

Responsibilities Overview

Contractual Responsibilities of Awardees

1. Ensure PCORI receives (when required) up-to-date IRB approval documentation
2. Adhere to project-applicable PCORI Methodology Standards
3. Manage project within contract terms and conditions
4. Ensure invoices are submitted monthly per contract
5. Prepare and submit required reports to Contracts Office
6. Maintain/review work of project staff, consultants, subcontractors
7. Collaborate with PCORI to make PCORI-funded project findings available to clinicians, patients, general public
8. Comply with PCORI's COI provision per contract and mandate driven policy

Responsibilities of PCORI Program Officers

1. Report scientific progress and program accomplishments
2. Discuss programmatic issues with applicants and awardees
3. Manage scientific research portfolios
4. Prepare funding recommendations
5. Review progress of awardees
6. Identify opportunities and needs specific to the priority area
7. Communicate program priorities through PFAs
8. Provide technical assistance to applicants and awardees

Responsibilities of PCORI Contract Administrator

1. Collaborate with Program staff to review projects that received Award Announcement letters.
2. Prepare and execute contracts
3. Actively monitor progress of awardees, for contractual and financial compliance.
4. Review invoices and reports to confirm financial vs programmatic progress
5. Identify needs for possible Modifications
6. Provide contractual assistance to applicants and awardees