Returning an Award IAF to a Proposal IAF

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If a Proposal IAF has been converted to an Award IAF and changes are required by the submitting unit or additional approvals are required, the IAF can be returned to a Proposal IAF when the IAF is recalled by selecting the red “Return to Proposal” button (C) on the “Action Required” or “In Work” tabs.

The Send Award Back to Proposal Confirmation Message displays to verify the approver really wants to send the award back.

This option is only available when award processing has not been initiated by the central processing office. (Go to How To article) If award processing has been initiated, the assigned negotiator must be contacted for further processing.

When an Award IAF is returned to a Proposal IAF the IAF is placed in a Pending Proposal status and all Award IAF changes are lost.