IAF Workflow Types

For the most up-to-date information, please visit this article in ServiceNow.

The IAF allows for a number of workflow types. These workflows allow for capturing the required data and unit based approvals to submit an IAF. The workflow types are as follows:

- Proposal IAF
- Award IAF (award is based on a submitted Proposal IAF)
- AIAF (no proposal submitted)

A Proposal IAF must be fully completed, with the exception of protocol information, with all unit based approvals before it can be submitted to a central processing office. A central processing office is responsible for fully processing proposals and awards. “Proposal” is indicated on the top left of the IAF while in this stage. Once a Proposal IAF is submitted it is immediately set as a pending proposal and is reportable in SIMSreports.

Proposal IAF’s can be associated with a budget from SIMSbudgets (see “Refreshing a Budget”).

Proposal IAF’s can be deleted (see “Deleting an IAF”) by the creating user, submitting DRA or AOR with access to the submitting unit. A proposal IAF cannot be deleted after the primary PI has approved.

Proposal IAF’s can be revised (see “Revising an IAF”) by the submitting AOR at any time up until it is in the Award stage.

An Award IAF is converted from a Proposal IAF and must be fully completed with all unit based approvals before it can be submitted. “Award from Proposal” is indicated on the top left of the IAF while in this stage. Once an Award IAF is submitted to a central processing office it remains a pending proposal for reporting purposes until the award is fully processed by the central processing office. Once the award is fully processed the Award IAF is set as an award and is reportable in SIMSreports.

The submitting unit may initiate the conversion of a Proposal IAF to an Award IAF. When an IAF is matched to an award by the central processing office the submitting unit is notified. If the IAF is not already in award stage, it is automatically converted to an Award IAF. Further processing may be required by the submitting unit to complete the Award IAF.

Award IAF’s can be associated with a budget created in SIMSbudgets (see “Refreshing a Budget”).

Award IAF’s cannot be deleted (see “Deleting an IAF”).

Award IAF’s can be revised (see “Revising an IAF”) by the college at any time up until the award is fully processed.

Award IAF’s can be converted back to a Proposal IAF (see “Return Award to Proposal”).

An AIAF must be fully completed with all required input and unit based approvals before it can be submitted. “AIAF” is indicated on the top left of the IAF screen. An AIAF is processed just like a Proposal IAF. Once an AIAF is submitted it is not reportable in SIMSreports until the award is fully processed by the central processing office. Once the award is fully processed the AIAF is set as an award and is reportable in SIMSreports.