Requesting an IAF Change

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If a change is needed to an IAF, an user can request a change at any point in the IAF process. Clicking on the located in the top right of the screen will allow any user to submit a change request.

Request Change Notes

Please detail the changes you would like your research office to make to the IAF information. Unless you choose otherwise, the text below will appear in the Notes section of the IAF record.

The change request can be added to the IAF notes section found at the bottom of the IAF Summary tab.

Once submitted, the change request email is sent to the submitting unit AORs. If the IAF has been matched to a CPO award log, the assigned CPO negotiator also receives a copy.