PAIF for PI Approval Job Aid

PAIF – Pre-Award Intake Form: is the electronic form that is used to submit transactions to the Office of Sponsored Programs for review, approval, or signature. This electronic form will replace paper forms previously used for the following transactions:

- MTA
- Subaward (New and Modifications)
- No Dollar Agreements
- Re-Grants

PI Approval is still required for SUBAWARDS and RE-GRANTS. The PI listed in the request will receive a system generated email requesting review and approval of the request that was created. The email will look similar to this:

I. Use the hyperlink in the email to open the form and review the key details for the Subaward action. The Information displayed on the form during this review process will be:

<table>
<thead>
<tr>
<th>Subrecipient Entity Name</th>
<th>Start date</th>
<th>Total Amount Estimated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subrecipient PI</td>
<td>End date</td>
<td>Other Information</td>
</tr>
<tr>
<td>Subrecipient Admin Contact</td>
<td>Funds Obligated</td>
<td>Grant Code / Award Number</td>
</tr>
</tbody>
</table>

II. Scroll to the bottom of the screen and select the appropriate Approval Decision for this request. If decision is “Denied”, the reason must be entered in the comment box.

III. Approval selection will trigger the following actions in the system:

i. APPROVED – the request is sent to OSP via email for processing; PI and Requestor are copied on that communication
ii. DENIED – the Requestor is notified via email that the request was denied; email will include reason provided by the PI

THE REQUEST WILL NOT PROCEED THROUGH THE SYSTEM WITHOUT PI ACTION TAKEN. THE PI WILL RECEIVE THREE FOLLOW UP EMAILS AFTER THE INITIAL NOTIFICATION