PDRF Instructions

Please note: These instructions are specific to CVI members only
Postdocs applying for fellowship funding are required to complete a Proposal Development Routing Form (PDRF) in SeRA. The PDRF captures information necessary for proposal review and endorsement by Stanford University. The PDRF also documents the approvals required (department, Mentor, Institutional Official, etc.) for submission of a proposal.

PDRF attachments should include:
- Copy of the Sponsor program announcement
- Scientific Summary/Abstract
- Budget Detail
- Final completed proposal

**Initiate a PDRF for a New Fellowship**

- PDRFs are initiated through SeRA, under the “My Projects” tab
- Select “Start School of Medicine Proposal” in the top right corner, and then select SoM Post-Doc Fellowship from the drop-down menu
- Do you want to link to a Cayuse application: Defaults to “No.” Click Start
Fellow & Project Location

- Fellow: Type the first 3 letters of the fellows last name or SUNet ID to populate and select from the name list.
- Fellow status: Click to select status from the drop-down list
- Registered at Stanford University: Click to select Yes or No from the drop-down list
- Citizenship: Click and select Citizenship type from the drop-down list
- Faculty/Mentor: Type the first 3 letters of the Faculty/Mentor last name or SUNet ID to populate and select from the name list.
Fellow & Project Location

- In the Project Location field, type the first 3 characters of the building name to populate the building list
  - If your building is not listed, please utilize the Other Location field
  - Room: Enter room # where project will be conducted
  - Other Location: Enter Building and Room #
Admin & Sponsor Details

- Proposal Start Date: Enter anticipated project start date (found in Funding Announcement)
- Proposal End Date: Enter anticipated project end date (depends on start date and duration of fellowship)
- Project Activities: Select Research, On Campus. (If applicable click off campus).
- Proposal Title: Enter Proposal Title
- Department Lab/Institute submitting proposal: Enter the department where work will be conducted
- Please note: Proposal Nickname is not required
Admin & Sponsor Details

- Department Contact: The name entered in this field will become an automatic approver for the PDRF. Please enter **Chantanee Saejao**

- Department PTA setup contact: Enter the Department accountant who will manage the award should this be funded. Please enter **Helen Lei**
Admin & Sponsor Details

Please Note: A sponsor is the funding organization (e.g., NIH, DOD, AHA, etc.)

- Sponsor Details: Please select the sponsor for your fellowship application
- Sponsor Deadline: Indicate if there is a sponsor deadline
  - If yes, enter the sponsor deadline date, time, and relevant time zone. The PDRF will calculate the Internal Deadline
- Submission Method: Select the appropriate submission method from the dropdown menu
  - If the submission method will be paper or email (by your institutional official) provide the sponsor contact name & contact information
- Solicitation: Indicate if this proposal is in response to a solicitation (e.g., Program Announcement, RFP, BAA, FOA etc.)

```
<table>
<thead>
<tr>
<th>Admin &amp; Sponsor Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Please Note:</strong> A sponsor is the funding organization (e.g., NIH, DOD, AHA, etc.).</td>
</tr>
<tr>
<td><strong>Sponsor Details:</strong> Please select the sponsor for your fellowship application.</td>
</tr>
<tr>
<td><strong>Sponsor Deadline:</strong> Indicate if there is a sponsor deadline.</td>
</tr>
<tr>
<td>- If yes, enter the sponsor deadline date, time, and relevant time zone. The PDRF will calculate the Internal Deadline.</td>
</tr>
<tr>
<td><strong>Submission Method:</strong> Select the appropriate submission method from the dropdown menu.</td>
</tr>
<tr>
<td>- If the submission method will be paper or email (by your institutional official) provide the sponsor contact name &amp; contact information.</td>
</tr>
<tr>
<td><strong>Solicitation:</strong> Indicate if this proposal is in response to a solicitation (e.g., Program Announcement, RFP, BAA, FOA etc.).</td>
</tr>
</tbody>
</table>
```
Budget Questions

• Amount requested: Leave Blank
  • This will be auto filled from the budget details tab
• Requested Indirect Cost Rate (%): Enter ‘0’
• Does ISC Apply: Select ‘Yes’
• ISC is included in the proposal budget (to be paid by Sponsor): Select ‘No’
• ISC will be covered by Department or School: Select ‘YES’
• Provide an Unrestricted PTA: Enter TBD @ Time of Award
Budget Details

- Enter a Start date for Budget Period 1, then click on Auto Fill. The system will auto-populate start and end dates.
- Enter Stipend amount for each year of the project. Please use the Fellowships tab under the CVI Research Development website to determine your annual stipend.
- Enter Institutional allowance for each year of the project. Dependent on the Funding Announcement.
- Enter “Other Costs” for each year of the project. Dependent on the Funding Announcement.
Project Questions

• Compliance - Indicate (Y/N) if this project involves any of the following:
  • Animal Subjects (APLAC)
  • Human Subjects (IRB)

Human Subjects

• Does this study meet the NIH definition of a clinical trial, regardless of funding source?
  • If yes, answer → Is the Stanford Investigator responsible for registering through ClinicalTrials.gov?
Project Questions

- Will you be enrolling participants outside of the United States?
  - If yes, and if this project is awarded, the project will need insurance coverage through Risk Management

- Budget & Billing Workbook used for patient care costs?
  - If yes, a billing & budget workbook is required. Attach workbook (Category: Detailed Budget & Justification, Subcategory: Budget & Billing Workbook)

- Will Clinical and Translational Research Unit (CTRU) Services be utilized?

- Will Lucas Center services be utilized?
Project Questions

- Cancer Center Research (SRC) (conditional - only shows if Human Subjects are marked yes)
- Human Stem Cells (SCRO)
Project Questions

- **Data/Materials** - Indicate if this project involves any of the following at Stanford or subrecipient sites:
  - Genomic Data Sharing: Are you creating, generating, or using large-scale genomic data?
  - GDPR: Indicate if any information (i.e. personal data) relating to an identified or identifiable natural person in the European Economic Area be processed in the performance of this work, either within or outside the EEA and/or transferred into or out of the EEA?

---

**GDPR**

Will any information (i.e. personal data) relating to an identified or identifiable natural person in the European Economic Area (EEA i.e. EU members, Iceland, Liechtenstein and Norway) be:

a. processed (e.g. collected, recorded, stored, used, analyzed, disclosed, published, aggregated, consulted, or destroyed) in the performance of this work, either within or outside the EEA?  
   - Yes  
   - No

b. transferred into or out of the EEA?  
   - Yes  
   - No

Questions regarding GDPR? Contact the University Privacy Office (650-725-1828; privacy@stanford.edu)

---

**Export Control**

Stanford research must comply with US 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 Eisner.

Will the project involve access to:

- Third-party technical information or software source code that is disclosure-restricted?  
  - Yes  
  - No

- Items on the US Munitions List (ITAR)?  
  - Yes  
  - No

Will the project involve international shipments or hand carries of equipment, components, materials, or third-party software?

Sponsor (or Prime Sponsor) Requires Export Control Review

Export Control review will be required prior to proposal submission. The following must be attached prior to routing for approval:

- Statement of Work
- Program Guidelines

If you have questions, consult with Stanford’s Export Control Officer (steve.eisner@stanford.edu or (650) 724-7072) for guidance prior to submitting this proposal.
Project Questions

- Export Control – Please answer the following Export Control questions

NOTE: Certain Sponsors will trigger an automatic Export Control Review of the proposal, e.g., Department of Defense, DARPA, NASA, etc.

- Indicate if the project involve access to:
  - Third-party technical information or software source code that is disclosure-restricted and/or
  - Items on the US Munitions List (ITAR)?

NOTE: Answering Yes to either of these questions will trigger an Export Control Review of the proposal

- Indicate if the project involve international shipments or hand carries of equipment, components, materials, or third-party software.
Project Questions

- Please select Yes/No for Research Performed at SLAC
- NOTE: The use of SLAC resources for research activities requires review and approval by SLAC and Stanford administrative departments
- Conflict of Interest: This section is merely to advise you of whether there are any current known conflicts.
Project Questions

- Please select Yes/No for the listed Research Risks
- If “Yes” is selected for Infectious/Biohazardous agents, please select the agents being used
- Unmanned Flights must be approved by Stanford
Project Questions

• Please select all research focuses that apply to the proposal
Proposal & Attachments

- Please attach all required and additional documents in this section
- Click either the Add New Attachment button or from the right-hand Quick Links menu Add Attachment. An Add Attachment dialog box will open
- Select a Category from the dropdown menu options
- Select a subcategory from the dropdown menu options
- Choose your file location
- Add File Tag(s) to help quickly identify the file e.g., “Final Budget”
- Click Attach and repeat steps for each additional attachment
Approvers & Comments

• In the Instructions/ Remarks section, enter any information for approvers and/or your institutional official.

• Approvers - PI/Mentor and Department Contact (from the Administrative & Sponsor details page) will be automatically listed.
  • In addition, please list Amanda Chase (chaseama@Stanford.edu).

• The PDRF approvals will route in the order listed. You can change the routing order by clicking the Up or Down arrows in the Routing Order column.
Approvers & Comments

• Please list Yamini Dwarakanath (ydwaraka@stanford.edu) under FYI
• Institutional Official
  • Institutional Organization— Select School of Medicine’s Research Management Group
  • Institutional Official – Select Jonathan Gagante from the pick-list
Check for Completeness and Submission

- Once all pages of the PDRF are complete, click on Review for Completeness in the Actions column on the right.
- Once the review is complete, click Submit for Approval.
Check for Completeness and Submission