University Research Awards PDRF Process

Departments receiving a University Research award must 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. For Agreement Type select University Research Agreement. Select No for linking a Cayuse application (does not apply). Click Start

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

- **Enter PI Name or SUNet ID**
- **Select appointment type**
- **Enter 0% for Effort**
- **Select “No”**
- **Select “Other”**
- **Enter “University Research”**
- **Select as applicable**

- **Enter primary bidg and room number where work will be done**
- **Enter any other locations of project, if applicable**
- **Select “Yes” or “No”**
- **Select “Yes” or “No”**

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

![Administrative & Sponsor Details (Proposal - New)](image)

- **Enter Project Start and End Dates**
- **Select Research**
- **Identify if project is on/off campus**
- **Enter Title of Project**
- **Optional Field**
- **Enter Dept./Lab/Institute that will receive the award**
- **Enter Dept./Lab/Institute administrative contact for the award**
- **Enter Dept./Lab/Institute PTA contact for the award**
- **Enter Stanford internal sponsor**
- **Select “No”**
- **Enter Stanford internal sponsor reference # if provided, otherwise enter NA**
- **Select “Yes - Other”**
- **Allow for OSR 5 day internal processing time**
- **Select “Internal Processing Only”**
- **Leave boxes unchecked**
- **Select as appropriate. If yes, please upload program announcement as an attachment**
- **Select “No”**
6. Project Personnel (if applicable)

![Image of Stanford Electronic Research Administration form with notes: Complete as applicable]
For each Other Stanford Faculty participant, complete the following two tabs. The OSF information section at minimum must have the OSF's Role and Faculty Member Name selected before adding the Approvers and FYI's.
7. Budget Questions

Budget Questions (Proposal - New)

- **Budget Information**
  - Total Requested Budget/Contract Value
  - Does the Sponsor have salary cap? (Yes/No)

- **Indirect Costs (IDC)**
  - Does this proposal apply an F&IA rate less than Stanford’s negotiated rates? (Yes/No)
  - Requested Indirect Cost Rate (%)

- **Cost Share**
  - Does this project include costsharing? (Yes/No)

- **Subawards**
  - Are subawards included in this proposal? (Yes/No)

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

For each budget period enter start and end dates. $ values for category are per internal budget.

Select 'Project Only Waiver'

Select 'TDC' (Total Direct Costs)
## Project Questions

<table>
<thead>
<tr>
<th>Agreement Type: University Research Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;button onClick='window.open(&quot;tabbedForm.html&quot;);'&gt;Enter &quot;Yes&quot; or &quot;No&quot; as applicable to all questions on this page&lt;/button&gt;</td>
</tr>
</tbody>
</table>

### Compliance

- **Animal Subjects**
  - Yes
  - No

- **Human Subjects**
  - Yes
  - No

- **Cancer Center Research**
  - Yes
  - No

- **Human Stem Cells**
  - Yes
  - No

### Export Control

- Stanford research must comply with all 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 Enos.

- **Will the project involve access to:**
  - Third-party technical information or software source code that is dual-use restricted?
  - Items on the US Munitions List (EAR99)?

- **Will the project involve international shipments or hand carries of equipment, components, materials, or third-party software?**
  - Yes
  - No

### 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?**
  - Yes
  - No

### SLAC

- **Will research be done at SLAC?**
  - Yes
  - No

- **Will SLAC resources be required to perform research (e.g., computers, computer processing, laboratories, equipment)?**
  - Yes
  - No

- **Will any LBNL personnel (paid by SLAC) be paid by this project?**
  - Yes
  - No

### IT Training

- **IT Training**
  - Must be completed prior to Notice of Award

  - No data found

  - Complete your IT Training

  - Issue? Submit a STARS HelpSU ticket

### Research Risks

- **Cancer-related research**
  - Yes
  - No

- **Human blood or body fluids**
  - Yes
  - No

- **Infectious/Biohazardous agents**
  - Yes
  - No

- **Recombinant DNA molecules**
  - Yes
  - No

- **Radiological hazards**
  - Yes
  - No

### Waivers

- **Add or update Waivers on the Transaction log page**

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Last Revised: June 7, 2018
10. Attachments

**Proposal & 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

Upload Program Guidelines

Category: Select ‘Program Guidelines’

Sub Category: Select ‘Program Guidelines’

Optional, File Tag(s): Program Guidelines

File Location: Click ‘Choose File’ & Find file
b. Attaching Final Proposal

- Attach 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

- Attach 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

![Image of Budget Justification attachment process]

- **Category:** Select 'Detailed Budget & Justification'
- **Sub Category:** Select 'Justification'
- **File Location:** Click 'Choose File' & Find file

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e. Attaching Award Letter

![Image of Award Letter attachment process]

- **Category:** Select 'Proposal Documents'
- **Sub Category:** Select 'Other'
- **Optional, File Tag(s):** Award Letter

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11. Approver & Comments

*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.

Enter any instructions or remarks here if applicable

Name

Enter any FYI's if applicable

Select 'Office of Sponsored Research'

Select your Contract & Grants Officer 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.