



# Operations Report

*Regina Yan, Chief Operating Officer*  
PCORI Board of Governors Meeting  
Washington, DC  
September 23, 2013

Patient-Centered Outcomes Research Institute

# Agenda

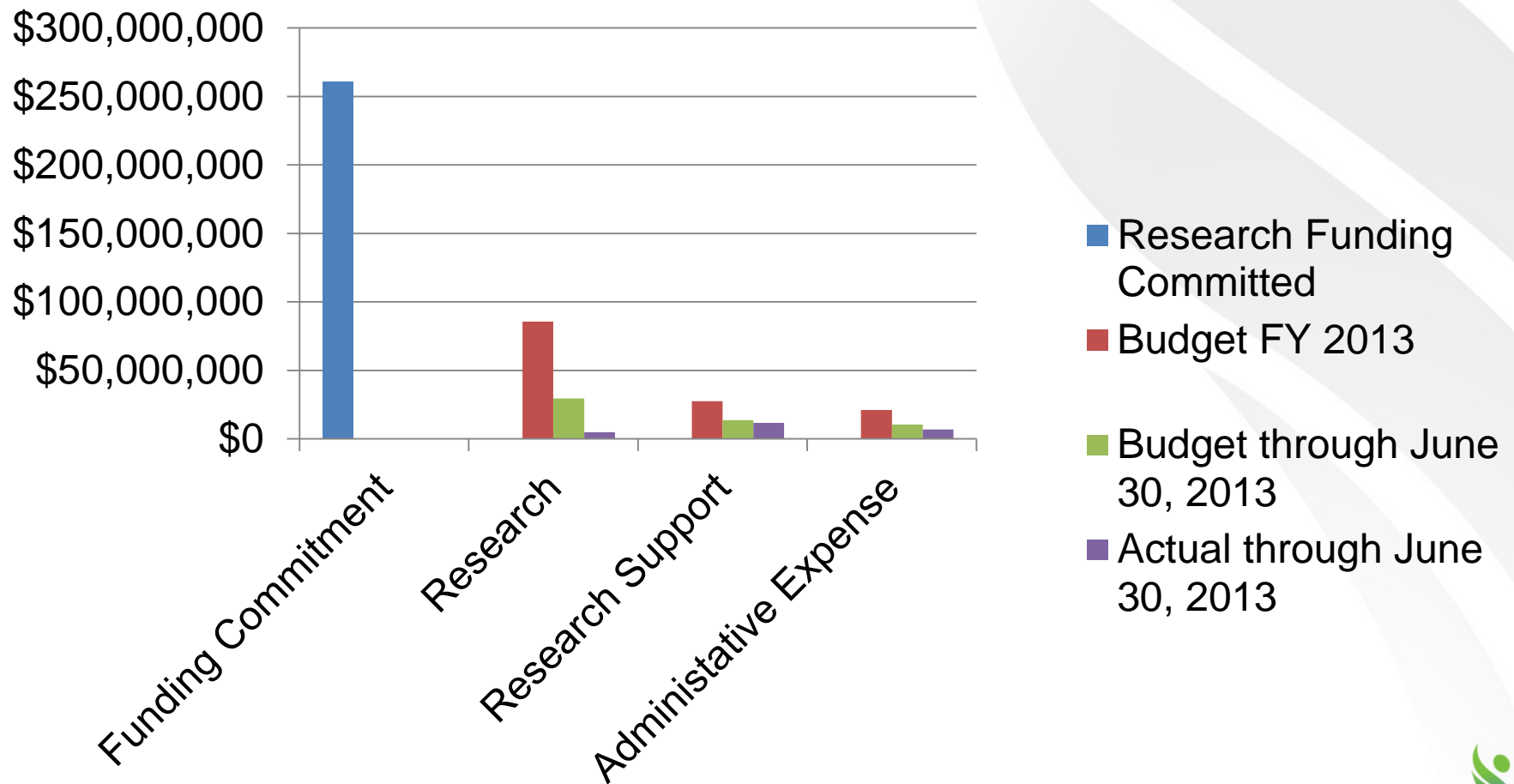
- Mid-year financial review
- Award-to-contract process improvement
- Developing the staffing support model

# Mid-Year Financial Review

## Budget to Actual at June 30, 2013

	A	B	C	B-C	
	Budget FY 2013	Budget through June 30, 2013	Actual through June 30, 2013	Variance \$	%
<b>Operation Revenue</b>	\$230,392,000	-	-	-	0%
<b>Research</b>	85,552,500	29,409,583	4,927,308	24,482,275	83%
<b>Research Support</b>	27,521,526	13,760,763	11,651,513	2,109,249	15%
<b>Administrative Expense</b>	<u>21,045,984</u>	<u>10,522,992</u>	<u>6,801,740</u>	<u>3,721,253</u>	35%
<b>Total Operating Expense</b>	134,120,010	53,693,338	23,380,561	30,312,777	56%
<b>Non-Operating Interest Income</b>	460,784	230,392	68,731	34,366	15%
<b>Net Income (LOSS)</b>	\$96,732,774	(\$53,462,946)	(\$23,311,830)	(\$30,278,411)	57%

# Mid-Year Financial Review: with Funding Commitment



# Mid-Year Financial Review

## Notes on overall under-spending

### Research:

- Contract execution delay and low expense reporting from awardees (most recent reports were from April) from project start-up period results in low recognition of extramural research spending
- Contracts for research standards not yet issued; rapid response funding (discretionary fund) has not been committed

### Research Support:

- Methodology Committee activities and Science program evaluation activities; still under planning

### Administrative Expense:

- Not all positions have been filled; development and implementation of the major IT systems has just begun

# Award-to-Contract Process Improvement

## Award-to-Contract Time

Reduced  
Contract  
Modification  
Requests

- Incorporate applicants/awardees feedback in revised research contract template

Decreased  
Negotiation  
Resolution Time

- Close consultation with General Counsel in contract negotiation to speed up resolution
- Streamline collection and review of documentation to reduce wait time
- Follow up calls to contracts pending signature

Aim:  
90 Days

- Average award-to-contract time for those executed in Q2/13: 160 days, in Q3/12: 97 days

# Developing Staffing Support Model: Research Funding Activities

## Research Funding

Research awards  
expected for 2013:  
\$427 million; for 2014  
\$500 million

21 funding opportunities announced  
Over 4,000 LOIs received  
Over 1,200 applications received  
Over 1,000 reviewers vetted and  
assigned in PCORI merit reviews  
Opened special phone line for  
applicant inquiries  
14,000 helpdesk inquiries processed  
40 webinars for applicants and  
reviewers  
Over 5,000 registered participants

Develop policies,  
procedures and  
systems for future  
years

# Developing Staffing Support Model: Workshops/Meetings

## Science and Engagement

- **Science:** 13 meetings for 9 workgroups and advisory panels
- **Engagement :** 18 roundtables, workgroups with about 650 participants
- **Communications:** Support online webinar attendance of nearly 3,000 participants



# Developing Staffing Support: Systems Infrastructure

## Four Major Systems Being Developed

**Fluxx**  
Applications  
and contracts management

**Salesforce**  
Support Engagement and  
Communications

**Revamped Website**  
Improve our external  
communications and service to  
our stakeholders

**Silk Road**  
Support staff recruitment and  
other HR functions

# Developing Staffing Support Model: Current Staffing

- All above activities are supported by 80 employees plus consultants
- Current vacancies: 38 (will be included in FY2014 budget):
  - Science: 20  
This includes 5 scientific review officers being converted from contractor positions to staff positions.
  - Contracts Management: 6
  - Finance: 5
  - Others: 7

# Developing Staffing Support Model: 2014 Staffing Plan Development

- 2014 staffing plan being developed in collaboration with Board committees and Methodology Committee with consideration of:
  - Increased level of funding announcements and review/selection process to be supported
  - Growing portfolio of awards to be managed
  - Institutional objectives to be achieved per Board approved strategic plan
  - Performance measurements to be reported
  - Ongoing functions currently supported by contractors that should be staffed by employees

# Questions/Discussion Items for the Board

1

- What additional financial information is needed for your periodic financial review?

2

- What other indicators, if any, are recommended for the dashboard?

3

- What are some of the important considerations you want the staff to address when developing the 2014 staffing plan?