University Research Awards PDRF Process

Departments receiving a University Research award must start and submit a SeRA Proposal Development Routing Form (PDRF) to the Office of Sponsored Research (OSR) to issue an Award Approval Notification (AAN) and trigger the account (Oracle PTA) set-up process. All University Research PDRFs and awards are processed by OSR. Select the Office of Sponsored Research as the Institutional Organization and your assigned OSR Institutional Official from this assignment list.

Processing University Research Awards
2. Click on the Start Proposal menu and select PDRF
3. Select Agreement Type > University Research Agreement and click Start. You will be directed to the Principal Investigator & Project Location (Proposal – New) Page.

Left Hand Navigation
The left hand navigation (LHN) displays:

- SeRA Home Page - My Dashboard (for administrators) / My Projects (for faculty)
- SPO number
- Proposal (P#)
- Transaction ID#
- Transaction Home page
- PI & Project Location
- Admin & Sponsor Details
- Project Personnel
- Budget Questions
- Budget Detail
- Project Questions
- Proposal & Attachments
- Approvers & Comments
- Transaction Log
Right Hand Menu

ID#: Unique identifier in PDRF(########) format
Assignee: Name of current transaction assignee
Status: The current state of the transaction

Actions provide options to:

- **Save** the transaction and return to the SeRA home page without routing the request
- **Reassign** the transaction to another person
- **Review for Completeness** - review fields to determine if all required fields were completed
- **Submit for Approval** - Routes the PDRF for approvals
- **Terminate** - terminate the request

Quick Links provide links to:

- **View PDRF** - the Proposal Development Routing Form routed for the project proposal
- **Add Project Comments** – add a new or edit an existing comment pertaining to the project
- **View Project Comments** - lists comments that have been added pertaining to the project
- **Add Attachments** – add attachments needed or the appropriate documents
- **View Project Attachment** – view all previously added project attachments
4. **Principal Investigator & Project Location**

**Principal Investigator**
- Enter PI Name or SUNet ID
- Select appointment type
- Enter 0% for Effort*
- Select 'No'
- Select as applicable

**Project Location**
- Enter bldg. and room number where work will be done*
- Enter any other location of project, if applicable
- Select 'Yes' or 'No'
- Select 'Yes' or 'No'

*NOTE: Generally, Effort = 0% for University Research projects. However, if effort will be applied, then please answer the questions as appropriate.

*NOTE: Locations for other participating Stanford faculty can be entered on the Other Stanford Faculty Form.
5. Administrative & Sponsor Details

Administrative & Sponsor Details (Proposal - New)

- **Proposal Start Date**
- **Proposal End Date**
- **Project Activities (Choose all that apply)**
- **Proposal Title**
- **Proposal Nickname**
- **Keyword**
- **Department/Lab/Institute Submitting Proposal**
- **Department Contact**
- **Department PTA Setup Contact**

**Administrative Details**

- Enter the Project Start and End Date
- Select if Project is On or Off Campus
- Select if Project is On or Off Campus
- Enter Title of Project
- Enter the Dept./Lab/Institute that will manage the award
- Enter the administrative contact for the award
- Enter the department PTA Setup Contact

**Sponsor Details**

- Select 'No'
- Enter the Reference# provided by the funding organization, otherwise enter N/A
- Allow 5 day internal processing time
- Enter the department PTA Setup Contact
- Leave boxes unchecked

- Select as applicable: If 'Yes', enter Solicitation# and upload program announcement

- Are there restrictions on non-U.S. citizen participation? **Select 'No'**
- Are there restrictions on publication or dissemination of research results? **Select 'No'**
6. **Project Personnel (if applicable)**

![Project Personnel screenshot]

- **Stanford Faculty**
  - Add Stanford Faculty: Complete as applicable

- **SLAC**
  - Add SLAC Personnel: Complete as applicable

- **Other Key Personnel**
  - Add Other Key Personnel: Complete as applicable
For each Other Stanford Faculty participant, complete the following tabs. *Note: The OSF Information section must, at minimum, have the OSF’s ‘Role and ‘Faculty members name’ listed before adding the Approvers and FYI’s.

- Enter OSF’s Role
- Select Appointment Type
- Enter 0% effort
- Select ‘No’
- Select ‘Yes’ or ‘No’, as applicable
- Enter contact for this faculty member

*Scroll back to the top of the page to complete ‘Approver & FYI’s’ tab
7. **Budget Questions**

**Budget Questions (Proposal - New)**

<table>
<thead>
<tr>
<th>Agreement type: University Research Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show All</td>
</tr>
</tbody>
</table>

### Budget Information

- **Total Requested Budget/Contract Value:**
  - **Enter Award Amount**

- **Does the Sponsor have salary cap?**
  - Select ‘No’

### Indirect Costs (IDC)

- **Does this proposal apply an F&A rate less than Stanford’s negotiated rate?**
  - Select ‘No’

- **Requested Indirect Cost Rate (%)**
  - Enter N/A

### Cost Share

- **Does this project include costsharing?**
  - Select ‘No’

### Subawards

- **Are subawards included in this proposal?**
  - Select ‘Yes’ or ‘No’ as appropriate*

*NOTE: Subawards = outside, non- Stanford entities
8. **Budget Details**

**For each budget period enter Start and End date, $ value for category, as per internal budget.**

**Select 'Project Only Waiver'**

**Select 'TDC' (Total Direct Costs)**
9. Project Questions

Project Questions (Proposal - New)

- Compliance
  - Does this project involve the following (at Stanford or any subrecipient site):
    - Animal Subjects
    - Human Subjects
      - [ ] Yes
      - [ ] No
      - [ ] Not applicable
      - [ ] More detail in the project.
      - [ ] Not applicable
    - Cancer Center Research
      - [ ] Yes
      - [ ] No
    - Human Stem Cells
      - [ ] Yes
      - [ ] No

- Export Control
  - Stanford research must comply with US export control regulations and university policy, and must be assessed for export license applicability. For guidance refer to the Export Controls Decision Tree or contact Steve Entin.
  - [ ] Yes
  - [ ] No
  - Third-party technical information or software source code that is disclosure restricted?
    - [ ] Yes
    - [ ] No
  - Items on the US Munitions List (DARPA)?
    - [ ] Yes
    - [ ] No
  - [ ] Yes
  - [ ] No
  - International & Global Business
    - [ ] Yes
    - [ ] No
    - 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?
    - [ ] Yes
    - [ ] No
  - [ ] Yes
  - [ ] No
  - SLAC
    - [ ] Yes
    - [ ] No
  - Will research be done at SLAC?
    - [ ] Yes
    - [ ] No
  - Will SLAC resources be required to perform research (e.g., computers, computing facilities, laboratories, equipment)?
    - [ ] Yes
    - [ ] No
  - Will any UC personnel paid by SLAC be paid by this project?
    - [ ] Yes
    - [ ] No
  - [ ] Yes
  - [ ] No
  - SLAC Office Review
    - [ ] Yes
    - [ ] No
  - Research Comments
    - [ ] Yes
    - [ ] No
  - Review Comments
    - [ ] Yes
    - [ ] No
  - [ ] Yes
  - [ ] No
  - Training
    - [ ] Yes
    - [ ] No
    - IT Training
      - Must be completed prior to Notice of Award
      - [ ] Yes
      - [ ] No
      - [ ] More detail
      - [ ] Submit a STARS HelpDesk ticket
  - [ ] Yes
  - [ ] No
  - [ ] Yes
  - [ ] No
  - [ ] Yes
  - [ ] No
  - [ ] Yes
  - [ ] No
  - Research Risks
    - [ ] Yes
    - [ ] No
    - Cancer-related research
    - [ ] Yes
    - [ ] No
    - Human blood or body fluids
      - [ ] Yes
      - [ ] No
    - Infections/Hazardous agents
      - [ ] Yes
      - [ ] No
    - Recombinant DNA molecules
      - [ ] Yes
      - [ ] No
    - Radioactive hazards
      - [ ] Yes
      - [ ] No
  - [ ] Yes
  - [ ] No
  - Waivers
    - [ ] Yes
    - [ ] No
    - Add or update Waivers on the Transaction log page
    - [ ] Yes
    - [ ] No

Last Revised: December 19, 2017
10. Attachments

In this section attach all documents of the award. Please include the following items:

- Proposal Guidelines
- Copy of Final proposal
- Proposal Budget
- Proposal Budget Justification
- Awarding letter from University internal sponsor

For each attachment click on the 'Add New Attachment' button, and a pop-up window will open for you to label and attach the document. Attach documents into the correct Category and Sub Category as detailed in the following Screens.

a. Attaching Program Guidelines

Category: Select 'Program Guidelines'
Sub Category: Select 'Program Guidelines'

Optional, File Tag(s): Program Guidelines

File Location: Click 'Choose File' & Find file

Upload Program Guidelines
b. Attaching **Final Proposal**

![Image of attaching final proposal]

- Upload Final Proposal
- Category: Select 'Proposal Documents'
- Sub Category: Select 'Proposal - New'
- File Location: Click 'Choose File' & find file
- Optional, File Tag(s): Final Proposal

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c. Attaching **Budget**

![Image of attaching budget]

- Upload Budget
- Category: Select 'Detailed Budget & Justification'
- Sub Category: Select 'Budget - New'
- File Location: Click 'Choose File' & find file
- Optional, File Tag(s): Budget
d. Attaching **Budget Justification**

- **File Location:** Click 'Choose File' & Find file
- **Optional, File Tag(s):** Justification

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Category: Select 'Detailed Budget & Justification'
Sub Category: Select 'Justification'
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e. Attaching **Award Letter**

- **File Location:** Click 'Choose File' & Find file
- **Optional, File Tag(s):** Award Letter

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Category: Select 'Proposal Documents'
Sub Category: Select 'Other'
```
11. Approver & Comments

Enter any instructions or remarks here if applicable

**Departments manage their Default Approver and FYI lists for all PDRF’s. For most departments, the Approver and FYI’s will auto populate on all PDRF’s. The following instructions are for 'Manually' adding approvers or FYI’s that may not be listed.**

**Approvers**: Enter approver Name or SUNet ID, based on your department and/or school approval requirements.

For Independent Labs, Institutes and Centers that fall under the Dean of Research, also be sure to select Dean of Research.

Enter any FYI’s if applicable

Select 'Office of Sponsored Research' from the Institutional Officials list.

Click 'Submit for Approval' to begin the PDRF approval routing.

All attachments must be uploaded before routing the PDRF for approval.