

PCORI Online Cheat Sheet: PCORI Information Request (PIR)



Important Reminders

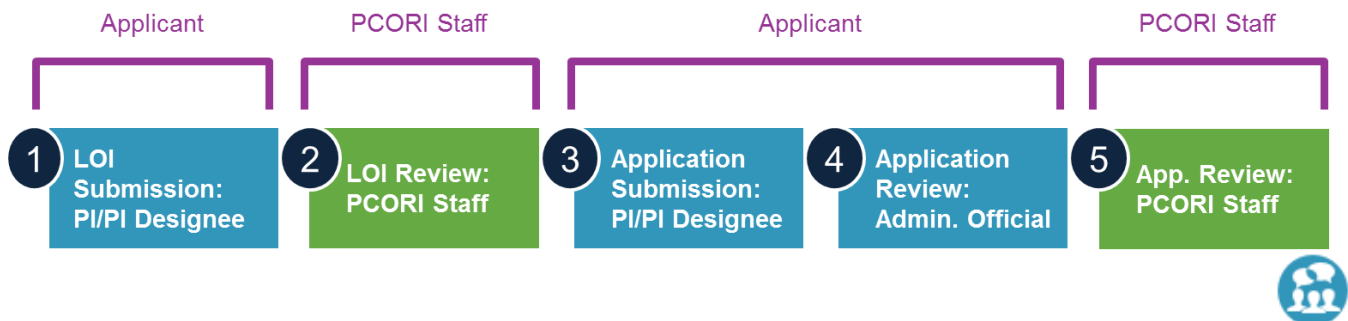
This Cheat Sheet provides guidance on how to:

- Navigate to the PCORI Information Request (PIR) Letter
- Upload & Submit Requested Files

Please keep in mind the following user roles:

User Role	Definition
Principal Investigator (PI)	Institution's primary Point of Contact (POC) throughout the lifecycle of the project, from LOI submission to project completion; is responsible for the programmatic conduct of the project.
PI Designee	An individual selected by the Principal Investigator (PI)/ Project Lead (PL) to act as a backup or alternate .
Administrative Official (AO)	Responsible for the proper administration of the contract, including approving the Application submission, overseeing contract modifications, and other required materials.

LOI and Application Process: The image below illustrates the LOI and Application Submission and Review process. Applying for funding from PCORI is a two-stage process. A Letter of Intent (LOI) must be submitted before an organization is invited to submit a full Application. Please keep this process in mind while reviewing the steps below.



PCORI Information Request (PIR)

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 the Research and D&I Awards tile (i.e. ' Click here to Get Started ').
3.	Click ' 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 the PIR Number to view the PIR Detail record.

Navigate to PIR record via Email

1.	Open the PIR notification email . The email subject will be <i>PCORI Information Request (PIR #)</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.	To upload additional documents or responses, repeat steps 4-7.
9.	After all files are uploaded, click ' Submit Response ' to complete your PIR submission.