



PCORI Online User Manual: Submitting a Letter of Intent

Revised 7/10/2015



Table of Contents

1. About PCORI Online	3
2. Register	4
3. Create an Account.....	5
4. Start Your LOI	6
5. Pre Screen Questionnaire.....	7
6. Principal Investigator and Contact Information.....	7
7. Project Information	9
8. Key Personnel.....	9
9. Templates and Uploads	10
10. Save and Review	12
11. Submit Your LOI.....	13
12. Resources and Contact Information.....	13



About PCORI Online

[PCORI Online](#) supports PCORI Funding Announcements (PFAs), Letter of Intent (LOI) and application submissions, and PCORI's review process. Before you begin, please note the following:

- To apply to a PCORI funding announcement you must have an account in the system. If you do not have an account, follow the Create an Account instructions. If you have an account and have forgotten your password click "Reset or create password" to receive your new password via email.
- Enter your username and password in the sign-in boxes.
- PCORI Online is compatible only with [Safari](#) and [Chrome](#) browsers.
- If you run into technical difficulties using PCORI Online, please contact the helpdesk at pfa@pcori.org.



- Go to the PCORI Online System.
- Click “Create an account now” to register.

Login Now:

[I forgot my password](#)

[Reset or create password](#)

If you are a new user, please register by clicking on the "Create an Account Now" button.

If you have applied to PCORI in the past, you don't need to create a new user account. Please click the "I forgot my password" link to the left to receive your new password.

View PCORI's [Funding Center](#) for application guidelines and templates, key dates, PCORI Funding Announcements (PFAs) and additional information.

Contact us at pfa@pcori.org should you have technical or administrative questions; our support team will respond within 48 business hours.


[Online Portal for Methods and Cycle III](#)

Create an account now

Applying for PCORI funding for the first time? Click “Create an account now.”

Provide your contact information. **All fields highlighted in bold are required.** *Note:* Usernames should contain only alphanumeric characters and should not include spaces. We strongly recommend using your email address as your username.

- Click “Submit Request” after you have entered the required information. You will receive an email with a link to create a password.
- Follow the instructions to create a password. You will receive an email with your username and password to retain for your records.
- If your institution/organization does not appear in the auto-populated list, you must send an email to pfa@pcori.org with your institution/organization name, full address, DUNS number and Tax ID.



In order to be considered for funding, you must first create a profile (through this portal) by providing basic information about you and the organization you represent. After you complete your profile, you will receive an email from us with login information to complete the application process. *Save your username and password for your records.*

You will not be able to edit this profile after submission, so please provide accurate information. Required fields are in bold.

Note that usernames may only contain alphanumeric characters and may not include spaces.

Please complete all required fields, highlighted in bold.

ORGANIZATION INFORMATION

Institution / Organization

Office Phone Number

CONTACT INFORMATION

User Name

Full Name (First Last)

Phone

Degree

AAS
AB
APRN
BA
BC
BCH
BCHIR

☐ Please add me to PCORI's email list to receive regular alerts regarding funding and engagement opportunities

Click “Submit Request” after entering required information.

After you have registered and created an account, you can start your LOI. *Note:* Returning applicants will see a list of previous applications under Requests.

- Click the “Apply” button to start a new LOI.



Welcome to PCORI Online!

PCORI Online is the contracts management system where you can submit your Letter of Intent (LOI) and Application.

Please view PCORI's [Funding Center](#) for application guidelines and templates, key dates, PCORI Funding Announcements (PFAs) and additional information.

To see all available PFAs, click the “Apply” button.

Contact us at pfa@pcori.org with any technical or administrative questions; our support team will respond within 48 business hours.

Click on the yellow pencil icon next to the contract number to complete your application.

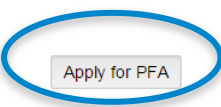


APPLY

- Click the “Apply for PFA” button directly below the announcement to which you would like to apply.

The National Patient-Centered Clinical Research Network: Clinical Data Research Networks (CDRN) - Phase Two

This announcement seeks to fund to up to 13 Clinical Data Research Networks (CDRNs) as part of Phase II of the National Patient-Centered Clinical Research Network (PCORnet). This announcement seeks both current Phase I CDRNs and new CDRN applicants.



Apply for PFA

Please review the disclaimer prior to answering the four yes/no questions. **All questions with asterisks are required.**

PRE SCREEN QUESTIONNAIRE

PCORI does not fund the development of decision-aids or tools, the development of a new, non-established intervention or pilot studies, the creation of practice guidelines, or cost-effectiveness analysis. In addition, all proposals must contain a valid comparator. If usual care is a comparator the choice to use usual care must be justified and the component of usual care that will be used or measured in the research must be clearly described. Please review the program-specific PFA within PCORI's [Funding Center](#) to obtain more information on studies that PCORI funds. All applicants are required to complete this form prior to proceeding to the Letter of Intent.

Do any of the specific aims of your research propose:

*Creation of a decision aid or tool

*Development of a new intervention that has not yet been tested - *answer "no" if your research is proposing to tailor or adapt a tested intervention to a specific population or condition

*Creation of practice guidelines

Principal Investigator and Contact Information

Provide Principal Investigator (PI) and contact information. **All fields marked with an asterisk (*) are required.**

- Enter your organization's name by typing in the first few characters. The PCORI Online System will autocomplete the organization name if it exists in our system.
- Enter project personnel. **Note: The PI and the Administrative Official (AO) cannot be the same person.**
 1. Select the name of your project's PI from the dropdown list. If the PI is **not** in the dropdown list, click "Add New" and enter contact information.
 2. Select the name of your project's AO from the dropdown list. If the AO is **not** in the dropdown list, click "Add New" and enter contact information.
 3. If you receive a message stating that the e-mail is already taken please email pfa@pcori.org and identify the email address that is taken and the request ID number of the application to which it should be linked.

- You may also elect to add a PI designee, an individual who will have the same level of access to the application as the PI. Select the name of your project's PI designee from the dropdown list or click "Add New" and enter contact information. *Note:* The PI designee is not a required role, and the lack of a designee will not negatively affect your application.

Organization (Search by Name, DUNS ID, or EIN - Autocomplete)

[Add New](#)

Location / Satellite

Principal Investigator

[Add New](#)

Administrative Officer

PI Designee

Financial Officer

- Enter additional PI information.

*Position Title

*Degree

<div style="border: 1px solid #ccc; padding: 2px;"> AAS AB APRN BA BC BCH </div>	<div style="border: 1px solid #ccc; padding: 2px; width: 20px; height: 20px; margin: 0 auto;">></div> <div style="border: 1px solid #ccc; padding: 2px; width: 20px; height: 20px; margin: 0 auto;"><</div>	
--	---	--

*How many years of research experience does the PI or project lead have after attaining his or her terminal degree?

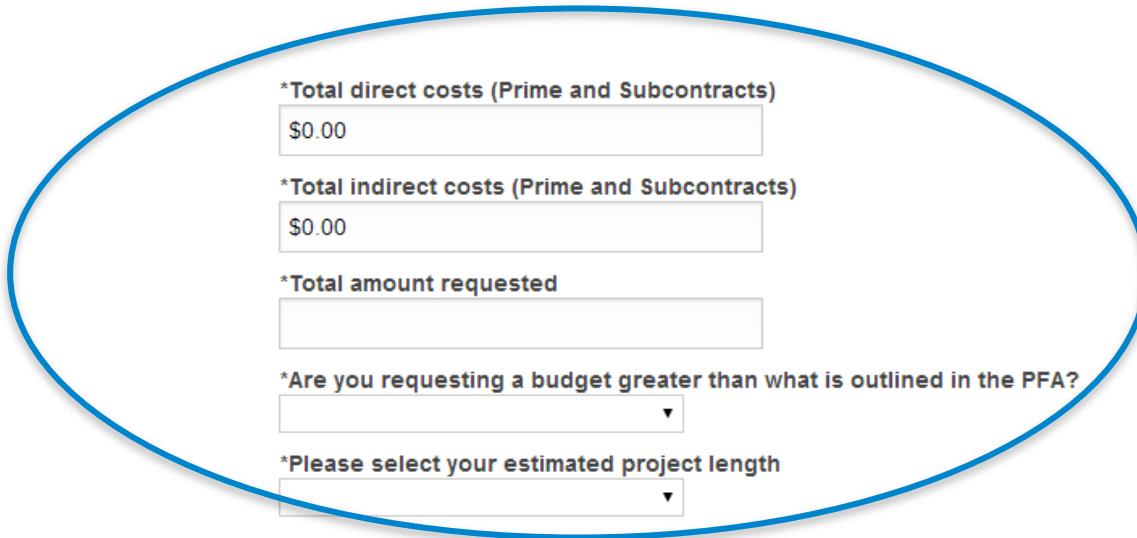
*How many years of research experience does the PI or project lead have related to this field of research?

*Approximately how many grants/contracts have you had funded as the PI or project lead?

*Total dollar amount (direct costs) for largest grant/contract for which you were the PI

Project Information

- All the fields in this section must be completed.
- In this section, if applicable to your PFA, you must indicate if you are requesting a budget or project length that exceeds limits specified in the funding announcement. See the application guidelines for more information on direct and indirect costs.



*Total direct costs (Prime and Subcontracts)
\$0.00

*Total indirect costs (Prime and Subcontracts)
\$0.00

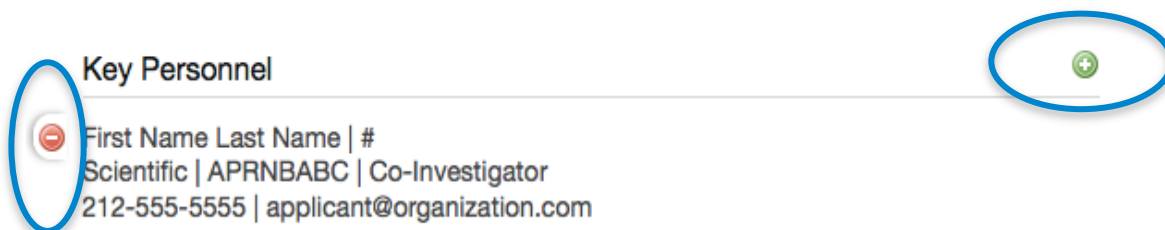
*Total amount requested



*Are you requesting a budget greater than what is outlined in the PFA?

*Please select your estimated project length

Key Personnel

- To add key personnel, click the green plus sign, enter key personnel information, and click “Update Key Personnel.”
- To remove key personnel, click the red minus sign that will appear when you scroll your cursor over a name.
- **Note: After you click “Update Key Personnel” you cannot go back to edit any information.**



Key Personnel	
	<div>First Name Last Name #</div> <div>Scientific APRNBABC Co-Investigator</div> <div>212-555-5555 applicant@organization.com</div>
	

Add a Key Personnel

Project Role

Other (specify)

For the purposes of this project, which one of the following patient or stakeholder communities reflects this person's primary affiliation?

Degrees

AAS

AB

APRN

BA

BC

BCH

>

<

Phone

Email

Update Key Personnel

- Please confirm that you have added all key personnel by selecting Yes from the drop down menu.

*Have you added all your Key Personnel

✓

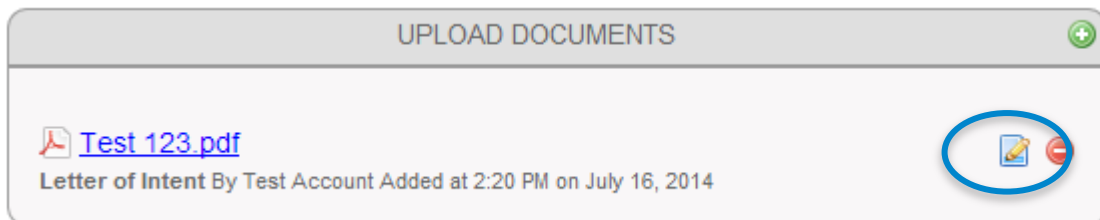
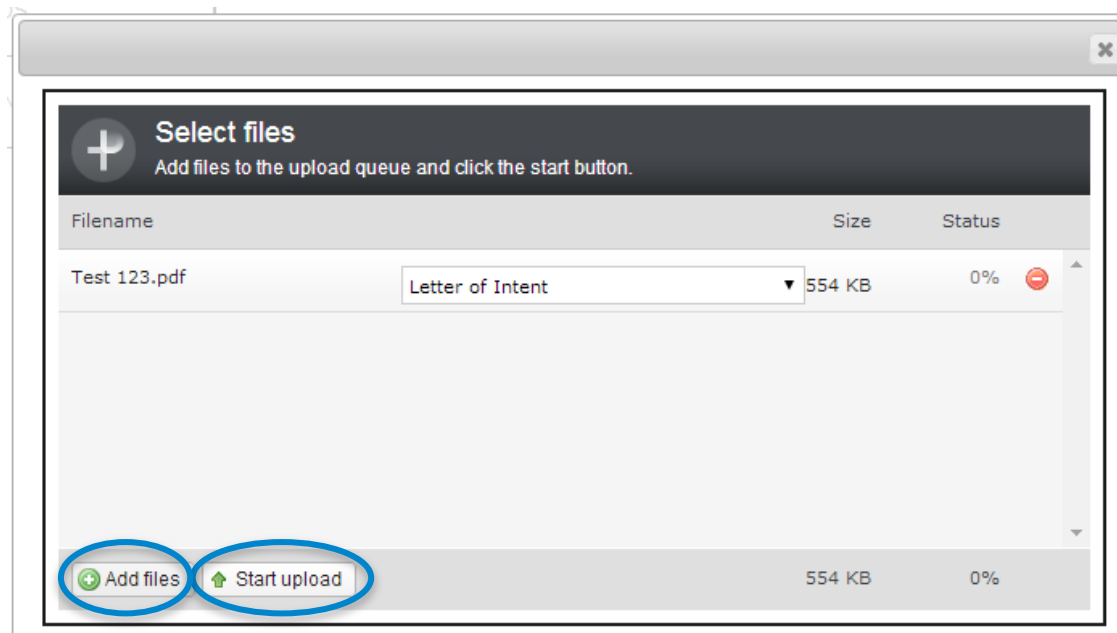
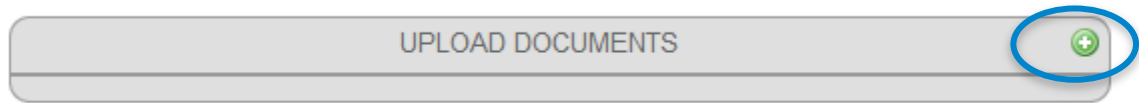
Yes

Templates and Uploads

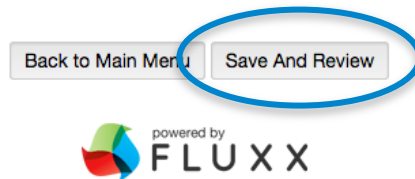
All PFAs require a PFA specific LOI Template. For detailed guidance on specific funding announcements, please refer to the application guidelines for your PFA. Required templates can be downloaded from the [PCORI Funding Center](#).

- To upload a document, click the green plus sign. *Note:* All uploaded files must be in PDF format.
- Click “Add files” and choose the file from your computer.

- Click the name of the required document that you are uploading from the dropdown list. If you select the wrong document and continue with the upload, you can make a correction by clicking the pen and paper icon after the upload is completed. See the second screenshot below.
- Click “Start upload.”
- To delete an uploaded file, click the red minus sign.



- While working on your LOI, you are free to save your work at any time. To save your work, select the Save And Review button at the bottom of the LOI. **Please be sure to do this before closing the browser window or your work will be lost.**
- Once you've completed all sections, select Save and Review at the bottom of the LOI.



- To return to a saved draft LOI, click on the yellow pencil icon on the landing page.

Amount Requested	Date Created	Program	Status
R-1501-26667			Draft Submit
Viewing Records 1 - 1 of 1			« Prev Next »

Click on the yellow pencil icon to return to your LOI. Click on the red icon to delete your LOI.

Status of the LOI is "Draft" until all required fields are completed and the LOI

If you have completed your LOI and saved the information, you are ready to submit your LOI.

- Please navigate back to the main menu and click “Submit.”

DEMO-1506-30861

Test Organization
Request for \$1,000,000.00

Edit Request

PDF

Print

Printable

Back to Main Menu

Submit

Once you have completed all sections, click “Submit.”

Please review your LOI fully. You WILL NOT be able to make changes after you click “Submit.”

Resources and Contact Information

- All active opportunities are in the PCORI Funding Center.
- To find application templates and any additional instructions for a specific opportunity, select the funding announcement in the Funding Center and review the Applicant Resources section of the page.
- PCORI’s [Applicant FAQs](#) cover common questions that an applicant may have about PCORI and the application process. These are updated regularly to reflect questions received through our helpdesk and applicant town halls.
- Applicant training and information about PCORI’s applicant town hall sessions will be posted on PCORI’s [Applicant Training](#) page. Once available, applicants will receive an email about these opportunities.
- If you have questions, please contact us at pfa@pcori.org.