Table of Contents

Initiate a PIF for a NEW Proposal ................................................................. 2
Initiate a PIF for a RENEWAL Proposal ...................................................... 5
Initiate a PIF for a RESUBMISSION Proposal ............................................. 5
Initiate a PIF for a SUPPLEMENT Proposal .............................................. 6
Select the applicable SPO# (for Renewal, Resubmission, Supplement) .......... 6
General Navigation Guide: ........................................................................... 7
PI & Department ......................................................................................... 7
PI & Department (for Renewal, Resubmission, Supplement) ....................... 8
Sponsor & Budget Details ........................................................................... 12
Sponsor & Budget Details (for Renewal, Resubmission, Supplement) .......... 13
Project Questions ....................................................................................... 18
Attachments ............................................................................................... 27
Review for Completeness ........................................................................... 27
Complete & Submit ..................................................................................... 29
Stanford Electronic Research Administration

School of Medicine Proposal Intake Form (PIF).

Initiate a PIF for a NEW Proposal

Log into the SeRA web portal at: https://sera.stanford.edu/

This brings you to your “My Projects Page”.

On the right-hand side of your screen, click on the button titled “Start School of Medicine Proposal”.

Select SoM Proposal Intake Form (PIF)
A pop-up window will appear.

Start Transaction

Complete the information below to get your proposal in the queue. RMG needs ample time to work with you and to work through all internal and sponsor requirements to safeguard a smooth proposal submission. Therefore, we recommend submitting this PIF 30 days prior to the sponsor due date.

CAUTION: If you are doing an industry-sponsored clinical trial, click Cancel and contact your CT Research Process Manager (RPM).

- New Project
- Renewal
- Resubmission
- Supplement

Please be advised...

Industry-sponsored Clinical Trials & NIH Non-Competing Continuations (or RPPRs) will not be initiated in this manner:
For Clinical Trials, Click Cancel and contact your CT Research Process Manager (or CT RPM).

For NIH Non-Competing Continuations (or RPPRs), Click Cancel. RMG will issue a traditional Proposal Development & Routing Form (or PDRF) prior to submission of the RPPR.

You are prompted to select one of the following Proposal Types:

New Project
Proposal which has not previously been submitted.

Renewal
Competing proposal for an additional segment of funding to an existing award. Select the applicable project (SPO#) on the next screen.

Resubmission
Modified submission of a previously unfunded New or Renewal proposal. Select the applicable project (SPO#) on the next screen.

Supplement
Request for additional funding to an existing/active project. Select the applicable project (SPO#) on the next screen.

Select New Project.

Click Start.

Start Transaction

Complete the information below to get your proposal in the queue. RMG needs ample time to work with you and to work through all internal and sponsor requirements to safeguard a smooth proposal submission. Therefore, we recommend submitting this PIF 30 days prior to the sponsor due date.

CAUTION: If you are doing an industry-sponsored clinical trial, click Cancel and contact your CT Research Process Manager (RPM).

- New Project
- Renewal
- Resubmission
- Supplement

Cancel Start
Initiate a PIF for a RENEWAL Proposal

Start Transaction

Complete the information below to get your proposal in the queue. RMG needs ample time to work with you and to work through all internal and sponsor requirements to safeguard a smooth proposal submission. Therefore, we recommend submitting this PIF 30 days prior to the sponsor due date.

CAUTION: If you are doing an industry-sponsored clinical trial, click Cancel and contact your CT Research Process Manager (RPM).

- New Project
- Renewal
- Resubmission
- Supplement

Competing proposal for an additional segment of funding to an existing award. Select the applicable project (SPO#) on the next screen.

Initiate a PIF for a RESUBMISSION Proposal

Start Transaction

Complete the information below to get your proposal in the queue. RMG needs ample time to work with you and to work through all internal and sponsor requirements to safeguard a smooth proposal submission. Therefore, we recommend submitting this PIF 30 days prior to the sponsor due date.

CAUTION: If you are doing an industry-sponsored clinical trial, click Cancel and contact your CT Research Process Manager (RPM).

- New Project
- Renewal
- Resubmission
- Supplement

Modified submission of a previously unfunded New or Renewal proposal. Select the applicable project (SPO#) on the next screen.
Initiate a PIF for a SUPPLEMENT Proposal

Select the applicable SPO# (for Renewal, Resubmission, Supplement)
General Navigation Guide:

Clicking **Next** will save your information and move you to the next page.

Clicking **Save** will save your information and keep you on the same page.

As you move through many sections of the PIF, you will notice information icons Hovering over these icons provide additional information for the user.

Items that have a red asterisk ( * ) are **required** elements and must be completed for the PIF to be submitted successfully.

Fields with drop-down arrows contain auto-fill capabilities. Type 3 or more characters and the field will search for a match.

If you leave the PIF to come back to it later, you may be taken to the page below.

---

**PI & Department**

In the **Project ID** field enter your Proposal Title.

*A working title is acceptable. Your RPM will ensure the final title is entered after proposal submission.*

Under **Stanford PI**, your name should automatically appear:
If there are multiple PIs or Co-PIs, the contact PI name should be the one listed in this section.

The PI must have a SUNet ID and Stanford email address. If they do not, please submit a help ticket.

Stanford Department/Division/Institute

Enter the name of the Department/Division/Institute that will administer and have financial oversight the award.

If your RPM will be working with someone other than the PI or in addition to PI, please enter their name here. If your RPM will only work with the PI, leave this blank.

PI & Department (for Renewal, Resubmission, Supplement)

PI name will auto-fill

Stanford Department/Division/Institute will auto-fill.
Project Location

Enter the name of the Stanford Building where the work will take place.

*If the Building information does not appear, enter the location under the “Other Location” field.*

Enter the Room # in the Building.

Is all of the above space assigned to you or otherwise approved for your use?

*If No, you are required to attach your department Chair approval*

Do you anticipate rental space, construction or renovations will be required to house this project or any equipment acquired for this project?

*If yes...*

Has this been approved by SoM Office of Facilities Planning and Management (OFPM)?

*If No, please work with departmental business manager to notify OFPM. RMG will obtain PDRF approval, from your department, prior to proposal submission.*
Optional Notifications

If your department has set up Authority Manager, to automatically FYI department personnel on PDRFs, their names will automatically appear here.

Add any additional name you wish to notify of this PIF submission. This person will be notified once this PIF is assigned to an RPM.

Do not enter an RPM name here.
On the left side bottom of this page you will see the following button:

**Actions**

Clicking on the drop-down arrow will reveal the following options:

- Save
- Reassign
- Review for Completeness
- Submit for Approval
- Terminate

These same options appear on the right-hand side top of the page as well.
Click Next

Sponsor & Budget Details

Under Sponsor Details

Will Stanford be a subcontractor?

Answer Yes, if the proposal will be submitted to the sponsor by another organization.

Answer No, if Stanford will submit the proposal to the sponsor.

If Yes...

Institution submitting proposal to sponsor and issuing a subcontract to Stanford

Prime Sponsor

Enter the name of the prime sponsor.

*If the name of the sponsor is not listed, notify your RPM and we will add the sponsor name and information.*
Sponsor & Budget Details (for Renewal, Resubmission, Supplement)

Sponsor name(s) will auto-fill.

Funding Opportunity

Please provide information on the application requirements.

This information is important for the RPM to know what the sponsor requires for a successful submission.

This may be a link to a sponsor website, an attachment of the application form or an email.

You may provide this information by any one of the following ways:

Copy and paste URL, enter Program # (for example an FOA#, PA#, PAR#, BAA #), enter Program Title, or attach program guidelines

Sponsor Deadline

If Yes...

Select the Date of the sponsor deadline.

Time will default to 5:00 PM.

Please note that if the deadline is for a time zone other than Pacific Standard Time, you will need convert that to Pacific Standard Time.

Select No, if the sponsor does not have a deadline for submission.

Target Submission Date

Use this if there is no sponsor deadline, but you have a date by which you wish to submit the proposal.
You may also use this date if you wish to submit your proposal before the Sponsor Deadline.

For example:

If you are planning to be unavailable during the submission process, you must inform your RPM that you will need to submit on an earlier date.

Internal Deadline

If a Sponsor Deadline date and/or a Target submission date is entered the Internal Deadline will auto-calculate based on the earliest date.

In the event you’ve missed the internal deadline date...upon completion, the PIF will be forwarded to RMG Management for consideration. You will be notified within 1 business day if there are sufficient resources to process your proposal.

**Internal Deadline Calculation Using the Sponsor Deadline Date:**

**Internal Deadline Calculation Using the Target Submission Date:**

Proposal Start Date

Enter date you wish to begin the project.

Proposal End Date

Enter date you wish to end the project.

*Unless otherwise stated, your RPM will use the start and end dates on the program guidelines. If the sponsor program has set start and end dates, your RPM will use these dates.*
Subawards

Are subawards included in this proposal?

If Yes, enter the name of the institution, the name of person leading the project and their email address.

Budget:

Provide budgetary information in **ONE OF THE FOLLOWING** methods. Your RPM will create a draft budget and send it to you for additional edits or feedback:
Attach a budget spreadsheet or justification. You may use your own template or one of ours.

Alternatively, you may provide budget information in the text box provided:

- Indicate the number of years of support you wish to request.
- Provide first and last names of project personnel, their roles, and their levels of effort.
- Any additional budget categories.

**Option 1: Attaching a budget:**

![Attach Attachment](image1)

**Confirmation of attached file:**

![Budget](image2)
Option 2: Attaching a budget justification:

Confirmation of attached file:
Option 3: Entering budget information into text box:

Click **Next**.

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**Project Questions**

This section of the PIF may look familiar to you as it contains the same questions that are on the PDRF.

We’ve enhanced this section by including information icons and hyperlinks to the relevant websites where more information can be obtained.

**Research Compliance Information**

Answer these questions for Stanford and/or for any subrecipient sites. Related protocol approval is required prior to award.

**Please refer to the information icons and hyperlinks for more information.**

- **Animal Subjects**
- **Human Subjects**
If Yes...

Does this study meet the NIH definition of a clinical trial, regardless of funding source?

If Yes...

Is the Stanford Investigator responsible for registering through ClinicalTrials.gov?

Will you be enrolling participants outside of the United States?

If this project is awarded, the project will need insurance coverage through Risk Management.

Budget & Billing Workbook used for patient care costs?

If Yes...

A billing & budget workbook is required.

Will Clinical and Translational Research Unit (CTRU) Services be utilized?

Cancer Center Research

Will your IRB Protocol require approval from the Stanford Cancer Center Scientific Review Committee (SRC)?

Human Stem Cells
Genomic Data Sharing Plan

Are you creating, generating, or using large-scale genomic data?

Large scale genomic data is defined as including genome wide association studies (GWAS), single nucleotide polymorphisms (SNP) arrays, and genome sequence, transcriptomic, metagenomic, epigenomic, and gene expression data. This includes data from > 100 individual participants. Large scale non-human genomic data from microbes, microbiomes, and model organisms should also be shared.

Export Control

Stanford research must comply with US export control regulations and university policies, and must be assessed for export license applicability. For guidance refer to the Export Controls Decision Tree or contact Steve Eisner.

If your project will involve access to:

- Third-party technical information or software source code that is disclosure-restricted?
• **Items on the US Munitions List (ITAR)?**

If Yes...

Please consult with Stanford’s Export Control Officer (steve.eisner@stanford.edu or (650) 724-7072) for guidance prior to submitting this proposal.

You must **attach a Statement of Work** for Steve Eisner’s review and approval.

**RMG will obtain PDRF approval, from Steve Eisner, prior to proposal submission.**

**Will the project involve international shipments or hand carries of equipment, components, materials, or third-party software?**

**International & Global Business**

Will there be any international activity as part of this project, including travel, subawards or the use of resources (e.g. funding, people, equipment, etc.) outside of the United States?

**Applicable Countries**

**Share with Stanford**

The University has a preference that global project information is made available within the Stanford community for collaborative purposes, and therefore, the selection is defaulted to Yes.

If you have a compelling reason to exclude your project from appearing on the Global Projects Dashboard, select No.
In-Country Presence & In-Country Spending:

This section addresses the following activities that are to occur in a foreign location:

Will Stanford personnel (faculty, staff, and students) reside in a foreign location?

If Yes...
How many days?

Will facilities (owned, leased, rented or shared space) be utilized in a foreign location?

If Yes...
How many days?

Outside of this proposal/award

Are there existing related written agreements?

Are there existing related verbal agreements?
(e.g. hand-shake commitments to collaborate with institutions/individuals, for hiring or contracting for the supply of goods, materials and/or services, sub-awards or sub-contracts)

Are future related agreements needed?

Depending on the country, you may need to consider budgeting for additional regulatory costs. For guidance refer to the Global Activity Guide.

In-Country Spending

Will you need to spend money in-country on any of the following?

Goods

Services

Personnel

If hiring in-country be sure to budget for foreign hiring and tax obligations!

Tip - For global staffing visit Global HR
Tip - Exercise caution if paying government entities, employees or agents. (See Chapter 12 of the Admin Guide.)
Tip - Whenever possible please use Stanford purchasing or payment processes rather than cash. If significant in-country cash needs are anticipated contact Global Business Services (GBS). Note that there may be country specific regulatory limits on currency importation and exportation. Create a Help ticket for GBS.
For guidance refer to the Global Activity Guide

**SLAC**

This section addresses research to be performed at SLAC or SLAC resources to be utilized on this project.

*RMG will obtain PDRF approval, from SLAC, prior to proposal submission.*

Will research be done at SLAC?

SLAC Building

Rooms(s)

Will SLAC resources be required to perform research (e.g. computers, computer processing, laboratories, equipment)?
If Yes...

Describe

Training

**PI & Conflict of Interest Training**

The section on PI & COI Training is for informational purposes only.

*If training is not current, it will be required prior to award.*

Health and Safety

Does your project include any of the following?
Cancer-related research

Human blood or body fluids

Infectious/Biohazardous agents

Are any Select Agents?

Agents/toxins  Agents/toxins used in research

Recombinant DNA molecules

Radiological hazards

Research Focus:

Click the arrow next to the major categories to display a list of topics.

Select all that apply.
When you’ve completed...

Click Next.
Attachments

Here, you will see any attachment you uploaded under previous sections of the PIF.

For example...the funding opportunity announcement, budget or justification and the Scope of Work (required for Export Controls Only).

Please ensure the required information &/or attachments are included. You may attach additional information as needed.

Click Next.

Review for Completeness

At this point the PIF will validate for required information. Any required information this is missing will appear below.

Clicking on the blue headings will take you to the section of the PIF requiring information.
From the left-hand navigation menu...

Click 5. Complete and Submit

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Complete & Submit

Click the “Submit for Approval” button below to be taken to the Conflict of Interest (COI) disclosure and certification page.
Please complete your COI and submit.
A green box will appear at the top of the page with a message confirming submission of the PIF.

You will receive a response from an RPM within 1 business day.