

Contract Activation and Active Portfolio Management

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Contracts Management and Administration

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Welcome



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Session Objectives

- Identify and discuss post award activities
- Explain the awardee's active portfolio management responsibilities


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In This Session

- Award announcement and activating your contract
- Active Portfolio Management
 - Project Kickoff
 - Reporting
 - Invoicing
 - Streamlining research administration
 - Desk reviews and site visits
- Award Closeout
 - Final reports
 - Peer review
 - Data sharing plans

Award Announcement



**Letter of Award PCORI
Funding Announcement:
PROGRAM**

PCORI Announces Research Awards: Congratulations!
Dr. Jane Smith; jsmith@awardee.org

February 20, 2015


Smith, Jane
"Patient Centered Outcomes"
Awardee Organization

Dear Dr. Jane Smith

Congratulations! On behalf of the Patient-Centered Outcomes Research Institute (PCORI), I am pleased to inform you that today, February 20, 2015, the PCORI Board of Governors authorized your application for funding, titled: "Patient Centered Outcomes". We are pleased to be able to support your research.

Please note the following:

1. PCORI awards contracts, not grants. Even though your application has been approved, a final business and programmatic review must take place before you receive the award and funding. In order to start the award activation process, please return the attached Recipient Information Form to funded@pcori.org by **March 1, 2015**. Upon receipt of this completed form, PCORI will e-mail you in the coming days to continue the award activation process. A contract must be executed between your institution and PCORI before this award is finalized. By entering into a contract, recipient accepts all terms and conditions as agreed upon by both parties. Until the award is fully executed, the proposed budget should not be construed as final. All pre-award costs are incurred by the applicant at risk.



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Issuance of a Contract

Standard Language for PCORI Contract Activation

PCORI's Expedited Review Process
Due to the accelerated timeline for this contract, we are urging PIs to work closely with their institution to ensure that reviewing and signing the contract is a top priority. PCORI does not accept revisions to the contract terms and conditions unless an article:


1. Is not permissible by state law and does not already have the qualifier "to the extent permitted" under state law, or
2. Has a material adverse impact on your ability to enter into this contract.

If you have one of the conditions mentioned above please contact PCORI at funded@pcori.org.

Recipient Actions Due by XXXX:

- Complete the attached Recipient Information Form.
- Using the PCORI Guide to Contract Activation, please address all requested insertions, validate the populated information in the contract, and verify that you have completed all requirements and are ready to execute your contract. Any changes to personalized Recipient Information in the contract must be returned in MS Word using the "Track Changes" function so we may update our records. Then sign and return a PDF version and the MS Word tracked changes to PCORI at funded@pcori.org.
- **Update(s) regarding your Final Budget (Attachment A):** We conducted a budget review and may have requested additional information. Please contact PCORI's Contract Department at funded@pcori.org for additional instructions.
- Please submit copies of your institution's, as well as all subcontractors' federally negotiated or independently audited indirect cost rate agreement.
- **Update regarding your Milestone Schedule (Attachment B):** We conducted a milestone review and may have requested additional information. Please contact your PCORI Program Officer if you have additional questions.
- After PCORI receives your signed and completed contract, we will countersign and send a new copy to you for your records.

If you have any questions, please contact us at funded@pcori.org.



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You have a Contract, now what?

- Confirm your contract details!
 - Effective start and end dates
 - Project title
 - Final budget
 - Milestone schedule
- Introductory e-mail sent upon contract execution
- Kickoff call
 - Team introductions
 - Manage expectations
 - Let us know what's new
 - » Staff changes
 - » Subcontractor changes
 - » Organization calendar changes
- Financial Account Setup



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Getting Setup to Receive Payment

- Establish vendor profile
 - Address, EIN & DUNS confirmation
 - Complete a W9
- Go online and establish your electronic payment profile
 - Currently: Bill.com system



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Invoices

- PCORI reviews project invoices and spending to ensure the following:
 - Charges are allowable, allocable, reasonable, and consistent
 - Funds are spent in accordance with the approved budget
 - CMA/Finance/Programmatic reviews
- Requirements
 - No less than every 90 days
 - Labor Detail
 - Reconcile annually
 - Receipts where applicable



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Streamlining Research Administration

- Option for less frequent invoicing
 - 15 day, monthly, quarterly
- Consolidated invoice templates
 - No longer need to delineate consortia and subcontractor direct vs. indirect costs (Total Cost)
 - Supplemental Funding and Peer Review expenses are now added columns to the Invoice template



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Streamlining Research Administration, Cont.

- Only need **prior approval** for changes of 25% or greater in the Key Personnel and Travel lines
 - Still required for new subs, reduction of 25%+ PI effort, novation agreements, and material changes to SoW
- Cost Principles Guidebook – November 2016
- Receipts not usually required with invoices
 - May be requested during audit
 - Other circumstances in which a charge raises a red flag
 - Peer Review modifications has receipt requirement language
- Indirects allowed on first \$25K of each **and every** subcontract

*Cost Principles Guidebook can be found at:

<http://www.pcori.org/sites/default/files/PCORI-Cost-Considerations-Description-of-Allowable-Direct-Costs-Under-PCORI-Award.pdf>



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Monitoring and Reporting

- Effective monitoring helps ensure:
 - Contract Compliance
 - Consistency with Project Work Plan
 - Completion of Contract Milestones
 - Adjustments during the Award
 - Modifications
 - » \$
 - » Milestones
- **Project success, on-time**



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Types of Reporting

- Interim Progress Report
- Special Progress Report
- Notification of Publication Acceptance
- COI Reporting
- Final Reports – Progress and Financial
 - Final Research Report (Peer Reviewed)
 - Final Progress Report



*Please refer to PCORI's Awardee Resources webpage here: <http://www.pcori.org/funding-opportunities/awardee-resources>



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Desk Reviews and Site Visits

- Desk reviews and site visits undertaken by CMA:
 - Improve performance where necessary.
 - Learn more about institution process.
- All site visits start with desk reviews.
- Desk Reviews and site visits may be performed by:
 - PCORI
 - Authorized third-party
 - GAO
- *Site Visits may be performed randomly or for cause



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Period of Performance

- Milestones and deliverables ensure that the funded project is completed on-time
- Efficient project management strategies will place you ahead of the curve



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Possible Termination

- Termination may result from:
 - Significant delays and/or deficiencies
 - » Patient/Subject recruitment
 - Significant changes to study protocol without PCORI's approval
 - Not adhering to PCORI's Methodology Standards
 - Breach of contract
- Action taken before a termination:
 - Active Portfolio Management
 - Letter of Concern
 - Remediation Plan
 - Notice of Intent to Terminate



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Contract Closeout

The process PCORI uses to determine that **all contract requirements** have been satisfied, including **milestones and deliverables**.

- Programmatic closeout
 - Conclusion of Research
- Project closeout
 - Peer Review and Data Sharing
- Financial closeout
 - Final invoice



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Record Retention

**Maintain Project
Records
For At Least 3 Years**



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Questions?

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Thank You!

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