A PDRF-Other Stanford Faculty (OSF) Form has been routed to you for review and approval. Please complete the following steps:

**STEP 1: ACCESS THE FORM VIA YOUR E-MAIL NOTIFICATION**

1. Click on the link to the task in your e-mail, or

**ACCESS THE FORM VIA THE SeRA HOME PAGE**

2. Select “Go to My Dashboard” and click on the blue PDRF number in the Trans ID/PDRF# column for your Prepare OSF Form task.
3. You will be brought to the Prepare and Approve Other Stanford Faculty (OSF) Form.

**STEP 2: COMPLETE THE OTHER STANFORD FACULTY FORM**

1. Review and edit the form for accuracy. The form is editable, so to make edits you may click in any of the fields.
2. To have someone else make edits, click on “Send to someone else to edit” under the “Actions” section. Another screen will load where you can enter the name of the person you want to edit the form. Click “Reassign”.
3. Once finished, click the “Go to Certification Page” button at the bottom of the page to navigate to the “Certification of Responsibilities” screen.

**STEP 3: REVIEW THE PROPOSAL SUMMARY INFORMATION**

1. Review the information in the “Proposal Summary” section for accuracy.
2. For more PDRF details, click on the “View Full PDRF” link or the “View Proposal & Attachments” link on the bottom right corner of the “Proposal Summary” section.

3. To return to editing the OSF Form, click on the “Edit OSF Form” button at the bottom of the page.
STEP 4: DISCLOSE YOUR OUTSIDE PROFESSIONAL INTERESTS AND CERTIFY (if required)

Note: This section is only required for some agreement types. If this section is not displayed on the Certification of Responsibilities page, please skip this section.

1. Click the "Outside Professional Activities Certification" button to disclose any potential personal financial interests.

2. Answer Yes or No to indicate if you have any financial interests that could reasonably appear to be related to this research. Click the available links to see a list of previously disclosed companies/organizations and examples of circumstances where the financial interest may reasonably appear to be related.

3. Enter any non-faculty involved in the research that has a financial interest to disclose. Note: All non-faculty on the research are not required to be entered, only individuals who have a financial interest. Examples of non-faculty involved in the research could be a post-doc, nurse, etc.

4. Click “Next” to return to the Certification of Responsibilities screen.

STEP 5: CERTIFY YOUR APPROVAL

1. Certify your acceptance of the certification language by checking "I Accept".

2. Approve the PDRF by clicking the “Complete Certification” box.