



Executed Contract Kick-Off Agenda

PI:
PROJECT TITLE:
MEETING DATE / TIME:
CONFERENCE LINE / LOCATION:

ATTENDEES:

Project Team Members

Please introduce all members of your team

PCORI

Program Officer
Contracts Administrator
Program Assistant

AGENDA:

1. Congratulations and Introductions

- a. Our goals
 - i. Build a partnership with you and your group
 - ii. Facilitate your research
 - iii. Act as a resource
 - iv. Monitor your progress

2. Your project

- a. Introduction, aims, goals
- b. Review of milestone schedule

3. Contracts

- a. Pending Budget Modification
- b. Contracts vs. grants
- c. Changes and modifications
- d. Publications
 - i. Inform PCORI of presentations & publications
(<http://www.pcori.org/search/?q=publications>, Appendix D)
 - ii. **Funding acknowledgement:** This work was supported through a Patient-Centered Outcomes Research Institute (PCORI) Program Award (XXXX-XXXX).
 - iii. **Disclaimer:** All statements in this report, including its findings and conclusions, are solely those of the authors and do not necessarily represent the views of the Patient-Centered Outcomes Research Institute (PCORI), its Board of Governors or Methodology Committee.

4. Methodology Standards

5. Engagement

6. Questions, Concerns, Next Steps

- a. First interim report and check-in call due: **Month Day, YYYY**
- b. Clinicaltrials.gov registration
- c. Lines of Communication
 - i. Contracts Administrator
 - ii. Invoices: finance@pcori.org, Deliverables: fundedpfa@pcori.org, copy Program Officer on all communications