

Documents Checklist for General PCORI Proposal Submission

NOTE: We strongly encourage you to please refer to this checklist for guidelines along with carefully reading the pertinent Funding Announcement. This checklist does not replace the Funding Announcement, as some Funding Announcements have special directions that supersede this standard checklist.

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|------------------------------------------|---------------------------------------------------------------------------------|
| Proposal Number: | |
| Program Solicitation: | |
| Title: | |
| PCORI Application Form Resources: | PCORI Online Resources for Applicants – Research Awards PCORI |

The requirements of the following sections are specific to the PCORI Funding Announcement you are proposing to. You must read the announcement to determine the requirements of all sections listed below.

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| LOI and Application Process | <ul style="list-style-type: none"> • Applying for funding from PCORI is a two-stage process. • A Letter of Intent (LOI) must be submitted through PCORI Online before you are invited to submit a full application. <ul style="list-style-type: none"> ○ If you do not submit a letter of intent by the deadline indicated in the funding announcement, you will not be able to submit a full application. |
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Application

| | Documents Required | Submission Method / Required File Name | Notes & Limits |
|---|----------------------------------------|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Project Information | Enter into PCORI Online | <ul style="list-style-type: none"> • Technical Abstract – 700 words • Public Abstract – 700 words |
| 2 | Budget | Enter into PCORI Online | |
| 3 | Milestones Template | Save file as “Milestones_PI LastName.xls” and upload | |
| 4 | PI Template | Save file as “PI_PI LastName.pdf” and upload | <ul style="list-style-type: none"> • Biosketch – 5 pages per individual • Patient/Stakeholder Partner Profile/Biosketch - 5 pages per individual • Leadership Plan Template (if dual-PI) – 5 pages |
| 5 | Key Personnel Template | Save file as “KeyPersonnel_PI LastName.pdf” and upload | <ul style="list-style-type: none"> • Biosketch – 5 pages per individual • Patient/Stakeholder Partner Profile/Biosketch - 5 pages per individual |
| 6 | Project/Performance Site(s) and | Save file as “Sites_PI LastName.pdf” and | <ul style="list-style-type: none"> • 15 pages |

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| | Resources Template | upload | |
| 7 | Research Plan Template | Save file as “ResearchPlan_PILastName.pdf” and upload as a single file | <ul style="list-style-type: none"> • Research Strategy – 12 pages • Research Team & Environment – 2 pages • Dissemination and Implementation Potential – 1 page • Return of Aggregate Study Results – 1 page • Protection of Human Subjects – 5 pages • Consortium Contractual Arrangements – 5 pages • References Cited – 10 pages • Appendix (optional) – 10 pages |
| 8 | Methodology Standards Checklist | Save file as “MethodologyStandardsChecklist_PILastName.xls” and upload | |
| 9 | Subcontractor Detailed Budget (for each project year) Template | Save file as “SubcontractorDetailedBudget_PILastName.pdf” and upload as a single file | |
| 10 | Budget Justification | Save file as “BudgetJustification_PILastName.pdf” and upload as a single file | <ul style="list-style-type: none"> • Budget Justification (prime and subcontractors) Template • Federally Negotiated or Independently Audited Indirect Cost Rate Letter (prime) • Fringe Benefit Rate Policy Verification Document (prime) |
| 11 | Letters of Support | Save file as “Letters_PILastName.pdf” and upload as a single file | <ul style="list-style-type: none"> • Letters of Support Table • Letters of Support |
| 12 | Resubmission Letter (if applicable) | Save file as “Resubmission_PILastName.pdf” and upload | <ul style="list-style-type: none"> • 1 page |

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PCORI Formatting Guidelines

- **Font:** For the main body use size 11 Calibri
- **Spacing:** Single space
- **Header:** Include the Principal Investigator's (PI's) full name in the top left corner of the page, on every page
- **Margins:** At least one-half (0.5) inch margins. The header may fall within the top margin
- **Page Numbering:** Each page must be numbered consecutively for each PDF upload