SIMS IAF: How to allow an investigator to change disclosure information on a PIAF

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

There are 2 methods to allow an investigator to change disclosure information for a PIAF that is currently a pending proposal or in workflow.

Method 1: Clearing an approval

1. If PIAF is in the Award stage, you'll need to first convert the IAF back to the Proposal stage following this procedure.
2. Once the PIAF is in the Proposal stage, revise the IAF.
3. Delete the IAF approval for the investigator following this procedure.
4. Start workflow. The IAF will send an approval email.

Method 2: Revise IAF

1. If PIAF is in the Award stage, you'll need to first convert the IAF back to the Proposal stage following this procedure.
2. Once the PIAF is in the Proposal stage, revise the IAF.
3. Contact the investigator and ask them to access the IAF "Investigators" tab to correct answers using the following link: http://www.sims.psu.edu/iaf
4. Once the investigator indicates the answers are correct, re-start workflow and submit IAF.