**e-GOS Report Award Guide**

Once an award decision has been made, you must report the award in e-GOS. The steps below outline the process for reporting an award.

1. In your web browser, go to <https://cio.egos.nih.gov/#login> and enter your username and password.
2. Select the order from your Orders list.

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1. Once you have selected the order, you will land on an order summary page. From here, click the “Compete” tab.

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1. Select the “Report Award” subtab, then check the box next to the offeror(s) you wish to award to and enter the award date.

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1. Email notices are sent to unsuccessful offerors by default. If you do not wish for this notice to be sent, uncheck the “Unsuccessful Offerors” box.

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1. Scroll to the bottom of the page, enter the order number and total award amount, then upload the award document and click “Attach.”

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1. Click “Add Base” then enter the award period information and total award amount in the box that populates. Click “Add.”

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1. Click “Add Option” to add any option years then click “Save and Continue.”

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1. Review information to ensure it is correct then click “Submit Award.”

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