Award Entry Sheet

Reference Guide

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The Award Entry Sheet create, and update functionality allows DSM users to enter award-specific data in an Award Entry Sheet to drive data deliverable reporting.

Role Access

DSM roles with access to Create and Update Award Entry Sheet:

- DSM Admin Office
- DSM Issuing/Pay Office

How to Access Award Entry Sheet

How to Access the Award Entry Sheet Process:

1. Log into PIEE and access DSM.
2. Select **Create Award Entry Sheet** from the menu
3. Perform the EDA – Contract Data Search for the Award/Order
4. From the returned results, select the Create or Update button next to the desired Award.
5. Success.

EDA – Contract Data Search

On the Create Award Entry Sheet page, enter search criteria and select the **Search** button to retrieve desired data.

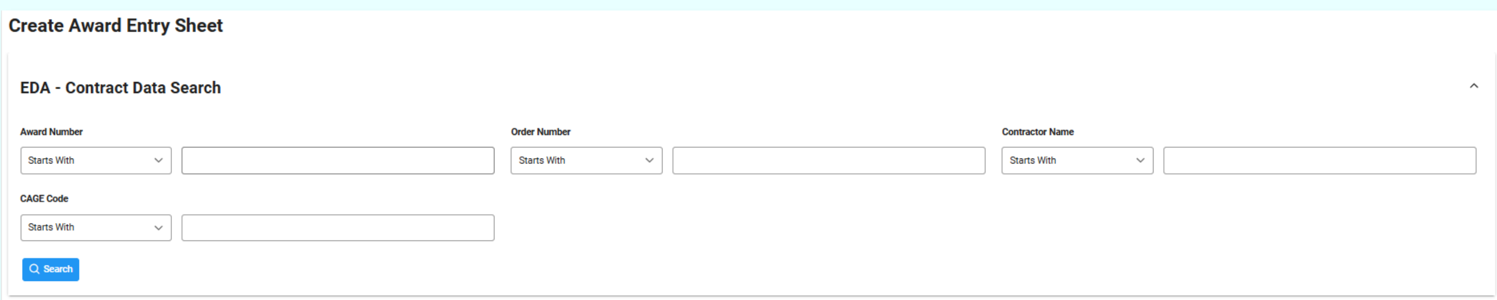
EDA – Contract Data Search

EDA – Contract Data Search Criteria:

- Award Number (***with parameters: Starts With / Equal To / Is Null / Not Null***)
- Order Number (***with parameters: Starts With / Equal To / Is Null / Not Null***)
- Contractor Name (***with parameters: Starts With / Equal To***)
- CAGE Code (***with parameters: Starts With / Equal To / Is Null***)

Buttons:

- Search



Upon submitting search criteria, the EDA – Contract Data Search results are returned.

EDA – Contract Data Search Results Columns:

- Award Number
- Order Number
- Contractor Name
- CAGE Code
- Admin By DoDAAC
- Issue By DoDAAC
- Contract DSM History (***result is a hyperlink to a popup with the contract history***)
- Create/Update Award Entry Sheet

Buttons:

- Create (***button is available within the Create/Update Award Entry Sheet column***) (***select the Create button to create a new Award Entry Sheet***)
- Update (***button is available within the Create/Update Award Entry Sheet column***) (***select the Create button to create a new Award Entry Sheet***)

Search Result

Award Number	Order Number	Contractor Name	CAGE Code	Admin By DoDAAC	Issue By DoDAAC	Contract DSM History	Create/Update Award Entry Sheet
S0512A15D1069	S0512A23F9901	RAYTHEON CANADA LIMITED	36126	FU4417	N00014	View	Create
S0512A20D0608	0001	NORTHROP GRUMMAN SYSTEMS CORPORATION	06481	FU4417	S0512A	View	Update
S0512A20D0608			6481	FU4417	FU4417	View	Create
S0512A20D1113	0001	TOWN OF DALE	69PP2	FU4417	S0512A	View	Create
S0512A20P0609		NORTHROP GRUMMAN SYSTEMS CORPORATION	06481	FU4417	S0512A	View	Create
S0512A21D1004	1950	LEIDOS, INC	1HKQ6	FU4417	S0512A	View	Update
S0512A21D2024	S0512A21F2024	RAYTHEON CANADA LIMITED	36126	FU4417	N00014	View	Create
S0512A21E0125	1401	NORTHROP GRUMMAN SYSTEMS CORPORATION	06481	FU4417	S0512A	View	Create
S0512A21P0528		NORTHROP GRUMMAN SYSTEMS CORPORATION	26512	S0512A	FU4417	View	Create
S0512A22K1027		NORTHROP GRUMMAN SYSTEMS CORPORATION	06481	S0512A	FU4417	View	Create

Records: 1 to 25   « ‹ 1 › »   25

Contract DSM History Popup

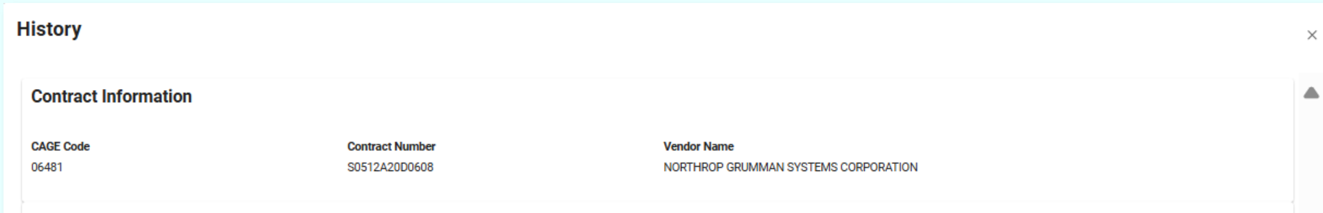
Select the **View** link in the Contract DSM History column to view all actions taken on the Customer Request for the Award in DSM.

Customer Requests, Delay Notices, and Deliverables & Communications data associated with the contract displays.

Contract Information Fields:

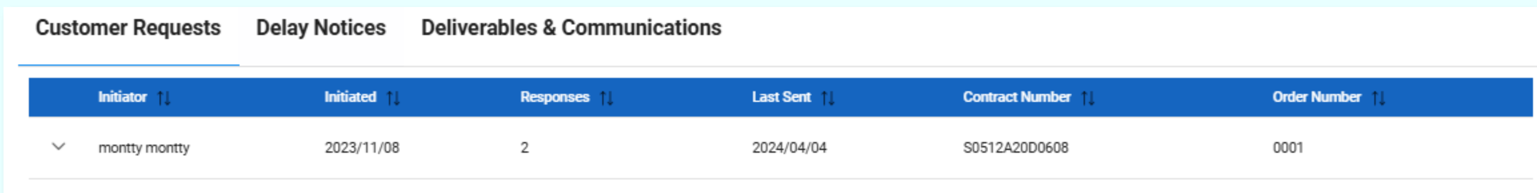
(***fields are auto-populated and are not editable***)

- CAGE Code
- Contract Number
- Vendor Name



Customer Requests Columns:

- Initiator
- Initiated
- Responses
- Last Sent
- Contract Number
- Order Number



Customer Request Information Dropdown

(***fields are available when there is an available response in the Customer Request table. Select the dropdown to display this section***)

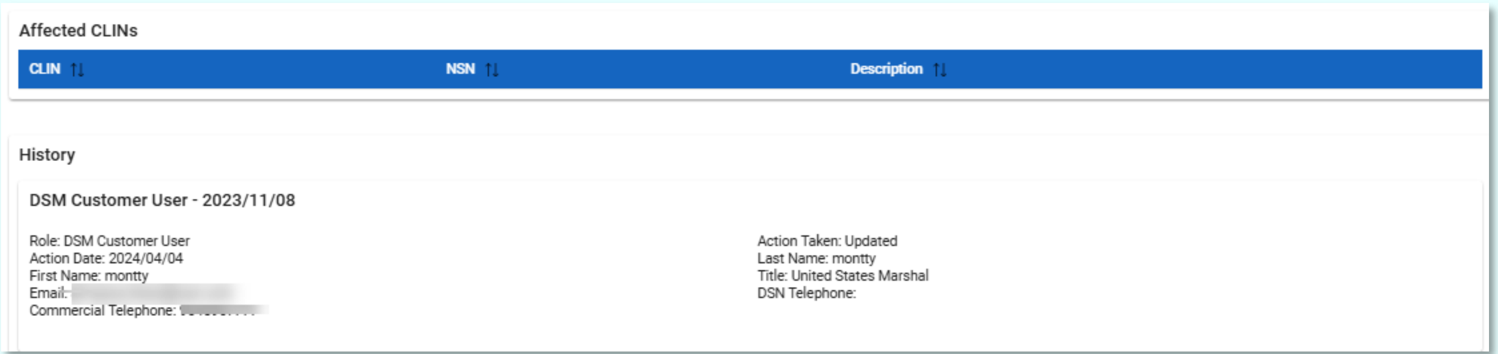
Affected CLINS Columns:

- CLIN
- NSN
- Description

History Fields:

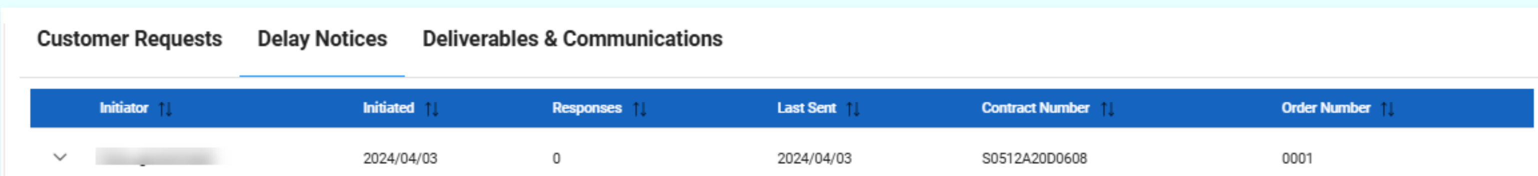
- Role
- Action Date
- First Name
- Email
- Commercial Telephone
- Action Taken

- Last Name
- Title
- DSN Telephone



Delay Notices

- Initiator
- Initiated
- Responses
- Last Sent
- Contract Number
- Order Number



Delay Notices Information Dropdown

(***fields are available when there is an available response in the Delay Notices table. Select the dropdown to display this section***)

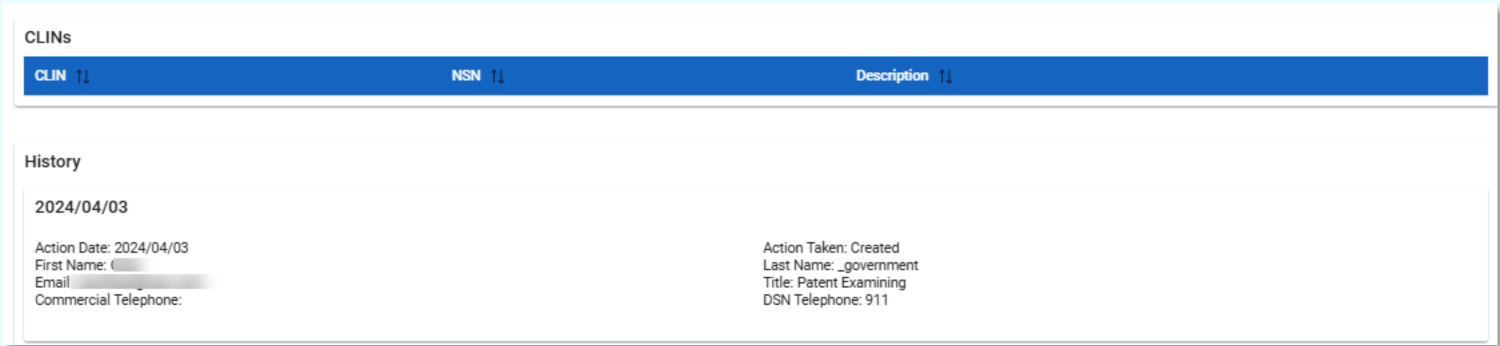
CLINS Columns:

- CLIN
- NSN
- Description

History Fields:

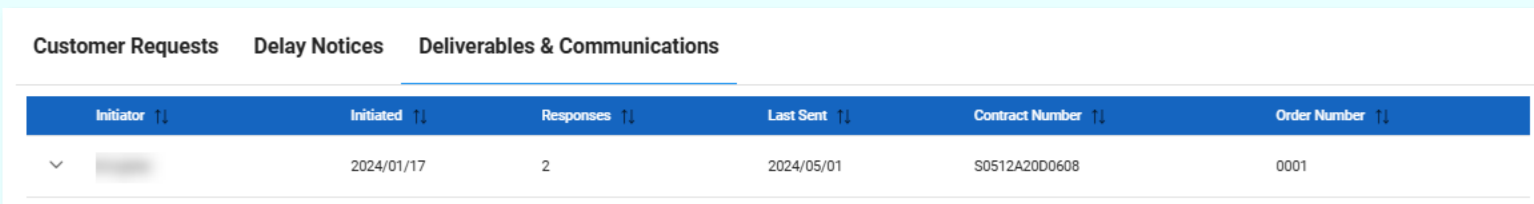
- Action Date
- First Name
- Email

- Commercial Telephone
- Action Taken
- Last Name
- Title
- DSN Telephone



Deliverables & Communications

- Initiator
- Initiated
- Responses
- Last Sent
- Contract Number
- Order Number



Deliverables & Communications Information Dropdown

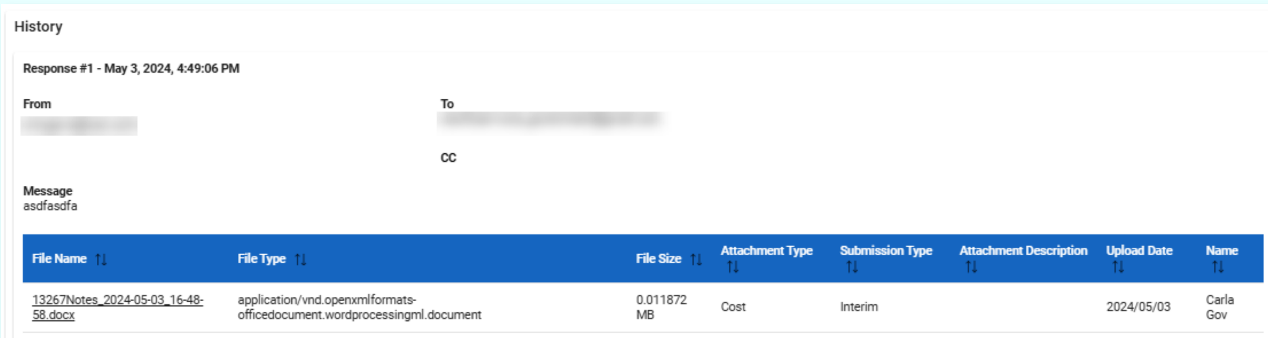
(***fields are available when there is an available response in the Deliverables &Communications table. Select the dropdown to display this section***)

History Fields:

- From
- To
- CC
- Message

History Columns:

- File Name
- File Type
- File Size
- Attachment Type
- Submission Type
- Attachment Description
- Upload Date
- Name



Create Award Entry Sheet

To create an Award Entry Sheet, select the **Create** button in the Create/Update Award Entry Sheet column of the applicable Award in the Create Award Entry Sheet search results. The Contract Award Entry Sheet page displays.

When creating an Award Entry Sheet in DSM, award-specific details are prepopulated from EDA. One Award Entry Sheet per Contract Number/Order Number/CAGE code is allowed.

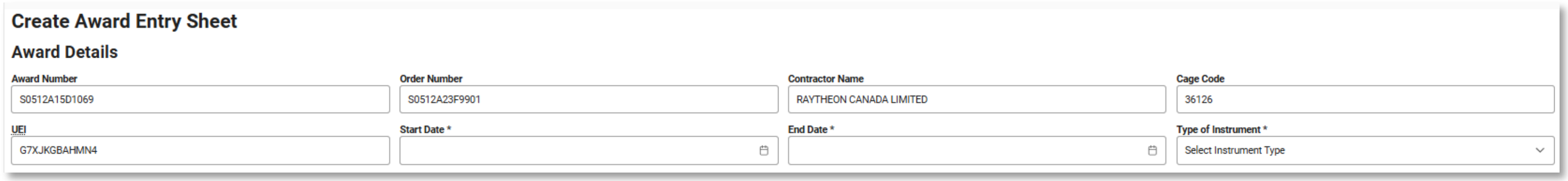
Saved Award Entry Sheets are viewable by locating an Award via the Create Award Entry Sheet search page and selecting the **Update** button in the Create/Update Award Entry Sheet column.

Create Award Entry Sheet

Award Details Fields:

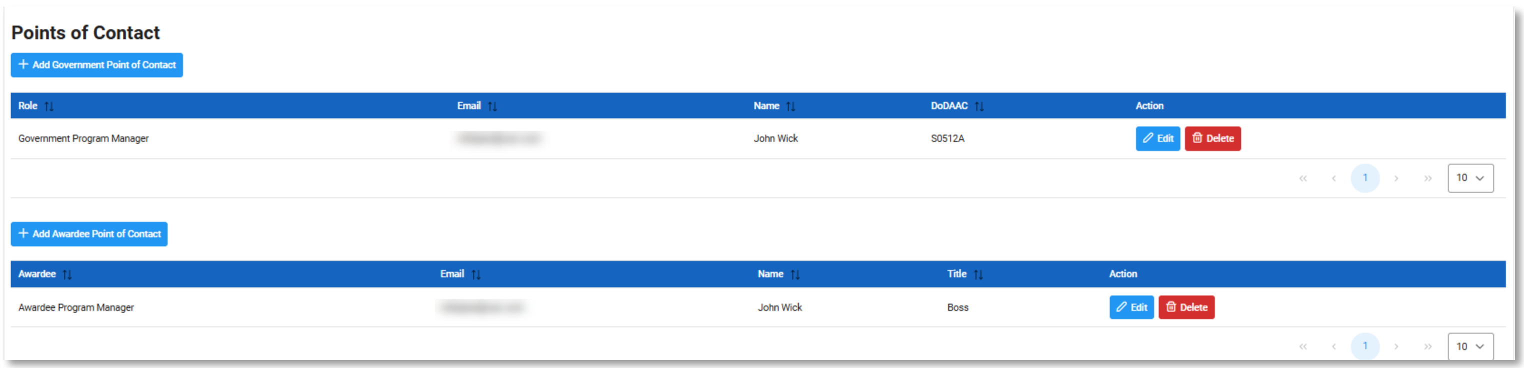
- Award Number (***field is pre-populated with information from the contract***)
- Order Number (***field is pre-populated with information from the contract***)
- Contractor Name (***field is pre-populated with information from the contract***)
- Cage Code (***field is pre-populated with information from the contract***)
- UEI
- Start Date *
- End Date *

- Type of Instrument * (***options: DoD Contract (FAR) / DoD Contract (Non-FAR) / DoD Cooperative Agreement / DoD Grant / DoD Other Non-Procurement Instrument / DoD Transactions for Prototype / Non-DoD Contract (FAR) / Non-DoD Contract (Non-FAR) / Non-DoD Grant/Agreement***)



Points of Contact

The user may add Government and/or Awardee points of contact.



Add Government Point of Contact

Select the **Add Government Point of Contact** button. The Add Point of Contact modal displays

.

Add Government Point of Contact Modal Fields:

- Search (Last Name)
- Role* (***options: Government Program Manager / Government Patent Counsel / Administrative Office POC / Issuing Office POC / Property Administrator / Other***)
- Email *
- First Name *
- Last Name *
- DoDAAC *

Buttons:

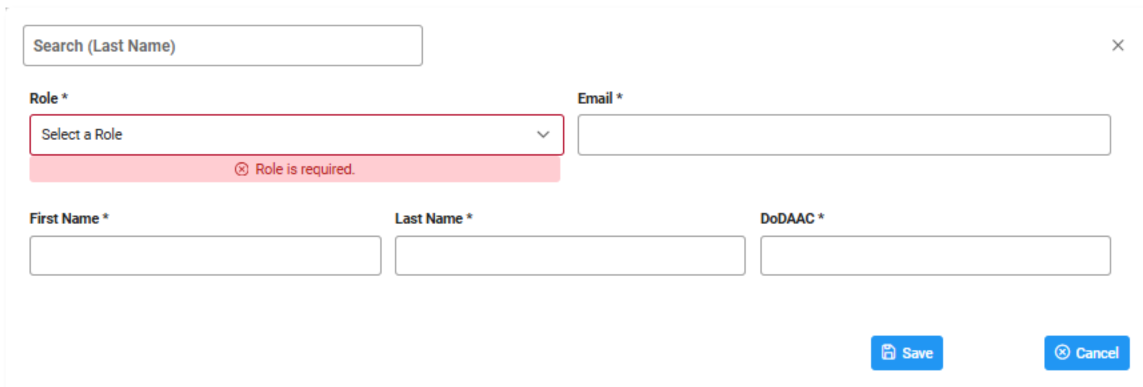
- Save

- Cancel

Use the **Search** field to locate existing points of contact by last name. If the contact is not found in the Search field, manually enter the contact information.

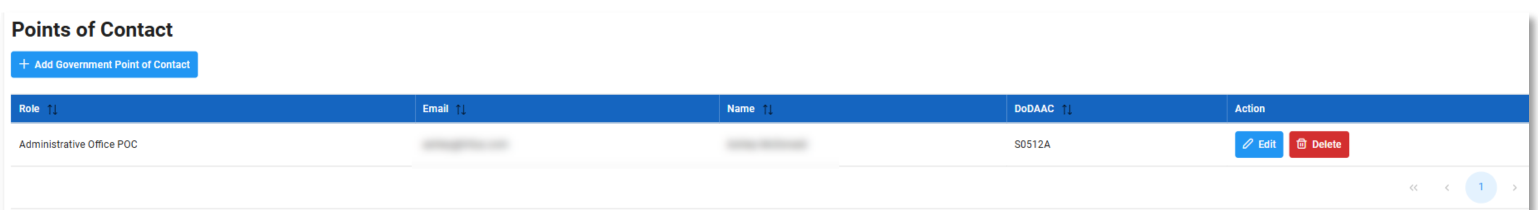
Select the **Save** button to save the Point of Contact information to the table.

NOTE: Adding more than one Government POC is acceptable, as long as the Role, DoDAAC, and Email is not the same.



Government Point of Contact Fields:

- Role
- Email
- Name
- DoDAAC
- Action (***options: Edit / Delete***)



Edit Government Point of Contact

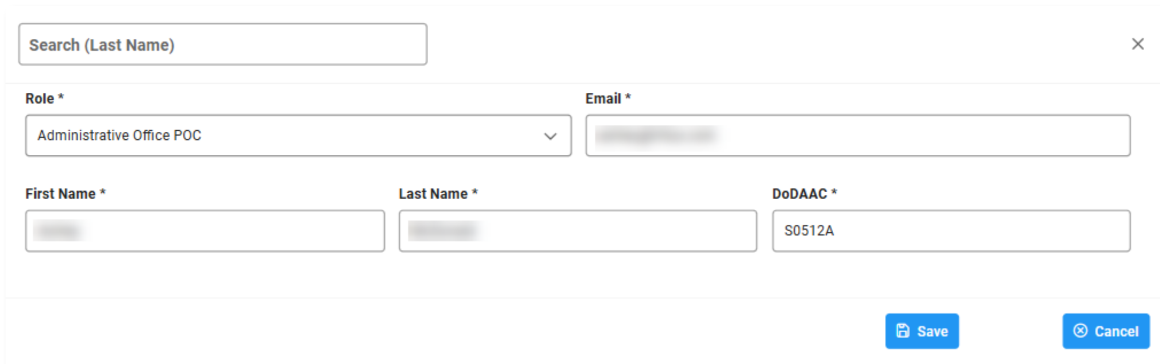
Select the **Edit** button in the Action column to edit the Government Point of Contact. A popup displays with the information of the previously entered Government Point of Contact. Edit the information and select the **Save** button to proceed with the changes.

Edit Government Point of Contact Fields:

- Search (Last Name)
- Role *
- Email *
- First Name *
- Last Name *
- DoDAAC *

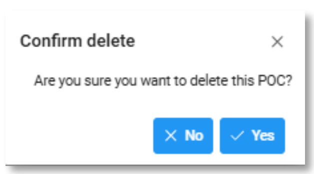
Buttons:

- Save
- Cancel



Delete Government Point of Contact

To delete a POC, select the **Delete** button within the Action column. A confirmation popup appears asking, “Are you sure you want to delete this POC?”. Select “**Yes**” to proceed with the deletion process or “**No**” to return to the previous screen.



Add Awardee Point of Contact

Select the **Add Awardee Point of Contact** button. The Add Point of Contact modal displays.

Use the **Search** field to locate existing points of contact by last name. If the contact is not available in the Search field, manually enter the contact information.

Add Awardee Point of Contact Modal Fields:

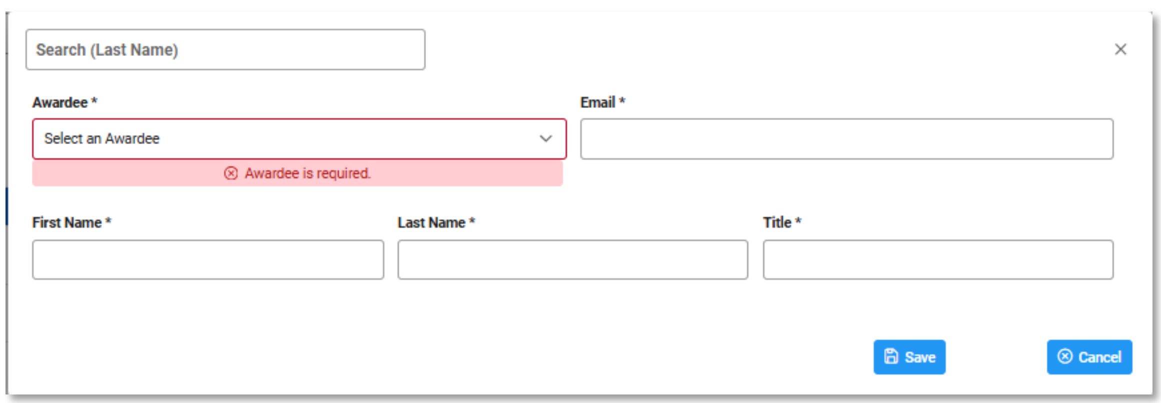
- Search (Last Name)
- Awardee *
- Email *
- First Name *
- Last Name *
- Title *

Buttons:

- Save
- Cancel

Select the **Save** button to save the Point of Contact information to the table.

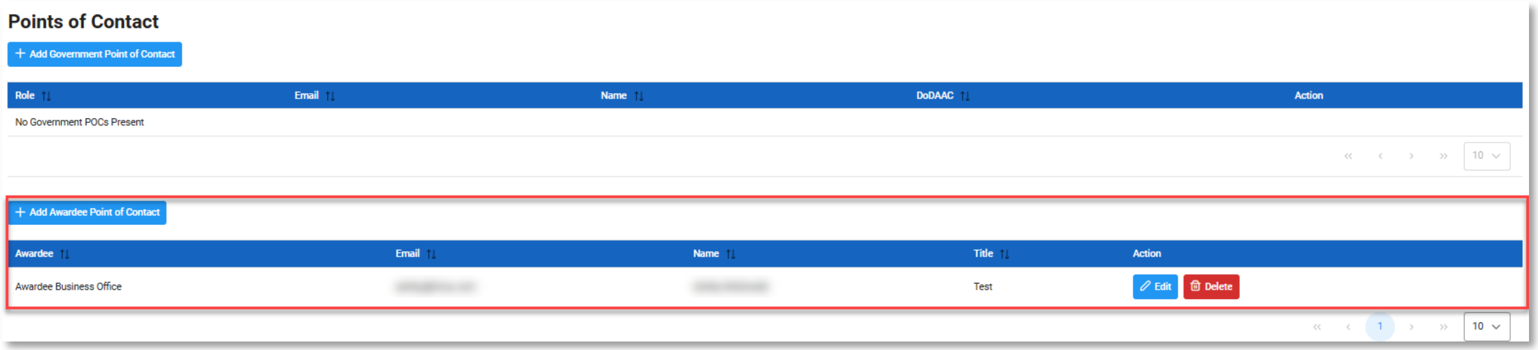
NOTE: Users cannot edit PIEE user emails that were previously populated; emails are editable if the user does not exist in PIEE.



Awardee Point of Contact Fields:

- Role
- Email
- Name
- DoDAAC

- Title
- Action (***options: Edit / Delete***)



Edit Awardee Point of Contact

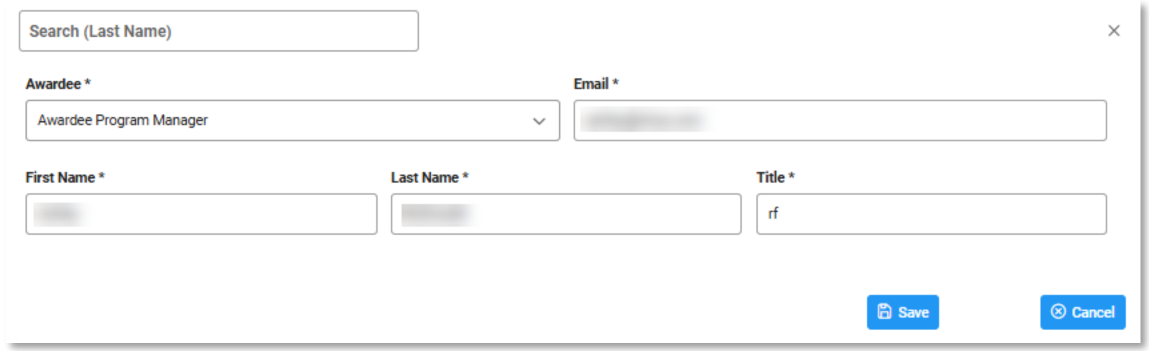
Select the **Edit** button in the Action column to edit the Awardee Point of Contact. A popup displays with the information of the previously entered Awardee Point of Contact. Edit the information and select the **Save** button to proceed with the changes.

Edit Awardee Point of Contact Fields:

- Search (Last Name)
- Role *
- Email *
- First Name *
- Last Name *
- DoDAAC *

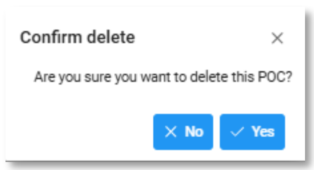
Buttons:

- Save
- Cancel



Delete Awardee Point of Contact

To delete a POC, select the **Delete** button within the Action column. A confirmation popup appears asking, “Are you sure you want to delete this POC?”. Select “**Yes**” to proceed with the deletion process or “**No**” to return to the previous screen.

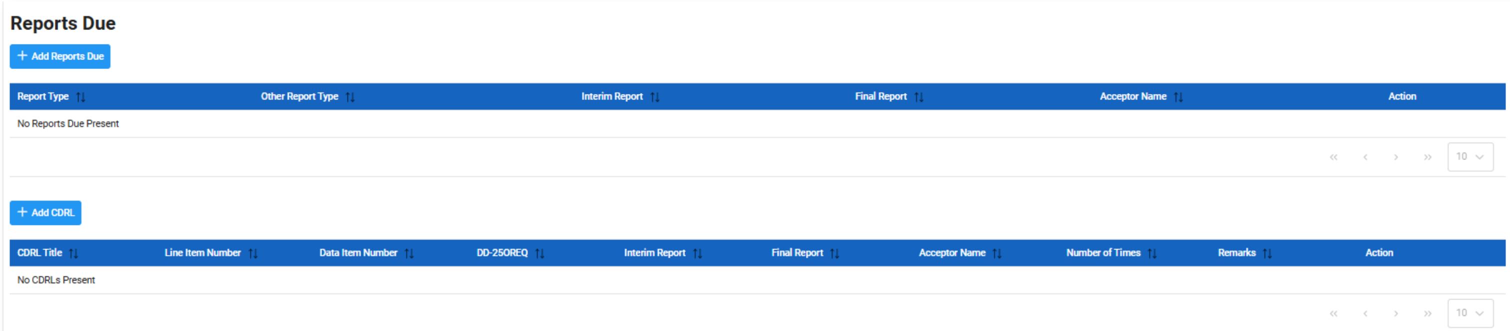


Reports Due

The user may add a list of Reports Due and CDRL information related to the reports for an Award.

Add Reports Due

Select the **Add Reports Due** button. The Add Reports Due modal displays. Enter in information to the applicable fields.



Add Reports Due Modal Fields:

- Report Type * (***options: Cost Report / Patent Report / Property Report / Technical/Performance Report / Security Report / Subcontract Report / Other***)
- Interim Report * (***options: Monthly / Annually / Quarterly / Other / No***)
- Final Report * (***options: Yes / No***)
- Acceptor Name * (***field is a dropdown with the Government Point of Contact names***)

Buttons:

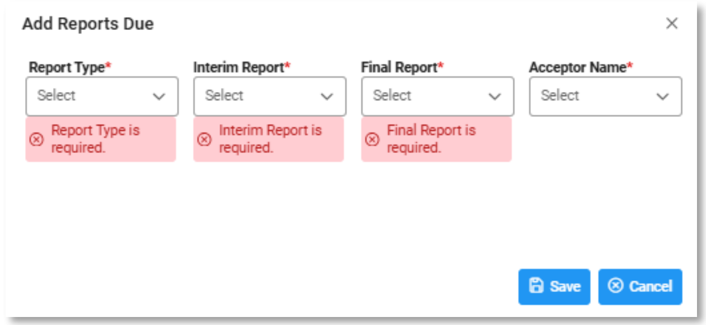
- Save
- Cancel

Select the **Save** button to save the Reports Due information to the table.

NOTE: The Government Point of Contact and Award Details are required before a Reports Due entry is added.

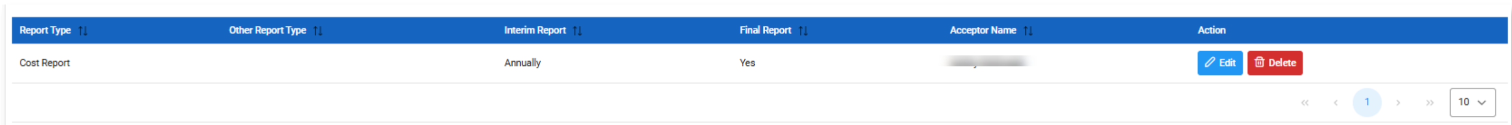
NOTE: Report Types aside from 'Other' cannot occur more than once on an Award Entry Sheet.

NOTE: Any changes made to an existing Government POC (last name or email) within the Award Entry Sheet are reflected in any existing Reports Due record.



Reports Due Fields:

- Report Type
- Other Report Type
- Interim Report
- Final Report
- Acceptor Name
- Action (***options: Edit / Delete***)



Edit Reports Due

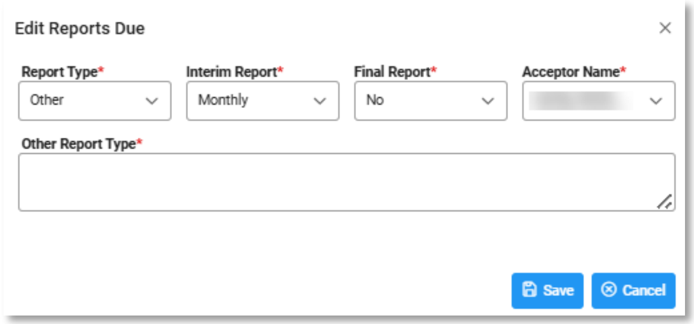
Select the **Edit** button in the Action column to edit the Reports Due. A popup displays with the information of the previously entered Reports Due. Edit the information and select the **Save** button to proceed with the changes.

Edit Reports Due Fields:

- Report Type*
  - Other Report Type* (***field is a textbox***) (***field displays when "Other" is the selected Report Type***)
- Interim Report*
- Final Report*
- Acceptor Name* (***field is a dropdown with the Government Point of Contact names***)

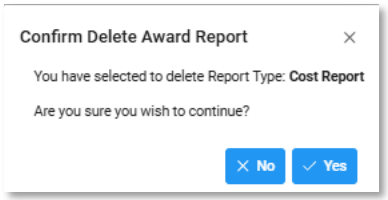
Buttons:

- Save
- Cancel



Delete Reports Due

To delete a Report, select the **Delete** button within the Action column. A confirmation popup appears asking, “Are you sure you want to delete Reports Type: [Report]?”. Select “**Yes**” to proceed with the deletion process or “**No**” to return to the previous screen.



Add CDRL

Select the **Add CDRL** button. The Add CDRL modal displays. Enter in information to the applicable fields.

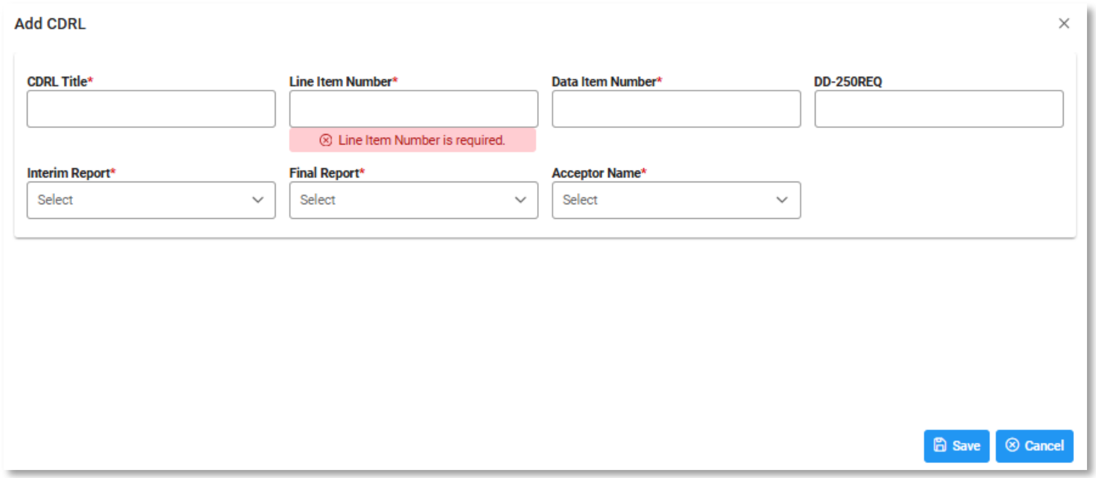
Add CDRL Modal Fields:

- CDRL Title*
- Line Item Number*
- Data Item Number*
- DD-250REQ
- Interim Report* (***options: ANNLY (Annually) / ASGEN (As generated) / ASREQ (As required) / BI-MO (Every 2 months) / BI-WE (Every 2 weeks) / DAILY (Daily) / DFDEL (Deferred Delivery) / MTHLY (Monthly) / ONE/P (One Preliminary) / ONE/R (One time with revisions) / QRTLY (Quarterly) / R/ASR (Revision as required) / SEMIA (Every 6 months) / WEKLY (Weekly) / XTIME / No***)
    - Remarks (***field displays when ASGEN or ASREQ is the selected Interim Report***)
    - Number of Times to Submit* (***field displays when XTIME is the selected Interim Report***)
- Final Report* (***options: Yes / No***)
- Acceptor Name* (***field is a dropdown with the Government Point of Contact names***)

Buttons:

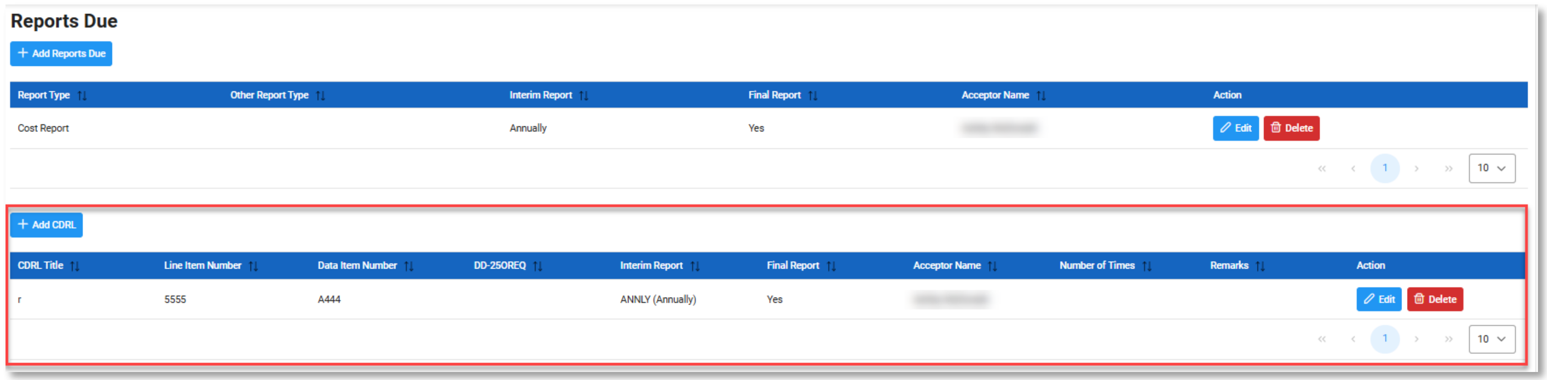
- Save
- Cancel

Select the **Save** button to save the Reports Due information to the table.



CDRL Fields:

- CDRL Title
- Line Item Number
- Data Item Number
- DD-250REQ
- Interim Report
- Final Report
- Acceptor Name
- Number of Times
- Remarks
- Action (***options: Edit / Delete***)



Edit CDRL

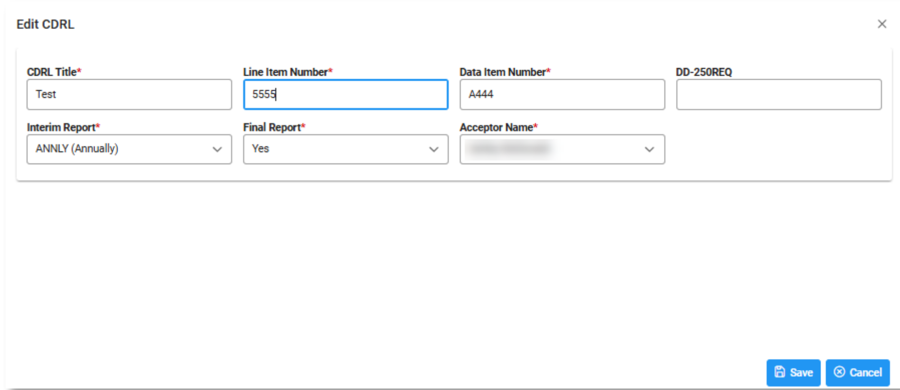
Select the **Edit** button in the Action column to edit the CDRLs. A popup displays with the information of the previously entered Reports Due. Edit the information and select the **Save** button to proceed with the changes.

Edit CDRL Fields:

- CDRL Title*
- Line Item Number*
- Data Item Number*
- DD-250REQ
- Interim Report* (***options: ANNLY (Annually) / ASGEN (As generated) / ASREQ (As required) / BI-MO (Every 2 months) / BI-WE (Every 2 weeks) / DAILY (Daily) / DFDEL (Deferred Delivery) / MTHLY (Monthly) / ONE/P (One Preliminary) / ONE/R (One time with revisions) / QRTLY (Quarterly) / R/ASR (Revision as required) / SEMIA (Every 6 months) / WEKLY (Weekly) / XTIME / No***)
  - Remarks (***field displays when ASGEN or ASREQ is the selected Interim Report***)
  - Number of Times to Submit* (***field displays when XTIME is the selected Interim Report***)
- Final Report* (***options: Yes / No***)
- Acceptor Name* (***field is a dropdown with the Government Point of Contact names***)

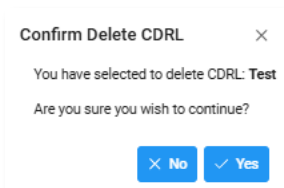
Buttons:

- Save
- Cancel



Delete CDRL

To delete a CDRL, select the **Delete** button within the Action column. A confirmation popup appears asking, “You have selected to delete CDRL: [CDRL Name] Are you sure you wish to continue?”. Select “**Yes**” to proceed with the deletion process or “**No**” to return to the previous screen.



Interim Reports Due

The Interim Reports Due table displays the due dates of all Reports Due in the Contract which are auto populated upon addition of any Interim Report. If reports are added to the CDRL’s table, those CDRL reports appear in the Interim Reports Due table.

Interim Reports Due Fields:

- Report Type/CDRL Title
- First Due Date * (***field is manually entered***)
- Due Date (***field displays when XTIME is the selected Interim Report type and the Number of Times to Submit field is more than one***)

Interim Reports Due

Report Type/CDRL Title	First Due Date
Test	2025-09-16
Patent Report	2025-09-14
Technical/Performance Report	

NOTE: If the Interim Report entered in the ADD CDRLs table is XTIME, each XTIME displays on its own line in the table based on the number entered in the Number of Times to Submit field

NOTE: All XTIME Due Dates are optional and are manually entered.

Final Reports Due

The Final Reports Due table displays the due dates of all Reports Due in the Contract which are auto populated upon addition of any Final Report. If reports are added to the CDRL's table, those CDRL reports appear in the Final Reports Due table.

Final Reports Due Fields:

- Report Type/CDRL Title
- Due Date

NOTE: The Report Type Due Date is populated based on the Award End Date; it is editable.

Final Reports Due

Report Type/CDRL Title	Due Date
Test	2025-09-01
Patent Report	2025-11-30
Technical/Performance Report	2025-09-01
TEst 2	2025-09-01

Buttons:

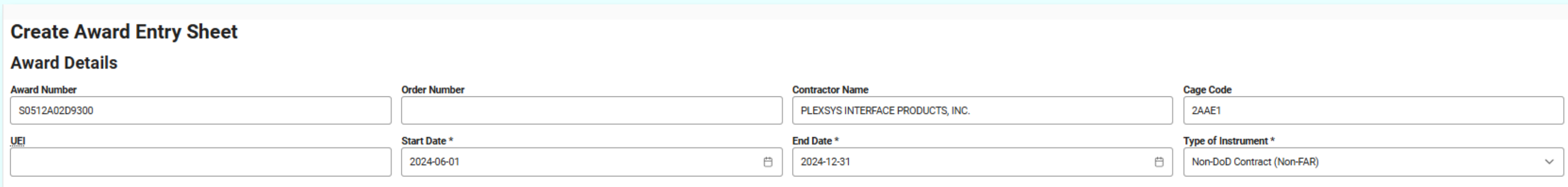
- Back (***button closes the Award Entry Sheet without saving changes and navigates to the Create Award Entry Sheet search page***)
- Save (***button saves all entered data and submits the Award Entry Sheet***)
- Cancel (***button closes the Award Entry Sheet without saving changes and navigates to the Dashboard***)

Update Award Entry Sheet

To update an Award Entry Sheet, select the **Update** button in the Create/Update Award Entry Sheet column of the applicable Award in the Create Award Entry Sheet search results. The Contract Award Entry Sheet page displays.

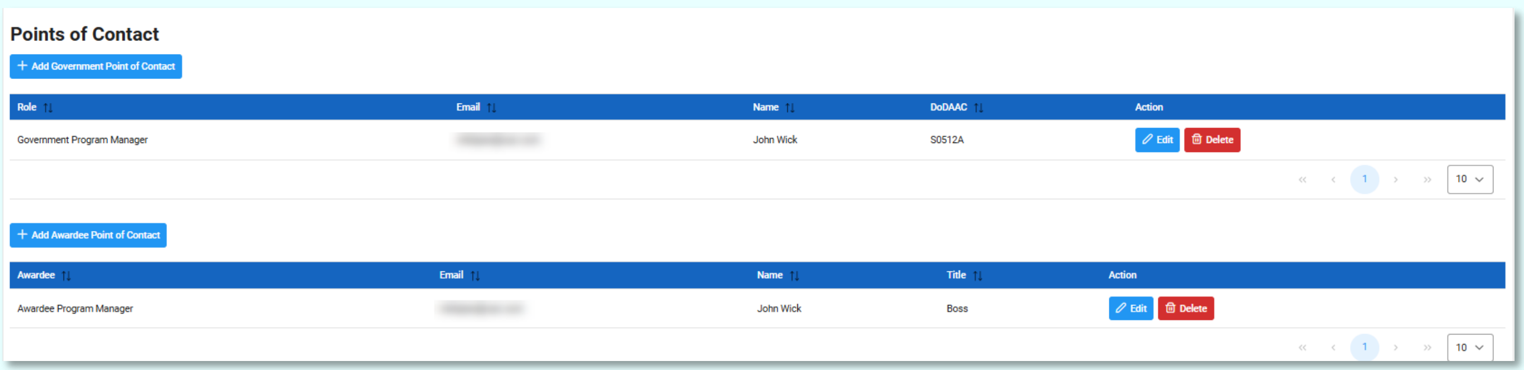
Award Details Fields:

- Award Number (***field is populated with information entered during the Award Entry Sheet creation***)
- Order Number (***field is populated with information entered during the Award Entry Sheet creation***)
- Contractor Name (***field is populated with information entered during the Award Entry Sheet creation***)
- Cage Code (***field is populated with information entered during the Award Entry Sheet creation***)
- UEI
- Start Date * (***field is populated with information entered during the Award Entry Sheet creation***)
- End Date * (***field is populated with information entered during the Award Entry Sheet creation***)
- Type of Instrument * (***field is populated with information entered during the Award Entry Sheet creation***)



Points of Contact

The user may add Government and/or Awardee points of contact. Any existing points of contact and their details display in the Points of Contact tables.



Add Government Point of Contact

Select the **Add Government Point of Contact** button. The Add Point of Contact modal displays

Add Government Point of Contact Modal Fields:

- Search (Last Name)

- Role* (***options: Government Program Manager / Government Patent Counsel / Administrative Office POC / Issuing Office POC / Property Administrator / Other***)
- Email *
- First Name *
- Last Name *
- DoDAAC *

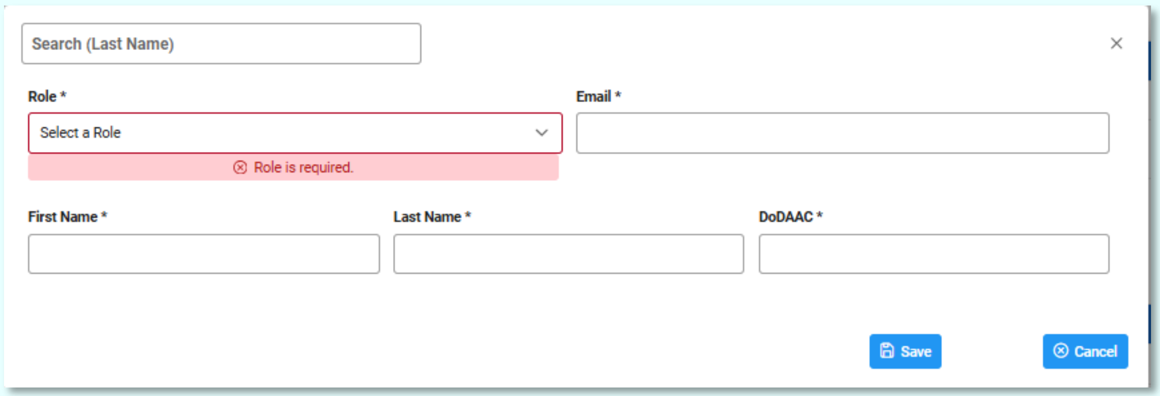
Buttons:

- Save
- Cancel

Use the **Search** field to locate existing points of contact by last name. If the contact is not found in the Search field, manually enter the contact information.

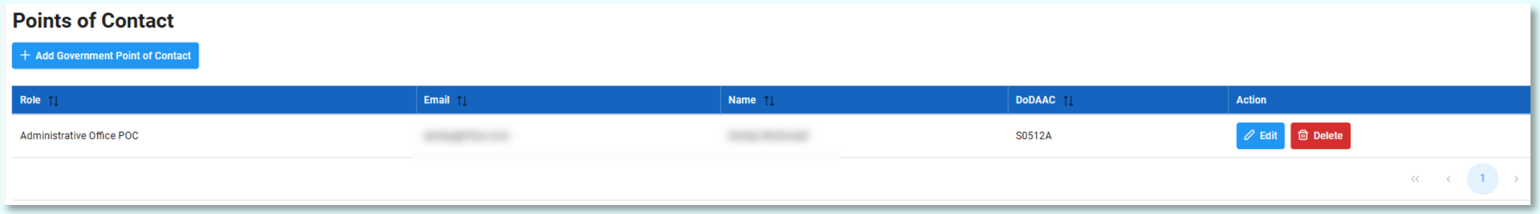
Select the **Save** button to save the Point of Contact information to the table.

NOTE: Adding more than one Government POC is acceptable, as long as the Role, DoDAAC, and Email are not the same.



Government Point of Contact Fields:

- Role
- Email
- Name
- DoDAAC
- Action (***options: Edit / Delete***)



Edit Government Point of Contact

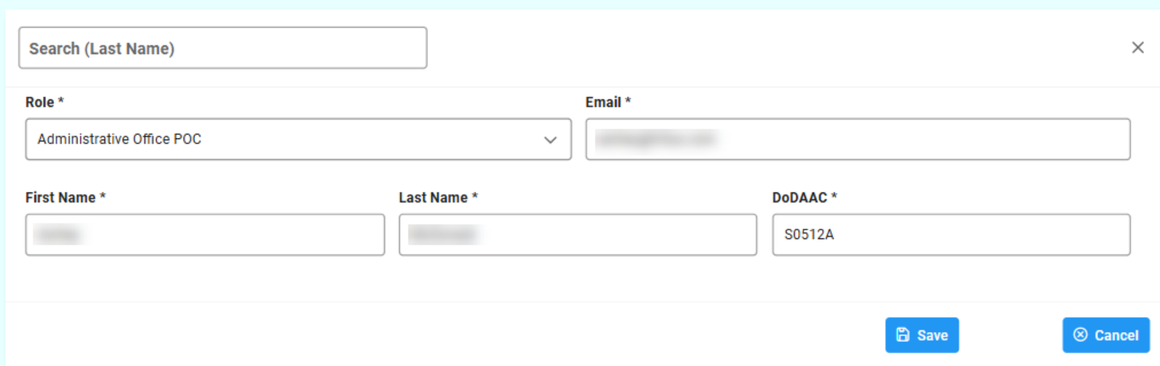
Select the **Edit** button in the Action column to edit the Government Point of Contact. A popup displays with the information of the previously entered Government Point of Contact. Edit the information and select the **Save** button to proceed with the changes.

Edit Government Point of Contact Fields:

- Search (Last Name)
- Role *
- Email *
- First Name *
- Last Name *
- DoDAAC *

Buttons:

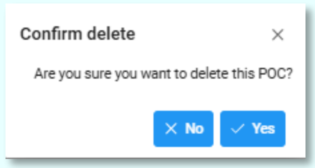
- Save
- Cancel



Delete Government Point of Contact

To delete a POC, select the **Delete** button within the Action column. A confirmation popup appears asking, “Are you sure you want to delete this POC?”. Select “**Yes**” to proceed with the deletion process or “**No**” to return to the previous screen.

If deleting an existing Government POC that is listed as an Acceptor for a Report Due or CDRL, assign a new Acceptor for the applicable Report/CDRL.



Add Awardee Point of Contact

Select the **Add Awardee Point of Contact** button. The Add Point of Contact modal displays.

Use the **Search** field to locate existing points of contact by last name. If the contact is not available in the Search field, manually enter the contact information.

Add Awardee Point of Contact Modal Fields:

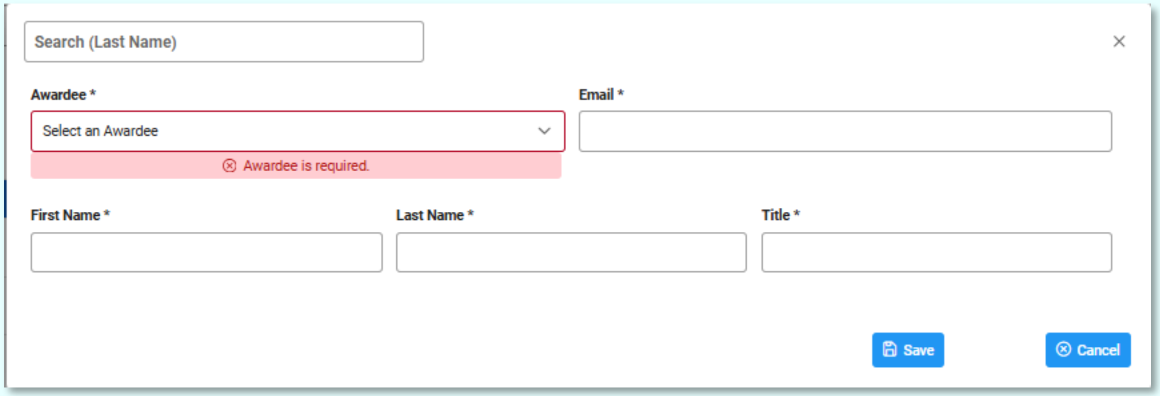
- Search (Last Name)
- Awardee *
- Email *
- First Name *
- Last Name *
- Title *

Buttons:

- Save
- Cancel

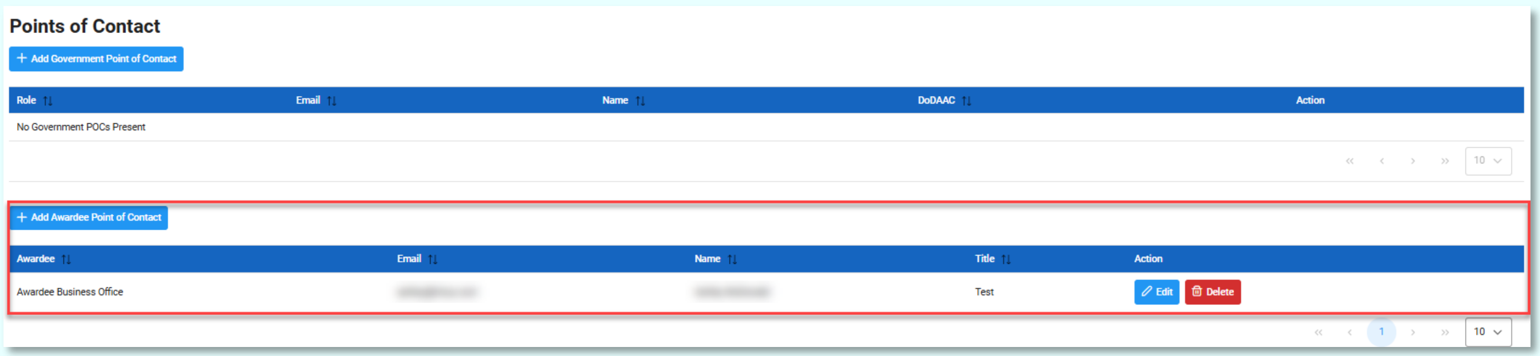
Select the **Save** button to save the Point of Contact information to the table.

NOTE: Users cannot edit PIEE user emails that were previously populated; emails are editable if the user does not exist in PIEE.



Awardee Point of Contact Fields:

- Role
- Email
- Name
- DoDAAC
- Title
- Action (***options: Edit / Delete***)



Edit Awardee Point of Contact

Select the **Edit** button in the Action column to edit the Awardee Point of Contact. A popup displays with the information of the previously entered Awardee Point of Contact. Edit the information and select the **Save** button to proceed with the changes.

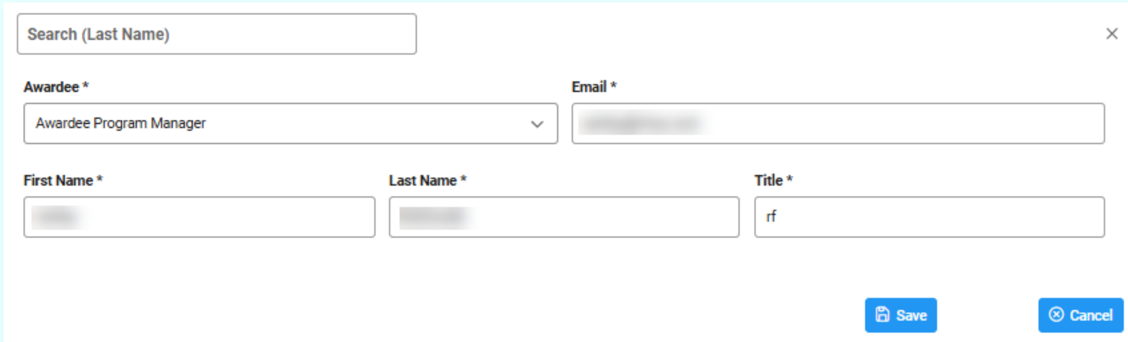
Edit Awardee Point of Contact Fields:

- Search (Last Name)
- Role *
- Email *

- First Name *
- Last Name *
- DoDAAC *

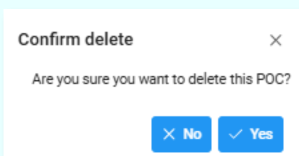
Buttons:

- Save
- Cancel



Delete Awardee Point of Contact

To delete a POC, select the **Delete** button within the Action column. A confirmation popup appears asking, “Are you sure you want to delete this POC?”. Select “**Yes**” to proceed with the deletion process or “**No**” to return to the previous screen.

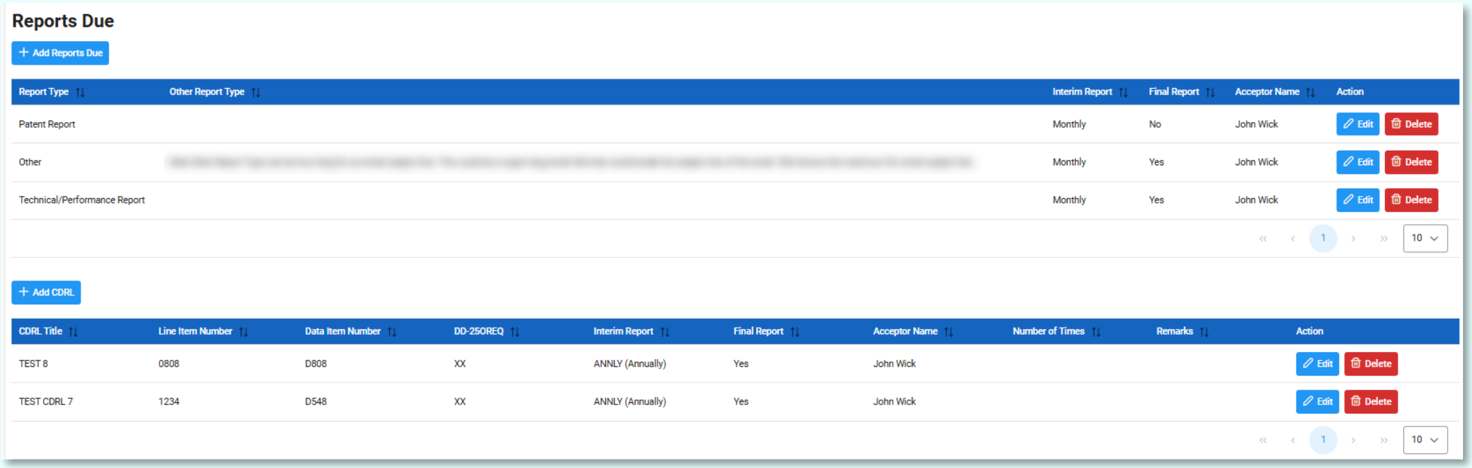


Reports Due

The user may add a list of Reports Due and CDRL information related to the reports for an Award. Any existing reports due are displayed in the Reports Due tables.

Add Reports Due

Select the **Add Reports Due** button. The Add Reports Due modal displays. Enter in information to the applicable fields.



Add Reports Due Modal Fields:

- Report Type * (***options: Cost Report / Patent Report / Property Report / Technical/Performance Report / Security Report / Subcontract Report / Other***)
- Interim Report * (***options: Monthly / Annually / Quarterly / Other / No***)
- Final Report * (***options: Yes / No***)
- Acceptor Name * (***field is a dropdown with the Government Point of Contact names***)

Buttons:

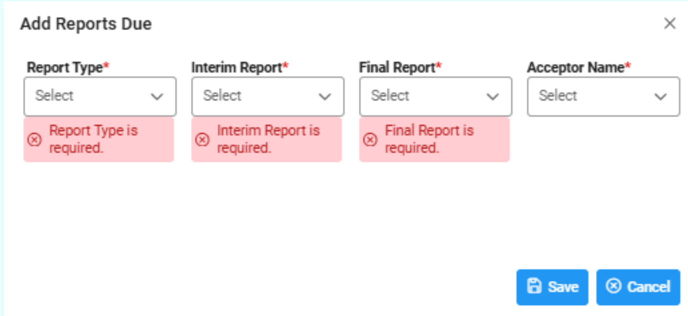
- Save
- Cancel

Select the **Save** button to save the Reports Due information to the table.

NOTE: The Government Point of Contact and Award Details are required before a Reports Due entry is added.

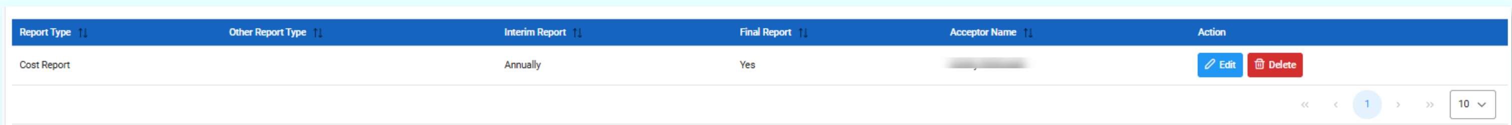
NOTE: Report Types aside from 'Other' cannot occur more than once on an Award Entry Sheet.

NOTE: Any changes made to an existing Government POC (last name or email) within the Award Entry Sheet are reflected in any existing Reports Due record.



Reports Due Fields:

- Report Type
- Other Report Type
- Interim Report
- Final Report
- Acceptor Name
- Action (***options: Edit / Delete***)



Edit Reports Due

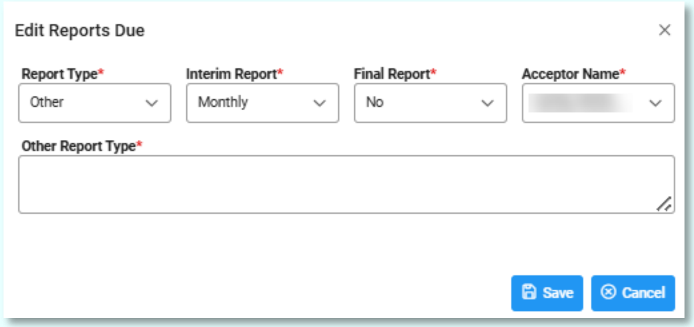
Select the **Edit** button in the Action column to edit the Reports Due. A popup displays with the information of the previously entered Reports Due. Edit the information and select the **Save** button to proceed with the changes.

Edit Reports Due Fields:

- Report Type*
    - Other Report Type* (***field is a textbox***) (***field displays when "Other" is the selected Report Type***)
- Interim Report*
- Final Report*
- Acceptor Name* (***field is a dropdown with the Government Point of Contact names***)

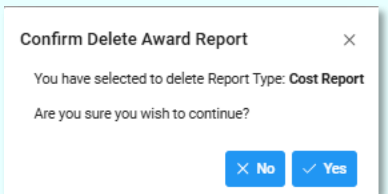
Buttons:

- Save
- Cancel



Delete Reports Due

To delete a Report, select the **Delete** button within the Action column. A confirmation popup appears asking, “Are you sure you want to delete Reports Type: [Report]?”. Select “**Yes**” to proceed with the deletion process or “**No**” to return to the previous screen.



Add CDRL

Select the **Add CDRL** button. The Add CDRL modal displays. Enter in information to the applicable fields.

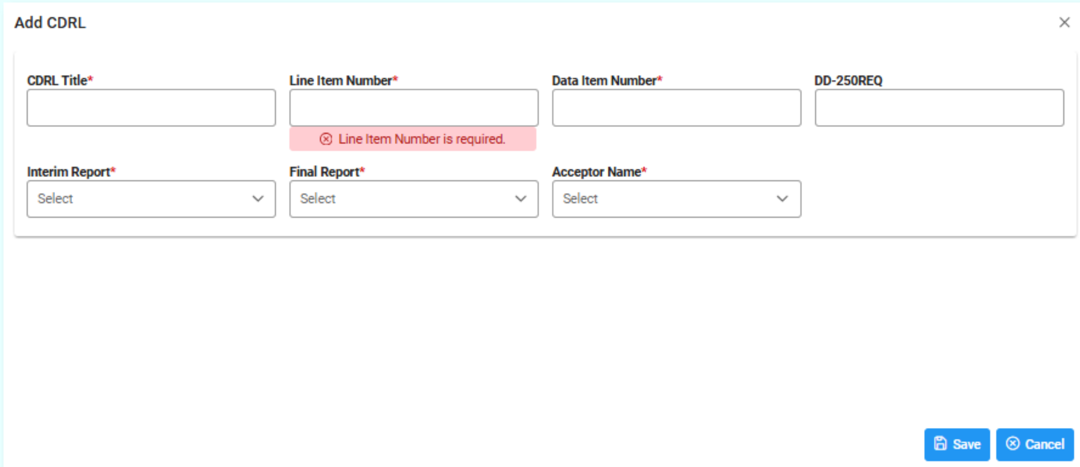
Add CDRL Modal Fields:

- CDRL Title*
- Line Item Number*
- Data Item Number*
- DD-250REQ
- Interim Report* (***options: ANNLY (Annually) / ASGEN (As generated) / ASREQ (As required) / BI-MO (Every 2 months) / BI-WE (Every 2 weeks) / DAILY (Daily) / DFDEL (Deferred Delivery) / MTHLY (Monthly) / ONE/P (One Preliminary) / ONE/R (One time with revisions) / QRTLY (Quarterly) / R/ASR (Revision as required) / SEMIA (Every 6 months) / WEKLY (Weekly) / XTIME / No***)
    - Remarks (***field displays when ASGEN or ASREQ is the selected Interim Report***)
    - Number of Times to Submit* (***field displays when XTIME is the selected Interim Report***)
- Final Report* (***options: Yes / No***)
- Acceptor Name* (***field is a dropdown with the Government Point of Contact names***)

Buttons:

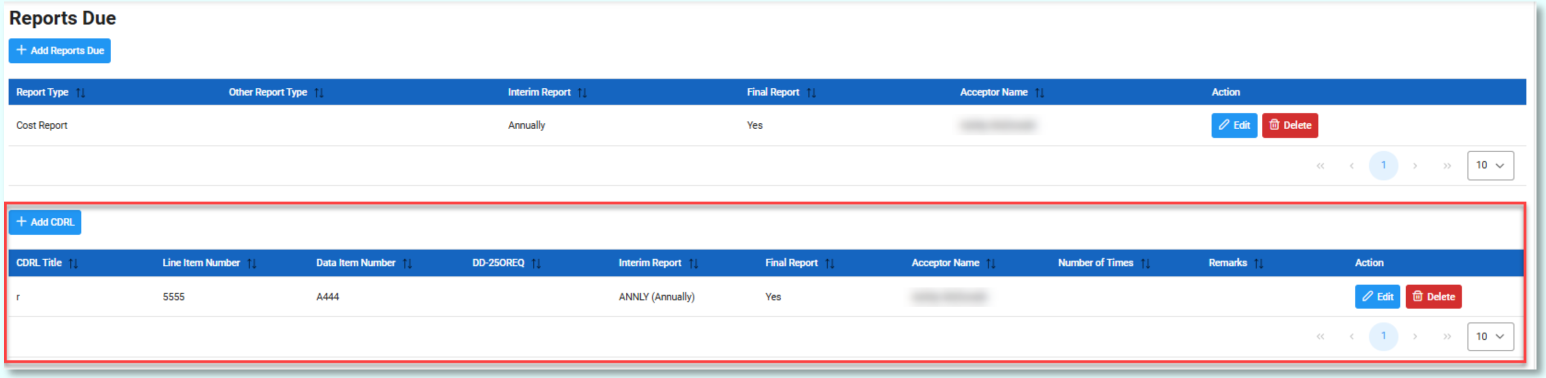
- Save
- Cancel

Select the **Save** button to save the Reports Due information to the table.



CDRL Fields:

- CDRL Title
- Line Item Number
- Data Item Number
- DD-250REQ
- Interim Report
- Final Report
- Acceptor Name
- Number of Times
- Remarks
- Action (***options: Edit / Delete***)



Edit CDRL

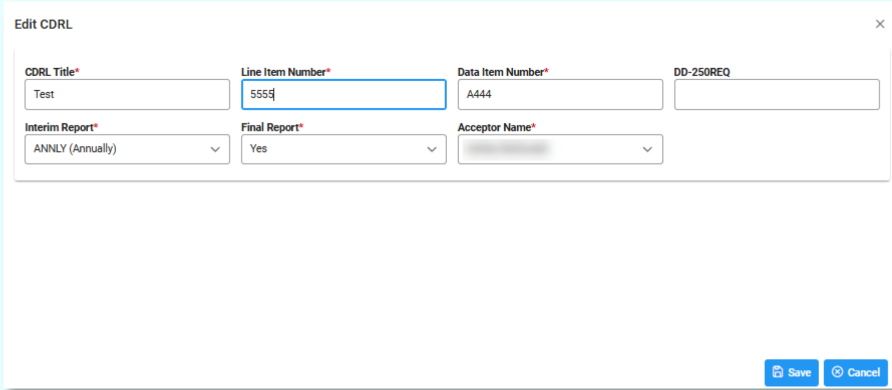
Select the **Edit** button in the Action column to edit the CDRLs. A popup displays with the information of the previously entered Reports Due. Edit the information and select the **Save** button to proceed with the changes.

Edit CDRL Fields:

- CDRL Title*
- Line Item Number*
- Data Item Number*
- DD-250REQ
- Interim Report* (***options: ANNLY (Annually) / ASGEN (As generated) / ASREQ (As required) / BI-MO (Every 2 months) / BI-WE (Every 2 weeks) / DAILY (Daily) / DFDEL (Deferred Delivery) / MTHLY (Monthly) / ONE/P (One Preliminary) / ONE/R (One time with revisions) / QRTLY (Quarterly) / R/ASR (Revision as required) / SEMIA (Every 6 months) / WEKLY (Weekly) / XTIME / No***)
  - Remarks (***field displays when ASGEN or ASREQ is the selected Interim Report***)
  - Number of Times to Submit* (***field displays when XTIME is the selected Interim Report***)
- Final Report* (***options: Yes / No***)
- Acceptor Name* (***field is a dropdown with the Government Point of Contact names***)

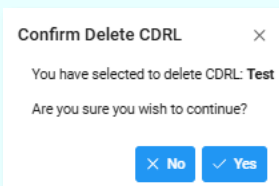
Buttons:

- Save
- Cancel



Delete CDRL

To delete a CDRL, select the **Delete** button within the Action column. A confirmation popup appears asking, “You have selected to delete CDRL: [CDRL Name] Are you sure you wish to continue?”. Select “**Yes**” to proceed with the deletion process or “**No**” to return to the previous screen.

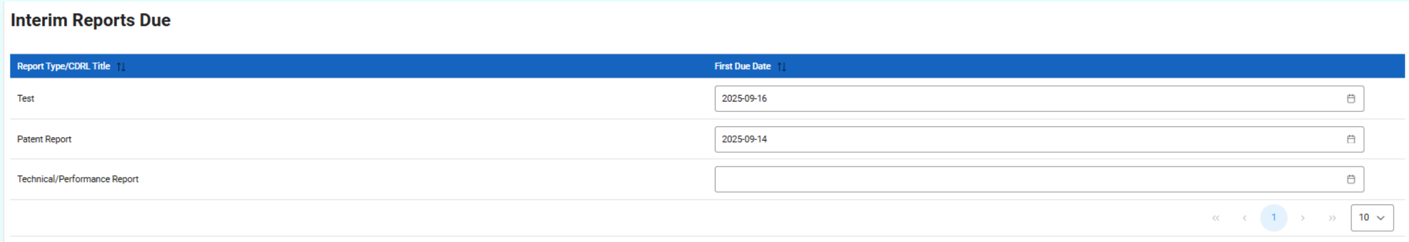


Interim Reports Due

The Interim Reports Due table displays the due dates of all Reports Due in the Contract which are auto populated upon addition of any Interim Report. If reports are added to the CDRL’s table, those CDRL reports appear in the Interim Reports Due table.

Interim Reports Due Fields:

- Report Type/CDRL Title
- First Due Date * (***field is manually entered***)
- Due Date (***field displays when XTIME is the selected Interim Report type and the Number of Times to Submit field is more than one***)



Interim Reports Due

Report Type/CDRL Title	First Due Date
Test	2025-09-16
Patent Report	2025-09-14
Technical/Performance Report	

NOTE: If the Interim Report entered in the ADD CDRLs table is XTIME, each XTIME displays on its own line in the table based on the number entered in the Number of Times to Submit field

NOTE: All XTIME Due Dates are optional and are manually entered.

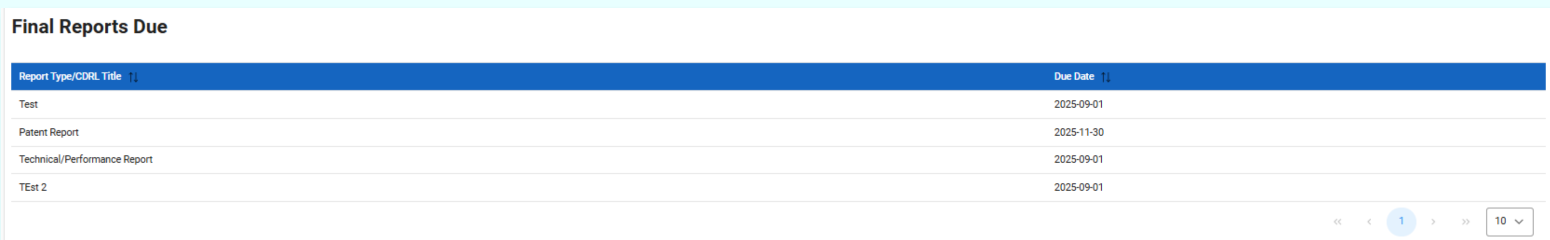
Final Reports Due

The Final Reports Due table displays the due dates of all Reports Due in the Contract which are auto populated upon addition of any Final Report. If reports are added to the CDRL's table, those CDRL reports appear in the Final Reports Due table.

Final Reports Due Fields:

- Report Type/CDRL Title
- Due Date

NOTE: The Report Type Due Date is populated based on the Award End Date; it is editable.



Final Reports Due

Report Type/CDRL Title	Due Date
Test	2025-09-01
Patent Report	2025-11-30
Technical/Performance Report	2025-09-01
TEst 2	2025-09-01

Buttons:

- Back (***button closes the Award Entry Sheet without saving changes and navigates to the Create Award Entry Sheet search page***)
- Save (***button saves all entered data and submits the Award Entry Sheet***)
- Cancel (***button closes the Award Entry Sheet without saving changes and navigates to the Dashboard***)