Navigating the IAF

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

From the IAF Home screen a user can view all IAFs submitted through their unit or IAFs that require their approval. Each tab (A) allows filtering by stage type (B) and sorting by column header.

**Action Required:** List of IAFs that require an approval or data entry action. From this tab IAFs can be deleted (see "Deleting an IAF") or returned to a pending proposal (see "Return an Award IAF to a Proposal IAF"), if the IAF is in the award stage.

**In Work:** List of IAFs that are in workflow that are accessible by the user.

**Pending Proposals:** List of Proposal IAFs that have been submitted to the central processing office within the last 30 days that are accessible by the user. From this tab pending proposal IAFs can be revised (see “Revising an IAF”).

**Pending Awards:** List of Award IAFs and AIAFs that have been submitted to the central processing office within the last 30 days. From this tab pending award IAFs can be revised (see “Revising an IAF”).

A user can also navigate directly to any IAF accessible to them by entering an OSP number in the search field (C). Compliance approvers and general access users will have view only access to all IAFs.

An IAF Record header consists of the following:

A. Main menu
B. User information
C. Process status with OSP# and LOG# (Proposal IAF, Award IAF, AIAF)
D. Action buttons (Start Workflow, Recall, Revise, Help, Approve, etc.)
E. Process map
F. IAF title
G. IAF tabs