

Getting to Know PCORI: From Application to Closeout

PCORI Online

Common Issues

Issue	Meaning	Solution
Organization does not show in drop-down menu.	The organization is not yet in our system.	If your organization does not appear, please email pfa@pcori.org with the DUNs number and contact information for your organization. If your organization has multiple accounts, please email pfa@pcori.org so that we can merge any duplicates.
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 with the email and name of the person
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.
The system says my document is not uploaded but I see it there.	The appropriate document type has not been selected from the drop-down menu.	When uploading the document, please select the correct document type from the drop-down menu.
My information will not save.	Either an incompatible browser is being used or the proper save procedure is not being followed.	Ensure that you are using a compatible browser (Chrome or Safari). If you are using a compatible browser, ensure that you are following the proper save and review procedure. Note that only one individual may be logged into an application and edit/save changes at any given time.
I am receiving a key personnel error.	The 'I have added all key personnel box' is not checked.	Please check this box before you proceed.
I am receiving a milestones error.	The 'I have added all milestones' box is not checked.	Please check this box before you proceed.
I did not receive an email notification and I am the AO 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.

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Creating an account



Welcome to PCORI Online

Login Now:

Username

Password

Sign in

[Reset or create password](#)



Forgot your password? Click this button to retrieve it.

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](#).

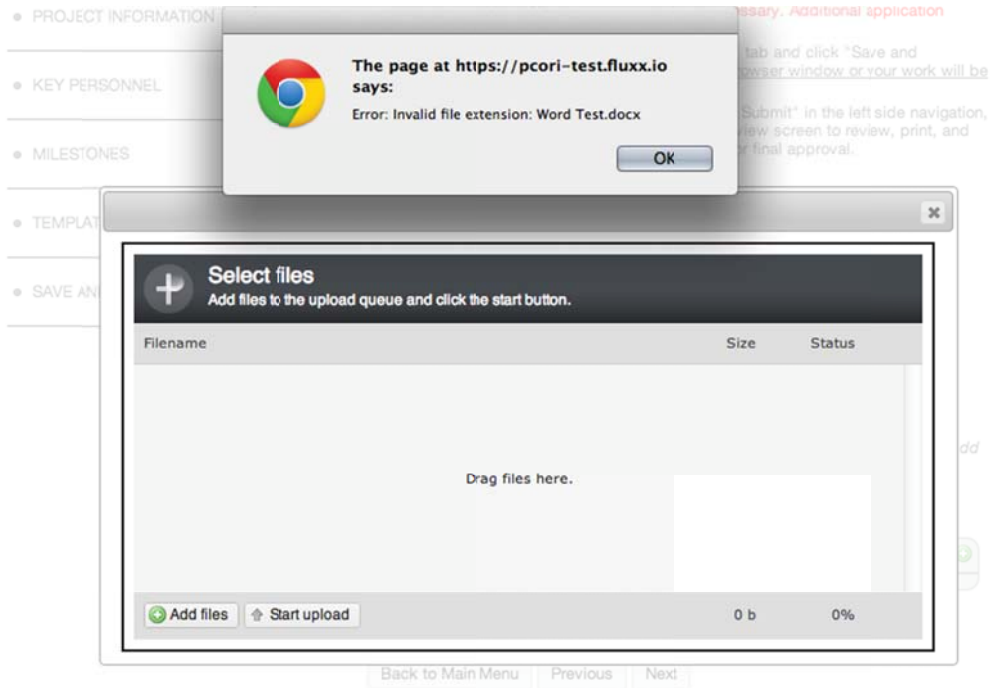
For any administrative or technical questions while submitting your LOI, please email us at pfa@pcori.org or call us at 202-627-1885.

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.

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Incompatible File Format



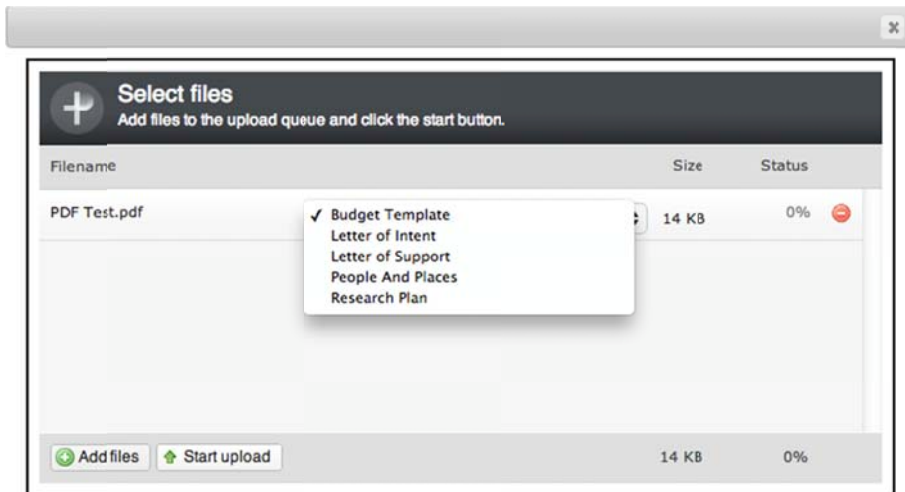
The PCORI Online system only accepts PDF files.

Please convert your documents to PDF before uploading.

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Missing Documents

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



The screenshot shows a web-based file upload interface. At the top, a dark header bar contains a plus icon and the text "Select files" followed by "Add files to the upload queue and click the start button." Below this is a table with columns for "Filename", "Size", and "Status". A single file, "PDF Test.pdf", is listed with a size of "14 KB" and a status of "0%". A red minus icon is visible in the status column. A dropdown menu is open over the file row, listing five options: "Budget Template", "Letter of Intent", "Letter of Support", "People And Places", and "Research Plan". The "Letter of Intent" option is currently selected, indicated by a checkmark. At the bottom of the interface, there are two buttons: "Add files" and "Start upload". Below these buttons, the total size "14 KB" and the overall progress "0%" are displayed.

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.

Required Fields Missing

Errors were found. Error messages are displayed near each form field below.

✓ PI AND CONTACT
INFORMATION

⚠ PROJECT INFORMATION

⚠ KEY PERSONNEL

✓ MILESTONES

✓ TEMPLATES AND UPLOADS

✓ SAVE AND REVIEW

Please ensure that all required fields are filled. The system will indicate which sections have fields that are still incomplete.

Key Personnel Validation Error

☐ *Please confirm that you have added all your Key Personnel.
This field is required.

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

Key Personnel

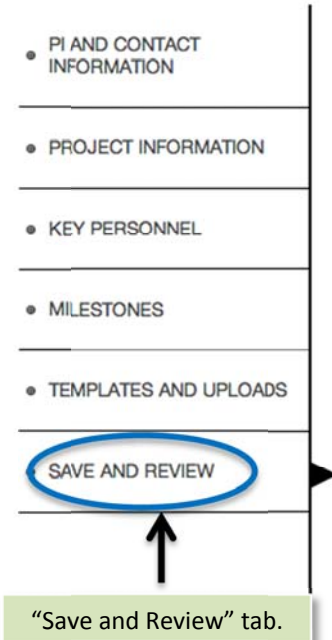


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Note: An alert will appear if all of the required fields are not complete.

Save and Review



PATIENT-CENTERED OUTCOMES RESEARCH INSTITUTE

- To complete all sections of the Application, use the left side navigational links and the "Previous" and "Next" buttons at the bottom of the screen. Please review information previously entered at the LOI phase and update, if necessary. Additional application information is required in ALL sections.
- To save your work, please go to the "Save and Review" tab and click "Save and Review." Please be sure to do this before closing the browser window or your work will be lost.
- Once you've completed all sections, click "Review and Submit" in the left side navigation, then click "Save and Review." You will be taken to a review screen to review, print, and submit your Application to your Administrative Official for final approval.
- Fields marked with (*) are required.

Once you've completed all sections of the Application, click the 'Save & Review' button. The system will indicate any incomplete fields.

When all required fields are complete, after clicking 'Save & Review,' you will be taken to a review screen to review your Application, print, and submit your application to your Administrative Official (AO) for approval and final submission. **The organization's AO is the only individual who can make the final submission to PCORI. Please follow up with your AO to ensure the application is submitted.**

Back to Main Menu Previous **Save And Review**



You must click this "Save and Review" button for your work to be saved.

You must click the "Save and Review" button at the bottom of the save and review page in order for your information to be stored.

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