A PDRF has been routed to you for completion, 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 PDRF task.
3. You will be brought to the Transaction Home page.

STEP 2: COMPLETE THE PDRF
1. Complete the PDRF by either navigating through the form sections on the left side of the page or the blue section headings at the bottom of the page.
2. Enter the required information into the fields in each Form Section.
3. Click “Review & Approve this PDRF” on the “Actions” menu.
4. You will be taken 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 3: 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.

   **OUTSIDE PROFESSIONAL ACTIVITIES**

   Disclose whether you or anyone involved in this research have any personal financial interests that might reasonably appear to be related to this research project.

   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.

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 4: CERTIFY YOUR APPROVAL

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

   **CERTIFICATION**

   I certify that the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I agree to accept the responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this application. Furthermore, I certify that I will direct the project in compliance with Stanford University policies, with the terms and conditions of Stanford’s agreement with the sponsor and with all applicable laws and regulations, and I will uphold the responsibilities of PIPSP.

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

   Complete Certification