A PDRF has been routed to you for approval. Complete the following steps:

STEP 1: ACCESS THE FORM VIA YOUR E-MAIL NOTIFICATION
1. Click on the link to the PDRF that is listed after STEP 1 in the 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.

STEP 2: REVIEW AND APPROVE THE PDRF
1. Review the PDRF information

2. Check the box: “Check this box to approve this Proposal”.

   PDRF APPROVAL
   I have reviewed and approve the financial commitments for this proposal, including any cost sharing, any salary in excess of the sponsor’s salary cap, or infrastructure changes. I have reviewed and approve the space commitments. I have reviewed the proposal/report effort and confirm it is accurate.
   □ Check this box to approve this Proposal

3. Click “APPROVE THIS PDRF” at the bottom of the page.