Instructions for Completing the PDRF for Fellowship Applications

The following instructions are for completing the PDRF for Fellowship Applications.

NOTE: You will **not** receive an email confirming your PDRF has been routed for review. To check where in the routing and approval process your PDRF is, please look in your Pipeline on your SeRA dashboard.

1: Complete and route the Stanford Fellowship PDRF ([https://sera.stanford.edu](https://sera.stanford.edu)) to the Fellowship Office **5 Working Days before the Sponsor’s Deadline:**
[http://med.stanford.edu/rmg/som_internal_deadline_policy.html#fellowships](http://med.stanford.edu/rmg/som_internal_deadline_policy.html#fellowships)

2: Please be sure to select **SOM-Postdoc Fellowship** from the PDRF types when initiating a new proposal.

A few things to note:

a: The PDRF must be approved online by the fellow, mentor, and Department Administrator by the internal deadline.

b: **Please note:** since the routing requires a webauth, the fellow applying **must** have a SUNet ID. Prospective postdocs will need to be sponsored by their department, and have a current email address in StanfordWho. This email address does **not** need to be a Stanford address at this time. This will need to be done in advance of the deadline, as the fellow’s SUNet ID will also need to be refreshed in SeRA prior to completing the PDRF. This requires a HelpSU request, and can take up to a few days to be completed.

c: On the Administrative and Sponsor Details page, Project Activity should be listed as Research.

d. On the Administrative and Sponsor Details page both the Department Contact and Department PTA Setup Contact must be completed.

e. On the Administrative and Sponsor Details page the Sponsor Record Number can be left blank unless the Sponsor generates an application record number for your application.

f. On the Administrative and Sponsor Details page choose the appropriate Submission Method.

g. On the Administrative and Sponsor Details page the proposal **is** in response to a solicitation, there is no solicitation number.
h. On the Budget Questions page leave the Total Requested Budget blank, this will auto populate when you enter the budget.

i: On the Budget Questions page
   - The Indirect Cost Rate should be 0
   - Does ISC Apply? **YES**
   - ISC is included in the proposal budget (to be paid by Sponsor) **NO**
   - ISC will be covered by a Department or School? **YES**
   - Provide a non-restricted PTA: Please put **TBD@Award**

j. On the Budget Details page, enter the amounts offered by the Sponsor.
   - Stipend / Salary in the Stipend field.
   - Health Insurance, supplies, travel in the Institutional Allowance Field (if offered by Sponsor)
   - Tuition in Other field (if offered by Sponsor)

k. On the Approvers & Comments page, please list your Department Contact as an approver. Please add Jessica Jones as the Institutional Official.

l. If the application is an online submission we still need to have a copy of the application uploaded to SeRA. On the Attachment Page please upload a copy of the application and **all** attachments that you will be submitting to the Sponsor. Reference letters do not need to be attached.

2: Our office will review the application and will contact you by email if any corrections are needed. If no corrections are needed we will send an email to confirm that it is ok to submit at that time. Please **do not** submit your application until you have received approval to do so from our office.

**Questions:** If you have any questions regarding this fellowship submission, please contact our fellowship coordinator, Jessica Jones (**jonesjes@stanford.edu**, 650-725-4368), as she will be coordinating the review of these applications.