Author Submission Checklist for PCORI-Funded Draft Final Research Reports

1. Preparing Your Report

- ☐ Choose a [Microsoft Word template](#) that works best for your project to prepare your report
- ☐ Include a **Title Page** with report title, list of authors and affiliations, and PCORI project ID
- ☐ Include a complete **table of contents**
- ☐ Abstract is structured (Background, Objectives, Methods, Results, Conclusions, Limitations) and is less than 1000 words
- ☐ Report text is less than 15,000 words (~1300 lines) from Background to Conclusions, not including figures, tables, or references
- ☐ Main body of report contains page numbers and continuous line numbers starting at the Background section
- ☐ Cite the Study Protocol or Research Plan within the DFRR text
- ☐ Tables and figures are cited in numerical order, and appendices cited in alphabetical order
- ☐ Figures embedded in the report text are clear and easy to read (not blurry)
- ☐ Reference list is in AMA style and references in the text are cited as superscript numbers in numerical order

2. Submitting Your Report in ReView

- ☐ View step-by-step instructions for submitting your report [here](#)
- ☐ Enter names of all co-authors listed on the title page
- ☐ Enter names of potential reviewers (optional)
- ☐ Abstract entered in ReView should match abstract in the main report
- ☐ Upload appendices as separate files and list appendices on the last page of the main report file
- ☐ Upload final Study Protocol or PCORI-approved Research Plan and Statistical Analysis Plan (if applicable)
- ☐ Upload completed required **ancillary files**
  - [Methodology and Standards Checklist](#)
  - [Return of Aggregate Research Results](#)
  - [COI Disclosure Form](#) (signed by PI and Institution Administrative Official)

If you have any questions during the revision process, please contact the editorial office at review@originreview.org

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