**PCORI Pipeline to Proposal Program**

**Tier I Evaluation Tips for Awardees**

***This document has been created for P2P Tier I Awardees***

Staff members from both PCORI and your Pipeline Award Program Office (PAPO) work together to decide if your Tier I Pipeline to Proposal project is ready to move to Tier II. This document explains how PCORI and your PAPO staff will decide if your project is a good candidate for Tier II. The underlined headers represent each factor both PCORI and your PAPO staff will look at to see if your project is ready.

***READINESS QUESTION***

1. ***Are you, the awardee, willing and interested in moving forward to Tier II?***

 *It might be possible that you don’t want to move forward to Tier II. If you say “NO” to moving on to Tier II, your PAPO will ask you for a Final Report and there will be no more evaluation.*

***EVALUATION QUESTIONS***

1. ***COMMUNICATION: Awardee has made an effort to regularly communicate with and seek technical assistance from PAPO.****This measure tells PCORI and your PAPO how often you and your partners responded to your PAPO when they asked you to. It also looks at how often you were in contact with your PAPO during Tier I in general, and how often you asked for help when you needed it.*
2. ***REPORTS: Awardee provided monthly, mid and final reports detailing their activities during the reporting period.***

*This measure is used by your PAPO to determine if you turned in all of your reports and if they were on time. This includes your monthly, mid, and final reports. Your PAPO is also looking to see if your reports shared enough information about your project progress. If/when you weren’t able to meet a report deadline you let your PAPO know ahead of time.*

1. ***TRAININGS: Awardee has completed PCORI Tier I Pipeline Awardee Training.***

*This measure is used by your PAPO to determine if you attended all required training events PCORI offered regarding P2P.*

1. ***PARTNERSHIPS: Awardee has established and strengthened a partnership with patients, stakeholders and/or researchers interested in the issue or topic of concern.***

*This measure tells PCORI and your PAPO if you made and built up partnerships with someone from each of the following groups: patients, stakeholders, and researchers during Tier I.*

1. ***TIER II READINESS: Awardee has identified parties interested in partnering on a Tier II Pipeline Award.***

*Similar to above, this measure tells PCORI and your PAPO that the partnerships you’ve built during Tier I will help you in Tier II. Specifically, we want to know if you’ve named someone from each of the following groups who will work with you in Tier II: patients, stakeholders, and researchers.*

1. ***Comparative Effectiveness Research: Awardee has provided a list of viable CER ideas.***

*PCORI and your PAPO will want to know that you are comfortable with comparative effectiveness research before you move to Tier II. By this point, you should have provided your PAPO with a list of doable CER ideas along with a plan to move forward. These CER ideas would include all of the following:*

* + *Health topic (as specific as possible)*
	+ *Population at risk for health topic who will benefit from your research (as specific as possible)*
	+ *Importance of CER idea to your partnership(s)*
	+ *Description of how the CER ideas may lead to a Comparative Effectiveness Research question*
1. ***PARTNERSHIP AND DISSEMINATION STRATEGIES: Awardee has created a list of effective recruitment strategies used to develop the partnership and description of how those strategies can be translated into dissemination strategies.***

*This measure tells PCORI and your PAPO that you know how to engage both patients and stakeholders. By this point you should have given your PAPO a list of ways you’ve recruited and included patients and stakeholders during Tier I. Additionally, you should have given your PAPO a description of how you plan to communicate about your project (AKA: dissemination plan).*

1. ***GOVERNANCE DOCUMENTS: Awardee has developed a thorough governance document that describes how patients, researchers and stakeholders work collectively to support patient-engaged CER projects in their community.***

*You should have submitted a governance document to PCORI and your PAPO in your final report. To be considered complete, the governance document needs to include the following:*

* + *Purpose or mission of partnership*
	+ *Membership/participant requirements (who may participate?)*
	+ *Membership/participant expectations (how will members participate – i.e. how often will they meet, how will they contribute to the partnership, etc?)*
	+ *Decision-making requirements (who is responsible for making various decisions?)*
	+ *Rules or guidelines for operation (how will you make sure everything is fair, tied to mission and sustainable over time?)*
1. ***TIER II WORKPLAN: Awardee has a reasonable and allowable workplan for Tier II.***

*PCORI and your PAPO want to know that your workplan for Tier II is reasonable and makes sense for the amount of time you’ll have during the Tier II award. It’s also important that your Tier II workplan does not include activities that aren’t allowed by PCORI such as research activities.*

1. ***TIER II BUDGET: Awardee has a reasonable and allowable budget for Tier II.***

*Your Tier II budget needs to meet the following criteria:*

* + *Is reasonable for the timeframe*
	+ *Does not include unallowable expenses (like research activities)*
	+ *Makes sure all partners will be paid fairly, to include in kind costs*
	+ *Is in line with PCORI budget requirements and is on the PCORI provided budget template*