

Contract Activation and Active Portfolio Management

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Welcome!



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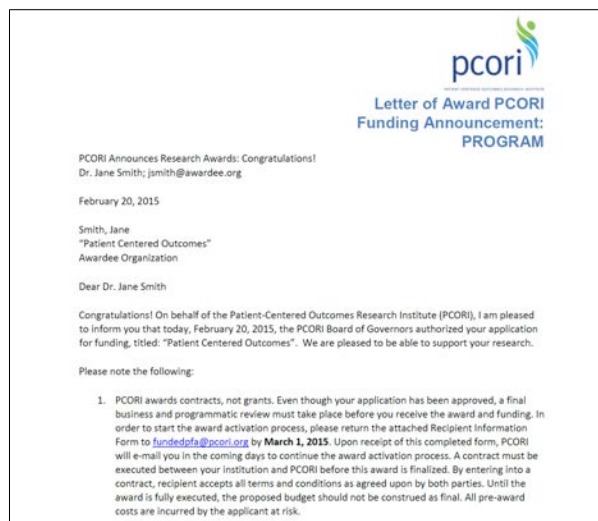
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- Active Portfolio Management
 - Project Kickoff
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 - Administrative Requirements and Prior Approval
 - Award Closeout



Award Announcement



Issuance of a Contract

Standard Language for PCORI Contract Activation

PCORI's Expedited Review Process

Due to the accelerated timeline for this contract, we are urging PI's to work closely with their institution to ensure that reviewing and signing the contract is a top priority. PCORI does not accept revisions to the contract terms and conditions unless an article:

1. Is not permissible by state law and does not already have the qualifier "to the extent permitted" under state law, or
2. Has a material adverse impact on your ability to enter into this contract.

If you have one of the conditions mentioned above please contact PCORI at funded@pcori.org.

Recipient Actions Due by XXXX:

- Complete the attached Recipient Information Form.
- Using the PCORI Guide to Contract Activation, please address all requested insertions, validate the populated information in the contract, and verify that you have completed all requirements and are ready to execute your contract. Any changes to personalized Recipient information in the contract must be returned in MS Word using the "Track Changes" function so we may update our records. Then sign and return a PDF version and the MS Word tracked changes to PCORI at funded@pcori.org.
- **Update(s) regarding your Final Budget (Attachment A):** We conducted a budget review and may have requested additional information. Please contact PCORI's Contract Department at funded@pcori.org for additional instructions.
- Please submit copies of your institution's, as well as all subcontractors' federally negotiated or independently audited indirect cost rate agreement.
- **Update regarding your Milestone Schedule (Attachment B):** We conducted a milestone review and may have requested additional information. Please contact your PCORI Program Officer if you have additional questions.
- After PCORI receives your signed and completed contract, we will countersign and send a new copy to you for your records.

If you have any questions, please contact us at funded@pcori.org.



You have a contract, now what?

- Contract:
 - Effective start and end dates of the contract
 - Project title
 - Final budget
 - Milestone Schedule
- Recipient Information Form
- Financial Account Setup



Getting Setup to Receive Payment

- Establish vendor profile
 - Address confirmation
 - Complete a W9
- Establish electronic payment profile
 - Currently Bill.com



Invoices

- PCORI reviews project invoices and spending to ensure the following:
 - Charges are allowable, allocable, reasonable, and consistent
 - Funds are spent in accordance with the approved budget
- Requirements
 - Monthly Invoices
 - Labor Detail



Project Kickoff

- Introductory e-mail sent upon contract execution
- Kickoff call
 - Team introductions
 - Manage expectations
 - Let us know what's new



Monitoring and Reporting

- Effective monitoring helps ensure:
 - Compliance
 - Consistency with Project Work Plan
 - Completion of Contract Milestones



Types of Reporting

- Interim Progress Report
- Special Progress Report
- Notification of Publication Acceptance
- COI Reporting
- Final Reports – Progress and Financial
 - Final Research Report (Peer Reviewed)
 - Final Progress Report



*Please refer to PCORI's Awardee Resources webpage here: <http://www.pcori.org/funding-opportunities/awardee-resources>



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Administrative Requirements and Prior Approval

- Formal request should be submitted 30 days in advance of the proposed change
- Prior approval requests undergo a programmatic and administrative review*



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Site Visits and Desk Reviews

- Site Visits and Desk Reviews may be performed by:
 - GAO
 - PCORI
 - Authorized third-party
- *Site Visits may be performed randomly or for cause



Period of Performance

- Milestones and deliverables ensure that the funded project is completed on-time
- Efficient project management strategies will place you ahead of the curve



Possible Termination

- Termination may result from:
 - Significant delays and/or deficiencies
 - Significant changes to study protocol without PCORI's approval
 - Not adhering to PCORI's Methodology Standards
 - Non-responsiveness
 - Breach
- Action taken before a termination:
 - Remediation Plan
 - Letter of Concern
 - Notice of Intent to Terminate



Contract Closeout



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



Record Retention

Maintain Project Records

Retain Records (3 years)



Questions?

Thank You!

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