



PATIENT-CENTERED OUTCOMES RESEARCH INSTITUTE

PCORI Pipeline to Proposal Awards

Online Application System User Manual: Submit a Full Proposal

May 2017

Contents

Introduction	3
Step 1: Log In	4
Step 2: Prepare Your Proposal	5
Contact Information	6
Project Overview	10
Uploads.....	14
Authorizations.....	16
Step 3: Save and Return to Your Full Proposal & Navigating the Dashboard.....	17
Step 4: Review and Submit Your Full Proposal.....	18
Resources and Contact Information	19

Introduction

Applicants who have submitted a Letter of Inquiry (LOI) and have been selected by PCORI to submit a full proposal should follow the instructions below. If you experience technical difficulties using the [PCORI Pipeline to Proposal Awards Online Application System](#)¹, please contact us at p2p@pcori.org.

Please note the following before you begin:

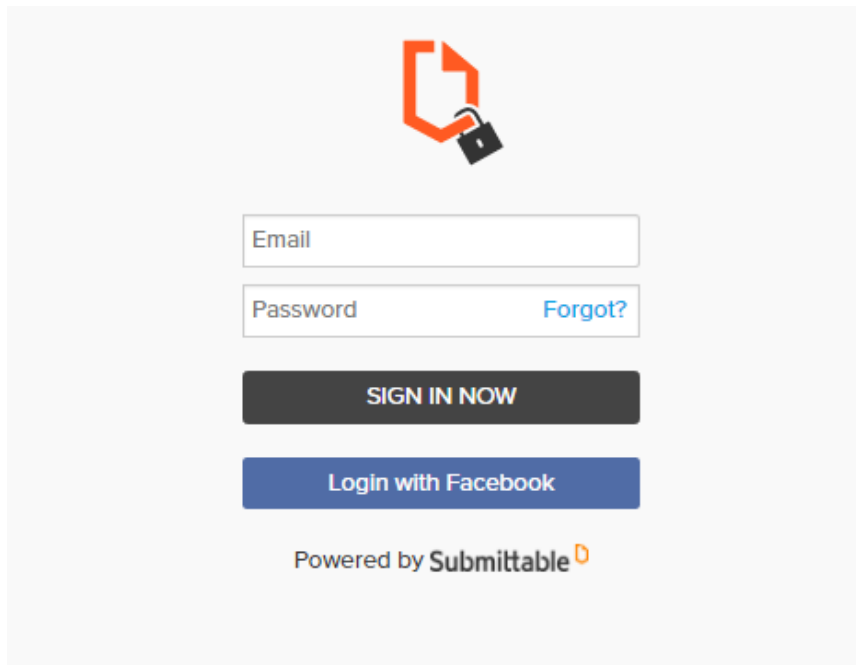
- **Remember to save your work before closing the browser window or your work will be lost.** To save your work, click the “Save Draft” button at the bottom of Full Proposal form.

¹ Available at: <https://pcori.submittable.com/login>
PCORI Pipeline to Proposal Awards: Submit a Full Proposal

Step 1: Log In

You will receive an email from PCORI via p2p@pcori.org which will include a link to the Full Proposal Form. Or you can access your submission by doing the following:

- Log in to the [PCORI Pipeline to Proposal Awards Online Application System](#)¹ using your previously created username (your email address) and password.
 - Click “Forgot your password” to retrieve a lost password. Your username is required.



The screenshot shows a login interface with the following elements:

- An orange padlock icon with a keyhole.
- An input field labeled "Email".
- An input field labeled "Password" with a blue link "Forgot?" to its right.
- A dark grey button labeled "SIGN IN NOW".
- A blue button labeled "Login with Facebook".
- Text at the bottom: "Powered by Submittable" with the Submittable logo.

¹ Available at: <https://pcori.submittable.com/login>
PCORI Pipeline to Proposal Awards: Submit a Full Proposal

Step 2: Prepare Your Proposal

- If you click on link provided in your email from PCORI you will be taken directly to the application, see below.
- If you log into the Online Application System you will be taken to your dashboard. Click on your submission title and you will be taken to the full proposal. If necessary, click on the “PCORI-Pipeline to Proposal” tab to begin completing your proposal. For more information on your Dashboard please see “Step 3: Save and Return to Your Full Proposal & Navigating the Dashboard” on page 17.

Submissions Saved Drafts Settings Notifications

Test Project Title

← Back To List Download Summary (.rtf) Withdraw

Where: Patient-Centered Outcomes Research Institute (Pipeline to Proposal Application: Letter of Inquiry (LOI) (TIER I))

When: 10/29/2014 (2 months, 15 days ago)

Status: Received

Summary / Files Activity **PCORI - Pipeline to Proposal**

PCORI - Pipeline to Proposal

Full Proposal

- Complete your Full Proposal form. **All fields marked with an asterisk (*) are required.**
- Click the **“Save Draft”** button located at the bottom of the form to save your work as you go.

File Upload

Choose Files No file chosen

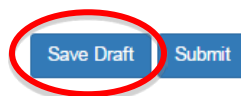
No files have been attached yet.

If you are not the authorizing official for your organization, please upload an approval letter from your authorizing official.

Acceptable file types: pdf.

Note

All notifications regarding this submission will be sent to the submitter of this application



- General instructions are located at the top of the form. Additional instructions appear beside some questions.
- For larger textboxes, character limits (including spaces) are noted in the instruction text.

Contact Information

If there are updates to the contact information of the primary or secondary applicant(s) and organization(s) (if applicable) previously entered at the LOI phase, you may make them in the Full Proposal form. If you do not have edits, you may leave this section blank.

- Update information about the project lead, if necessary:

CONTACT INFORMATION

If there are updates to the contact information of the primary or secondary applicant(s) and organization(s) (if applicable) previously entered at the LOI phase, make them below. If you do not have edits, you may leave this section blank.

Project Lead Information

Update information about the project lead entered at the LOI phase. If you do not have updates, you may leave this section blank.

Project Lead Last Name

Project Lead Address (Line 1)

Project Lead Address (Line 2: Suite, Apt., etc.)

Project Lead City

Project Lead State/Territory

Project Lead Zip Code

Project Lead Email

- Update information about the primary organization, if necessary.

Primary Organization Information

Update information about the primary organization entered at the LOI phase (if applicable). If you do not have updates, you may leave this section blank.

Primary Organization Name

Enter name of the organization or group affiliated with the project.

Primary Organization Address (Line 1)

Primary Organization City

Primary Organization State/Territory

Primary Organization Zip Code

Primary Organization Telephone

- Update information about the co-project lead, if necessary:

Co-Project Lead Information

Update information about the co-project lead entered at the LOI phase (if applicable). If you do not have updates, you may leave this section blank.

Co-Project Lead Last Name

Co-Project Lead First Name

Co-Project Lead Address (Line 1)

Co-Project Lead Address (Line 2: Suite, Apt., etc.)

Co-Project Lead City

Co-Project Lead Zip Code

- Finally, update information about the secondary organization, if necessary:

Secondary Organization Information

Update information about the secondary organization entered at the LOI phase (if applicable). If you do not have updates, you may leave this section blank.

Secondary Organization Name

Enter the name of the secondary organization or group if there is more than one organization applying.

Secondary Organization Address (Line 1)

Secondary Organization Address (Line 2: Suite, Apt., Room, etc.)

Secondary Organization City

Secondary Organization State/Territory

Secondary Organization Zip Code

Secondary Organization Telephone

Project Overview

Provide additional details about your project. Required fields are marked with a red asterisk and word limits are noted next to each textbox.

Project Overview

Complete the following questions about your project. All questions are required.

Project Title *

Describe who is on the partnership team and what their role will be. *

Do not exceed 500 words.

Limit: 500 words

Describe the health issue that the partnership team will address and why you feel that this is an important issue to build a research project around. *

Do not exceed 500 words.

Describe the key people and communities you plan to form connections with during this contract period. *

Limit: 500 words

Do not exceed 500 words.

Describe the tasks and activities to be completed. *

Limit: 500 words

Do not exceed 500 words.

Indicate the challenges that may prevent the project from being completed, and your plans for addressing those barriers. *

Limit: 500 words

Do not exceed 500 words.

Background and Partnership Example *

Limit: 500 words

Describe a successful example of a community-engagement or capacity-building activity that you have been involved with in the past. The activity does not need to be related to health or medicine.

Do not exceed 500 words.

Other Funding *

If you currently have funding from any other sources such as a community foundation, a private company (like a pharmaceutical company), or a government source (such as the National Institutes of Health or a state agency), please list this information.

Include the following: 1) the funding agency; 2) the amount of funding; 3) the purpose of the funding.

Do not exceed 500 words.

Limit: 500 words

Uploads


Required Uploads

- Three documents are required as part of the Full Proposal:
 1. Pipeline to Proposal Workplan
 2. Project Budget
 3. Budget Justification
- Upload required attachments by clicking on the “Choose Files” button in the “Required Uploads” section and following the prompts.
- Upload PDF or Excel formatted documents.
- The name of the file will appear below the “Choose File” button if your file has been successfully uploaded.
- Templates for the required uploads are posted in the Application Resources section on the [funding announcement page](#)¹ page.

Required Uploads *

Acceptable file types: pdf.

No file chosen

 TEST_DOCUMENT.pdf
[REMOVE FILE](#)

You have attached 1 file (487.61 KB). You may add up to 2 more.

Upload the following required documents in PDF format only:

1. Pipeline to Proposal Workplan and Timeline
2. Project Budget
3. Budget Justification

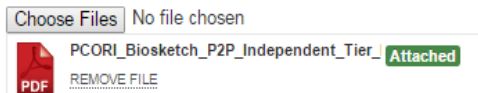
Select up to 3 files to attach.

¹ Available at: <http://www.pcori.org/funding-opportunities/announcement/pipeline-proposal-awards-tier-pre-engagementcommunity-projects>

Optional Uploads

- You may also upload optional supporting documentation, including NIH-formatted biosketches, letters of support, and/or relevant recent articles or evaluations.
- Combine multiple biosketches, letters of support, or articles/evaluations into one PDF file, respectively, for uploading. For example, you should have *one* file for all biosketches, *one* for all letters of support, and *one* for all relevant articles/evaluations.
- Upload optional attachments by clicking on the “Choose Files” button in the “Optional Uploads” section and following the prompts.
- Upload PDF-formatted documents only.
- The name of the file will appear below the “Choose File” button if your file has been successfully uploaded.

Optional Uploads



You have attached 1 file (184.56 KB). You may add up to 14 more.

Upload optional supporting documentation in PDF format.

Researchers from academic institutions who have current research funding, including NIH funding, should attach their biosketch or CV here in PDF format. Multiple biosketches should be combined into one PDF document for uploading.

If preferred, you can use the PCORI biosketch template for researchers, patients and other stakeholder partners which can be found on the funding announcement page: <http://www.pcori.org/funding-opportunities/announcement/pipeline-proposal-awards-independent-tier-iii-%E2%80%93-proposal>.

You may also upload letters of support, combined into one PDF document for uploading.

Recent articles or evaluations may also be uploaded. Combine into one PDF document for uploading.

Acceptable file types: **pdf**.

Select up to 15 files to attach.

Authorizations

Finally, certify that you are authorized by your organization to submit the Full Proposal to PCORI.

- By checking YES, you indicate that you are the designated representative of your organization, authorized to complete and submit this Full Proposal.
- By checking NO, you indicate you are not the authorizing official for your organization. If this is the case, you must upload an approval letter from your authorizing official.

I certify that I am authorized by my organization to submit this Full Proposal to PCORI. *

- Yes
 No

By checking YES, you indicate that you are the designated representative of your organization, authorized to complete and submit this Full Proposal.

By checking NO, you indicate you are not the authorizing official for your organization. If this is the case, please upload an approval letter from your authorizing official below.

File Upload

No file chosen

No files have been attached yet.

If you are not the authorizing official for your organization, please upload an approval letter from your authorizing official.

Acceptable file types: pdf.

Select 1 file to attach.

Acceptable file types: pdf.

Notes:

All applicants and awardees are required to comply with all applicable laws, including any applicable laws addressing privacy of health information. Applicants and awardees should consult with their legal counsel if they have any questions.

All notifications regarding this submission will be sent to the submitter of this application.

Please keep in mind the following:

All applicants and awardees are required to comply with all applicable laws, including any applicable laws addressing privacy of health information. Applicants and awardees should consult with their legal counsel if they have any questions.

All notifications regarding this submission will be sent to the submitter of this application.

Step 3: Save and Return to Your Full Proposal & Navigating the Dashboard

You can save and return to continue working on your Full Proposal at any time.

- To save your work, click the “Save Draft” button at the bottom of the Full Proposal form. **Please be sure to do this before closing the browser window or your work will be lost.**

File Upload

No file chosen

No files have been attached yet.

If you are not the authorizing official for your organization, please upload an approval letter from your authorizing official.

Acceptable file types: pdf.

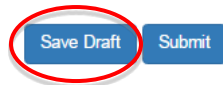
Select 1 file to attach.

Acceptable file types: pdf.

Notes:

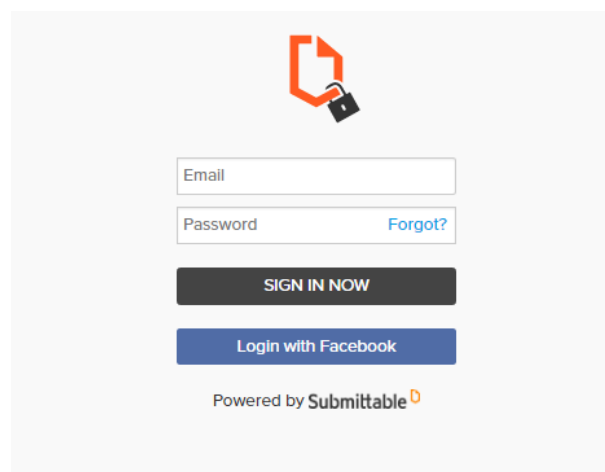
All applicants and awardees are required to comply with all applicable laws, including any applicable laws addressing privacy of health information. Applicants and awardees should consult with their legal counsel if they have any questions.

All notifications regarding this submission will be sent to the submitter of this application.



- Once you have successfully saved, you may leave the system and return to your Full Proposal at anytime.
 - **NOTE: draft Full Proposals will be saved in the system for 21 days, after which time they will be deleted.**

To return to your draft Full Proposal, login to the Submittable system.



- You will be taken to the “All” tab on your Dashboard, where you can view all LOIs and Full Proposals that are in progress.
 - You may click on the “Active”, “Accepted”, “Declined”, and “Withdrawn” tabs to view submitted, approved, declined, and withdrawn LOIs and Full Proposals, respectively. Full Proposals in progress will be in the “Accepted” tab, based on the acceptance of your original LOI.

Submissions				
Saved Drafts Settings Notifications				
All Active Accepted Declined Withdrawn				
Date	What?	Where?	Status	
10/29/2014	Test Project Title	Patient-Centered Outcomes Research Institute - Pipeline to ...	Received	Withdraw
11/25/2014	Test Project Title	Patient-Centered Outcomes Research Institute - Pipeline to ...	Accepted	Remove

Page 1 of 1 - 2 results

[Export \(.csv\)](#)

Step 4: Review and Submit Your Full Proposal

Once you’ve completed all sections, you are ready to submit your Full Proposal.

- Review your Full Proposal fully before submission.
- To submit your Full Proposal to PCORI, simply click the “Submit” button at the bottom of the form.

File Upload

[Choose Files](#) No file chosen

No files have been attached yet.

If you are not the authorizing official for your organization, please upload an approval letter from your authorizing official.

Acceptable file types: pdf.

Select 1 file to attach.

Acceptable file types: pdf.

Notes:

All applicants and awardees are required to comply with all applicable laws, including any applicable laws addressing privacy of health information. Applicants and awardees should consult with their legal counsel if they have any questions.

All notifications regarding this submission will be sent to the submitter of this application.



Resources and Contact Information

- [PCORI Pipeline to Proposal¹](#)
- [Key Dates and Information²](#)
- Questions? Contact us at p2p@pcori.org

¹Available at: <http://www.pcori.org/content/pipeline-proposal-awards>

²Available at: <http://www.pcori.org/funding-opportunities/announcement/pipeline-proposal-awards-tier-pre-engagementcommunity-projects>