Undoing a Proposal Rejection

1. Log into the SeRA web portal at https://sera.stanford.edu/
2. Search for the SPO # you’d like to Undo the Proposal Rejection for 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. On the Project Summary page, click on the Proposals tab

5. From the Proposals tab, select the applicable Proposal ID of the Rejected proposal from the Withdrawn/Rejected/Not Submitted Proposals section

6. From the Proposal Summary page, locate the teal Start Transaction button and select Undo Proposal Rejection
7. A new window will display requiring you to enter the date of the rejection and comments
8. Click **Undo Proposal Rejection**

![Undo Proposal Rejection](image)

9. A green confirmation will display in the upper right of your screen

![Confirmation](image)

10. After the **Undo Proposal Rejection** is completed (this can take up to 15 minutes), the previously rejected Proposal ID will display back in the **Submitted Proposals Pending Award** section

![Submitted Proposals Pending Award](image)