Interdivisional Authorization Management System (IAMS)

Quick Start User Guide

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1) The Interdivisional Authorization Process
An Interdivisional Authorization (IA) is an accounting vehicle by which JPL provides funds to Caltech to cover the cost of activities carried out by Caltech in collaboration with JPL, the NASA Prime Contract and other authorized Laboratory customers. The Interdivisional Authorization Management System (IAMS) is the online application that allows IAs to be processed quickly and effectively, with full tracking of each IA through the entire process.

The IA Process Steps and Roles Overview

- JPL PI Initiates Request
- Caltech PI Inputs Details
- JPL / Caltech Export Control Review
- Caltech Office of Sponsored Research Review
- JPL and Caltech Collaboration
- JPL PI declares task complete
2) Accessing the website
Access the website by entering https://iams.ext.jpl.net in a web browser. The first page you see is a credentials option selection box.

a) Select your authentication type
JPL employees select the “JPL Authentication” option from the pull-down menu. Caltech employees select the “Caltech Authentication” option.
b) **JPL Username and JPL password**  
JPL employees enter their JPL username and JPL password.

![Windows Security window](image1.png)

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**c) Caltech Employee Authentication**  
Caltech employees enter their “Access” username and password.

![Caltech Authentication window](image2.png)
3) The Home Page

After you are authenticated into IAMS, the Home page will display.

The center links are identical to some of the top-navigation links.
4) Initiate a New Request for Interdivisional Authorization

A new IA request is initiated by a JPL Principal Investigator (JPI). To initiate a new request, select the “Submit New Request for Interdivisional Authorization” link from the Home page.

a) The New IA Request input form

When the “Submit New Request for Interdivisional Authorization” link is selected, the JPL Principal Investigator (JPI) will be presented with the “Initiate IA Task Request” input form. All fields must be completed before you can submit the request.

b) Selecting a Caltech Principal Investigator

When filling out the “Initiate IA Task Request” input form on page two, the JPL Principal Investigator (JPI) will need to select the name of the Caltech Principal Investigator (CPI) from a pull-down menu. To find the CPI, the CPI must be a registered user on the IAMS system. To register the CPI, the JPI or CPI needs to call the JPL help desk and ask for their name to be added to the system.
5) IA Initiate Task Request Page Navigation

The “Initiate IA Task Request” input form has five pages. When you access the input form, “Page 1” will display. The exclamation point indicates that the page is not complete. As you complete pages, the navigation will update with a green check mark to show pages are complete. Black text indicates the current active page.

You may fill out the pages in any order. In this example, page one and three are done, page two is incomplete and the active page is number four. It is important to use the Save button to save your work before you move on to a new page.

a) Page Buttons
- **Cancel**: Stops the request prior to filling out any information
- **Save**: Save what you have entered, and stay on the current page
- **Save and Close**: Save what you have entered, and close the request page
- **Save and Continue**: Save what you have entered, and continue to the next page
b) Submit the Request

On page five you will see the SUBMIT button. The SUBMIT button is inactive until all five pages of the form are completed.

When all five pages are complete the links will all show green checkmarks.

When all five pages show green check marks, the SUBMIT button will become active, and you may submit the Interdivisional Authorization request. When you press SUBMIT button, the Interdivisional Authorization process is initiated.
6) Caltech Principal Investigator: Submit the Proposal

When the JPL Principal Investigator (JPI) has submitted the IA request, the Caltech Principal Investigator (CPI) will receive an email notification. The email will include the title of the request, information about the task that the CPI needs to perform, and a link that directs the CPI to “Prepare or Revise Proposal and Supporting Information” input form for that specific IA request. The IA request task will also appear in the CPI’s “View My Assignments” inbox (see Part 8).

To enter the IAMS, follow this link.
Complete Assignment - Prepare or Revise Proposal and Supporting Information

a) Prepare or Revise the Proposal

When the Caltech Principal Investigatory (CPI) clicks the link in the email, the “Prepare or Revise Proposal and Supporting Information” input form displays.
b) Page Buttons
- **Save**: Save what you have entered, and stay on the page
- **Save and Close**: Save what you have entered, and close the page
- **Close**: Close the page and discard all information
- **Submit**: Submit the Proposal

c) Submit the Proposal
On the bottom on the page you will see the SUBMIT button. The SUBMIT button is inactive until all page elements are filled out and all requested files have been uploaded.

When all fields are filled out and all requested files have been uploaded, the SUBMIT button will become active.
7) Finding Your Current IA Requests
Clicking on the “View My Requests” link displays a listing of your current requests in the IA process.

8) Finding Your Action Items
Clicking on the “View My Assignments” link displays a listing of pending actions awaiting your attention.
9) Completion of the IA Request
When the Caltech Principal Investigator (CPI) has completed and pressed SUBMIT on the “Prepare or Revise Proposal and Supporting Information” input form, the IAMS application will advance the IA request through to funding completion. The IA process is outlined in Part One (see section 1). During the process the JPI and CPI will receive E-mail notifications on tasks they need to perform to complete the IA. All participants can view the exact status and location of the IA task at any point in the process by selecting the 'View My Requests' link from the Home Page (see part 3).

10) If You Have Questions
For questions regarding the IAMS application or the IA process:

For JPL users who need assistance with technical system issues, contact the JPL IT Service Desk - ext. 4-HELP 4-4357; [http://jplit.jpl.nasa.gov](http://jplit.jpl.nasa.gov). For procedural questions, contact Pat Spray - ext. 3-3096; [Patricia.A.Spray@jpl.nasa.gov](mailto:Patricia.A.Spray@jpl.nasa.gov). For export control questions, contact Govind Deshpande - ext. 3-2703; [Govind.K.Deshpande@jpl.nasa.gov](mailto:Govind.K.Deshpande@jpl.nasa.gov).

For Campus users who need assistance with technical system issues, contact the JPL IT Service Desk – ext. 4-HELP (818) 354-4357; [http://jplit.jpl.nasa.gov](http://jplit.jpl.nasa.gov). For procedural questions, contact Mary Gibson, (626) 395-2494; [Mary.Gibson@caltech.edu](mailto:Mary.Gibson@caltech.edu). For export compliance questions, contact Adilia Koch, (626) 395-4469; [Adilia.Koch@caltech.edu](mailto:Adilia.Koch@caltech.edu).