

## Post-Award Requirements

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## Welcome!



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## Session Objectives

- Project Kickoff
- Reporting
- Administrative Requirements
- Award Closeout



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## Project Kickoff

- Introductory e-mail sent upon contract execution
- Kickoff call
  - Team introductions
  - Manage expectations
  - Project monitoring



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## PCORI Contract Reporting

- Effective monitoring helps verify:
  - Compliance
  - Consistency with Project Work Plan
  - Completion of contract milestones



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## Types of Reporting

- Interim Progress Report
- Financial Expenditure Report
- Special Progress Report
- Notification of Publication Acceptance
- COI Reporting
- Final Reports – Progress and Financial



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6

## Administrative Requirements and Prior Approval

- Request must be submitted in advance and signed by Administrative Official
  - Justification of how the change benefits the project
  - Address obstacles that may be encountered
- Pending modifications go through programmatic and administrative review\*

\* see handout for required documents for modifications to PCORI contracts



7



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## Period of Performance

- No-cost extensions are **not** allowed.
- Milestones and deliverables are required to ensure that the funded project is completed on-time.
- Efficient project management strategies will place you ahead of the curve.
- Address potential delays immediately.



8



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## Exceptions...

Contract modification requests to amend the period of performance **may** be approved if it benefits the overall project.



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## Unspent Funds

Contracts are issued for the entire period of performance.

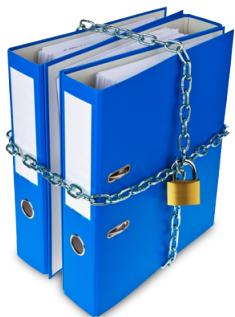
- Funds remaining from year 1 can be used in year 2, as long as
  - Milestones are being met
  - Project is in satisfactory condition



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## Contract Closeout



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



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## Record Retention

Maintain Project Records

Retain Records (5 years)

NOTE:

Final reports must be submitted to PCORI within 90 days of the end of the contract period of performance.



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12

# Thank You!

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