Proposal Development & Routing Form - Other Stanford Faculty Form Approver - QUICK GUIDE

The SeRA Proposal Development & Routing Form (PDRF) - Other Stanford Faculty (OSF) Form is a web-based form that replaced the paper SU-42 form. Each PDRF-OSF requires review and approval by key University roles. A PDRF-OSF has been routed to you for review and approval.

You need to complete the following PDRF tasks:

1. Approve Other Stanford Faculty on the PDRF-OSF

STEP 1: Access the PDRF-Other Stanford Faculty (OSF) Form

1. Via the E-mail notification sent to you with a clickable link to the PDRF, or
2. Log-onto the SeRA web portal at: sera.stanford.edu and click on My Dashboard
3. Complete required WebLogin with your SUnet ID
4. Select the “Approve Other Stanford Faculty Form (Organization)” action item listed in the MY ACTION ITEMS section.

STEP 2: Review and Approve the Other Stanford Faculty Form

1. Review the Other Stanford Faculty (OSF) Form
2. Add individuals for FYI notification of the OSF Form if desired
3. Check the box next to “Check this box to approve this Faculty member’s participation in this Proposal”
4. Click “APPROVE THIS FORM” at the bottom of the page

Other Stanford Faculty Form Review & Approve Actions

- Click here to approve the OSF Form
- Click here to view the full proposal PDRF
- Click here to view attachments to the PDRF
- Click here to send the form back for corrections
- Click here to save the OSF Form and return to the Dashboard