PCORI's New Online Award Management Portal

Post-Award Management

January 23, 2017

pcori

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Welcome!

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Robin Nichols
PCORI Training Team

Introductions → Focus Group Goals → Training Resources

Agenda

- Welcome! *(1:30pm – 1:35pm)*
- Introduction to the Portal *(1:35pm – 1:50pm)*
- Progress Reporting *(1:50pm – 2:20pm)*
- Project Management *(2:20pm – 2:40pm)*
- Next Steps and Q&A *(2:40pm – 3:00pm)*

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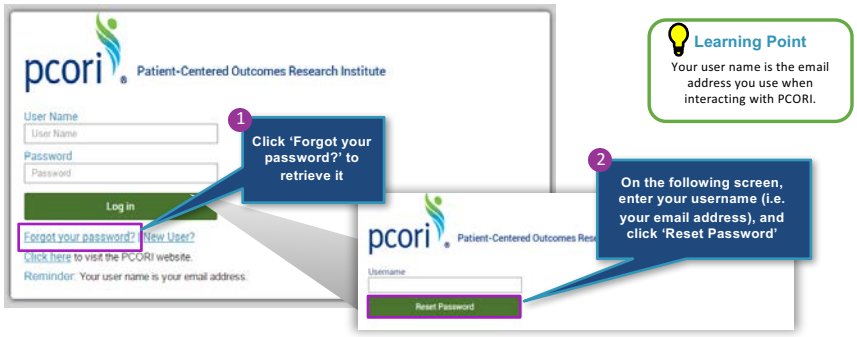
Introduction to the Portal

In this section, you will master the following activities:

- Getting Started
- Navigating the Portal

Getting Started: Logging In

If you are a current PCORI Awardee, your account has been added to the system and you will need to reset your password. Click '**Forgot your password?**' to get started.

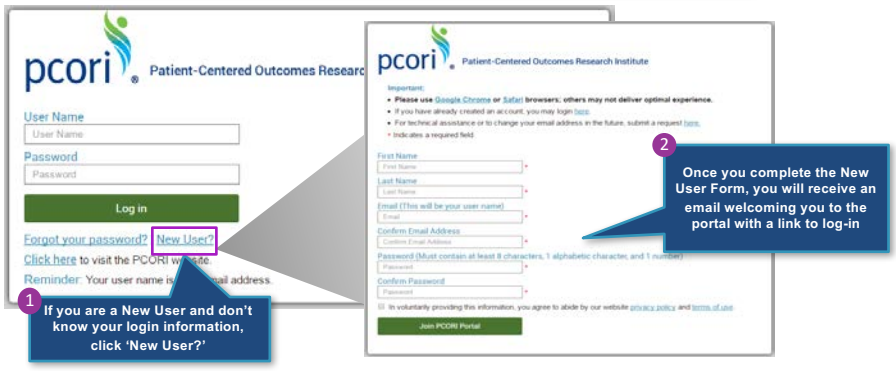


Learning Point
Your user name is the email address you use when interacting with PCORI.

Email Notification: After selecting 'Reset Password,' you will receive a system-generated email with instructions on how to update your password.

Getting Started: Logging In

If you are a new PCORI Awardee, click on '**New User**' to obtain login information.



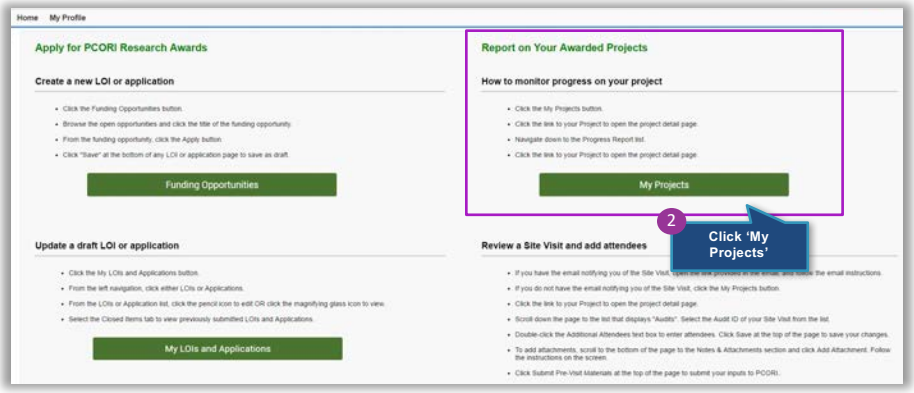
Note: If you have new project staff, please reach out to PCORI at fundedpfa@pcori.org.

Navigating the Portal: Home Screen

The home screen allows you to access multiple PCORI award management features, including **Engagement Awards** and **Research Awards**.

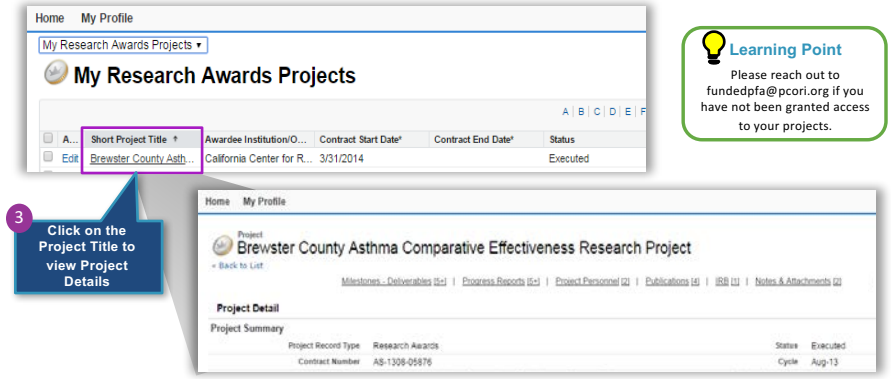
Navigating the Portal: My Projects

To view **existing awarded Projects**, get started by clicking on '**My Projects**.'



Navigating the Portal: My Projects

Click on the **Project Title** to view your project information on the **Project Detail** page, including project staff, contractual information, progress reports and more.

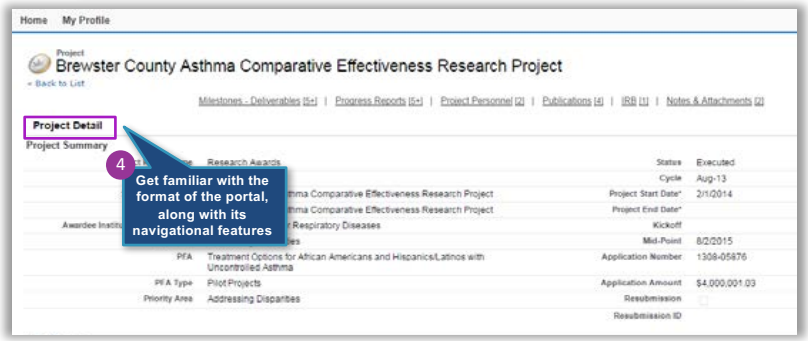


Learning Point

Please reach out to fundedpfa@pcori.org if you have not been granted access to your projects.

Navigating the Portal: Project Details

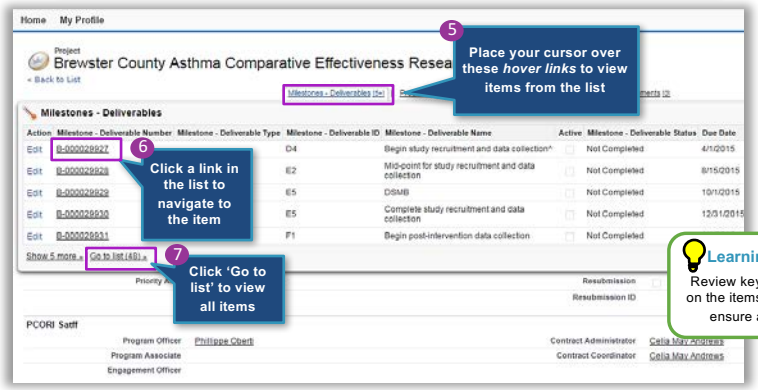
At the onset of the project, PCORI will load project information into the system, which will appear on the **Project Detail** page.



Note: Not all fields are editable. If any information in these sections is incorrect or missing, please reach out to fundedpfa@pcori.org or get in contact your PCORI Program Officer/Contract Administrator.

Navigating the Portal: View Lists

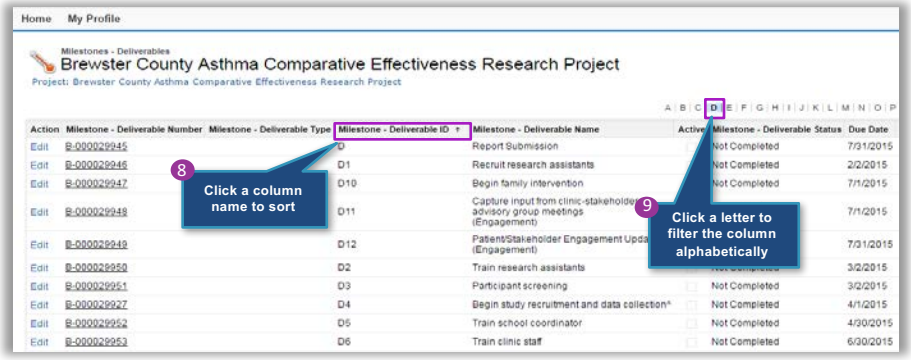
Hover links at the top of the Project Detail page will allow you to easily navigate your projects.



Learning Point
Review key information on the items in this list to ensure accuracy.

Navigating the Portal: View Lists, Cont'd

Filter and sort to better view your project information.



To recap, we've reviewed the following activities:

- Getting Started
- Navigating the Portal

Live Demonstration!

Progress Reporting

In this section, you will master the following activities:

- Introduction to Progress Reports
- Updating & Submitting Progress Reports
- Approving Progress Reports

Introduction to Progress Reports: Project Types

PCORI Online will feature **tailored Interim and Final Progress Reports** for both Research Awards and Engagement Awards.

Research Awards

Interim Progress Report

- Typically required every six months, although programs can also choose to require IPRs more frequently
- Number of expected milestones & total milestones completed
- Any recruitment milestones within that reporting period, and if they were met
- If the study was registered on clinicaltrials.gov
- Status and risks
- Key Personnel changes

Final Progress Report

- Completed at end of fully executed contract, budget, and milestone schedule
- Contractually obligated and cannot be created on ad-hoc basis (unlike IPRs)

Engagement Awards

Interim Progress Report

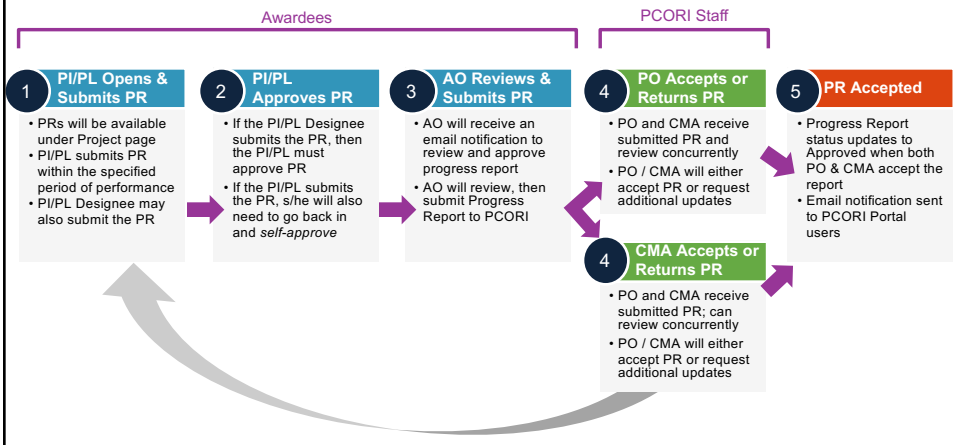
- Typically required every six months, although programs can also choose to require IPRs more frequently
- Number of expected deliverables & total deliverables completed
- Status and risks
- Key Personnel changes

Final Progress Report

- Completed at end of fully executed contract, budget, and deliverable schedule
- Contractually obligated and cannot be created on ad-hoc basis (unlike IPRs)

Note: Interim Progress Reports (IPRs) can be requested ad-hoc if needed.

Introduction to Progress Reports: Business Process



Updating & Submitting Progress Reports

The following section provides an overview on how to **update and submit** Progress Reports. These slides will help guide Awardees through the different sections and formatted questions of the Progress Report.

Awardees | PCORI Staff

1 PI/PL Opens & Submits PR
- PRs will be available under Project page
- PI/PL submits PR within the specified period of performance
- PI/PL Designee may also submit the PR

2 PI/PL Approves PR
- If the PI/PL Designee submits the PR, then the PI/PL must approve PR
- If the PI/PL submits the PR, s/he will also need to go back in and *self-approve*

3 AO Reviews & Submits PR
- AO will receive an email notification to review and approve progress report
- AO will review, then submit Progress Report to PCORI

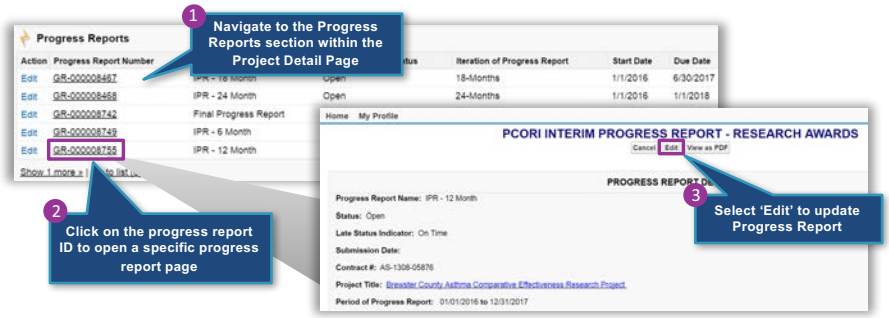
4 PO Accepts or Returns PR
- PO and CMA receive submitted PR and review concurrently
- PO / CMA will either accept PR or request additional updates

4 CMA Accepts or Returns PR
- PO and CMA receive submitted PR; can review concurrently
- PO / CMA will either accept PR or request additional updates

5 PR Accepted
- Progress Report status updates to Approved when both PO & CMA accept the report
- Email notification sent to PCORI Portal users

Updating Progress Reports: Getting Started

The PI/PL or PI/PL Designee will be chiefly responsible for updating the Progress Report. To update a specific Progress Report, select the **Progress Report ID** and select the '**Edit**' button on the subsequent page.

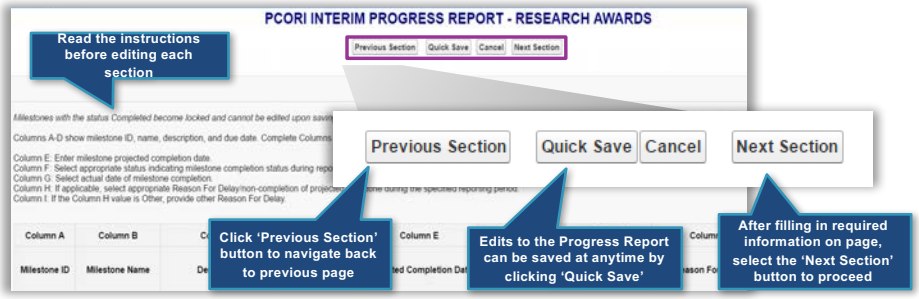


Email Notification: The PI/PL and the AO will receive email notifications 30 days/15 days/1 day prior to due date for unsubmitted progress reports in Open or Returned status.

Navigate to Progress Report

Updating Progress Reports: Quick Tips

The Progress Report is **editable by page** and can be navigated by using the 'Previous' and 'Next' buttons. The pages correlate to different sections of the Progress Report, including Contact Information, Milestone Updates, and Financial Status, among other items.



Helpful hint: Selecting '**Previous Section**,' '**Next Section**,' or '**Quick Save**' will automatically save any work entered into Progress Report. Clicking '**Cancel**' will close the Progress Report (if selected, any unsaved information will not be retained).

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Updating Progress Reports: Content Overview

The Progress Report **content and structure varies** for Research Awards and Engagement Awards projects (example IPR sections shown in the tables below). Most sections will require detailed updates from the Awardee team.

Research Awards:

Page	Content
1	Progress Report Detail, Principal Investigator and Institution Updated Contact Information, Key Patients & Other Stakeholders
2	Milestone Update
3	Recruitment, Enrollment, and Retention Update
4	Accomplishments and Challenges, Methodology Standards
5	Engagement
6	Financial Status Update, Key Personnel Effort Update, Key Personnel Level of Efforts
7	Publications Update, Additional Documents
8	Progress Statement for Public Use, Certification

Engagement Awards:

Page	Content
1	Progress Report Detail, Project Lead Contact Information
2	Deliverables Update
3	Accomplishments and Challenges
4	One Paragraph for Public Use, Financial Status Update, Key Personnel Effort Update, Key Personnel Level of Efforts
5	Attachments and Other Publications, Publications, Notes & Attachments
6	Certification

Note: To review each detailed page and section of the RA Progress Report, refer to Appendix B.

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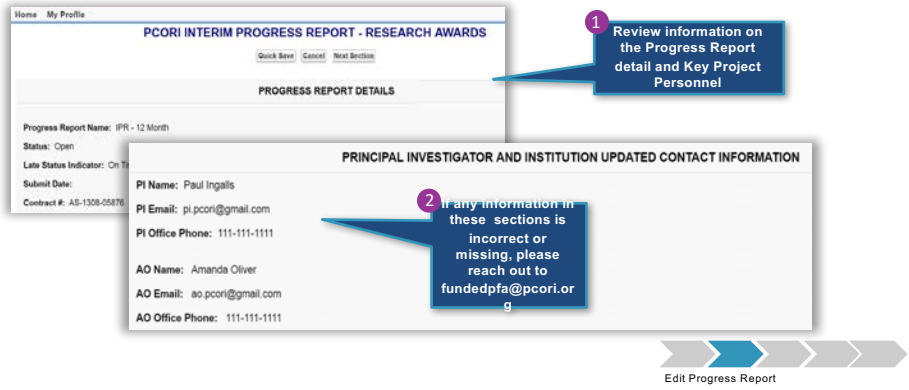
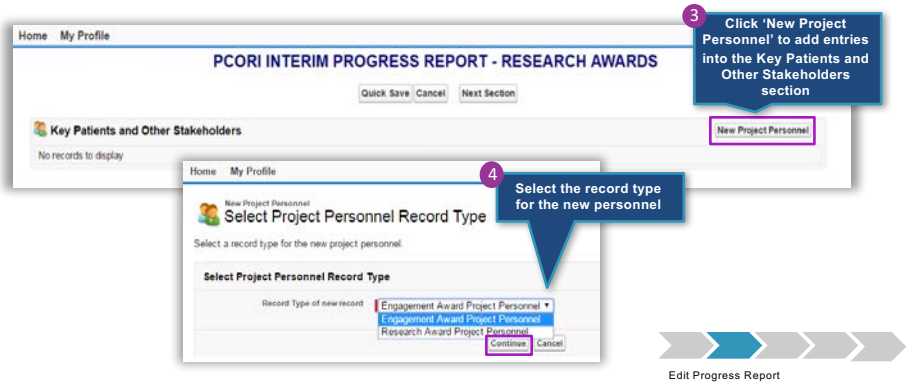
Updating Progress Reports: Navigation

Some sections, such as those in first page below, will be **non-editable** and for review only. Other sections will request Awardees for project updates in the form of **dropdowns**, **summary tables** and **open ended questions**.



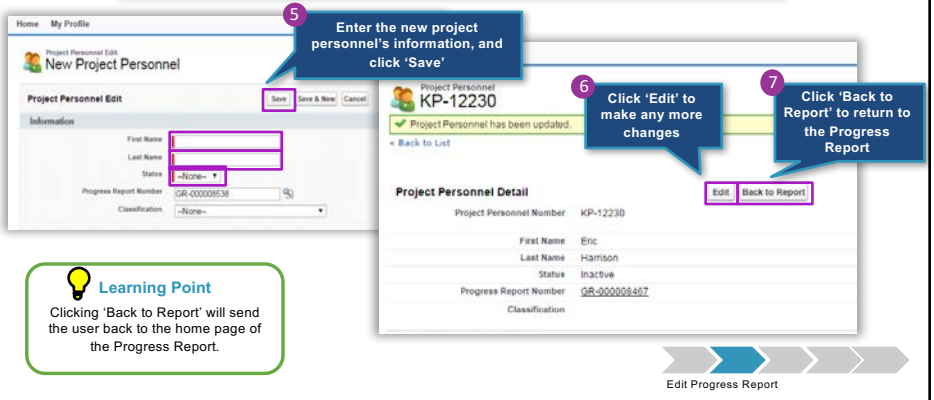
Updating Progress Reports: Navigation, Cont'd

On certain pages, the PI/PL or Designee can **add new information** by clicking on the button in the respective section, prompting a new page to appear. There, additional information can be populated in the dropdowns and open fields.



Updating Progress Reports: Navigation, Cont'd

Once new information is added, the user can continue to **edit** the record, or can **return** to the Progress Report home page.



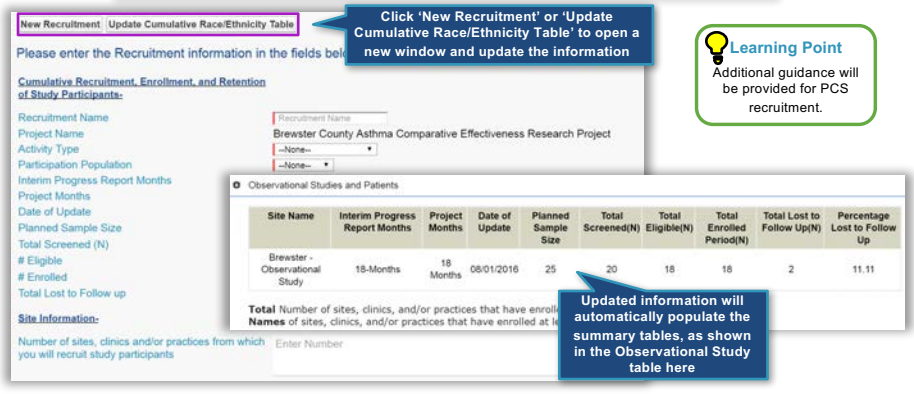
Learning Point

Clicking 'Back to Report' will send the user back to the home page of the Progress Report.

Edit Progress Report

Updating Progress Reports: Navigation, Cont'd

For Research Awards, a page in the Progress Report is dedicated for Recruitment which will include **summary tables** for demographics of the study and additional recruitment reports.

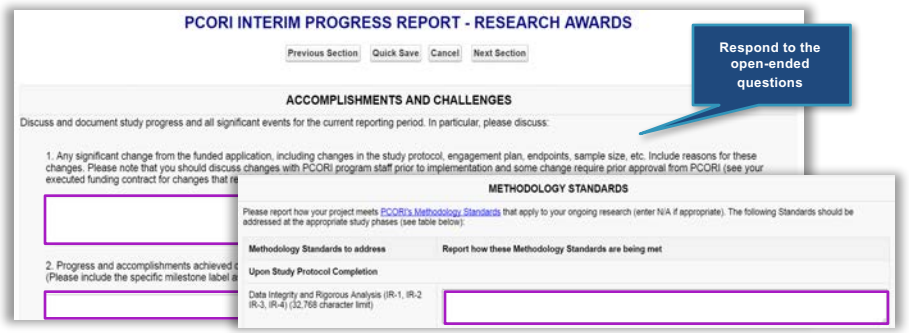


Learning Point

Additional guidance will be provided for PCS recruitment.

Updating Progress Reports: Navigation, Cont'd

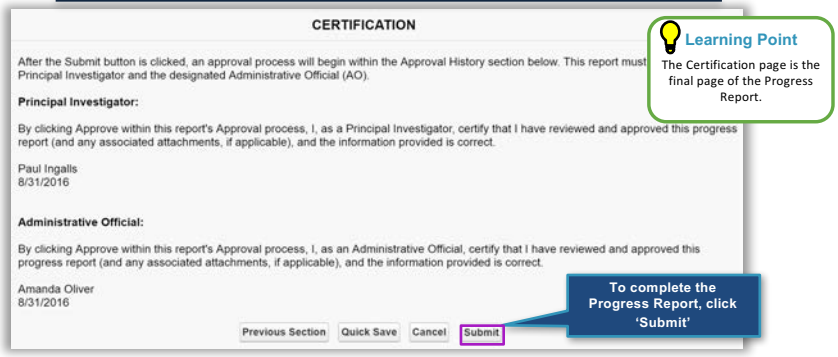
Certain pages of the Progress Report will require Awardees to respond to **open-ended questions** with text input, often with a word limit for the response.



Edit Progress Report

Submitting Progress Reports

Both the PI/PL and the Designee can **submit** the PR. If the PI/PL submits, they will need to self approve the Progress Report. If the Designee submits the Progress Report, they will need approval from the PI or PL .



Email Notification: The AO will be notified when the PI/PL approves the Progress Report for their review.

Submit Progress Report

Approving Progress Reports: PI/PL Approval

The following section provides an overview on how the PI/PL will **approve** Progress Reports.

Awardees | PCORI Staff

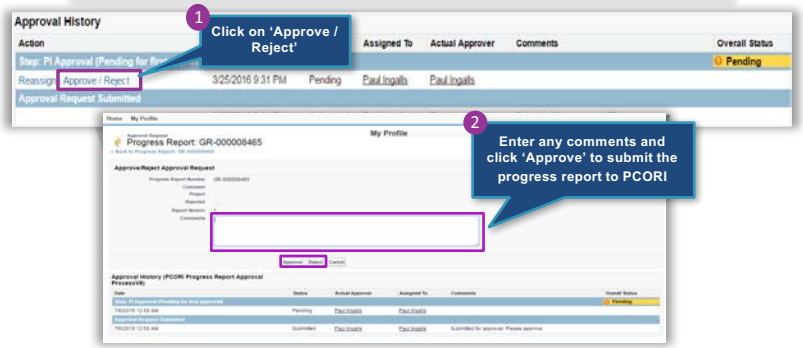
1. **PI/PL Opens & Submits PR**
   - PRs will be available under Project page
   - PI/PL submits PR within the specified period of performance
   - PI/PL Designee may also submit the PR
2. **PI/PL Approves PR**
   - If the PI/PL Designee submits the PR, then the PI/PL must approve PR
   - If the PI/PL submits the PR, s/he will also need to go back in and *self-approve*
3. **AO Reviews & Submits PR**
   - AO will receive an email notification to review and approve progress report
   - AO will review, then submit Progress Report to PCORI
4. **PO Accepts or Returns PR**
   - PO and CMA receive submitted PR and review concurrently
   - PO / CMA will either accept PR or request additional updates

4. **CMA Accepts or Returns PR**
   - PO and CMA receive submitted PR; can review concurrently
   - PO / CMA will either accept PR or request additional updates

5. **PR Accepted**
   - Progress Report status updates to Approved when both PO & CMA accept the report
   - Email notification sent to PCORI Portal users

Approving Progress Reports: PI/PL Approval, Cont'd

After PR submission, the PI/PL must **approve** the progress report and add comments as needed.

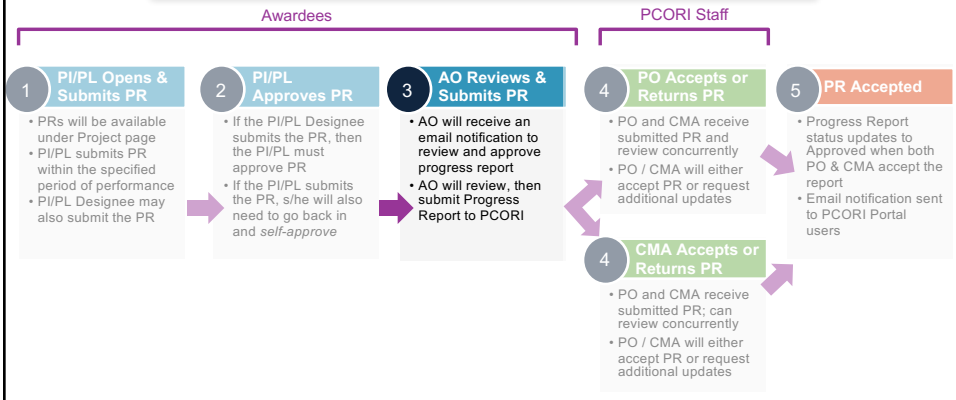


Note: If a PI/PL, rather than the Designee, is the first to submit the PR, the PI/PL must approve their own report before it is sent to the AO for final approval.

Approve Progress Report – PI/PL

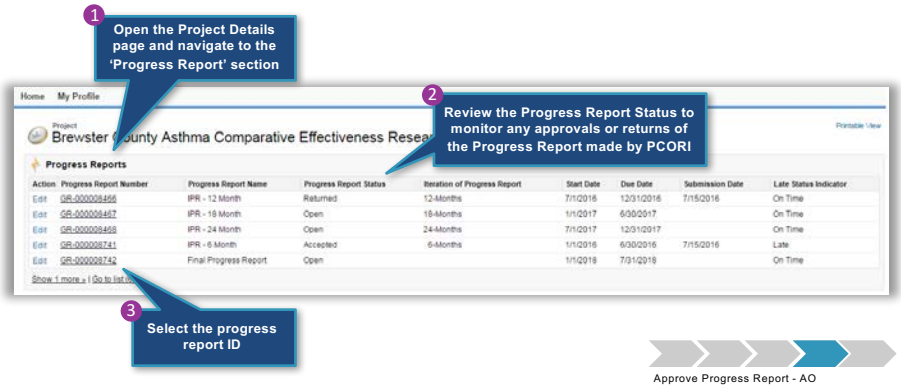
Approving Progress Reports: AO Approval

The following section provides an overview on how the AO will **approve** Progress Reports.



Approving Progress Reports: AO Approval, Cont'd

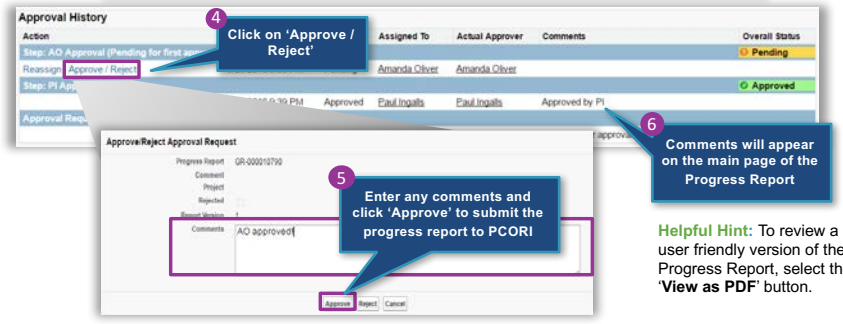
Once the PI/PL has approved the PR, the AO will receive an email to approve or reject. The AO can access the report by navigating to the **Progress Reports** list from the Project Details page.



Approve Progress Report - AO

Approving Progress Reports: AO Approval, Cont'd

After accessing the Progress Report, the AO **reviews the information** entered by the PI and **approves** the progress report that is then automatically submitted to CMA and the Program Officer.



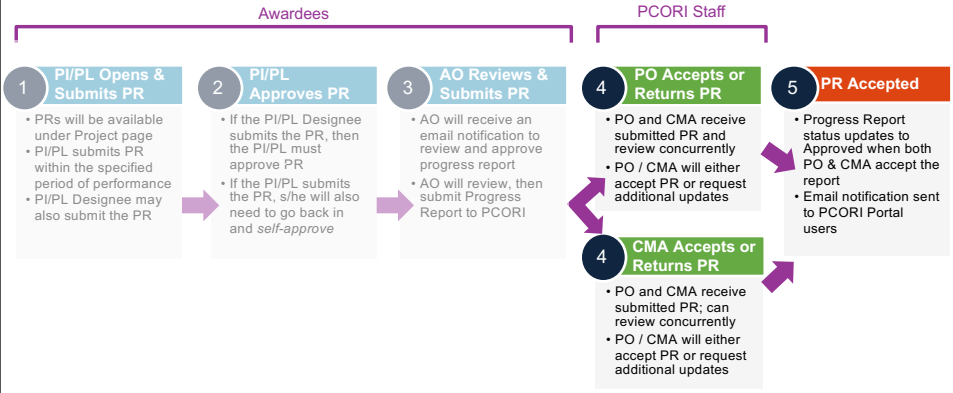
Helpful Hint: To review a more user friendly version of the Progress Report, select the '**View as PDF**' button.

Email Notification: The PI/PL will be automatically notified when the AO submits the Progress Report, as well as the PO, PA, and CMA internally.

Review & Submit Progress Report to PCORI

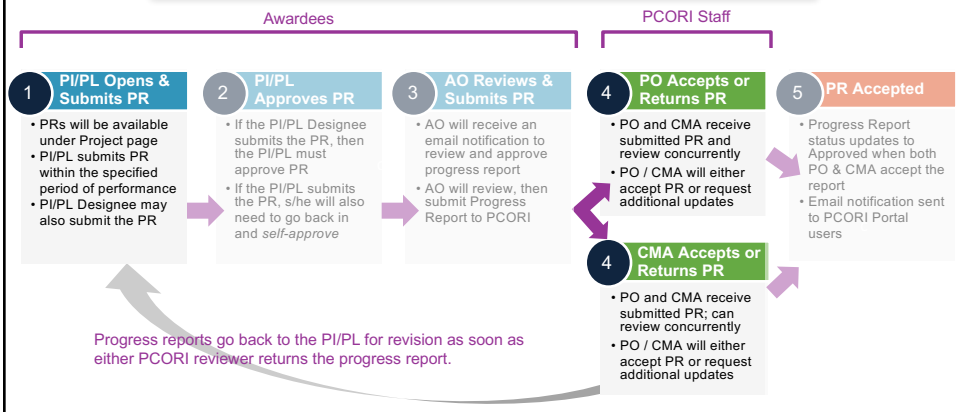
PCORI Review & Acceptance

Once the Progress Report is submitted and approved by both the PI/PL and the AO, PCORI will either **accept** the PR or **request additional updates**.

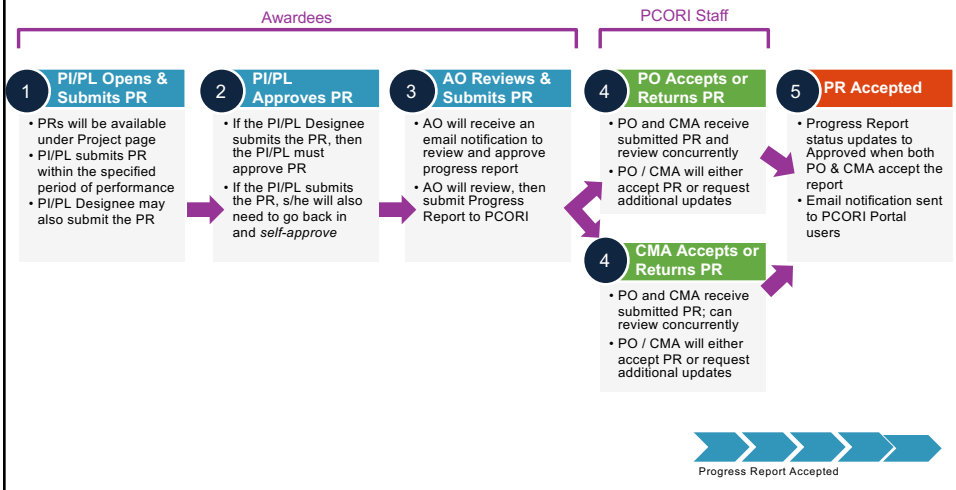


Resubmitting Returned Progress Report

The following section provides an overview on how to **resubmit** a returned Progress Report.



Progress Report Acceptance



To recap, we've reviewed the following activities:

- Introduction to Progress Reports
- Updating & Submitting Progress Reports
- Approving Progress Reports

Live Demonstration!

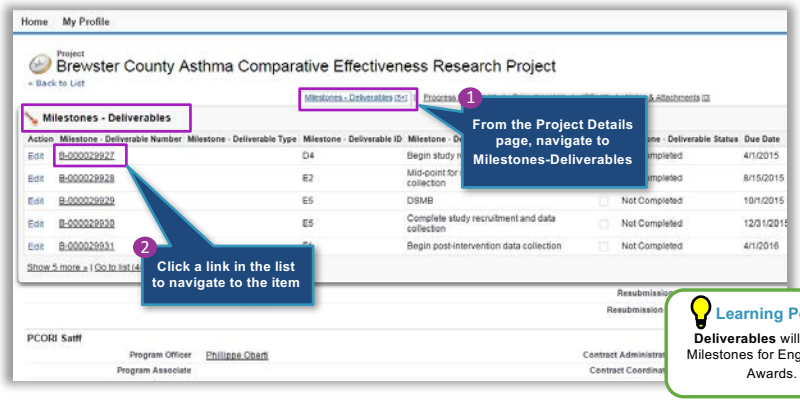
Project Management

In this section, you will master the following activities:

- Managing Milestones/Deliverables
- Reviewing Submitted Publications
- Reviewing Institutional Review Board (IRB) Status
- Submitting Notes & Attachments

Managing Milestones/Deliverables

Once a contract is awarded, Awardees will be provided access to view and/or edit additional relevant project information. To view **Milestones-Deliverables**, navigate to the bottom of the Project Detail page.

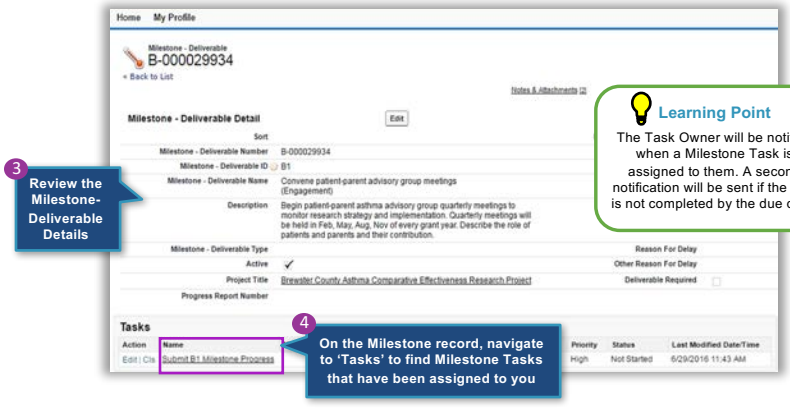


Learning Point

Deliverables will replace Milestones for Engagement Awards.

Managing Milestones/Deliverables, Cont'd

Review the **Milestone –Deliverable Details**, including Description, Status, and Due Date. There will be times that PCORI will request information from Awardees. The portal has a feature that makes this easily managed through **Tasks**.

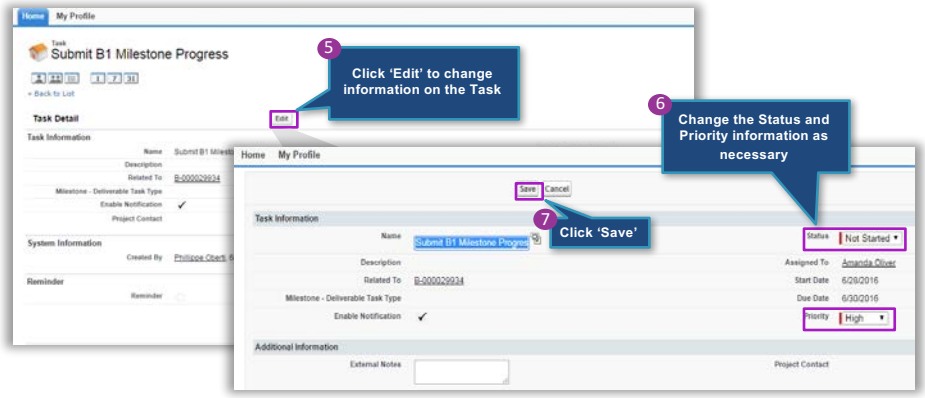


Learning Point

The Task Owner will be notified when a Milestone Task is assigned to them. A second notification will be sent if the task is not completed by the due date.

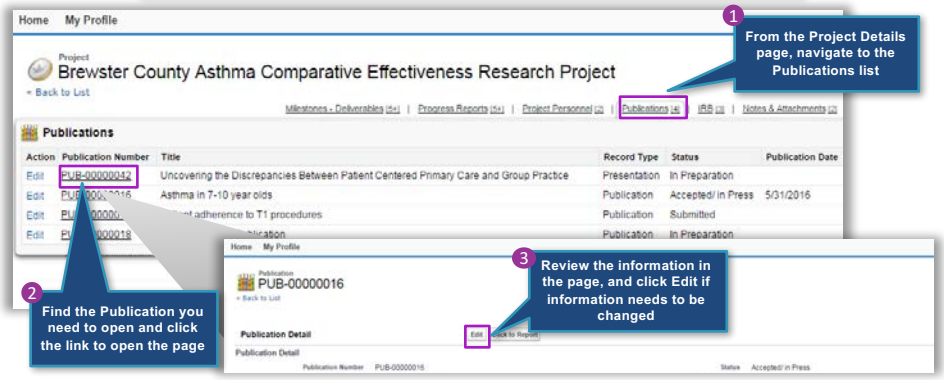
Managing Milestones/Deliverables: Tasks, Cont'd

Tasks will be used to **reply to requests for information (ROIs)** from PCORI staff regarding contractual milestones. To respond, click '**Edit**' and update requested information.



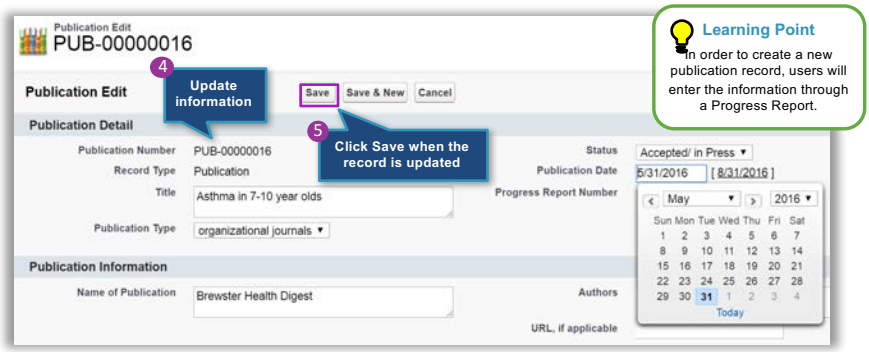
Reviewing Submitted Publications

When viewing your projects, you can update and add information related to **Publications** surrounding your study, such as journals, newsletters and blogs.



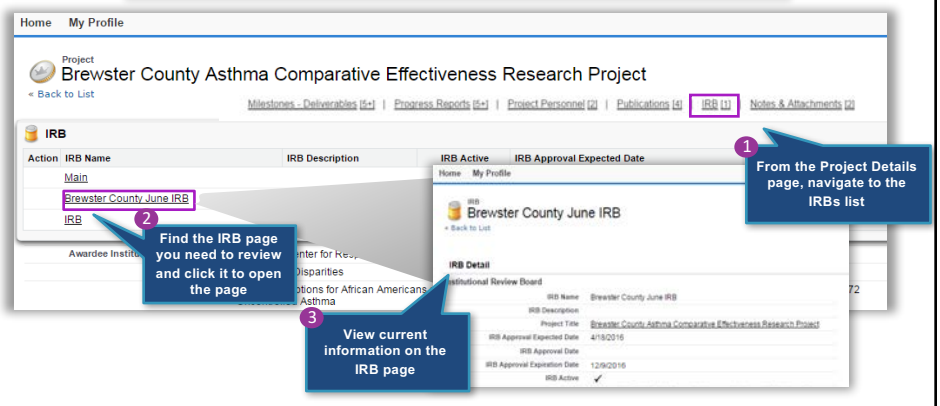
Reviewing Submitted Publications, Cont'd

Review and update the information on the publication, including Status, Publication Type, and Publication Date.



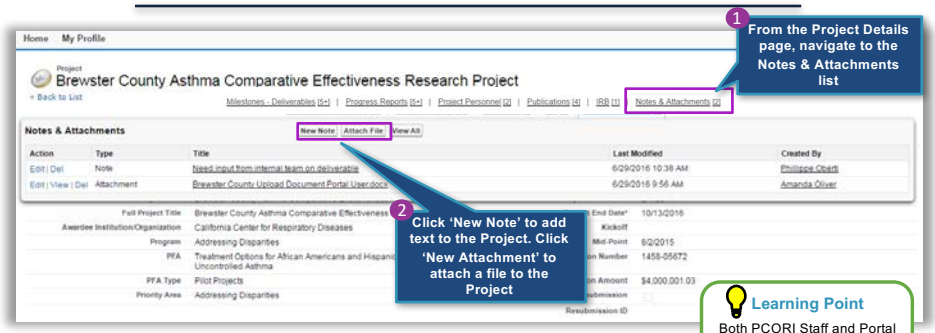
Reviewing IRB Status

Upon providing **Institutional Review Board (IRB)** documentation to PCORI, the status can be viewed within the Project Detail page.



Submitting Notes & Attachments

The **Notes & Attachments** section in the Portal allows users to send communications via notes or to attach documents to the project.

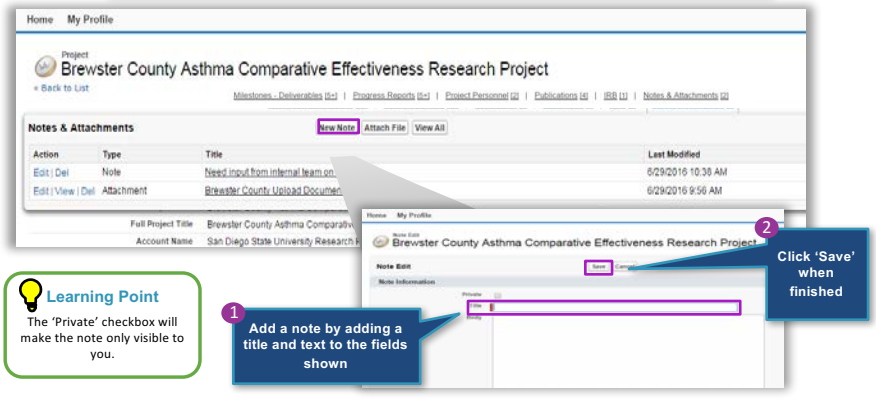


Learning Point

Both PCORI Staff and Portal Users can add notes/upload files to specific milestones and deliverables.

Submitting Notes & Attachments: Add Note

Add a note by clicking '**New Note**' under 'Notes & Attachments.'

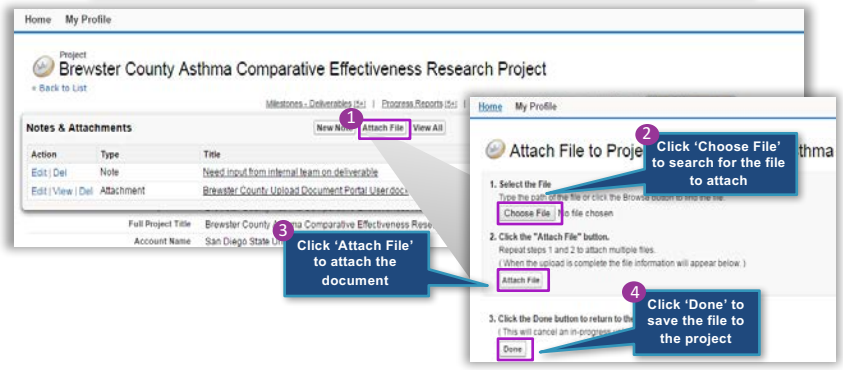


Learning Point

The 'Private' checkbox will make the note only visible to you.

Submitting Notes & Attachments: Upload Attachment

Attach a file by clicking '**Attach File**' under 'Notes & Attachments.'



Note: These steps to upload a file are the same steps listed under Managing Milestones: Tasks.

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To recap, we've reviewed the following activities:

- Managing Milestones/Deliverables
- Reviewing Submitted Publications
- Reviewing Institutional Review Board (IRB) Status
- Submitting Notes & Attachments

Live Demonstration!

Next Steps & Additional Resources

In this section, we will discuss the following:

- Course Conclusion
- Next Steps

Next Steps

Outstanding Questions?

Access training materials:

- Cheat Sheets
- User Guides
- FAQs

Navigate to https://pcori.force.com/engagement to log-in!

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Appendix A

The following topics are included in Appendix A:

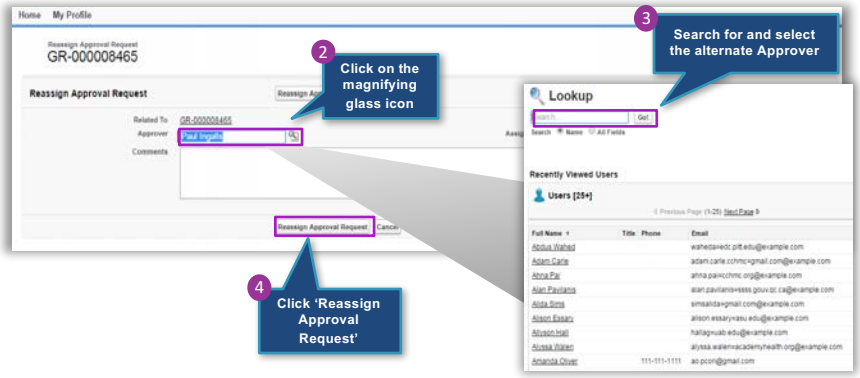
- Reassign Progress Report
- Resubmit Returned Progress Report
- Update User Profile Settings
- Email Notifications

Reassign Progress Report

Awardees can **reassign** the current step in the Progress Report submission process to another individual.

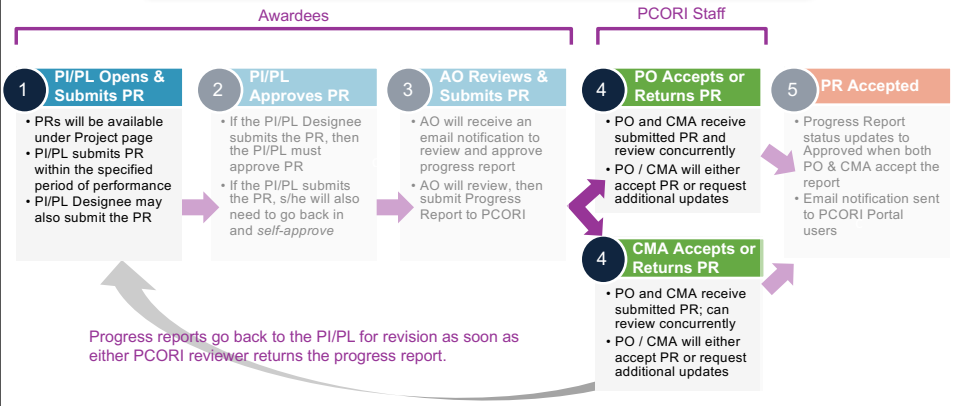
Reassign Progress Report, Cont'd

Lookup and **select** the alternate Approver who will be reassigned to the Progress Report.



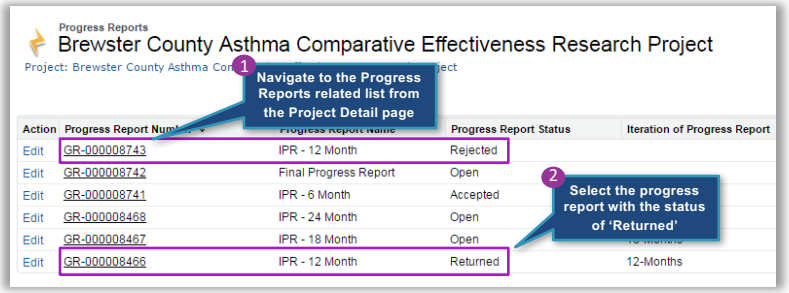
Resubmit Returned Progress Report

The following section provides an overview on how to **resubmit** a returned Progress Report.



Resubmit Returned Progress Report, Cont'd

If a Progress Report is not accepted by the PCORI Program Officer or CMA, the PI/PL and AO will receive an email notification that their Progress Report has been **returned**.



Email Notification: The PI/PL and AO will receive an email notification when a Progress Report is returned. The PI will also receive a task notification.

Edit Progress Report

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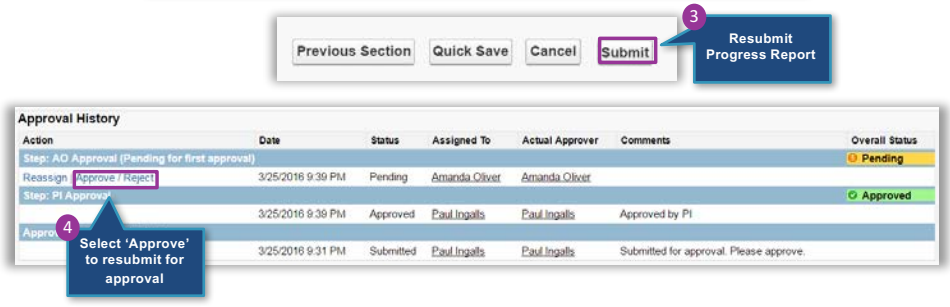
Resubmit Returned Progress Report, Cont'd

After navigating to the returned Progress Report, the PI/PL or Designee will make the modifications requested by PCORI in the email notification before **resubmitting** the Progress Report for approval.



Note: The Progress Report will then continue along the normal approval flow to the AO and then on to PCORI Staff.

Edit Progress Report

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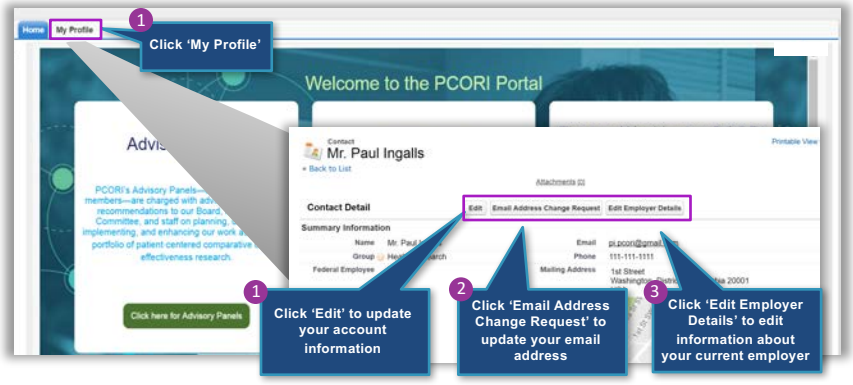
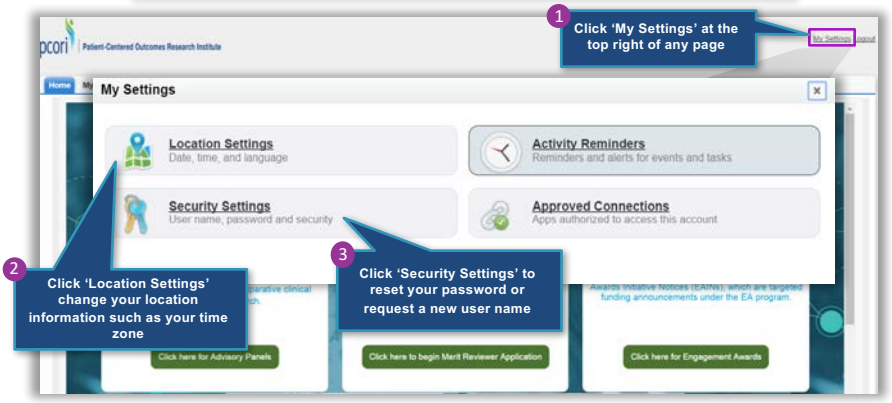
Update User Profile Settings: My Profile

Awardees can also **review Profile Settings** from the PCORI Online home page, including your account information, including personal information, email address, and security settings



Update User Profile Settings: My Settings

Awardees can also manage **personal settings**, including Location and Security Settings.



List of Email Notifications

Notification	Recipient	Description
Project now available on Portal	Awardee(s) the project is shared with	Manually sent by the PO
Milestone Task / Project Task created	Task Owner	When a new Milestone Task / Project Task assigned to a Portal User is created
Approaching Milestone deadline	PI/PL, Designee, AO	If Milestone Status is not Complete 15 days prior to due date
Approaching Milestone Task / Project Task deadline	Task Owner	If task assigned to a Portal User is not equal to "Complete" 3 days prior to due date
Milestone Task / Project Task past due	Task Owner	Sent the day after a task due date as well as every 5 subsequent business days until the task status is updated to "Complete"
Approaching unsubmitted Progress Report deadline	PI/PL, Designee, AO	If status is "Open" or "Returned" 30, 15, and 1 day(s) prior to due date
Progress report past due	PI/PL, Designee, AO	Sent if status is "Open" or "Returned" 2 days after due date as well as every 5 subsequent days
Progress Report External Review Process - AO Approval	AO	When status is PO Approved and every subsequent 5 business days the status remains in this status
Progress Report External Review Process - PI Approval	PI	When Submit for Approval is clicked and every additional 5 days the status does not change
Successful submission of Progress Report	PI/PL, Designee, AO	When Status = Submitted
Progress Report Reviewer's Decision (Accepted/Returned)	PI/PL, Designee, AO	When status is updated to "Accepted"/"Returned" (Exception: AO will not receive an email notification when PR is returned).
IRB expiration reminder	PI/PL, Designee, AO	Sent 30 and 15 days prior to project's IRB Approval Expiration Date
IRB missing	PI/PL, Designee, AO	Sent the day after the IRB Expected Approval Date as well as every 5 subsequent business days
Past due IRB Expired	PI/PL, Designee, AO	Sent the day after the IRB Expiration Approval Date as well as every 5 subsequent business days

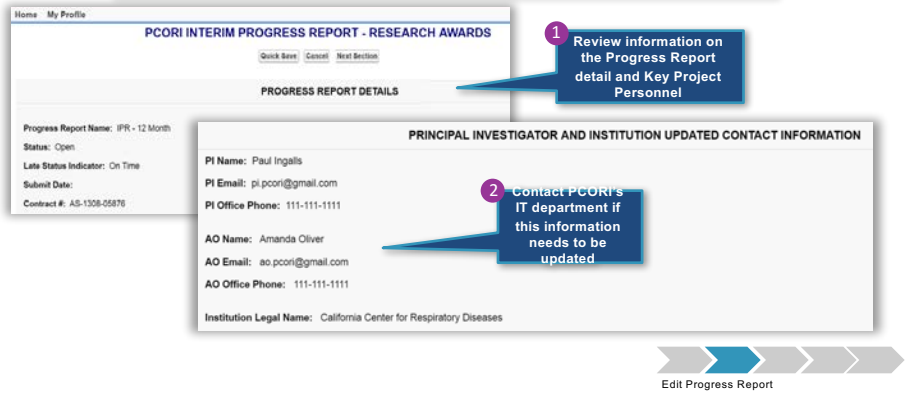
Appendix B

The following topics are included in Appendix B:

- Research Awards- Interim Progress Report (IPR) Submission: Detailed Steps

Updating & Submitting Progress Reports: Page 1

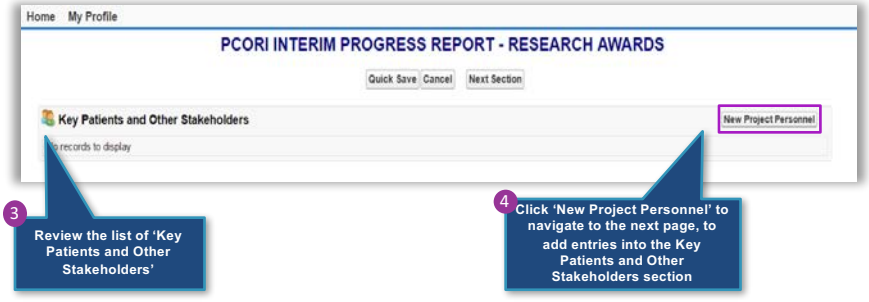
Page 1 of the Progress Report requests information on Progress Report Detail, Key Contact Information, Study Findings & Impact, Key Patients & Stakeholders.



Edit Progress Report

Updating & Submitting Progress Reports: Page 1, Cont'd

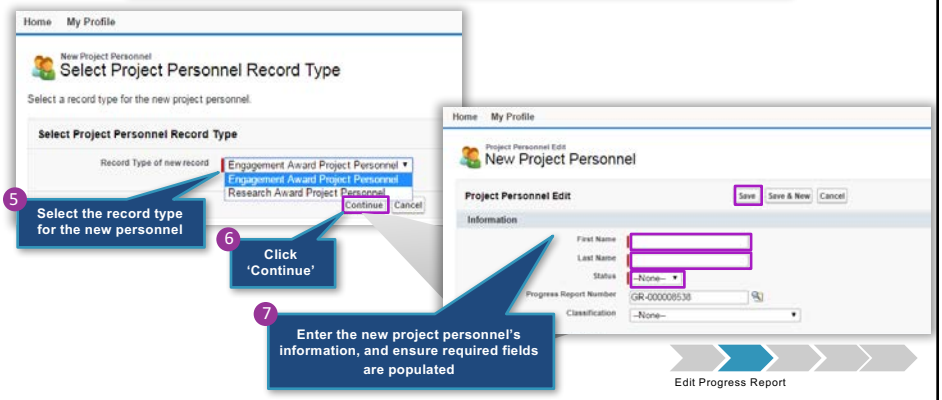
At the bottom at the page, review **Key Patients & Stakeholders**.



Edit Progress Report

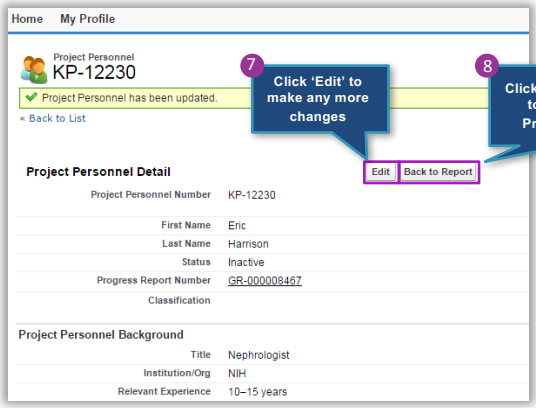
Updating & Submitting Progress Reports: Page 1, Cont'd

In order to complete the **New Project Personnel record**, select the Project Personnel Record Type and enter the requested information.



Updating & Submitting Progress Reports: Page 1, Cont'd

Complete edits to personnel information, and navigate **back to the home page** of the Progress Report.



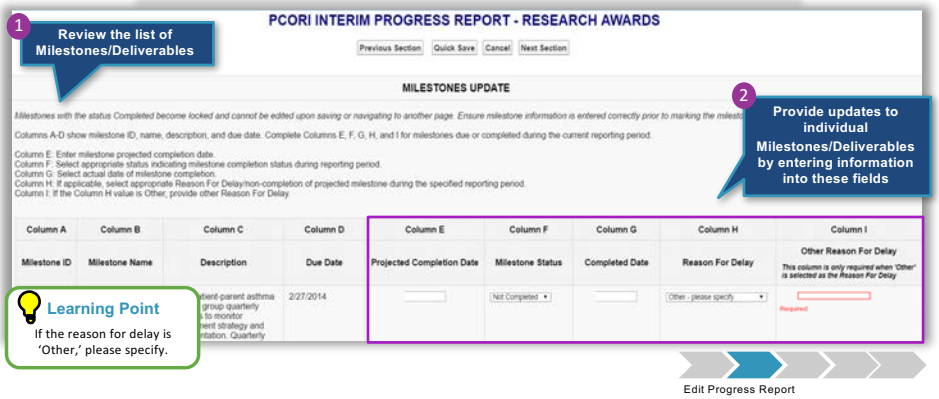
Learning Point

Clicking 'Back to Report' will send the user back to the home page of the Progress Report.

Edit Progress Report

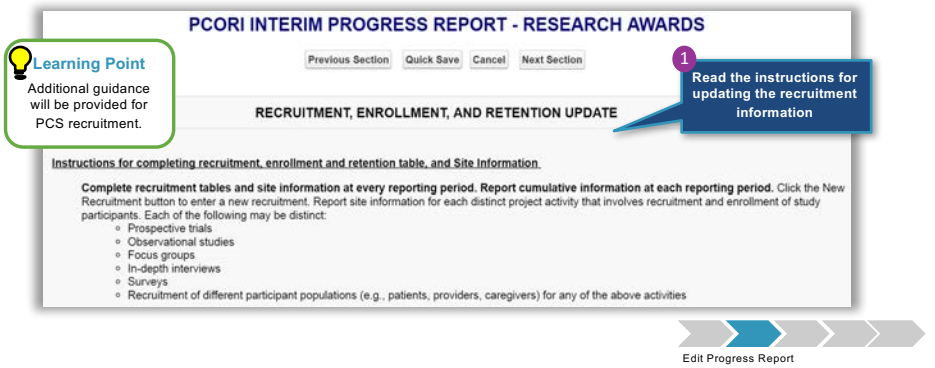
Updating & Submitting Progress Reports: Page 2

Page 2 of the Progress Report requests information on updated Milestones or Deliverables.



Updating & Submitting Progress Reports: Page 3

For Research Awards, Page 3 in the Progress Report is dedicated for Recruitment which will include a summary table for demographics of study and ability to create new recruitment reports.



Updating & Submitting Progress Reports: Page 3, Cont'd

Before proceeding to the next page, **review the existing tables** for Recruitment and Cumulative Race/Ethnicity.

2 **Review existing tables**

Focus groups and Patients

Site Name	Interim Progress Report Months	Project Months	Date of Update	Planned Sample Size	Total Screened(N)	Total Eligible(N)	Total Enrolled Period(N)	Total Lost to Follow Up(N)	Percentage Lost to Follow Up
Recruitment - July	1-Month	12 Months							0.00
Recruitment - June	12-Months	12 Months	06/30/2016	20	5	4	4	1	25.00

Total Number of sites, clinics, and/or practices that have enrolled at least 1 participant: **1**
Names of sites, clinics, and/or practices that have enrolled at least 1 participant:

Cumulative Race/Ethnicity table

Race	Male	Female	Total
American Indian/Alaska Native	2	1	3
Asian	2	2	4
Black/African American	1	1	2
Hawaiian/Pacific Islander	0	0	0
White	0	0	0
Multi-race	0	0	0
Other	0	0	0
Ethnicity			
Hispanic(Latino/Latina)	0	0	0
Non-Hispanic	0	0	0

Updating & Submitting Progress Reports: Page 3, Cont'd

Update the **Cumulative Race/Ethnicity Table** with applicable information.

New Recruitment | Update Cumulative Race/Ethnicity Table

3 **Click 'Update Cumulative Race/Ethnicity Table' to open a new window to update the information**

Update Cumulative Race/Ethnicity table with values below and cl... d.

American Indian/ Alaska Native Male	2
American Indian/ Alaska Native Female	1
Asian Male	4
Asian Female	2
Black/ African Male	1
Black/ African Female	1
Other Male	0
Other Female	0
Hispanic(Latino/Latina) Male	0
Hispanic(Latino/Latina) Female	0
Non-Hispanic Male	0
Non-Hispanic Male	0

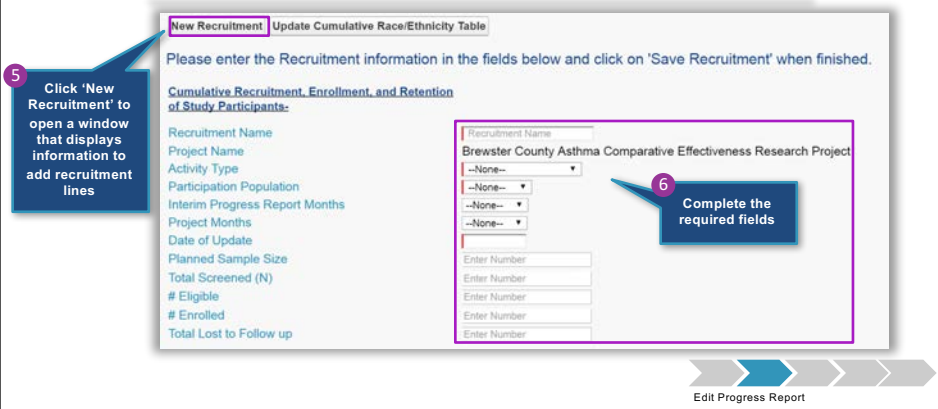
Update Values

4 **Click 'Update Values' to save changes to these fields to update in real time**

Learning Point
If you have no answers that can be placed in these fields, enter "0" and continue.

Updating & Submitting Progress Reports: Page 3, Cont'd

Awardees are also able to add **New Recruitment** information.

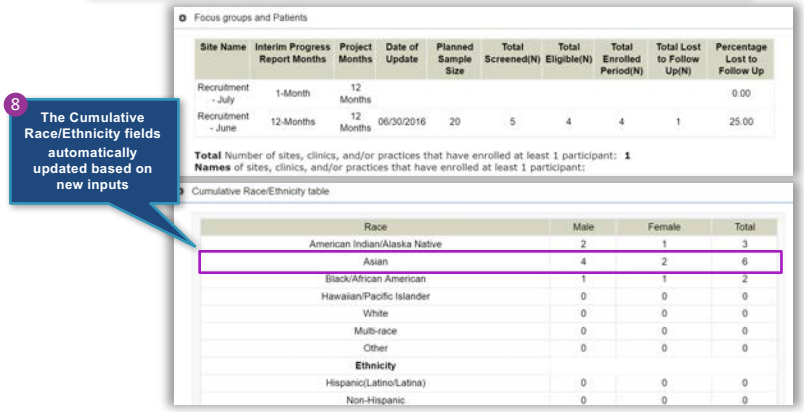


Updating & Submitting Progress Reports: Page 3, Cont'd

Use the **Key** at the bottom for additional instructions, and click '**Save Recruitment**.'

Updating & Submitting Progress Reports: Page 3, Cont'd

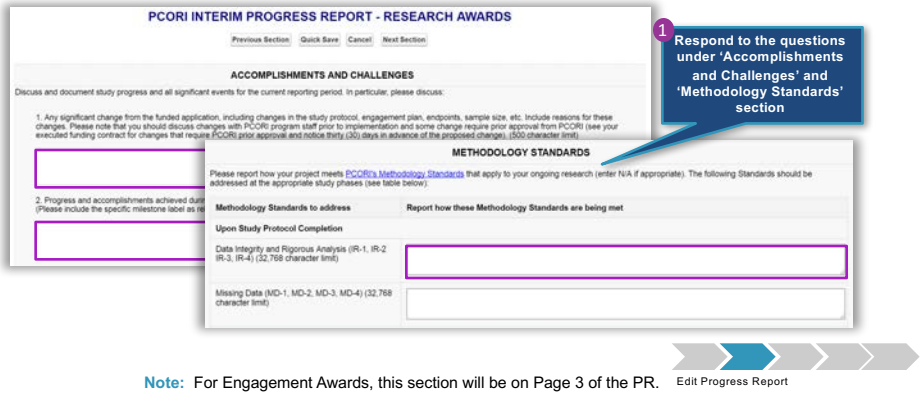
The tables will **immediately refresh** with updated information.



8 **The Cumulative Race/Ethnicity fields automatically updated based on new inputs**

Updating & Submitting Progress Reports: Page 4

On **Page 4** of the Progress Report, you will provide information on accomplishments and challenges for PCORI to evaluate your Project's current progress.



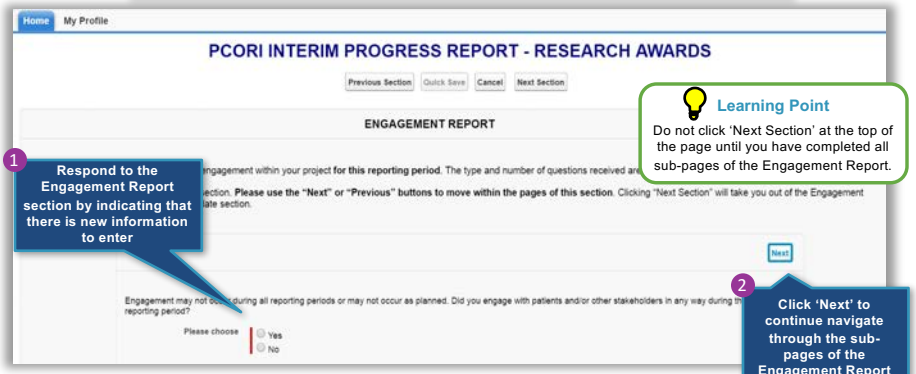
1 **Respond to the questions under 'Accomplishments and Challenges' and 'Methodology Standards' section**

Note: For Engagement Awards, this section will be on Page 3 of the PR.

Edit Progress Report

Updating & Submitting Progress Reports: Page 5

If there are updates to your project's engagement, update **Page 5** of the Progress Report.



Learning Point
Do not click 'Next Section' at the top of the page until you have completed all sub-pages of the Engagement Report.

1. **Respond to the Engagement Report section by indicating that there is new information to enter**
2. **Click 'Next' to continue navigate through the sub-pages of the Engagement Report**

Note: This page is not relevant for Engagement Awards.

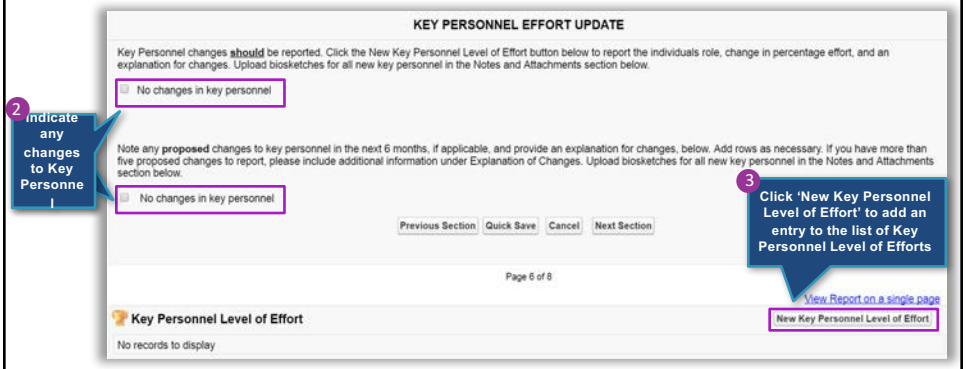
Updating & Submitting Progress Reports: Page 6

If necessary, provide PCORI with new information on the financial status of the project on **Page 6** of the Progress Report (similar to page 4 for EA).

1. **Enter a Financial Status update in the box below the section**

Edit Progress Report

Updating & Submitting Progress Reports: Page 6, Cont'd.



Edit Progress Report

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Updating & Submitting Progress Reports: Page 6, Cont'd.

Edit Progress Report

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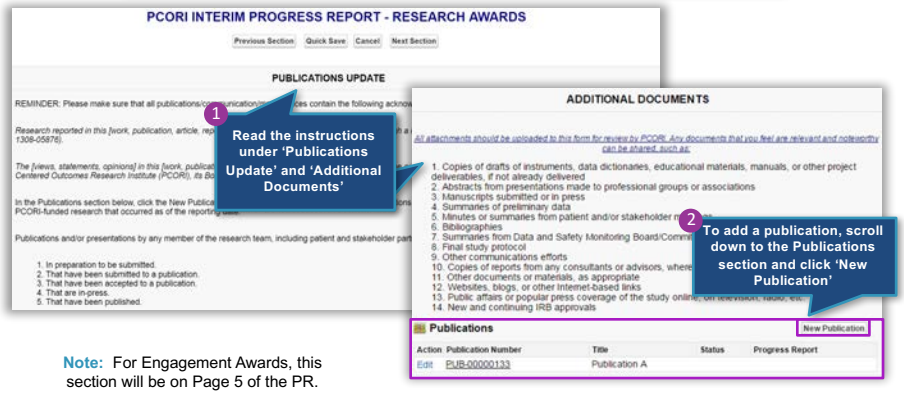
Updating & Submitting Progress Reports: Page 7

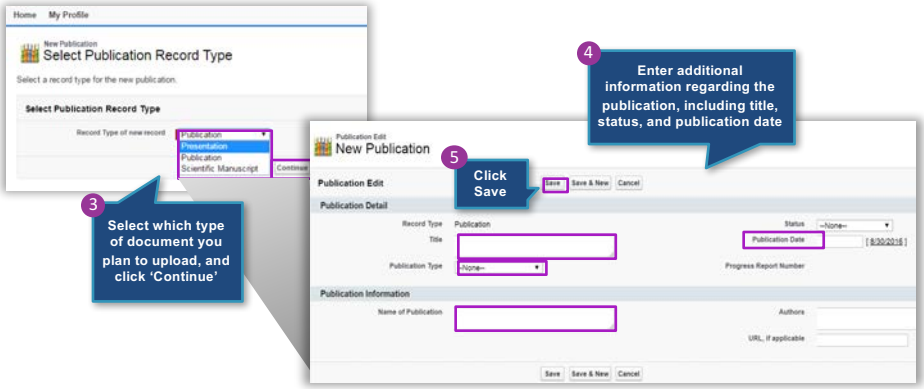
On **Page 7** of the Progress Report, review the 'Publications Update' and 'Additional Documents' sections, and upload any publications (if applicable).



Note: For Engagement Awards, this section will be on Page 5 of the PR.

Updating & Submitting Progress Reports: Page 7, Cont'd

To add a **new publication**, enter the publication type, title, name, and publication date on the following page.



Updating & Submitting Progress Reports: Page 8

On **Page 8** of the Progress Report (page 6 for EA), complete Progress Statement for Public Use, Certification and Submit PR for review.

Edit Progress Report

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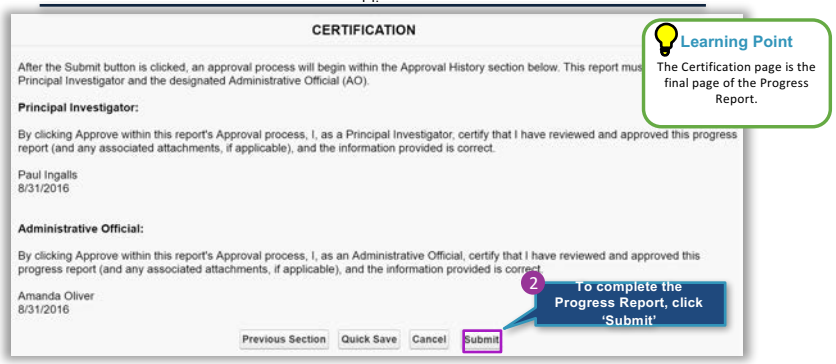
Updating & Submitting Progress Reports: Page 8, Cont'd.

Both **the PI/PL and the PI/PL Designee can submit the PR**. If the PI/PL submits, they will need to self approve the Progress Report. If the PI Designee submits the Progress Report, they will need approval from the PI.



Email Notification: The AO will be notified when the PI/PL approves the Progress Report for their review.

Submit Progress Report

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Questions?

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Thank You

Shevonne Polastre, Senior Systems, Project Manager, IT

James Hulbert, Assistant Director, Financial Compliance

Brett Anderson, PCORI Training Team

Robin Nichols, PCORI Training Team

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