

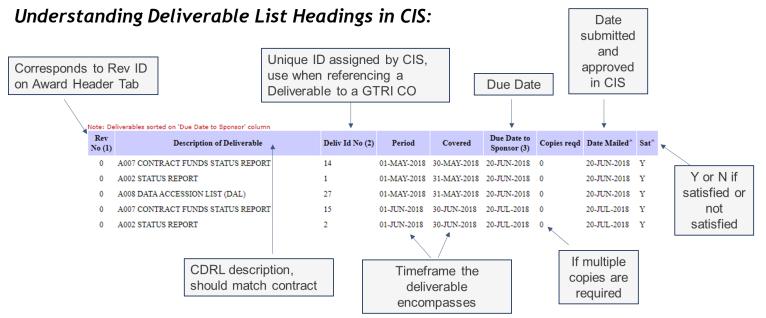
# Deliverables in CIS

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.



#### QUICK LINKS **(2)** Links <u>Favorites</u> COVID-19 Response Cognos Reports Contract Information System Diversity and Inclusion Ethics and Compliance eRouting eTime GRID GTRI Help Desk GTRI Mail Help Request Phishing Email Report Presentations/Templates Proposal Requests Quest LMS Research Security StarTrak Talent Management <u>TechWorks</u> A link to CIS can be found Tuition Assistance Workday under Quick Links on the

WebWISE home page.

## 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 pmso@gtri.gatech.edu
- OSP: Visit their Website or contact the CO assigned to your project