Creating a New IAF

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A user in the role of an AOR, DRA, or DP can create an IAF for the units they are associated with. Selecting “Create IAF” from the main menu will start the IAF wizard. From this menu you can Submit a Proposal, Create AIAF, Revise an IAF or Start an Advanced Fund request.

Submit a Proposal

Selecting “Submit a Proposal?” will list options for submitting a Proposal IAF. Selecting one of the following options will result in the creation of a Proposal IAF.

- “New Funds” can be based on a SIMS budgets budget ID, previous OSP number, or a completely new proposal can be created.
- “Supplement” and “Competitive Renewal” require that the original awarded OSP number be identified.
- “Non-Competing Continuation” must be based on a previous award. Note that the submission type determines the approval path (see “IAF Approval Path”).
- “Resubmission of a Prior Proposal” requires the OSP number of a previously submitted proposal.

Each previous OSP or budget number is validated based on the user’s associated unit. A successfully validated number will replace the red lookup with a green checkbox.

Create Award IAF
The IAF system supports two types of awards:

- Award IAF: This is an award based on an existing submitted proposal. Also referred to as an “Award from Proposal” while in the IAF system. Select “Yes” and enter the required previous OSP number.
- AIAF: This is an award where no proposal has been submitted. Also referred to as an “Award” while in the IAF system. Select “No”. Note that this option is not available to the College of Medicine.

Creating an AIAF

Selecting “No” on the “Is there an existing proposal for this award?” requires the identification of the type of award. If the award is new, an existing budget or OSP number may be identified, or the IAF can be entered from scratch which requires a full approval path. If the award is a supplemental, competitive renewal, or non-competing continuation, the original proposal OSP number is required to be identified (see “IAF Approval Path”).

Other Notes:

- The submission type of any Proposal IAF or AIAF can be changed once in edit mode but changing the submission type will always result in the reset of the approval path and require a full set of approvals. Below are the submission types:
  - New Proposal: first time submission of the proposed project to a particular sponsor
  - Non-Competing Continuation: Submission requesting continued funding under an existing project (anticipated at the time of the original proposal/award)
  - Supplement: additional funding for an existing period of award, not anticipated at the time of the original proposal/award
  - Renewal: proposal is being submitted for a new competitive cycle for the same project (also known as a Competing Continuation)
  - Resubmission: a proposal that has been previously submitted (but not funded), which has been amended and re-submitted to the same sponsor.
    ***This item is required.
- Users affiliated with the College of Medicine cannot create AIAFs.