

PCORI Online

Common Issues

Issue	Meaning	Solution
Organization does not show in auto-fill menu.	The organization is not yet in our system.	If your organization does not appear, please email pfa@pcori.org with DUNs number and organization contact information (address and email). If your organization has multiple accounts, please email pfa@pcori.org .
Individual does not show in drop-down menu.	The individual is linked with a different institution or does not yet have an account.	Email pfa@pcori.org to request the individual be linked with your institution, or have the individual create their account.
Encountering error when trying to upload document.	The document type is not accepted. It must be a PDF file.	Please convert your document to PDF format before uploading.
I did not receive an email notification and I am the PI/AO.	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.
I cannot find my Request ID Number.	The LOI/Application must be saved for a Request ID number to be automatically generated.	Please select the 'Save and Review' at the bottom of the page, then review the Request ID number in the top left corner.

Getting to Know PCORI: From Application to Closeout

Creating an Account



The screenshot shows the PCORI Online login page. At the top is the PCORI logo and the text "Welcome to PCORI Online". Below this is a "Login Now:" section with fields for "Username" and "Password", and a "Sign in" button. A blue arrow points from a green callout box to the "Reset or create password" link. To the right, there is a "Technical Note" about browser usage, instructions for new users and reviewers, and sections for "Current Announcements" and "Application Resources". At the bottom right, the "Create an account now" button is circled.

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](#).

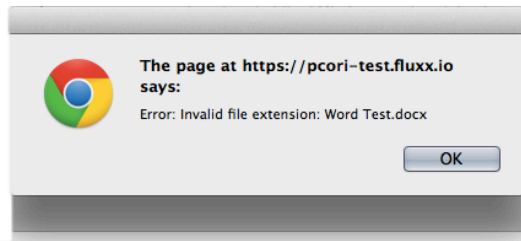
For any administrative or technical questions while submitting your LOI, please email us at pfa@pcori.org or call us at 202-627-1885.

Create an account now

Please access 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.

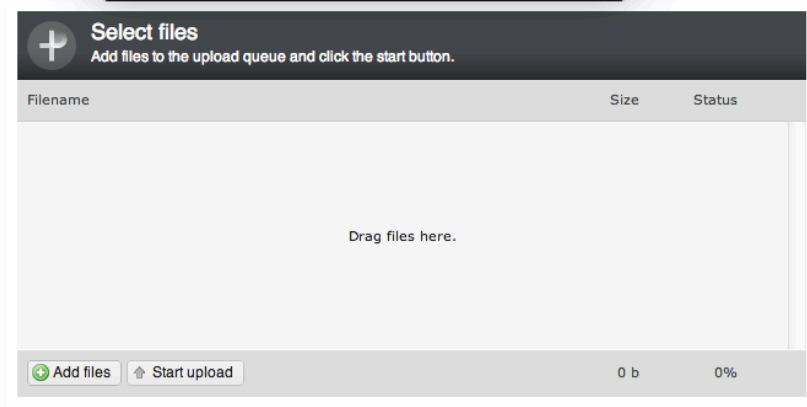
Getting to Know PCORI: From Application to Closeout

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 .

The screenshot shows a web interface for uploading files. At the top, there's a header 'Select files' with a plus icon and the instruction 'Add files to the upload queue and click the start button.' Below this is a table with columns 'Filename', 'Size', and 'Status'. The table contains one row: 'PDF Test.pdf', '14 KB', and '0%'. A dropdown menu is open next to the filename, showing a list of document types: 'Budget Template', 'Letter of Intent', 'Letter of Support', 'People And Places', and 'Research Plan'. The 'Letter of Intent' option is selected with a checkmark. At the bottom of the interface, there are two buttons: 'Add files' and 'Start upload', followed by a summary row showing '14 KB' and '0%'.

Filename	Size	Status
PDF Test.pdf	14 KB	0%

- ✓ Budget Template
- Letter of Intent
- Letter of Support
- People And Places
- Research Plan

Add files Start upload 14 KB 0%

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

Getting to Know PCORI: From Application to Closeout


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

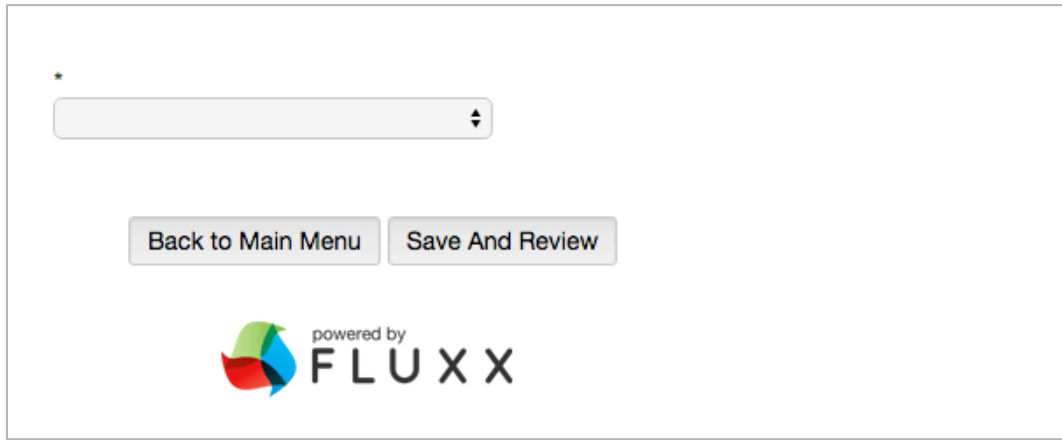
 William Stewart | PCORI Tester
Scientific | Co-Investigator
202-555-5555 | test@pcori.org

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 and Review

A screenshot of a web application interface. At the top, there is a dropdown menu with a small downward arrow on the right. Below the dropdown, there are two buttons: "Back to Main Menu" and "Save And Review". At the bottom, there is a logo for "powered by FLUX X", which includes a stylized circular graphic with green, blue, and red segments.

You must click the “Save and Review” button at the bottom 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.