PCORI Online Research Awards Cheat Sheet: Progress Reporting

Updated as of 11/2/2018

Important Reminders

This Cheat Sheet provides guidance on:
- Updating and Submitting Progress Reports
- Approving Progress Reports
- Resubmitting Returned Progress Reports

Please keep in mind the following icons and definitions:

Icon	Definition	
Quick Save	Use '**Quick Save**' to automatically save all information entered into the progress report.	Quick Save
Next Section	Use '**Next Section**' to automatically save the information entered into the progress report, as well as navigate to the next page.	Next Section
Previous Section	Use '**Previous Section**' to automatically save the information entered into the progress report, as well as navigate to the previous page.	Previous Section
Cancel	Use '**Cancel**' to close the progress report. If selected, any unsaved information will not be retained in the Progress Report.	Cancel

Progress Report Business Process:

The image below illustrates the process of Progress Report (PR) submission and acceptance. The Awardee (typically the Principal Investigator (PI) or PI Designee) will open and submit the Progress Report through PCORI Online. The PI and the AO will then approve the PR, before it is sent to PCORI for review. Please keep this process in mind while reviewing the steps below.

Progress Reporting

*The following steps detail the typical process for Interim Progress Reporting. From the **Project Details page**, navigate to the list of Progress Reports to open one of the current PRs available. Click '**Edit**' to begin. You can navigate the Progress Report by using the **page number hyperlinks** at the top of each page.*

Progress Report Submission

Page 1 *Page 1 of the Interim Progress Report displays Progress Report Details, and PI and Institution Contact Information.*	
1.	Review 'Progress Report Details,' and 'Principal Investigator & Institution Updated Contact Information.' Contact fundedpfa@pcori.org to update this information.
Page 2 *Page 2 requests information on updated Milestones.*	
1.	Review the list of Milestones in the table.
2.	Provide updates to individual Milestones by entering information directly into the editable fields (columns E through I).
3.	If any milestones will *not* be completed, list the reasons why and the implications for your project.
4.	Click '**Next Section**' to automatically save changes, and proceed to Page 3.
Page 3 *Page 3 requests a Recruitment, Enrollment, and Retention Update.*	
1.	Read the instructions, answer the questions, and review the existing Cumulative Race/Ethnicity table.
2.	Click '**Update Cumulative Race/Ethnicity Table**' to expand the window.
3.	Enter updated data into the fields, and click '**Update Values**' to save changes in real time. Any changes saved in these fields on the page, will display immediately in the Race/Ethnicity table.
4.	Enter responses to the questions at the bottom of the page.
5.	Click '**Next Section**' to automatically save changes, and proceed to Page 4.
Page 4 *On Page 4 of the Interim Progress Report, enter information on the project's Accomplishments and Challenges.*	
1.	Respond to the questions under 'Accomplishments and Challenges' and 'Methodology Standards.'
2.	Click '**Next Section**' to automatically save changes, and proceed to Page 5.
Page 5 *Complete Page 5 to report on the project's engagement. Note that there are multiple pages within the Engagement Report. Use the blue 'Next' or 'Previous' buttons to move within the page.*	
1.	Indicate whether there are updates to the project's engagement status by selecting 'Yes' on the first page of the Engagement Report. If there are no updates, select 'No.' Click '**Next**.'
2.	Based on your response to the first question, the Engagement Report will request further information.
3.	Complete all required fields, and click '**Next**' to proceed through the Engagement Report.

4.	Once you navigate through the Report and click '**Next**' on the final page, you will be automatically directed to Page 6.
	Page 6 *In Page 6 of the Interim Progress Report, provide an update on the Financial Status.*
1.	Enter information into the 'Financial Status Update' section.
2.	Click '**Next Section**' to automatically save changes and navigate to Page 7.
	Page 7 *In Page 7, review Publications guidance and attach Additional Documentation.*
1.	Review the descriptions under **Publications Update.** For Research Awards, all Publications records should be submitted and updated through the Project Details page. For Research Infrastructure CDRN and PPRN Awards, you will be able to submit Publications records directly through this **Publications Update** page. **Note**: For instructions on how to manage Publications from the Project Details page, navigate to the Research Awards Project Management Cheat Sheet.
2.	Next, review the instructions regarding which documents should be attached to the Progress Report.
3.	If applicable, add additional documents by clicking '**Choose File'** to select a file from your computer and then '**Upload**.'
4.	Click '**New Note**' to attach a note to the Progress Report. On the next screen, provide a title and enter text in the body.
	Page 8 *In Page 8 and the final page of the Progress Report, complete the Progress Statement for Public Use, Certification and Submit the Interim PR for review.*
1.	Complete the 'Progress Statement for Public Use.'
2.	Review the information under **Certification**.
3.	**When ready to submit Progress Report for review, click 'Submit.'** The Progress Report will now be read-only. To make further edits, the PI or AO must reject it & follow steps for Progress Report Resubmission below.

Progress Report Approval

The following steps describe the internal approval process after the Progress Report is submitted.
Note: If the PI submits the Progress Report themselves, they will need to self-approve.

Principal Investigator (PI) Approval:

1.	From the Project Details page, navigate to the Progress Reports list.
2.	Select the Progress Report you plan to review with a status of 'Submitted: Awaiting PI approval,' and navigate to the Approval History section.
3.	Click '**Approve/Reject**.'
4.	Enter any notes into the 'Comments' section.
5.	Click '**Approve**' to send the PR to the next approver (Administrative Official) for review. Click '**Reject**' to return the PR for updates and resubmission. Follow steps for Resubmission below.

Administrative Official (AO) Approval:	
6.	Repeat steps 1-5 above for a Progress Report with a status of 'PI approved: Awaiting AO approval.'
7.	If approved by both the PI and the AO, the progress report will proceed to the PO and the CMA in PCORI.
8.	PCORI will either accept the Progress Report, or return the PR for updates and resubmission.

Progress Report Resubmission	
The PI and AO will receive an email notification when a Progress Report is returned. The following steps provide an overview of how to resubmit a Progress Report if returned by PCORI, PI, or AO.	
1.	From the Project Details page, navigate to the **Progress Reports** list.
2.	Select the progress report with any of the following 'Returned' statuses that has the applicable iteration (i.e. 6 month IPR): • 'PI rejected: Returned for revisions' • 'AO rejected: Returned for revisions' • 'PCORI rejected: Returned for revisions'
3.	Make requested updates to Pages 1-8 of the Progress Report, and resubmit. Refer to the 'Progress Report Submission' section above for more detailed steps (pages 2 & 3).
4.	The PI and AO will review the updates made to the Progress Report, and complete the internal approval process again. Refer to the 'Progress Report Approval' section above for more detailed steps.
5.	PCORI will either accept the Progress Report, or return the PR for further updates and resubmission.
6.	Once PCORI accepts the final Progress Report, no further action is required.