Deleting an IAF

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An IAF is available for deletion, until the is submitted to a CPO, the IAF can be by clicking on the red “Delete” (A) button on the “Action Required” or “In Work” tabs (B). Once an PIAF is submitted, the record transitions into a Pending Proposal and cannot be deleted without assistance from SIMSAdmin@psu.edu.

After the delete button is pressed the approver will receive the Delete IAF Confirmation message.

Once an IAF is deleted, the record is not available to investigator reports.

Process note: Once an IAF has been submitted to the CPO, a request must be submitted to simsadmin @psu.edu with a stated purpose for the deletion. It is always best to mark a pending proposal as “not funded” or “withdrawn” instead of deleting the IAF. When an IAF is deleted all effort data for the college, department, and investigators is lost.

To mark a pending proposal as "not funded" or "withdrawn", do not revise the PIAF. Instead, send a request to the CPO with the OSP# asking that the pending proposal be marked as "not funded" or "withdrawn". Faculty also have the ability to mark a proposal as “not funded” through the myResearch Portal.