**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/Principal Investigator (PD/PI) is required to submit deliverable reports to the CIS deliverable system.

**Understanding Deliverable List Headings in CIS:**

<table>
<thead>
<tr>
<th>Rev No (1)</th>
<th>Description of Deliverable</th>
<th>Deliv Id No (2)</th>
<th>Period</th>
<th>Covered</th>
<th>Due Date to Sponsor (3)</th>
<th>Copies reqd</th>
<th>Date Mailed</th>
<th>Sat*</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>A007 CONTRACT FUNDS STATUS REPORT</td>
<td>14</td>
<td>01-MAY-2018 to 30-MAY-2018</td>
<td>20-JUN-2018</td>
<td>0</td>
<td>20-JUN-2018</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>A002 STATUS REPORT</td>
<td>1</td>
<td>01-MAY-2018 to 30-MAY-2018</td>
<td>20-JUN-2018</td>
<td>0</td>
<td>20-JUN-2018</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>A008 DATA ACCESSION LIST (DAL)</td>
<td>27</td>
<td>01-JUN-2018 to 30-JUN-2018</td>
<td>20-JUL-2018</td>
<td>0</td>
<td>20-JUL-2018</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>A007 CONTRACT FUNDS STATUS REPORT</td>
<td>15</td>
<td>01-JUN-2018 to 30-JUN-2018</td>
<td>20-JUL-2018</td>
<td>0</td>
<td>20-JUL-2018</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>A002 STATUS REPORT</td>
<td>2</td>
<td>01-JUN-2018 to 30-JUN-2018</td>
<td>20-JUL-2018</td>
<td>0</td>
<td>20-JUL-2018</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>

**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/Closet 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 pmsol@gtri.gatech.edu

- **OSP** - Visit their Website or contact the CO assigned to your project.

**A link to CIS can be found under Quick Links on the WebWISE home page.**

**QUICK LINKS**

- COVID-19 Response
- Census Reports
- Contract Information System
- Diversity and Inclusion
- Ethics and Compliance
- eRouting
- eTime
- GRID
- GTRI Help Desk
- GTRI Mail
- Help Request
- Publishing Email Report
- Presentations/Templates
- Proposal Requests
- Ojeast LMS
- Research Security
- StartFask
- Talent Management
- TechWorks
- Tuition Assistance
- Workday