

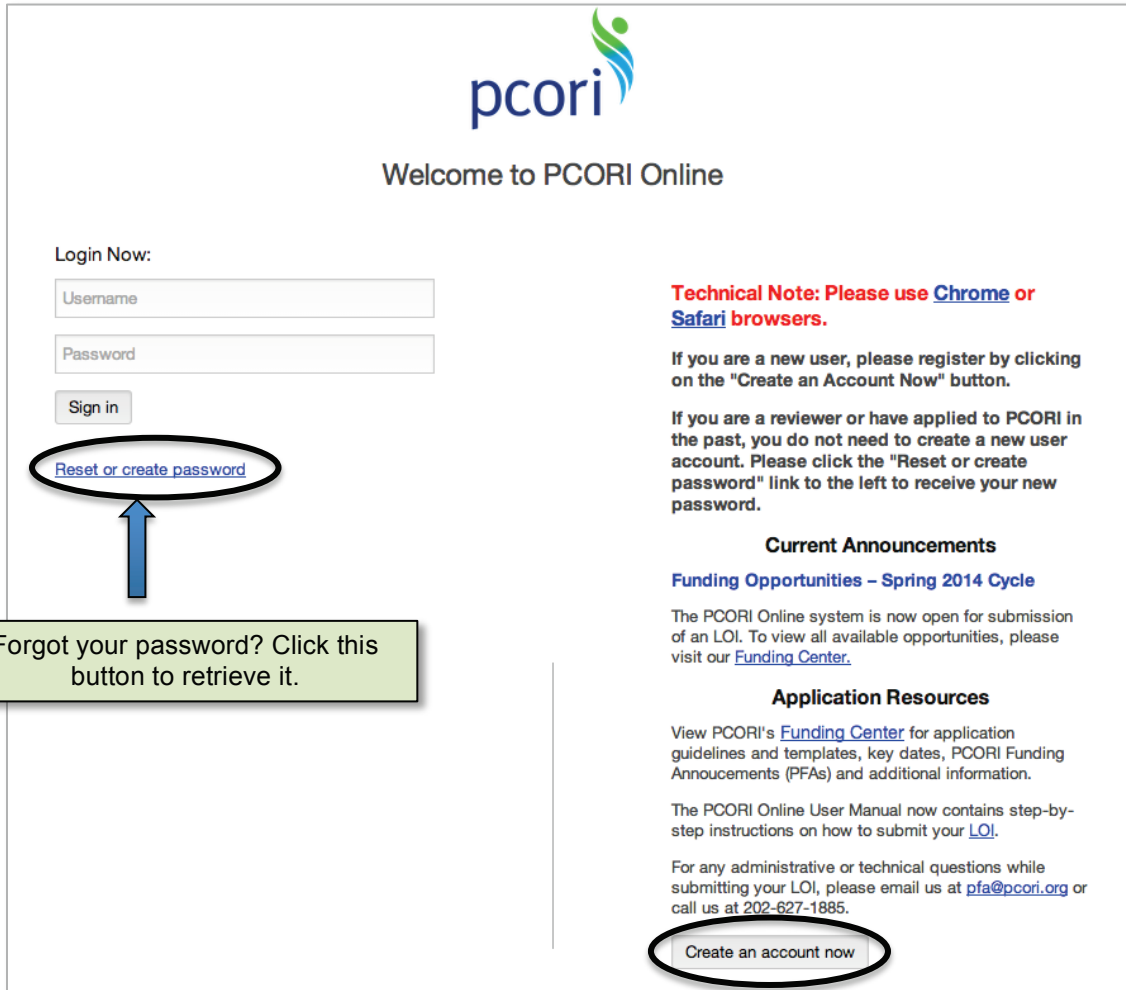
## PCORI Online

### Common Issues

Issue	Meaning	Solution
<b>Organization does not show in auto-fill menu.</b>	The organization is not yet in our system.	If your organization does not appear, please email <a href="mailto:pfa@pcori.org">pfa@pcori.org</a> with DUNs number and organization contact information (address and email).  If your organization has multiple accounts, please email <a href="mailto:pfa@pcori.org">pfa@pcori.org</a> .
<b>Individual does not show in drop-down menu.</b>	The individual is linked with a different institution or does not yet have an account.	Email <a href="mailto:pfa@pcori.org">pfa@pcori.org</a> , or have the individual select “add a relationship” under “My Account” and input appropriate organization.
<b>Encountering error when trying to upload document.</b>	The document type is not accepted. It must be a PDF file.	Please convert your document to PDF format before uploading.
<b>I did not receive an email notification and I am the PI/AO.</b>	There is likely a delay in notifications being sent out.	It is the PI’s responsibility to notify the AO after they have released the application to them.
<b>I cannot find my Request ID Number</b>	The LOI must be saved in order for a Request ID Number to be automatically generated.	Please select the ‘Save’ button in the top right of the page, then select ‘My Applications’ in the left side column.

# Getting to Know PCORI: From Application to Closeout

## Creating an account



The screenshot shows the PCORI Online login and registration interface. At the top, the PCORI logo is displayed with the text "Welcome to PCORI Online". Below the logo, there is a "Login Now:" section with input fields for "Username" and "Password", and a "Sign in" button. To the left of the "Sign in" button, the link "Reset or create password" is circled in black, with a blue arrow pointing to it from a green callout box. To the right of the login fields, there is a "Technical Note" in red text stating: "Please use Chrome or Safari browsers." Below this, there are two paragraphs of text: "If you are a new user, please register by clicking on the 'Create an Account Now' button." and "If you are a reviewer or have applied to PCORI in the past, you do not need to create a new user account. Please click the 'Reset or create password' link to the left to receive your new password." Below these paragraphs, there are sections for "Current Announcements" and "Application Resources". At the bottom right, the "Create an account now" button is circled in black.

pcori

Welcome to PCORI Online

Login Now:

Username

Password

Sign in

[Reset or create password](#)

**Technical Note: Please use [Chrome](#) or [Safari](#) browsers.**

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

If you are a reviewer or have applied to PCORI in the past, you do not need to create a new user account. Please click the "Reset or create password" link to the left to receive your new password.

**Current Announcements**

**Funding Opportunities – Spring 2014 Cycle**

The PCORI Online system is now open for submission of an LOI. To view all available opportunities, please visit our [Funding Center](#).

**Application Resources**

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

The PCORI Online User Manual now contains step-by-step instructions on how to submit your [LOI](#).

For any administrative or technical questions while submitting your LOI, please email us at [pfa@pcori.org](mailto:pfa@pcori.org) or call us at 202-627-1885.

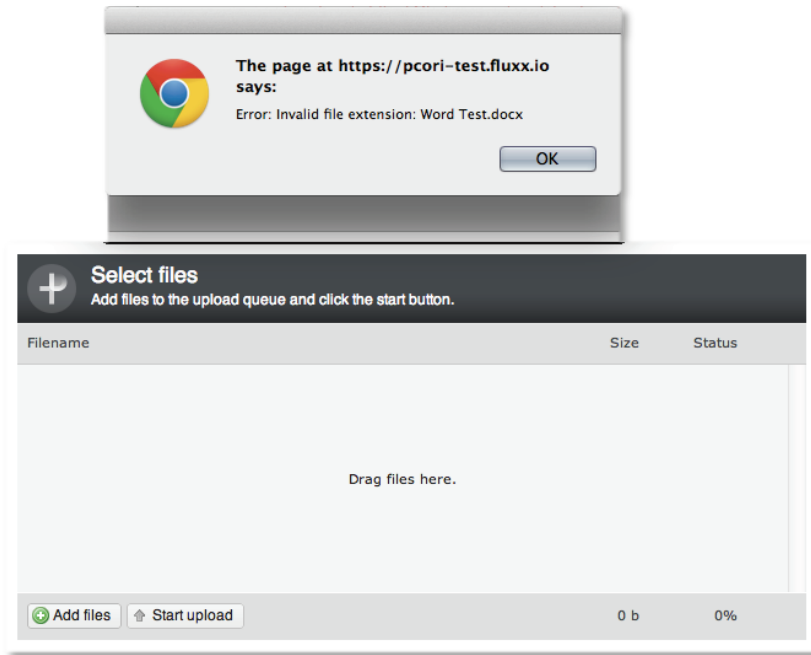
Create an account now

Please access [pcori.fluxx.io](http://pcori.fluxx.io) using either Google Chrome or Safari. You may click "Reset or create password" if you have an account but cannot log in. Click "Create an account now" if you do not have an account.

Forgot your password? Click this button to retrieve it.

# Getting to Know PCORI: From Application to Closeout

## Incompatible File Format



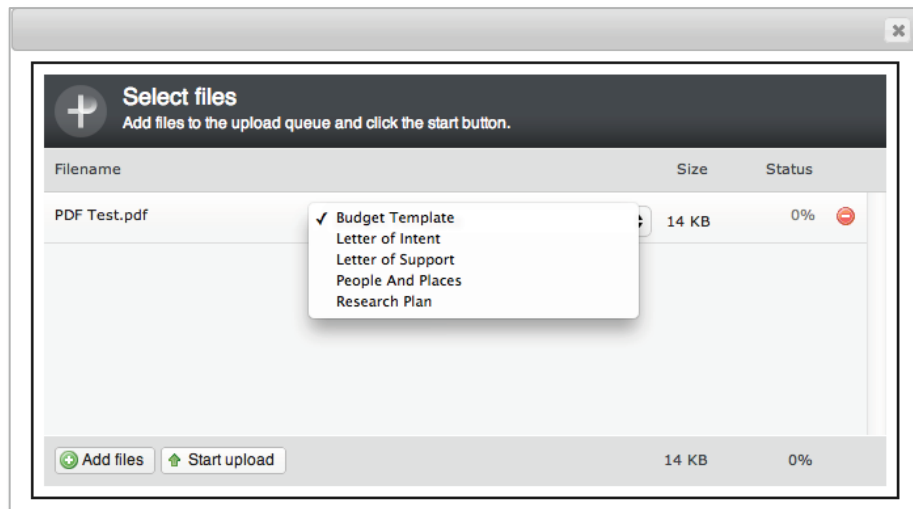
The PCORI Online system only accepts PDF files.

Please convert your documents to PDF before uploading.

# Getting to Know PCORI: From Application to Closeout

## Missing Documents

Errors were found. Error messages are displayed near each form field below. Missing documents: Letter of Intent .



When uploading, please make sure that all documents are appropriately labeled via the drop-down menu.


## Key Personnel Validation Error


▼ KEY PERSONNEL


Senior/Key Personnel are individuals in addition to the Principal Investigator who contribute to the scientific development or execution of the project in a substantive and measurable way. The contribution is independent of financial compensation.

- At least one key personnel entry is required
- To add a key personnel entry, click the green plus sign. You may delete entries by clicking on the red delete symbol that will appear as you hover your cursor over the name.
- You cannot edit your entry; you must delete and start over.
- If stakeholder is selected, you may enter "N/A" for institution.

\*Have you added all your Key Personnel? ☒ Yes

Key Personnel 

 Ashton Burton | PCORI Tester  
Scientific | Co-Investigator  
202-555-5555 | test@pcori.org

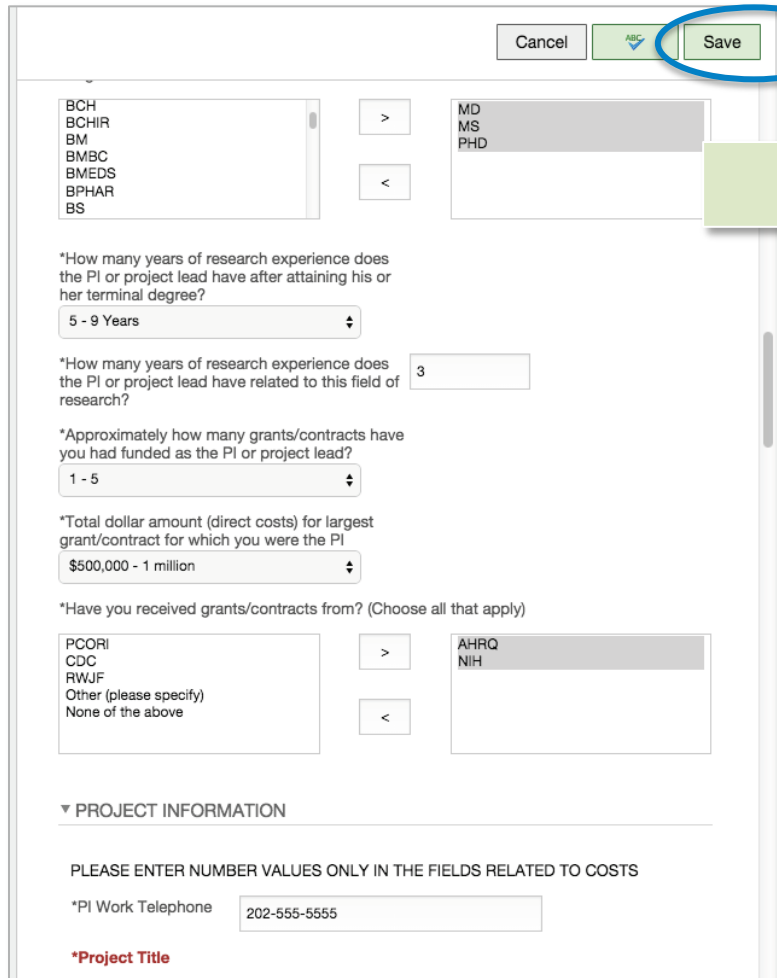
 William Stewart | PCORI Tester  
Scientific | Co-Investigator  
202-555-5555 | test@pcori.org

You must select "Yes" after adding all key personnel, or the system will not let you proceed with your submission.

# Getting to Know PCORI: From Application to Closeout

**Note:** An alert will appear if all of the required fields are not complete.

## Save



The screenshot shows a web form for PCORI applications. At the top right, there are three buttons: 'Cancel', 'ABIC' (with a green checkmark), and 'Save'. The 'Save' button is circled in blue, and a black arrow points to it from a text box. Below the buttons, there are several sections for data entry:

- A list of categories (BCH, BCHIR, BM, BMBC, BMEDS, BPHAR, BS) on the left and a list of degrees (MD, MS, PHD) on the right, with arrow buttons between them.
- A dropdown menu for research experience: '\*How many years of research experience does the PI or project lead have after attaining his or her terminal degree?' with '5 - 9 Years' selected.
- A text input field for research experience: '\*How many years of research experience does the PI or project lead have related to this field of research?' with '3' entered.
- A dropdown menu for funded grants: '\*Approximately how many grants/contracts have you had funded as the PI or project lead?' with '1 - 5' selected.
- A dropdown menu for grant amount: '\*Total dollar amount (direct costs) for largest grant/contract for which you were the PI' with '\$500,000 - 1 million' selected.
- A section for funding sources: '\*Have you received grants/contracts from? (Choose all that apply)' with a list of sources (PCORI, CDC, RWJF, Other, None) on the left and a list of agencies (AHRQ, NIH) on the right, with arrow buttons between them.
- A section titled 'PROJECT INFORMATION' with a note: 'PLEASE ENTER NUMBER VALUES ONLY IN THE FIELDS RELATED TO COSTS'.
- A text input field for '\*PI Work Telephone' with '202-555-5555' entered.
- A label for '\*Project Title' at the bottom.

You must click the "Save" button for your work to be saved.

You must click the "Save" button at the top of the LOI/Application to complete a save.

*Note: Only one individual may be logged in and edit/save changes to an application at any given time.*