My Projects – Marking Submitted Proposals as Rejected

When faculty log into SeRA, they land on their My Projects page. Administrators also have access to faculty’s My Projects. With department level authority, administrators can select a principal investigator within their department and view the faculty member’s My Projects page. To access a faculty’s My Projects page take the following steps:

1. From your SeRA landing page click on My Projects from the left hand navigation panel

2. Type in the name or SU Net ID of one of your PI’s in the PI field. Once selected the page will refresh with that PI’s My Project page

From a PI’s My Projects page you have various value-add options available to you. One notable one is being able to indicate if a submitted proposal has been rejected under Pending Proposals.
Rejecting Proposals for Submitted Proposals

1. From the My Project page click on Pending Proposals

2. The screen will refresh with a list of pending proposals
3. To indicate a proposal has been rejected, select the Mark as Rejected button for the proposal
4. Enter the proposal rejection notification date
5. Enter any pertinent comments and click Save when you are done.

Did you know?

- SeRA retains all proposal information, including attachments, for rejected proposals. Thus, if a faculty member elects to resubmit a proposal that was previously rejected in SeRA the relative SPO record is still accessible to initiate a resubmission PDRF as well as all of the original proposal’s attachments will be available for reference.