

IAMS

Interdivisional Authorization Management System

[<https://iams.ext.jpl.net>]

Caltech Campus Procedure Manual
For use with the JPL IAMS proposal review system

Interdivisional Authorizations (IA)

JPL Interdivisional Authorization (IA) - a financial vehicle used to fund work/research at Caltech campus

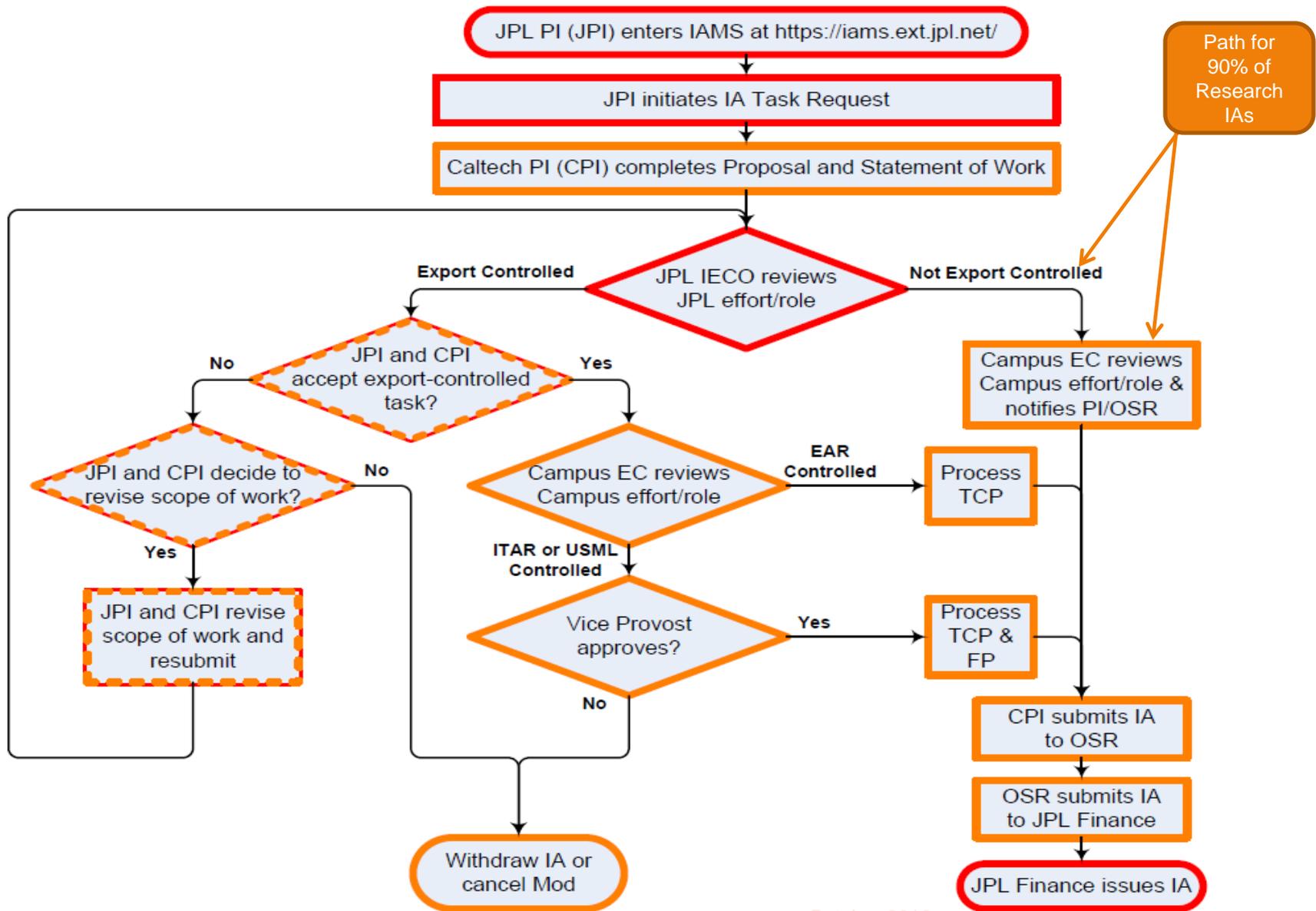
- When funding research, referred to as a Research IA

Effective October 22, 2012, all NEW JPL Research IAs must be processed via IAMS – a web based process that automates:

- The institutional export review and proposal submission process
- Reviews for export compliance PRIOR to OSR submission of proposal
- Status of research proposals so CPI can check
- Notices to IAMS users via email

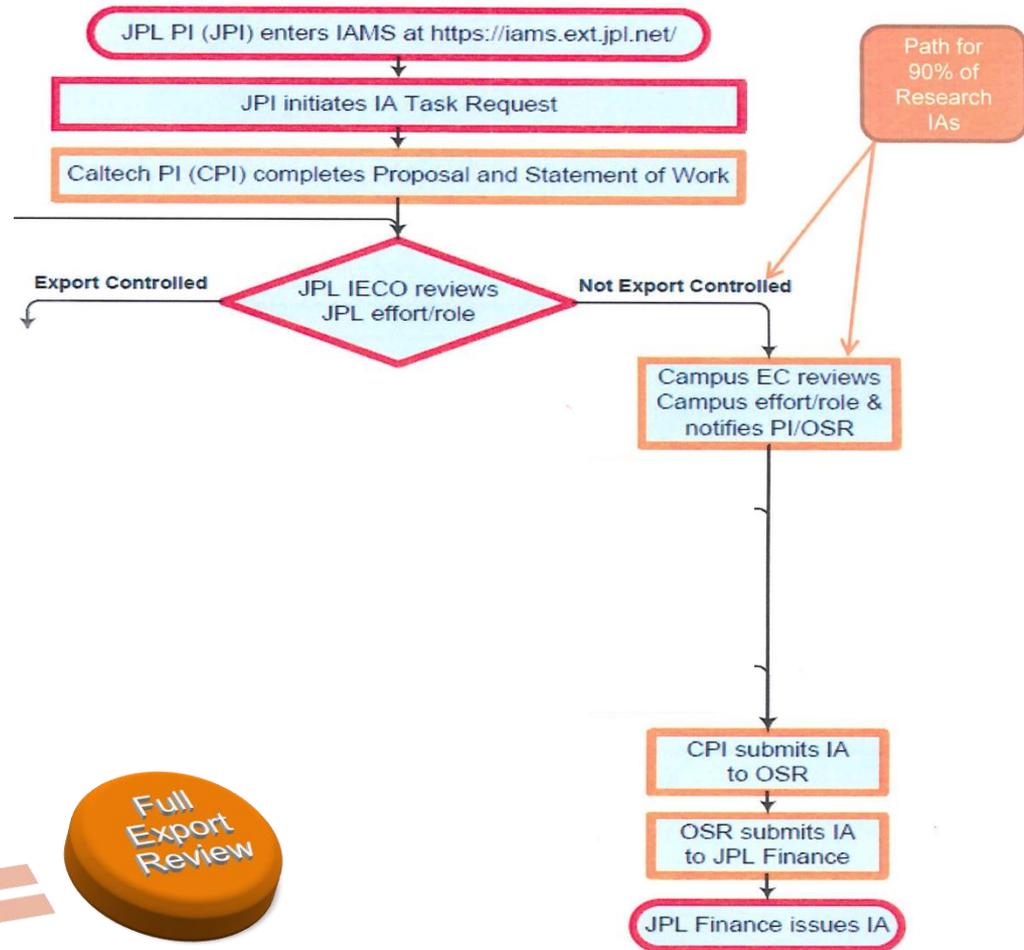
Note: Research IAs reviewed using the paper-export review process in effect the last 2 years will continue as paper transactions until further notice.

JPL Interdivisional Authorization Management System (IAMS) Process Flow for Research IAs



The path taken by 90% of the IAs reviewed

JPL Interdivisional Authorization Management System (IAMS) Process Flow for Research IAs



First-time Users - CPIs new to IAMS must first register with the system.

Go to: <https://iams.ext.jpl.net>.
Select the Caltech Authentication
Log on using your access.caltech ID
& password
Mobile devices (phones) won't work

Afterward:
Email Sponsored.Research@caltech.edu
to say you have registered with
IAMS so "user role" can be assigned

When user role is assigned:
JPI will log on to IAMS, initiate the Task Request
select CPI's name, and enter information
describing the research being requested
from Campus.

Recommend using Firefox/Safari/IE browser

JPL IT JPL

Interdivisional Authorization Management System

The Interdivisional Authorization Management System (IAMS) is a new application that has been developed for processing interdivisional research collaborations between JPL and Campus. The tool is designed with a special emphasis on export control determination before the work is started.

IAMS features automated routing for approvals, the ability to track progress, and notification emails to all stakeholders for status changes.

**

Need assistance?

JPL Users:
Technical support for IAMS application: Submit [JPL IT Service Request](#), or call 4-HELP (818-354-4357) Business process (procedural) support: [Pat Spray](#), (818) 393-3096

Campus users:
Technical support for IAMS application: Submit request to [Caltech IMSS Help Desk](#), or call (626) 395-3500 Business process (procedural) support: [Gayle Lund](#), (626) 395-8705

Select JPL or Caltech Logon

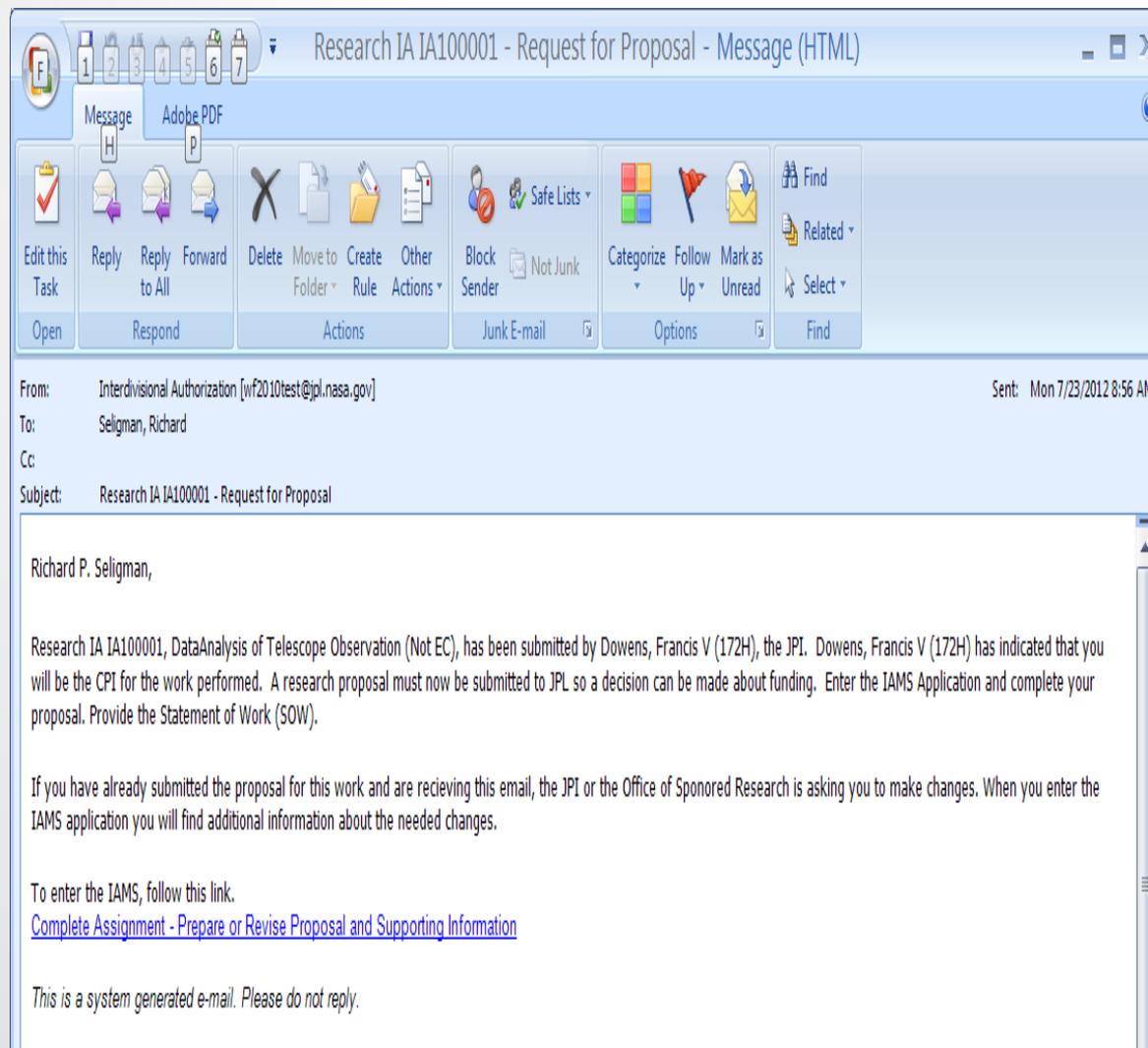
- JPL Authentication
- JPL Forms Authentication
- Caltech Authentication

POWERED BY OCIO

JPI completes/submits the Research IA Task Request.
CPI receives an email notification requesting submission of a
Campus proposal.

Research IA #
IA00001 shown in
subject line is an
IAMS generated
ID number.

Retain ID#
for later reference.
IAMS doesn't always
list CPI name or
project title.



The screenshot shows an email client window titled "Research IA IA100001 - Request for Proposal - Message (HTML)". The email header includes:

- From: Interdivisional Authorization [wf2010test@jpl.nasa.gov]
- To: Seligman, Richard
- Cc:
- Subject: Research IA IA100001 - Request for Proposal

The email body contains the following text:

Richard P. Seligman,

Research IA IA100001, DataAnalysis of Telescope Observation (Not EC), has been submitted by Dowens, Francis V (172H), the JPI. Dowens, Francis V (172H) has indicated that you will be the CPI for the work performed. A research proposal must now be submitted to JPL so a decision can be made about funding. Enter the IAMS Application and complete your proposal. Provide the Statement of Work (SOW).

If you have already submitted the proposal for this work and are receiving this email, the JPI or the Office of Sponsored Research is asking you to make changes. When you enter the IAMS application you will find additional information about the needed changes.

To enter the IAMS, follow this link.
[Complete Assignment - Prepare or Revise Proposal and Supporting Information](#)

This is a system generated e-mail. Please do not reply.

When the email notice requesting the proposal is received-

Presuming the CPI is expecting the Task Request, the following can occur:

- Retrieve IAMS proposal templates from OSR website - *Samples shown below*
- CPI prepares campus SoW [template required]
- Grant manager
 - Prepares budget & justification
 - Converts budget, justification & DAF to separate .pdf documents for upload into IAMS
 - Forwards .pdf docs to CPI for upload with SoW
 - Processes DAF + proposal through approvals

If CPI is not familiar with Task Request, he/she should communicate with JPI off-line.

When SoW & proposal documents are ready for submission -
CPI follows link in the email notification and logs on to IAMS.

Select Caltech Authentication.
Logs on using
access.caltech ID & password.

If email notice is not readily available
go to IAMS homepage at:
<https://iams.ext.jpl.net> and navigate to
“My Assignments”.

JPL IT **JPL**

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Select JPL or Caltech Logon

- JPL Authentication
- JPL Forms Authentication
- Caltech Authentication

POWERED BY
OCIO

When IAMS opens to CPI page, information at top summarizes JPI input. →

CPI completes questions 1-7.

Note: Grants Managers- please provide CPI with accurate contact info for ques. 1 & 2 so these fields are correct. IAMS does not auto fill or correct.

PREPARE OR REVISE PROPOSAL

* Required fields

Click [IA Task Request](#) to view the reports for this Task.

Task Title: DataAnalysis of Telescope Observation (Not EC)
Task Summary: Spitzer SpaceTelescope is designed to make observations of the universe using infraredradiation and analyze the results.
Anticipated Period of Performance: Start Date: 7/3/2012 End Date: 7/26/2014

1. Grant Manager (GM) Contact Information

* Name:
* Full Phone Number:
* Email:

2. Office of Sponsored Research (OSR) Grant Analyst Contact Information

* Name:
* Full Phone Number:
* Email:

* 3. Will there be other Campus Collaborators?

Yes
 No

CPI page [continued]

Question 6 & 7:
upload .pdf documents
based on OSR templates.

Templates available at:
<http://www.researchadministration.caltech.edu/osr/>

DAF uploaded into 6c should have answers to all questions & be signed by CPI.

Note: If ok with division, upload & submit the proposal after PI signs DAF. While export review is occurring, obtain chair or other required signatures & submit to OSR.

-
- * 4. Will there be any parties other than JPL and Campus that will participate in this Task?
- Yes
 No
-

- * 5. If this Task is a follow on to a previous IA research task that was **export controlled**, there could be an existing Campus Technical Assistance Agreement (TAA). Is there an existing TAA?
- Yes
 No
-

- * 6a. Attach PDF of detailed Budget breakdown here:

[i0351958 .pdf](#)

Remove File

- * b. Attach PDF of Budget Justification here:

[i0413630 .pdf](#)

Remove File

- * c. Attach PDF of the Divisional Authorization Form (DAF) here:

[i0351956 .pdf](#)

Remove File

- * 7. You will need to prepare the Statement of Work (SOW) outside of the IAMS application using the Campus SOW Word Template, which can be found at <http://www.researchadministration.caltech.edu/osr>. When the SOW is in draft form (or complete), save it as a PDF file and come back into the IAMS application and attach it here.

[i0351957 .pdf](#)

Remove File

CPI Page [continued]

After loading the .pdf documents –

“Submit“ button will become active when all fields are complete. Submitting proposal forwards it for export review.

You may revise the SOW as often as you like. Simply update your Word document, save as a PDF file, re-enter the IAMS application and attach as above. The old file will be replaced with the new version. You may wish to work offline with the JPI to finalize the SOW before uploading it to the system.

NOTE: The system does not archive older versions.

Do not press SUBMIT until you and the JPI are in agreement and you are ready to submit the SOW to Export Compliance for their review.

Close

Save

SUBMIT

Save and Close

Grant managers – After submission, collect approvals & signatures on DAF.

[Note: If the SoW or budget is modified during the export review process, the proposal package may need to be resubmitted to OSR.]

Here's a look at the IAMS Templates - - -

Campus
Statement of Work
Template must be used. It's
a Word document that can be
downloaded & saved. Should be
completed by CPI. Only the
CPI can adequately evaluate
& answer these questions
relative to the science.

Templates available at:
<http://www.researchadministration.caltech.edu/osr>

JPL Research Interdivisional Authorization (IA) Campus Statement of Work (SOW)

This form is to be used by a Campus PI (CPI) to submit a Statement of Work (SOW) to a JPL PI (JPI). Please describe the SOW being proposed to the JPI in response to the JPI's request for work. Include the role of the CPI and the deliverables that will be accomplished. Please provide sufficient details regarding any collaborations and development of any technology, hardware and/or software, so as to avoid delays in the export compliance review of the proposal. When funded by JPL, a Research IA will be issued to campus and processed by the Office of Sponsored Research.

This SOW form should not be used for proposals responding to a deadline-driven Request for Proposals (RFP) or Funding Announcement (FOA) that will be competitively reviewed by an outside sponsor.

Task Title:

Task Tracking Number:

Campus PI (CPI):

Description of Task

1. Campus will provide the following deliverables:

2. Description of work to be performed at Campus:

3. This task will involve a joint collaboration between Campus and JPL: Yes No
If YES, description of the collaboration (meetings, co-authoring papers, design, development, test or analysis):

4. Campus will be involved in the development of the following for this IA:

i. Technology Yes No

If YES, description of the technology to be developed:

ii. Hardware Yes No

If YES, description of the hardware to be developed:

iii. Software Yes No

If YES, description of the software to be developed:

iv. Additional supporting information (technical diagrams, graphs, publications, etc.), will be part of this Statement of Work: Yes No

If YES, please combine those items with this document into a single pdf file before uploading.

Templates cont'd.

Campus budget & budget justification sample pages

Must include categories shown in templates. Justification must explain items specified in template.

JPL RESEARCH IA BUDGET

Project Name:
PI Name:
Start Date: 10/1/12
End Date: 9/30/13

Personnel	Base Salary	FTE	Salary
John Smith, PI	100,000	0.1	\$ 10,000
TBN, Scientist	70,000	0.5	\$ 35,000
Paul Kim, Postdoc	45,000	0.3	\$ 13,500
TBN, Technician	35,000	0.8	\$ 28,000
SubTotal Staff			\$ 86,500
Staff Benefits	Rates 27.5%		\$ 23,788
Grad Student/s	65.0%	0.25	\$ 6,000
Tuition Remission			\$ 3,900
Materials/Supplies	Domestic		
Travel (details in justification)	Foreign		
Other			
Equipment (Gov Owned)			
TOTAL DIRECT COSTS			
OH Base(exclude equip., TR & subk >\$25k)			
Caltech OH			
TOTAL DIRECT+INDIRECT			

***Note: If a subaward is added

JPL RESEARCH IA - BUDGET JUSTIFICATION

Campus Project Name:
Campus PI Name:
Period of Performance Start/End Dates:

Personnel

Staff Benefits Staff Benefits are calculated at 27.5% of salaries.

Materials/Supplies

Travel (destination, dates, cost details)

Domestic:
Foreign:

Other

Government Equipment (e..

Templates available at:
<http://www.researchadministration.caltech.edu/osr/IAMS>

Logging off may not be intuitive

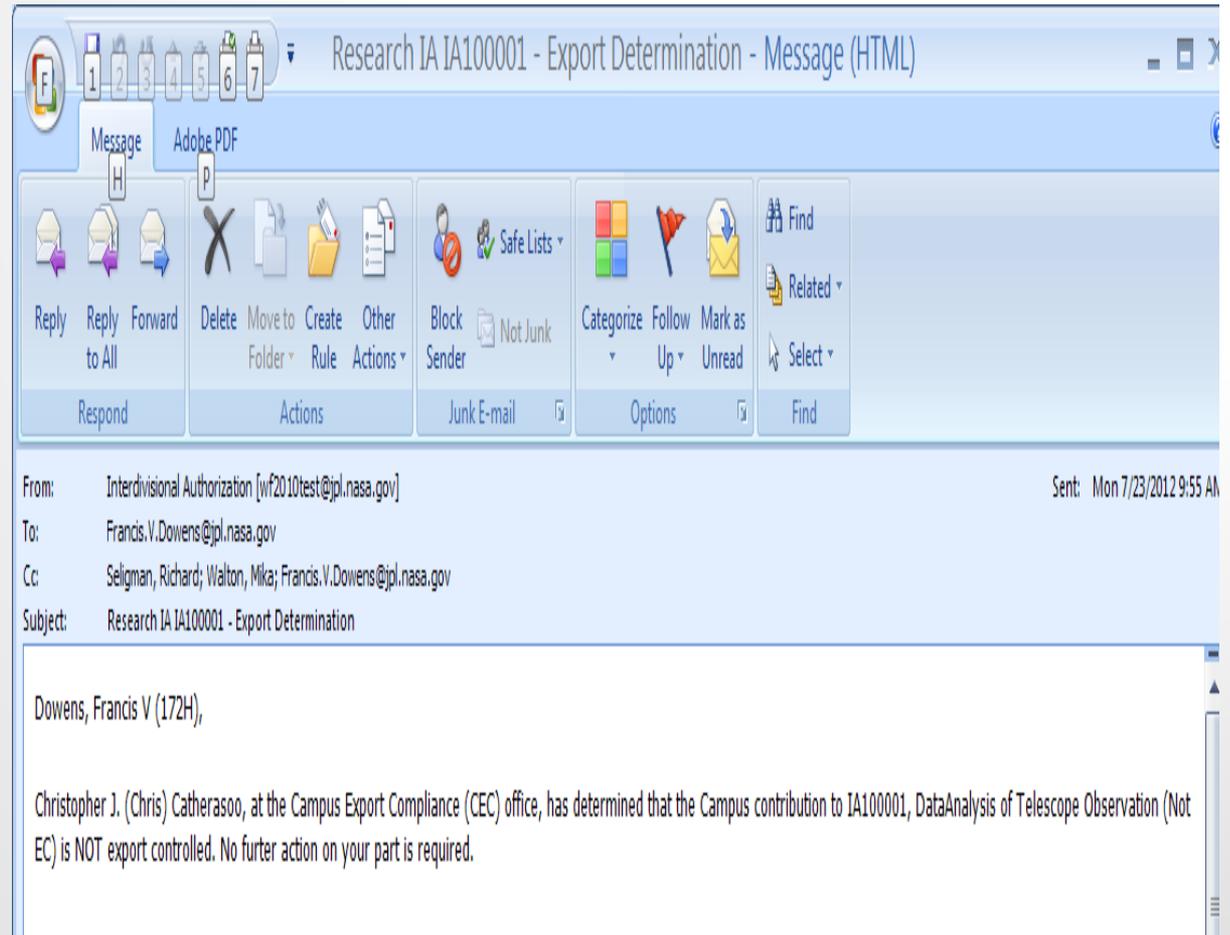
The screenshot shows a Mozilla Firefox browser window displaying the Interdivisional Authorization Management System. The user is logged in as Gayle Lund. A dropdown menu is open, showing the following options:

- My Settings: Update your user information, regional settings, and alerts.
- Sign in as Different User: Login with a different account.
- Request Access: Email the site administrator to request additional permissions.
- Sign Out: Logout of this site.
- Personalize this Page: Add, remove, or update Web Parts on this page.

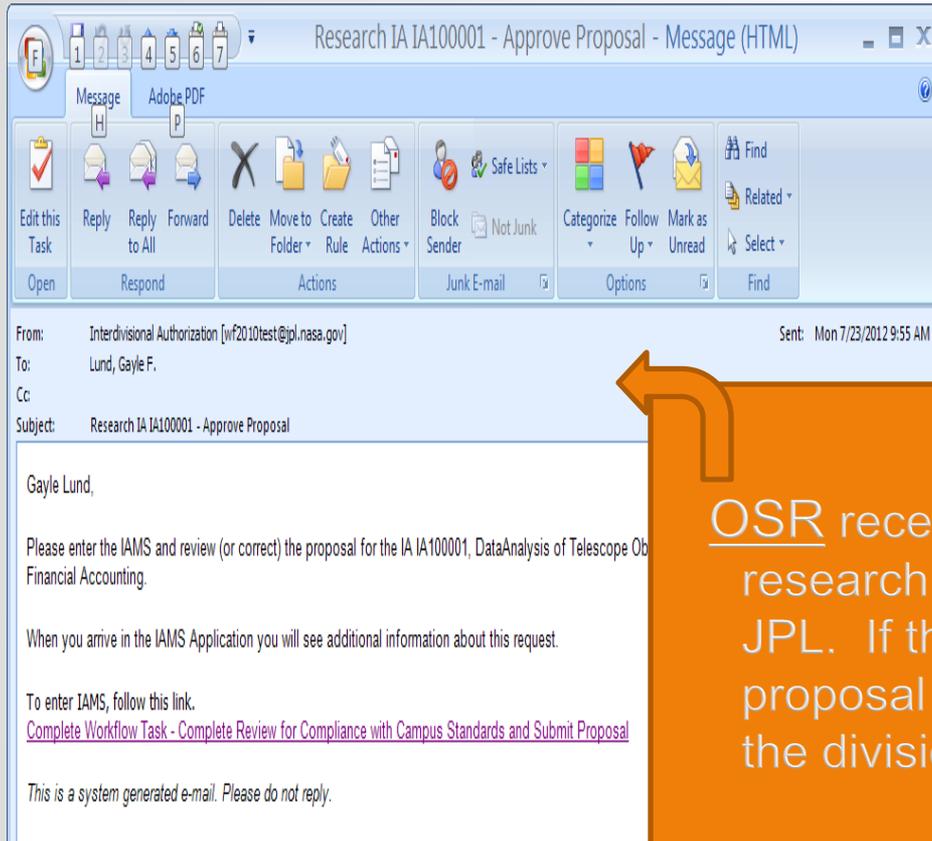
An orange arrow points to the 'Sign Out' option, highlighting it as the focus of the slide's message.

After export review - automated email notification is sent to JPI, with a copy to CPI & grant manager, indicating export determination –

Both JPL & Campus Export reviews are now complete.



When export review is complete



OSR receives email notification that a campus research proposal is ready for submission to JPL. If the signed DAF & paper copy of the proposal documents have been received from the division:

OSR reviews proposal for compliance with campus/sponsor research policies, then

Submits proposal to JPL Finance

JPL Finance receives notice OSR has submitted proposal. Then...

JPL Finance

- Reviews and approves proposal for JPL
- Prepares Research IA to fund
- Loads .pdf of IA into IAMS >>>

OSR notified that IA has been funded.

- OSR accepts IA
- IAMS sends notice to CPI

From: Interdivisional Authorization [inf2010test@jpl.nasa.gov] Sent: Mon 7/23/2011
To: Seligman, Richard
Cc: Walton, Mika
Subject: Research IA IA100001 - Proposal Accepted

Richard P. Seligman,

The Research IA Order for IA-100001, Data Analysis of Telescope Observation (Not EC), has been accepted by the Office of Sponsored Research (OSR). You are authorized to proceed.

- OSR sends PTA set-up request to grant manager

October 2012

When research is determined to be export controlled, the path changes –

*IAMS notification gives JPI & CPI opportunity to discuss how to proceed.
Options include:*

- »» • Change Campus SoW to remove activities that are export controlled, or
- Agree that Campus SoW cannot be changed, or
- Decide not to proceed with any effort on campus

- When PIs decide to proceed:
 - SoW may be modified by JPI or CPI, and then
 - JPL export re-reviews & necessary action taken
 - Campus Export Compliance re-reviews &, if required, Provost reviews

When export controlled research is approved to occur on Campus, the CPI must agree to a Technology Control Plan (TCP) and provide additional information -

REVIEW AND ACCEPT CAMPUS TCP

IA100002 - MSL: Recognizing Evidence of Aqueous Alteration While Roving (ITAR EC)

* Required fields

Click [IA Task Reports](#) to view the reports for this Task.

You are here because the Proposal has been determined to be **export controlled** under ITAR. Transfer of technology has been approved by the Caltech Provost subject to the following conditions in the Technology Control Plan:

Caltech TCP: EC-TCP-12-9999

Technical Data must be safeguarded and not transferred to unauthorized Foreign Persons. All team members, including the CPI, must take the export compliance training "Caltech Faculty & Researchers - Export Compliance Awareness" that is available online. As a condition for this approval, the training needs to have been completed within the last twelve months.

To view the SOW, click on the IA Task Reports link above, select PDF Files and then select SOW.

To view the TCP, click on the IA Task Reports link above, select PDF Files and then select TCP.

* 1. Please select one of the following options

- I have read the above Campus Technology Control Plan (TCP) for this Task and agree with the conditions, including the implementation of the Caltech requirements for safeguarding export controlled information prior to its receipt.
 - I have read and reject the above Campus Technology Control Plan (TCP). By rejecting the TCP, I am withdrawing the entire IA Task Request or cancelling the Task Modification (note: withdrawing the Modification does not withdraw the original Task).
-

If a Foreign Person (FP) will work on the export controlled IA, he/she must be identified –

Note: if a Foreign Person joins the project later, PI must report him/her in IAMS. Technology plans & licenses must be obtained before the named FP has access to controlled information.

Definition of Foreign Persons in Campus Export Compliance Glossary at: <https://export.caltech.edu/glossary> .

* 2. Will you use a **Foreign Person** at the onset of this research task?

Yes

No

* Enter name of Foreign Person(s):

Foreign Person Numero Uno

If there is no Foreign Person participation identified at the onset, but a Foreign Person will be needed at a later date, you must submit a formal request at that time.

Close

SUBMIT

These details are required for each Foreign Person working on a controlled project.

ENTER FOREIGN PERSON INFORMATION
IA100002 - MSL: Recognizing Evidence of Aqueous Alteration While Roving (ITAR EC)

* Required fields

Click [IA Task Reports](#) to view the reports for this Task.

Enter information for the following Foreign Person(s):
Foreign Person Numero Uno

Have you completed entering all the Foreign Person(s) information for this Task and are ready to submit this form?

Yes
 No

ENTER FOREIGN PERSON INFORMATION
IA100002 - MSL: Recognizing Evidence of Aqueous Alteration While Roving (ITAR EC)

* Required fields

ADD FOREIGN PERSON

Foreign Person Name (as stated on Passport)
* First:
Numero
Middle:

* Last:
Uno

* Foreign Person Nationality:
China

* Foreign Person Place of Birth:
China

Country of Passport Issuance:
China

Visa Type:
Student

Expiration Date:
/25/2012

Does the Foreign Person have Dual Citizenship?
 Yes
 No

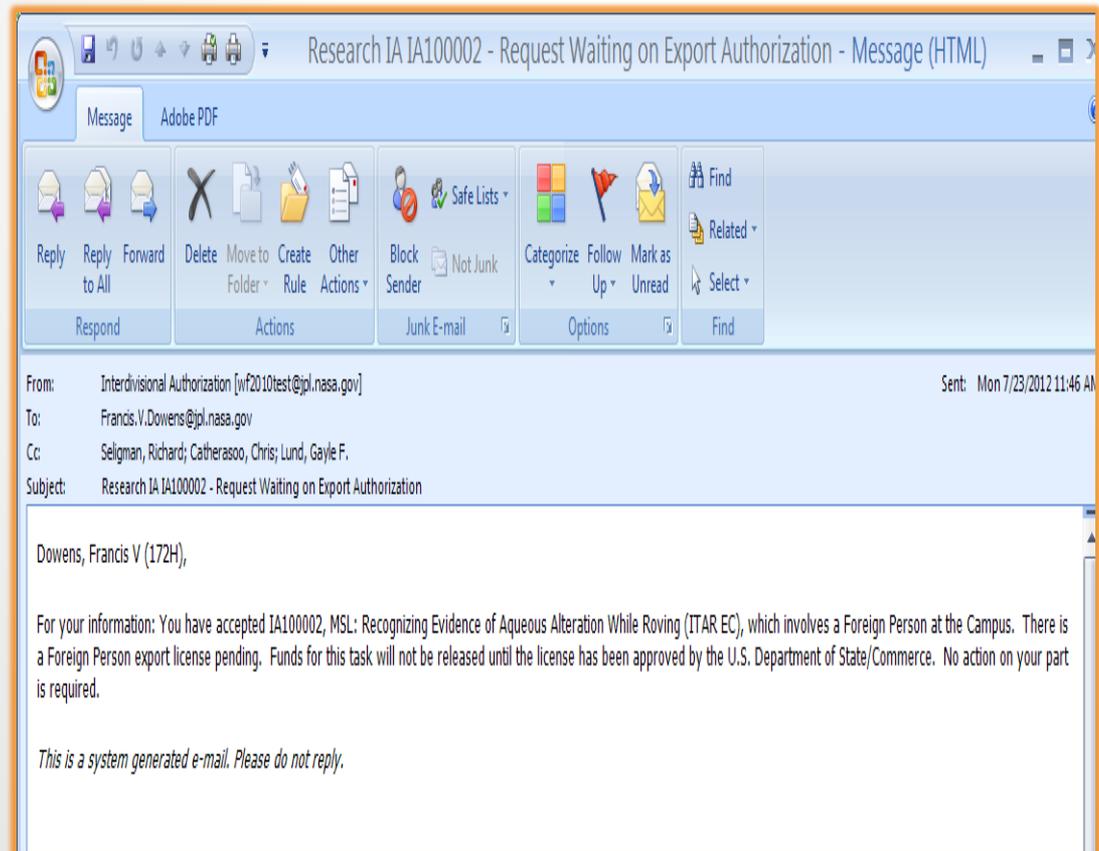
* Describe the work to be performed by the Foreign Person if different from SOW. (This information is necessary to determine whether or not the work to be performed by the Foreign Person(s) can be performed as fundamental research; or requires an export license; or requires other government authority.)

* Will the Foreign Person(s) require JPL access? (buildings, laboratories, testing facilities, repositories)?
 Yes
 No

Until receipt of any signed Technology Control Plans, completion of required export control awareness training, & receipt of any required licenses, IAMS holds the IA in “pending” status.

When all items above are complete, campus export can sign-off in IAMS & the action is released.

JPL finance can then issue the Research IA.



Note: If FP doesn't need access to export controlled material/data right away, options should be discussed with campus export compliance.

To check status of proposals under review... check on the IAMS CPI page

Status is shown
just below the
top banner.

This research
IA is Active
(accepted by OSR
& campus PTA is active
or in-process).



Interdivisional Authorization **JPL**

Report Generated Date: 08/01/2012

[Edit IA Request](#) [Close](#)

[Task Initiation](#) [Research Proposal](#) [PDF Files](#) [Review History](#)

[OSR Proposal Summary](#) [Award Summary](#) [EC Determination](#) [Foreign Persons](#)

Research Interdivisional Authorization (IA)
Task Request

State: Active

Task Title: DataAnalysis of Telescope Observation (Not EC)

IA Order Number: 1234567

Tracking Number: IA100001

IA Modification Letter: 0

Initiation Date: 7/23/2012

Funding:

Estimated Budget: 30,648

Sponsor: NASA DoD NRO DARPA Burden Other

Funding Type: Direct

Project Name: Spitzer

Project/Task Number: 100001

NASA Task Order Name: Spitzer Phase E

NASA Task Order Number: 900009

NASA Task Order End Date: 9/30/2014

Contact Information:

JPL PI Name: Dowens, Francis V (172H)	Phone:	E-mail:
Campus PI Name: Richard.Seligman@caltech.edu	Phone: (626) 395-6073	E-mail: Richard P. Seligman
Business Administration Manager (BAM) Name: Frank Dowens	Phone: 626-393-6763	E-mail: Francis.V.Dowens@jpl.nasa.gov
Cost Account Manager (CAM) Name:	Phone:	E-mail:

Status continued

Or for more details on status...

log on at: <https://iams.ext.jpl.net>.

IAMS Homepage opens.

Select “View
My Completed
Assignments”.



Mozilla Firefox

File Edit View History Bookmarks Tools Help

Classical KUSC x Classical KUSC|Now Playing x <https://iams.ext.ges/iaHome.aspx> x +

<https://iams.ext.jpl.net> SitePages/Pages/iaHome.aspx <https://iams.ext.jpl.net>

Welcome Gayle Lund

Interdivisional Authorization Management System

JPL

Home | New IA Request | My Assignments | My Completed Assignments | My IA Requests | Metrics | Help Resources

Home

- Submit New Request for Interdivisional Authorization
This link is for Laboratory Interdivisional Authorization business users. Submit only one new proposal document per record.
- View My Assignments
This link is to access your pending Interdivisional Authorization proposal tasks requiring completion.
- View My Completed Assignments
This link is to access your completed Interdivisional Authorization proposal tasks.
- View My Requests
This link is to access your Interdivisional Authorization proposal submissions and their status.
- Metrics
This link is to run metrics in the Interdivisional Authorization system.

Status cont'd.

Proposals are identified by the IAMS ID#. Identify the proposal of interest .

click on “Review Content” for the IA of interest.

https://wf2010test.jpl.nasa.gov/SitePages/Pages/iaMyCompletedAssignments.aspx - Windows Internet Explorer

https://wf2010test.jpl.nasa.gov/SitePages/Pages/iaMyCompletedAssignments.aspx

File Edit View Favorites Tools Help x Convert Select

Home | New IA Request | My Assignments | My Completed Assignments | My IA Requests | Metrics | Help Resources

My Completed Assignments

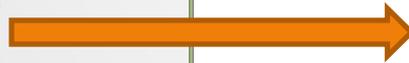
To see your Interdivisional Authorization proposal tasks waiting for your completion, click on the item in the listing. You can re-sort the listing by clicking on the column headings.

Assignment	Related Content	Created	Modified
Review IA Order for Acceptability	IA100002	7/23/2012 11:54 AM	7/23/2012 11:56 AM
Complete Review for Compliance with Campus Standards and Submit Proposal	IA100002	7/23/2012 11:25 AM	7/23/2012 11:34 AM
Review IA Order for Acceptability	IA100001	7/23/2012 10:37 AM	7/23/2012 10:42 AM
Complete Review for Compliance with Campus Standards and Submit Proposal	IA100001	7/23/2012 10:15 AM	7/23/2012 10:23 AM
Complete Review for Compliance with Campus Standards and Submit Proposal	IA100001	7/23/2012 9:55 AM	7/23/2012 10:06 AM

Status cont'd.

Document that opens is the CPI page
(also accessible from
the url link in the
IAMS email).

Status is "Active"



Interdivisional Authorization Request - IA100001 - Windows Internet Explorer

https://w2010test.jpl.nasa.gov/_layouts/FormServer.aspx?xmlLocation=/IARequests/IA100001.xml&ClientInstalled=true

Interdivisional Authorization

JPL

Report Generated Date: 08/01/2012

[Edit IA Request](#) [Close](#)

[Task Initiation](#) [Research Proposal](#) [PDF Files](#) [Review History](#)

[OSR Proposal Summary](#) [Award Summary](#) [EC Determination](#) [Foreign Persons](#)

Research Interdivisional Authorization (IA)
Task Request

State: Active

Task Title: DataAnalysis of Telescope Observation (Not EC)

IA Order Number: 1234567

Tracking Number: IA100001

IA Modification Letter: 0

Initiation Date: 7/23/2012

Funding:

Estimated Budget: 30,648

Sponsor: NASA DoD NRO DARPA Burden Other

Funding Type: Direct

Project Name: Spitzer

Project/Task Number: 100001

NASA Task Order Name: Spitzer Phase E

NASA Task Order Number: 900009

NASA Task Order End Date: 9/30/2014

Date:

Contact Information:

JPL PI Name: Phone: E-mail:

Research IA Information Stored in IAMS

Report Generated Date: 07/23/2012

[Close](#)

[Task Initiation](#)

[Research Proposal](#)

[PDF Files](#)

[Review History](#)

[OSR Proposal Summary](#)

[Award Summary](#)

[EC Determination](#)

[Foreign Persons](#)

Research Interdivisional Authorization (IA)
PDF Files

Statement of Work (SOW): [ctlogo_black_7.jpg](#)
Technology Control Plan (TCP):
Original Budget Breakdown: [Broad2.jpg](#)
Office of Sponsored Research (OSR) Updated
Budget Breakdown:
Original Budget Justification: [Campus photos
016.jpg](#)
Office of Sponsored Research (OSR) Updated
Budget Justification:
Original Division Approval Form (DAF): [DSC_0001 \(2\).JPG](#)
Office of Sponsored Research (OSR) Updated
Division Approval Form (DAF):
JPL IA Order:
FA Modification IA Order:
JPL Final IA Order Closure:

All documents stored in IAMS are available as .pdf files.
Complete list of IA actions is under "Review History".

Sample Review History page -

Interdivisional **Authorization** **JPL**

Report Generated Date: 10/01/2012

[Close](#)

[Task Initiation](#) [Research Proposal](#) [PDF Files](#) [Review History](#)
[OSR Proposal Summary](#) [Award Summary](#) [EC Determination](#) [Foreign Persons](#)

REVIEW HISTORY

Reviewer: Spray, Patricia A (2132)

Completed On: _____

Received On: 09/27/2012 01:02:23 PM

Review Task: Validate Proposal

Action Taken: In Progress

Action Details:

Reviewer: Gayle Lund

Completed On: 09/27/2012 12:54:27 PM

Received On: 09/26/2012 03:01:35 PM

Review Task: Complete Review for Compliance with Campus Standards and Submit Proposal

Action Taken: Completed

Action Details: Proposal meets the Campus guidelines? Yes -

Reviewer: Christopher J. (Chris) Catherasoo

Completed On: 09/26/2012 03:01:31 PM

Received On: 09/26/2012 11:22:00 AM

Review Task: Enter Export Control Determination

Action Taken: Completed

Action Details: Export Controlled? - NOT Export Controlled; Provost approval required? - No

Reviewer: Brown, Tyler L (1662)

Completed On: 09/26/2012 11:22:00 AM

Received On: 09/25/2012 03:23:22 AM

Review Task: Enter Export Control Determination

Action Taken: Completed

Action Details: NOT Export Controlled - N/A

Reviewer: Madden, Gina (1662)

Completed On: 09/26/2012 09:28:05 AM

Received On: 09/25/2012 03:23:24 AM

Review Task: Enter Export Control Determination

Action Taken: Reassigned

Action Details: Tyler - Please review this IA and make an export determination. Rachel is working on a TAA for this effort. If you have any questions, please consult Rachel.

Reviewer: George Helou

Completed On: 09/25/2012 03:23:22 AM

Received On: 09/13/2012 03:46:54 PM

Review Task: Prepare or Revise Proposal and Supporting Information

Action Taken: Completed

Action Details:

Reviewer: Werner, Michael W (7000)

Completed On: 09/13/2012 03:42:02 PM

Received On: 09/12/2012 04:44:10 PM

Review Task: Revise IA Task Request

Action Taken: Completed

Action Details:

Reviewer: Werner, Michael W (7000)

Completed On: 09/12/2012 04:39:02 PM

Quick-Facts About Research IAs

- ▶ Campus roles currently limited to CPI, export compliance and OSR
 - CPI must enter his/her own proposal using access.caltech ID and password
 - Grants Manager can prepare .pdf of budget/justification/DAF for submission by CPI
- ▶ Export Compliance review/approval occurs prior to OSR review & submission of proposal to JPL
- ▶ Equipment & fabrications developed under this funding will be Government Property
- ▶ Foreign Travel requires prior approval & a travel briefing 7 days prior to journey
 - If the IA is export controlled, any presentation materials are subject to document review at JPL or Caltech, prior to presentation
- ▶ HELP at:
 - Export Compliance Office – Frank Rosas, 3679
 - Sponsored Research – Mary Gibson, X2494 or Christina Avina, X2882
 - Access/security – Caltech IMSS Help Desk x3500

IAMS - User Tools [complete by Oct 22, 2012]

- Log-on site located at <https://iams.ext.jpl.net>
- Log on using your access.caltech ID and password
- JPL user information under  Help Resources in the upper right hand corner of the screen

- Campus information & templates at <http://researchadministration.caltech.edu/osr>
- Caltech Campus Procedure Manual for IAMS
- Templates:
 - Statement of Work (SOW) & campus export questions
 - Budget – Simple one year & multi-year complex templates
 - Budget Justification
- Sample copies of the:
 - JPL Quick Start User Guide
 - JPL At a Glance Pamphlet

For CPI form, question 2:

OSR Contact Information

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