

PCORI Online Cheat Sheet: PCORI Information Request



PCORI Information Request

If PCORI has requested additional information regarding your project, you will receive a PCORI Information Request (PIR) notification via email. Review the details and submit requested files in PCORI Online.

Navigate to PIR record via PCORI Online

1.	Log-in to PCORI Online .
2.	Click on the PCORI Research and D&I Awards tile (i.e. 'Click here to Get Started').
3.	Click on ' My LOIs and Applications. '
4.	At the top of the page, there are additional instructions regarding PIR. Click the ' here ' link to view your list of requests.
5.	Click on the PIR Number to view the PIR detail record.

Navigate to PIR record via Email

1.	Open the PIR notification email (Subject: <i>PCORI Information Request</i>).
2.	Click the link to ' Access Your PCORI Information Request ' to navigate to the PIR record.
3.	Log-in to PCORI Online , if you are not already signed in.
4.	After you log-in, you may need to re-click on the link in the email (Step 2).

Submit Requested Files

1.	Review the PIR details, including the PIR Response Deadline , and Programmatic and Administrative Questions .
2.	Review the Guidelines for Submission .
3.	Complete response(s) to the Programmatic and Administrative Questions in a file on your computer (i.e. Word or Excel document), as stated in the Guidelines for Submission.
4.	To attach the response file(s), scroll down to the Notes & Attachments section.
5.	Click the ' Attach File ' button.
6.	On the next page, click ' Choose File. ' Select the applicable file(s) from your computer, and click ' Open. '
7.	Click ' Attach File, ' then click ' Done. '
8.	After all files are uploaded, click ' Submit Response ' to complete your PIR submission.