SIMS IAF: How to complete an approval as an Investigator

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Any person added as personnel on an IAF must approve in an investigator role for the IAF to progress. All investigators are required to approve and this approval cannot be delegated.

When an approval is required each investigator will receive an email from epial@psu.edu with the subject Internal Approval Form (IAF)

Steps for approving:

1. From the email, click on the Title or Click here to access the IAF link.
   a. Alternatively, an investigator can access the IAF system directly at http://www.sims.psu.edu/iaf and select the IAF from the Actions Required tab.
2. Navigate to the Investigator tab
3. Follow any tab instructions and complete all questions (note that all questions on the Investigator tab are required to be answered)
4. Once all questions are answered, press the Approve button in the top right corner of the screen.

5. Select all listed assurance statement questions and press the I Approve button

6. A confirmation screen will be presented on successful approval

Thank You
Your Investigator Approval has been Completed for OSP #