



Deliverables in CIS

How to submit a deliverable in the Contract Information System (CIS)

Deliverables are tracked through the Contract Information System (CIS):

- What is a deliverable?
 - Deliverables are objectively measurable products or services that are a direct result of a project effort or procurement
 - Deliverables must be stated as an integral part of the proposal and award documents
 - In the contract award document, deliverables are listed under the Contract Deliverables Requirements List (CDRL)
- How are deliverables managed?
 - Deliverables are established in the OSP Contract Management System (CMS) by contracting officers (COs)
 - The deliverable information is then fed into CIS for processing and viewing
 - The Project Director/Principle Investigator (PD/PI) is required to submit deliverable reports to the CIS deliverable system.

Understanding Deliverable List Headings in CIS:

Corresponds to Rev ID on Award Header Tab

Unique ID assigned by CIS, use when referencing a Deliverable to a GTRI CO

Due Date

Date submitted and approved in CIS

Note: Deliverables sorted on 'Due Date to Sponsor' column

Rev No (1)	Description of Deliverable	Deliv Id No (2)	Period	Covered	Due Date to Sponsor (3)	Copies reqd	Date Mailed^	Sat^
0	A007 CONTRACT FUNDS STATUS REPORT	14	01-MAY-2018	30-MAY-2018	20-JUN-2018	0	20-JUN-2018	Y
0	A002 STATUS REPORT	1	01-MAY-2018	31-MAY-2018	20-JUN-2018	0	20-JUN-2018	Y
0	A008 DATA ACCESSION LIST (DAL)	27	01-MAY-2018	31-MAY-2018	20-JUN-2018	0	20-JUN-2018	Y
0	A007 CONTRACT FUNDS STATUS REPORT	15	01-JUN-2018	30-JUN-2018	20-JUL-2018	0	20-JUL-2018	Y
0	A002 STATUS REPORT	2	01-JUN-2018	30-JUN-2018	20-JUL-2018	0	20-JUL-2018	Y

Y or N if satisfied or not satisfied

CDRL description, should match contract

Timeframe the deliverable encompasses

If multiple copies are required

Terminology:

- DUE DATE – The due date is the date the deliverable is due to the sponsor. Review and compare to mail date.
- MAIL DATES – The mail date is the date the PD/PI submitted the deliverable report to the CIS system. The Deliverable/Closeout Team member (OSP) will review the comments for specific remarks that will indicate if the mail date needs to be changed to the due date.
- ATTACHMENTS – Deliverable reports are attached upon submission to the CIS system.
- APPROVALS – The PD/PI has the authority to assign an approver for each project. Once a deliverable is submitted for approval, the deliverable status will be reflected in the Satisfied column of the Deliverable List.

Contact PMSO or OSP for more information:

- PMSO: Slack - #Ask-PMSO, [WebWISE Help Request](#), or pmsso@gtri.gatech.edu
- OSP: Visit their [Website](#) or contact the CO assigned to your project

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