

# Application Process



## 1. Submit a Letter of Intent (LOI)

- An LOI is required in order to submit an application
- The PCORI funding announcement-specific (PFA) LOI includes:
  - Organization Information
  - Information about key personnel
  - Technical Overview
- LOIs are reviewed based on criteria detailed in each PFA; only applicants with responsive LOIs are invited to submit an application
- Applicants must submit their LOI via PCORI Online by 5:00 PM ET on the stated due date.

### TIPS FOR SUCCESS

- Start early
- Partner with your patient/stakeholder team members early and often
- Ensure that research questions are comparative
- Use clear, concise language (avoid jargon)
- Use all documents listed in the applicant resources section of the funding center

## 2. Begin the Application Process

Every application includes a research plan that states the goal of the project, the research question(s) to be studied, and how the questions will be answered. Applicants should use the merit review criteria and methodology standards when writing their application. The **PCORI Research Plan Template** provides a structural outline for the application.

The **People and Places Template** is where applicants demonstrate why their team and institution is best suited for the particular study. Finally, in developing the budget, applicants should determine, list and justify the costs that will directly support the proposed research project.

### PCORI Research Plan Template

Research Strategy .....	20-page limit (includes the engagement plan)
Dissemination and Implementation Potential .....	1-page limit
Replication and Reproducibility of Research and Data Sharing .....	2-page limit
Protection of Human Subjects .....	5-page limit
Consortium Contractual Arrangements .....	5-page limit
References Cited .....	10-page limit
Appendix .....	10-page limit

All applications should demonstrate active patient and stakeholder engagement through the integration of patients and stakeholders in the development of the research plan and throughout the proposed project. Clearly describe how patients and stakeholders have partnered or will partner with scientists in the development of the research question to be studied, identifying the outcomes sought, planning and conducting the study, and drafting a plan for disseminating research results.

## People and Places

### Consider the following:

- Who is on the team?
- How is your research team qualified to conduct the study?
- What evidence is there that your team can execute the research plan?
- Does your institution have the appropriate facilities to conduct this research?

## Developing the Budget

Use PCORI guidance to identify allowable, indirect allowable and unallowable costs.

### The budget should be:

**Reasonable:** Provide a reasonable estimate of what the research team intends to spend. Expenses should be comparable to the intended impact of the proposed research.

**Thorough:** Provide justification to convince reviewers that the research team has a good estimate of the overall costs.

**Detailed:** Describe any large year-to-year variation in the budget justification. Make sure to explain why and how PCORI resources will benefit the contract.

## ALLOWABLE COSTS

- Personnel salaries and benefits
- Consultant fees (including patient and stakeholder partners)
- Travel costs
- Equipment
- Supplies
- Subcontractor (direct and indirect)
- Applicant indirect costs
- Other

## UNALLOWABLE COSTS

- Student housing/stipends
- Idle facilities
- Interest on bad debts
- Entertainment
- Advertising
- Excessive airfare
- Alcoholic beverages
- Alumni activities
- Losses on other grants
- Memberships
- Lobbying
- Rent
- Bad debts/losses
- Donations
- Fundraising
- Personal expenses

## 3. Submit an Application

Applicants must submit their application to PCORI Online by 5 pm EST on the stated due date. For additional information, the PCORI Online User Manual: Submitting an Application is available in the Funding Center. If an application is not recommended for funding during a cycle, it may be resubmitted in a future cycle. There is no limit to the number of resubmissions. However, resubmissions are not allowed for limited and targeted PFAs.

## APPLICANT RESOURCES

### PCORI Online: Pre-Award User Guide for Research Award

<http://www.pcori.org/sites/default/files/PCORI-Online-Pre-Award-User-Guide.pdf>

### Engagement Rubric

[www.pcori.org/engagementrubric](http://www.pcori.org/engagementrubric)

### Compensation Framework

<http://www.pcori.org/sites/default/files/PCORI-Compensation-Framework-for-Engaged-Research-Partners.pdf>

### PCORI Sample Engagement Plans

<http://www.pcori.org/sites/default/files/PCORI-Sample-Engagement-Plans.pdf>

### Standard Contract for Funded Research Projects

<http://www.pcori.org/sites/default/files/PCORI-PFA-Standard-Contract-for-Funded-Research-Projects.pdf>

### PCORI Online System

<https://pcori.force.com>

### Applicant FAQs

<http://www.pcori.org/funding-opportunities/how-apply/faqs-applicants>

### Help Center

<https://help.pcori.org/hc/en-us>

### Policy on Submission of Research Contract Applications

<http://www.pcori.org/funding-opportunities/how-apply/policy-submission-research-contract-applications>

### Applicant Training

<http://www.pcori.org/funding-opportunities/applicant-training>

### PCORI Cost Considerations: Description of Allowable Direct Costs under a PCORI Award

<http://www.pcori.org/sites/default/files/PCORI-Cost-Considerations-Description-of-Allowable-Direct-Costs-Under-PCORI-Award.pdf>