



**PCORI Online: Merit Reviewer
User Guide for Participating at
the In-Person Meeting**

Patient-Centered Outcomes Research Institute

Complete In-Person Merit Reviews

Based on the results of the preliminary Online Review, as well as programmatic considerations, PCORI staff select a subset of applications to move forward for discussion at the In-Person Review panel. During the in-person discussion, all members of the review panel will further clarify the merits of the application and identify its strengths and weaknesses. Each member of the review panel will also indicate a final overall score for each application discussed.

The in-person panel meeting is led by a Chair and a PCORI Merit Review Officer. MROs ensure that all applications receive a fair and thorough review. Following the in-person meeting, MROs provide written summaries of the panel discussion, which serves as additional feedback to applicants.

This section provides guidance on how to:

- Prep for In-Person Reviews
- Complete In-Person Reviews

Prepare for In-Person Reviews

Applications that move forward to the in-person discussion will be available in the Reviewer Dashboard. Once your MRO notifies you that applications scheduled for panel discussion, as well as their corresponding preliminary Online Reviews, are accessible, navigate to the Reviewer Dashboard to view and download these material, which will help you prepare for the in-person panel discussion.

1. At the top of the Reviewer Dashboard page, click on the '**Application Reviews Downloads**' tab.

Reviewer Dashboard | COI & Expertise | My Profile | **Application Reviews Downloads**

Click [here](#) to navigate to the PCORI Portal home page.

Reviews

Open Reviews | Closed Reviews

Show: 10 entries

Edit	View	Application	Deadline	Record Type ID	Status	In-Person Discussion Order
		Building Capacity in the Patient-Centered Research Community	3/31/2017 6:28 PM	In-Person Review	Ready to Review	1
		Developing Community Partnerships for Patient-Centered Care	3/31/2017 6:28 PM	In-Person Review	Ready to Review	2

2. Select the Application from the list to download the application materials.
3. Click the button '**Click here to download application review materials.**'

Reviewer Dashboard | COI & Expertise | My Profile | **Application Reviews Downloads**

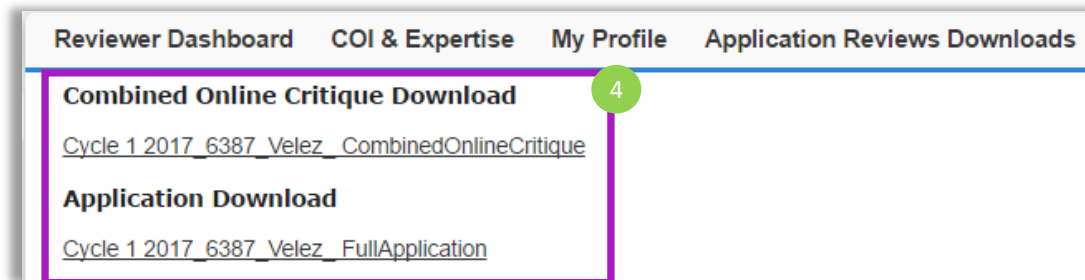
Please select the project to which you need to see the Downloads tab data.

Select Project:

6387 : Building Capacity in the Patient-Centered Research Community

[Click here to download application review materials](#)

4. Navigate to the links to access PDF versions of the Combined Online Critique and the full Application. Please use these documents to prepare for, and to use during, the in-person discussion.



Complete In-Person Reviews

During the in-person discussion, you will score and submit overall comments for each Application.

1. Applications will be listed under Open Reviews in the order that they will be discussed at the in-person discussion. When instructed by your MRO at panel, on the Reviewer Dashboard, click the Edit icon next to the Application record to score and submit comments.

The screenshot displays the 'Reviewer Dashboard' with a navigation bar at the top containing 'Reviewer Dashboard', 'COI & Expertise', 'My Profile', and 'Application Reviews Downloads'. Below the navigation bar, there's a 'Reviews' section with 'Open Reviews' and 'Closed Reviews' tabs. A table lists applications with columns for 'Edit', 'View', 'Application', 'Deadline', 'Record Type ID', 'Status', and 'In-Person Discussion Order'. The first application, 'Building Capacity in the Patient-Centered Research Community', is highlighted. A callout box labeled '1' points to the 'Edit' icon (pencil) next to this application. Another callout box labeled '2' points to the 'In-Person Review' tab within the 'In-Person Preview' modal, which also shows 'Application Details' and 'Report Conflict' tabs. The modal content includes the title 'In-Person Review' and a section for 'Overall Review Rating' with instructions to provide a rating and additional comments.

2. Click the **In-Person Review** tab.

3. Use the drop-down menu to select an **Overall Review Rating** for the Application. Score ranges from “1” (best scoring) to “9” (poorest scoring).
4. Enter **Overall Comments**.
5. Use the drop-down menu to confirm that your critique is finalized. Select ‘Yes.’
6. Click ‘Save.’

In-Person Preview
ER-2779

Application Details Report Conflict **In-Person Review** Review & Submit

In-Person Review

Overall Review Rating
Please provide your overall rating of the application based on the discussion. Please consider adding additional comments related to your scoring in the box provided

3

Overall Comments

The proposed study seeks to redesign care for a high-risk, elderly (Medicare) population that presumably has a very high disease burden. Though the proposed study design and evaluation is not strongly patient-centered, the research addresses an issue that is of clear concern to patients. By concentrating patients at high risk of hospitalization, physicians will be able to focus their attention on those with the highest risk. Preliminary data from pilot work conducted by the study team is promising; the proposed study will address limitations to the pilot work—specifically the small sample size, short duration, and limited patient-centered outcomes.

I confirm that my critique is now final

Yes

Save Cancel

7. When you have scored the Application, entered your overall comments, and are ready to submit, click '**Review & Submit**' at the top of the page.

In-Person Preview
ER-2779

Application Details Report Conflict **In-Person Review** **Review & Submit**

In-Person Review

Overall Review Rating
Please provide your overall rating of the application based on the discussion. Please consider adding additional comments related to your scoring in the box provided

3

Overall Comments

X Undo Bold Italic Link Unlink Bulleted List Numbered List Indent Outdent Styles Format ? Source

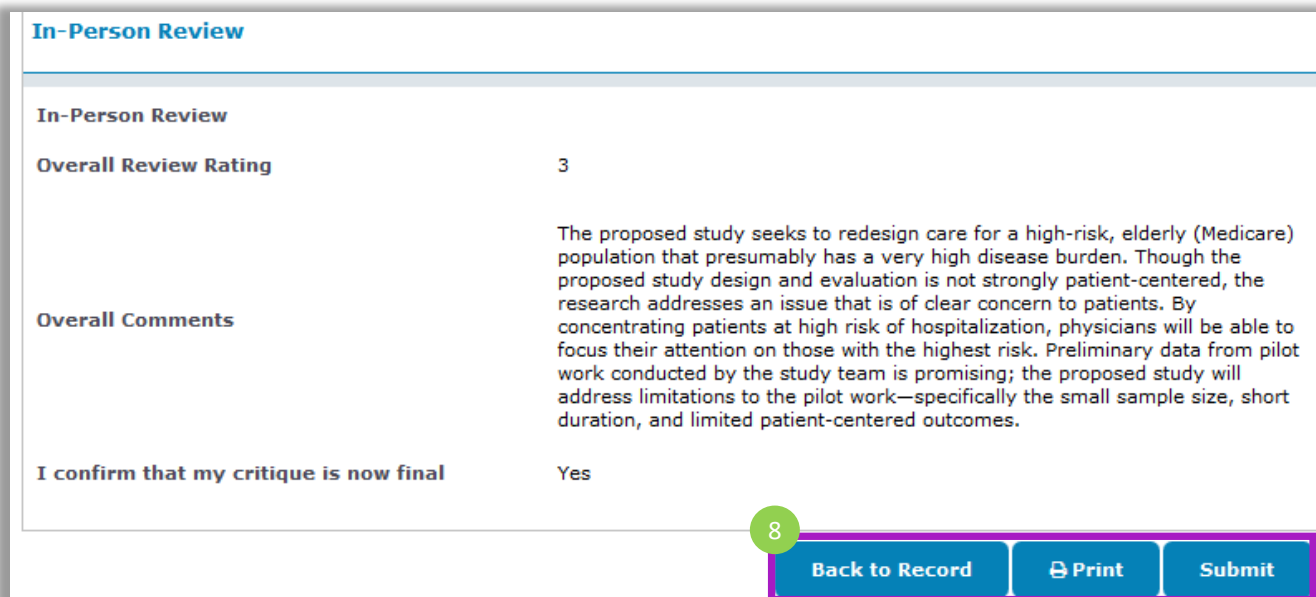
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I confirm that my critique is now final

Yes

Save Cancel

8. You will be taken to a read-only page, where you can view a read-only summary of your Overall Rating and Comments.
 - a. If you would like to make any updates, click '**Back to Record.**'
 - b. To print a copy of the Review, click '**Print.**'
 - c. To submit, click the '**Submit**' button.



In-Person Review

In-Person Review

Overall Review Rating 3

Overall Comments

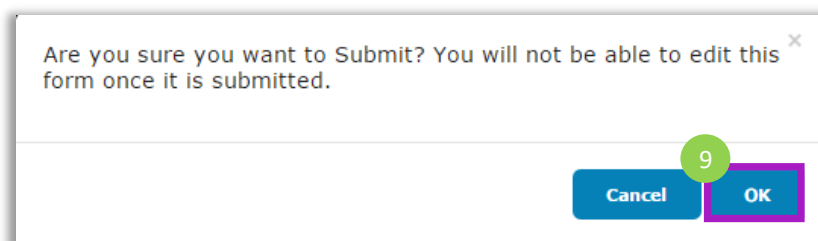
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I confirm that my critique is now final Yes

8

Back to Record **Print** **Submit**

9. Click '**OK**' to finalize the submission. The page will then refresh, and return you to the initial **Reviewer Dashboard** page.



Are you sure you want to Submit? You will not be able to edit this form once it is submitted. ✕

9

Cancel **OK**

10. While participating at the In-Person Panel, repeat steps 1-9 to score and add comments for each discussed Application (shown in the Open Reviews tab on your **Reviewer Dashboard**).