SIMS IAF: How to return an Award IAF to Proposal IAF

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If an edit is required for an Award IAF, it may be required to return the IAF back to a Proposal IAF in order to change specific information.

The following fields are locked when a Proposal IAF transitions to an Award IAF:

- PI Name, Submitting Department, Administering Department, Sponsor, Prime Sponsor, Type of Submission, Personnel

Below are the steps needed to return an Award IAF to a Proposal IAF so edits can be made:

1. If IAF has NOT been revised or returned from CPO
   a. Revise the IAF or ask the assigned CPO staff to use the Return to College for Revision activity in Negotiation Manager

2. If IAF has been matched to a Negotiation Manager log record
   a. Contact assigned CPO staff and ask them to remove the OSP# reference from the Negotiation Manager log record (the Return to Proposal button will NOT appear until this is completed)

3. From the Home menu in the IAF, press the Return to Proposal button to the far right of the row of the Action Required tab
   a. Note that this action returns the IAF data back to the Proposal stage

4. From the Home tab, search for the OSP#

5. Press the Revise button
   a. Note that the IAF Process Map should now show Proposal Pre-Workflow/Recalled

6. Complete the needed IAF edits

7. Press the Start Workflow button

8. If step 2 was needed, contact assigned CPO staff so the OSP# can be re-entered on the Negotiation Manager log record