

# Translation Center Results Abstracts Review Cheat Sheet For Principal Investigators (PIs)

Updated as of 8/28/2018

## Important Reminders

The PCOR Translation Center, working under PCORI's Dissemination and Implementation Program, prepares results abstracts from the Final Research Report for your project. The Translation Center's role is to help PCORI draft clear, comprehensible summaries of PCORI's research findings as a part of PCORI's mandate to assure that all results are available and useful to patients and providers in making healthcare decisions.

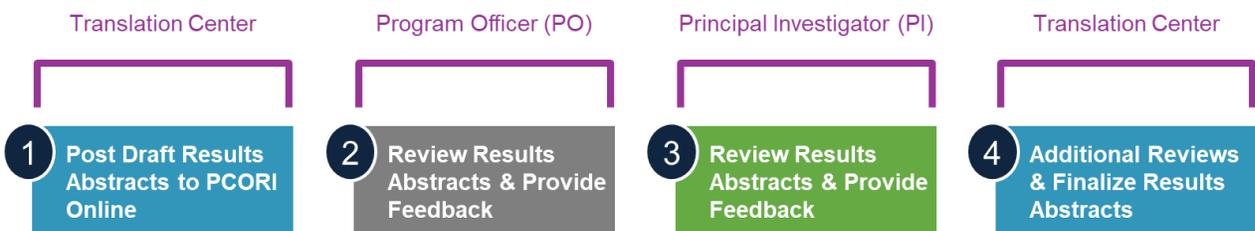
After the Translation Center has prepared a draft of the abstracts, as the Principal Investigator (PI), you will receive an email notifying you the **Public and Professional Abstracts** are ready for your review. You will be able to access these draft abstracts from the Publications section of your Project Details page in PCORI Online. Your PCORI Program Officer (PO) will have already reviewed the abstracts; you can view their edits and comments in track changes.

Please note, reviews are **extremely time-sensitive** and subsequent reviews are dependent on one another. PCORI is congressionally mandated to post study results within 90 days of the Final Research Report approval. Please be aware of the allotted time window for your review in order to help us meet these deadlines.

This Cheat Sheet provides guidance on:

- Logging in and navigating PCORI Online
- Accessing the draft results abstracts uploaded for your project
- Submitting your review of the results abstracts

The image below illustrates the results abstract review process:



## Accessing the Draft Results Abstracts

First, log in to PCORI Online and navigate to your Project Details page. From there, you will navigate to the results abstracts record to download the document that the Translation Center has uploaded for your review.

### Navigating to the Draft Results Abstracts

#### Navigating to the results abstract record via email

1. Open the **Results Abstract Review notification email**. The email subject will be *Review of your PCORI project's Professional and Public Abstracts due by XX/XX/XXX*.
2. Click the link to access the abstracts on your project page.
3. Log in to [PCORI Online](#), if you are not already signed in.
4. Once you log in, you may need to re-click the link in the email (step 2).

#### OR Navigating to the results abstract record via PCORI Online

1. Navigate to PCORI Online (<https://pcori.force.com/engagement>).
2. Enter your User Name and Password and click '**Log In.**'  
➤ *Your username will be the email address you use when interacting with PCORI Staff.*
3. If you need to reset your password, click '**Forgot your password?**' and follow the steps on the next screen.
4. Once you log in, you will be navigated to the PCORI Online home page.

<b>Eugene Washington PCORI Engagement Awards</b> The Eugene Washington PCORI Engagement Awards (EA) Program supports projects to build a community to participate in CER/PCOR. The Engagement Award Initiative Notice (EAIN) is an opportunity which provides funding for research-related conferences.	<b>PCORI Research Awards</b> PCORI's scientific research portfolio is guided by our National Priorities for Research. Under these National Priorities for Research, PCORI issues Funding Announcements (PFAs) that are either broad calls for investigator-initiated applications or targeted calls for specific topics and research questions.	<b>Ambassador Program</b> The PCORI Ambassador Program unites individual and organizational Ambassadors around the promise of patient-centered outcomes research (PCOR). The goal is to help patients, organizations, and other stakeholders share PCORI's vision and mission with their communities, participate as full partners in research, and help ensure the sharing and use of information generated from PCORI-funded projects.
<a href="#">ENGAGEMENT AWARDS</a>	<a href="#">RESEARCH AWARDS</a>	<a href="#">AMBASSADOR PROGRAM</a>

5. From the PCORI Online home page, click the **'Research Awards'** button to navigate to the Research Awards home page.
6. Click **'My Projects'** to view a list of your current project(s).
  - *If you do not see your project in this list, please email the PCORI Help Desk at [tc@pcori.org](mailto:tc@pcori.org) to gain access.*
7. Click the **Short Project Title** to navigate to the Project Details page.

Home My Profile

Project  
Brewster County Asthma Comparative Effectiveness Research

Milestones - Deliverables (5+) | COI & Expertise (0) | **Publications (2)** | IRB (1) | Notes & Attachments (0) | Invoices (0)

**Publications** New Publication

Action	Publication Number	Title	Record Type	Status	Publication Date	Publication Type
Edit	PUB-00001635	Brewster County Asthma Results	Journal Article	Published	1/30/2018	Final Study results
Edit	PUB-00001643		TC Results Abstract			

Awardee Institution/Organization: [Center for MS](#) Contract End Date\*  
 Owing Program: HDDR Kickoff  
 PFA: 701c000000ZplaAAC Mid-Point  
 PFA Type: Broad Application Number: R4-CN-AW-0003  
 Priority Area: Addressing Disparities Application Amount: \$1,550,000.00  
 Resubmission:   
 Resubmission ID:

8. From your Project Details page, navigate to the **Publications** section by using the hover link at the top of the page.
  - *Alternatively, you can scroll down the page to the **Publications** section.*
9. Open the Publication with a **Record Type** of "TC Results Abstract" by clicking on the **Publication Number**.

### Reviewing the results abstracts details

Publication  
PUB-00001643 Printable View

Back to Project: [Brewster County Asthma Comparative Effectiveness Research Project](#)

Notes & Attachments (0) | Publication History (2)

**Publication Detail** Edit Clone

Instruction

Note: When submitting a review, attach the edited file in the Notes and Attachments section below and check the checkbox to alert staff your review is complete. See the links below for more detailed instructions.

For PIs:  
[Results Abstracts Review Cheat Sheet](#)  
[Revised Summaries Review Cheat Sheet](#)

For POs:  
[Results Abstracts Review Cheat Sheet](#)

**Publication Type**

PI Reviews Public/Professional Abstracts

Project: [Brewster County Asthma Comparative Effectiveness Research](#)

PI Review Due Date: 3/27/2018

**System Information**

Created By: [Patricia Ayers](#), 3/20/2018 2:36 PM Last Modified By: [Patricia Ayers](#), 3/20/2018 2:38 PM

Edit Clone

**Notes & Attachments** New Note Attach File View All

Action	Type	Title	Last Modified	Created By
Edit   View   Del	Attachment	<a href="#">Brewster County_Results Abstract.docx</a>	3/20/2018 2:39 PM	<a href="#">Patricia Ayers</a>

1.	On the Publications Details page, first take note of the <b>PI Review Due Date</b> in the <b>Publication Type</b> section. ➤ <i>Your review of the results abstracts should be submitted by this date.</i>
2.	Scroll down to the <b>Notes &amp; Attachments</b> section. Click the <b>Title</b> of the attachment and then click <b>'View file'</b> on the next screen to download the results abstracts.
<b>Completing the results abstracts review offline</b>	
1.	Once you have downloaded the file, open it in Microsoft Word. First, save a new version of this file and update the file name by adding “_PI Review” to the end of the existing file name.
2.	Review the results abstracts offline, using Track Changes in Microsoft Word to provide edits and comments in the document. Ensure to save any changes to the file. ➤ <i>It is helpful to provide an explanation for changes you suggest. If you have no changes, please add a comment indicating “No changes” and save.</i>

## Submitting the Results Abstracts Review

Once you have completed your offline review of the results abstracts document, you will navigate back to the record in PCORI Online and upload the document with your changes and comments.

## Uploading the Results Abstracts Review

### Navigating to the results abstract record via email

1.	Open the <b>Results Abstract Review notification email</b> . The email subject will be <i>Review of your PCORI project's Professional and Public Abstracts due by XX/XX/XXX</i> .
2.	Click the link to access the abstracts on your project page.
3.	Log in to <a href="#">PCORI Online</a> , if you are not already signed in.
4.	Once you log in, you may need to re-click the link in the email (step 2).

### OR Navigating to the results abstracts record via PCORI Online

1.	Navigate back to PCORI Online ( <a href="https://pcori.force.com/engagement">https://pcori.force.com/engagement</a> ) and log in.
2.	Click the <b>'Research Awards'</b> button to navigate to the Research Awards home page.
3.	Next, click <b>'My Projects'</b> to view a list of your projects. From the list, click the <b>Short Project Title</b> of the project for which you are uploading a review of the results abstracts.
4.	On the Project Details page, use the <b>Publications</b> hover link to navigate to the results abstracts record that you accessed previously.
5.	Click the <b>Publication Number</b> for the Publication with a <b>Record Type</b> of “TC Results Abstract.”

### Uploading your results abstracts review

1.	Scroll down to the <b>Notes &amp; Attachments</b> section.
2.	Click <b>'Attach File'</b> to upload the document with your reviewed results abstracts.



## Attach File to Publication PUB-00001643

### 1. Select the File

Type the path of the file or click the Browse button to find the file.

**Choose File** No file chosen

### 2. Click the "Attach File" button.

Repeat steps 1 and 2 to attach multiple files.

( When the upload is complete the file information will appear below. )

**Attach File**

### 3. Click the Done button to return to the previous page.

( This will cancel an in-progress upload. )

**Done**

3. On the next screen, click '**Choose File**' to select a file from your computer and click '**Attach File**.'

4. Click '**Done**' to save.

## Marking the Review as Complete

### Editing the results abstracts record

Publication **PUB-00001643** Printable View

✓ Attachment(s) added.

[Back to Project: Brewster County Asthma Comparative Effectiveness Research](#)

[Notes & Attachments \(2\)](#) | [Publication History \(2\)](#)

**Publication Detail** **Save** Cancel

**Instruction**

Note: When submitting a review, attach the edited file in the Notes and Attachments section below and check the checkbox to alert staff your review is complete. See the links below for more detailed instructions.

For PIs:  
[Results Abstracts Review Cheat Sheet](#)  
[Revised Summaries Review Cheat Sheet](#)

For POs:  
[Results Abstracts Review Cheat Sheet](#)

**Publication Type**

**PI Reviews Public/Professional Abstracts**

Project [Brewster County Asthma Comparative Effectiveness Research](#)

PI Review Due Date 3/27/2018

**System Information**

Created By [Patricia Ayers](#), 3/20/2018 2:36 PM Last Modified By [Patricia Ayers](#), 3/20/2018 2:38 PM

**Save** Cancel

**Notes & Attachments** [New Note](#) [Attach File](#) [View All](#)

Action	Type	Title	Last Modified	Created By
<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Del</a>	Attachment	<a href="#">Brewster County_Results Abstract_PI Review.docx</a>	3/20/2018 2:42 PM	<a href="#">Olivia Sara Pearson</a>
<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Del</a>	Attachment	<a href="#">Brewster County_Results Abstract.docx</a>	3/20/2018 2:39 PM	<a href="#">Patricia Ayers</a>

1. To inform PCORI and the Translation Center that your review is complete, double click to in-line edit the **PI Reviews Public/Professional Abstracts** field.

2. Check the box to indicate that your review is complete.

3.

Click **'Save.'**

*Once you click **'Save,'** an email notification is automatically sent to the Program Officer and Translation Center informing them that you have completed your review. You will also receive a copy of this email for your records. Once the results abstracts are finalized and posted to the PCORI website, you will be notified via email.*