cayuse application?
   - If the supplement proposal will NOT be prepared in Cayuse 424, select No or bypass the question entirely.
     - Click Start.
If the supplement 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 supplement proposal, you may select No at this time, proceed with starting the Supplement 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.