

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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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



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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.



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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.

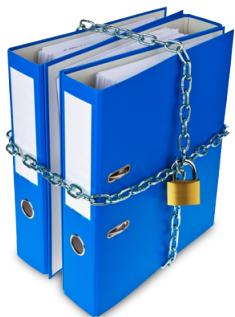
- Funds remaining from year 1 can be used in year 2, as long as
 - Milestones are being met
 - Project is in satisfactory condition



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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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Thank You!

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