SIMS IAF: How to change a Primary PI on a Proposal IAF

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1. If IAF has not been revised or returned
2. "Revise" IAF or ask assigned CPO staff to return IAF
3. If the IAF was submitted as a proposal, please follow these steps

1. If IAF has been matched to a Negotiation Manager LOG#
   a. Contact assigned CPO staff and ask them to remove the OSP# from the LOG#

2. From the "Home" tab in the IAF, press the button to the far right of the row

3. From the "Home" tab, search

4. Press the button

5. Edit the IAF "Basic Info" tab
   a. Change the "Primary PI" - note that the primary PI cannot be entered on the "Personnel" tab

6. Press the button - note that a new approvals will be required (including the approval of the primary PI that was removed)
7. Contact assigned CPO that edits are complete and workflow started, if step 2 was completed so OSP# and LOG# link can be re-established