

## TABLE OF CONTENTS

### Budget Basics

Common Accounting Number (CAN)	1
Object Class Codes	2
Center Number	3
Frederick Account Codes	4
Signature Authority	5
Other Accounting Numbers	6

### Formulation

Allocations/Budget	1
CCR Budget Principles	2
Budget Management System (BMS)	3
Resource Request System (RRS)	4
Allocations in SOFiE	5
Budgets in SmartStream	6
Bypass Budget/Continuing Resolution	7

### Execution

SmartStream	1
SOFiE	2
nVision	3
Yellow Task	4
CSAS	5
Spending/Execution Report	6
Correction of Charges	7
OC/Account Code Crosswalk	8
Animal Charges	9
Salaries & Stipends	10

### Closeout

Year-End Closing	1
Projections	2
Procurement Deadlines	3
End of Fiscal Year P-Card Procedures	4

### Special Topics

Interagency Agreement (IAG)	1
Direct Citation	2
Grants	3
Gift Fund	4
CRADA	5
Outside Funding	6
Site Visit	7
Reference	8

## Common Accounting Number (CAN)

8-digit identification code assigned to a program area for the obligation of funds. The CAN identifies the fiscal year, the agency and the program.

The numbers of a CAN are defined as follows:

Example: 88321234

**8 = Fiscal Year** (shortened from 2008). This number is often omitted in reports and formulas.

**8 = OPDIV** - a one digit alpha/numeric code is assigned to identify each Operating Division (OPDIV) of DHHS. 8 identifies NIH.

**32 = Accounting Point** - a two digit numeric code is used to identify accounting points within an OPDIV. An accounting point identifies the office providing accounting services to an OPDIV program or administrative office within a specialized geographic area, facility or purpose. NCI uses the following accounting points:

32, 33, 34, and 36 are Intramural

42 and 46 are Extramural

The general rule to remember is that anything starting 83 is Intramural and anything starting 84 is Extramural.

**1234 = Identification Code** - four digit identifier

### Requesting a CAN

When should you request a CAN?

- ✓ A new PI comes onboard
- ✓ A PI moves from one Lab to another
- ✓ Outside funds will be coming in through NIH

The CAN Request form should be completed by the ARC staff and forwarded to Dexter Williams at [williade@mail.nih.gov](mailto:williade@mail.nih.gov)

<http://mynci.cancer.gov/files/canrequest.xls>

## National Cancer Institute Common Account Number (CAN) Request Form

Please send all CAN request forms directly to Shannon West via email.

**Requestor's name:** Shannon West

**Requestor's phone #:** 301-435-2615

**Division:** \_\_\_\_\_ **ARC:** OBF

Shannon West, NCI Budget Analyst  
Office of Budget and Finance  
[westsh@mail.nih.gov](mailto:westsh@mail.nih.gov)  
Phone: (301) 435-2615  
Fax: (301) 480-2321

← Please select Division and ARC from Pick List

1 Request Type (check only one)	2 Allotment (check only one)
---------------------------------	------------------------------

<input checked="" type="checkbox"/> New CANs  <input type="checkbox"/> Retitle CANs  <input type="checkbox"/> Deactivate CANs	<input type="checkbox"/> Direct <input type="checkbox"/> Reimbursable <input type="checkbox"/> Royalty (CAN request prepared by OBF only) <input type="checkbox"/> Unconditional Gift Fund (CAN request prepared by OBF only) <input type="checkbox"/> Conditional Gift Fund (CAN request prepared by OBF only) <input checked="" type="checkbox"/> CRADA (CAN request prepared by OBF only)
---	---

3 SAC Code	4 Lab/Branch (Do Not Type in this Field)	5 Lab/Branch Title (Do Not Type in this Field)
------------	--	--

a _____ b _____ c _____ d _____ e _____ f _____ g _____ h _____ i _____ j _____	a _____ b _____ c _____ d _____ e _____ f _____ g _____ h _____ i _____ j _____	a _____ b _____ c _____ d _____ e _____ f _____ g _____ h _____ i _____ j _____
--	--	--

6 Budget Activity, Sub-Budget Activity, and Mechanism (Please Select from Pick List - Do Not Type in this Field)
--

a _____ b _____ c _____ d _____ e _____ f _____ g _____ h _____ i _____ j _____
--

7 CAN	8 CAN Title (Do Not Type in this Field unless a CAN is being de-activated)	9 PI Name or CAN Purpose
-------	--	--------------------------

a _____ b _____ c _____ d _____ e _____ f _____ g _____ h _____ i _____ j _____	a _____ b _____ c _____ d _____ e _____ f _____ g _____ h _____ i _____ j _____	a _____ b _____ c _____ d _____ e _____ f _____ g _____ h _____ i _____ j _____
--	--	--

## Deleting a CAN

Periodically, CCR sends out a call for CANs that need to be deleted. The ARC will in turn request a list of CANs to be deleted from the Labs.

A CAN cannot be deleted if there are any obligations against it, so it is best to delete a CAN at the beginning of a Fiscal Year. Otherwise, obligations will need to be moved to another CAN prior to deletion.

Once a CAN has been deleted, it will appear as “Not Current” and will be highlighted in yellow in the CAN table.

CAN Search Tool can be found at <http://www-dw.cit.nih.gov/scripts/CAN/search.cfm>

NIH COMMON ACCOUNTING NUMBERS - MICROSOFT INTERNET EXPLORER

File Edit View Favorites Tools Help

BACK SEARCH FAVORITES

Address: [HTTP://WWW-DW.CIT.NIH.GOV/SCRIPTS/CAN/SEARCH.CFM#RESULTS](http://www-dw.cit.nih.gov/scripts/CAN/SEARCH.CFM#RESULTS)

**nVision**  
Data Warehouse

NATIONAL INSTITUTE OF HEALTH

### NIH Common Accounting Numbers (CAN)

Search for Common Accounting Number (CAN):

OPTION: Use CAN Reporting Structure:

Select Fiscal Year: 2009 2008  
(For multiple Fiscal Years or ICs Press Ctrl and then select.)

Select IC: B&F CC

Enter a Project CAN (e.g., 8327420, 8327907, 8338559)

FIND

OR [LIST ALL PROJECT CANs](#)

[Excel Spreadsheet](#)

Legend:  Not Current

Selecting a Fiscal Year and IC (NCI), then clicking on the Excel Spreadsheet icon will result in a listing of all CAN numbers for the NCI.

## Object Class (OC) Codes

An identification of program operating costs categorized according to the type or nature of the services involved, e.g. personnel compensation, travel, supplies or services, and equipment.

Frequently Used OC Codes - <http://mynci.cancer.gov/admin/contracts/-object-codes>

The screenshot shows the myNCI website interface. The main content area is titled "Contracts & Procurement > Frequently Used Object Class Codes". Below this title is a section for the "NCI Purchase Card Program Most Frequently Used Object Classification (OC) Codes for Orders Less than \$2,500". A list of codes is provided:

22.41	Transportation
23.V3	Cellular Phone Service
23.W3	Pager Service
24.21	Printing and Reproduction
25.2W	Tuition & Registration Fees
25.2Z	Other Services
25.76	Repairs to Lab and Scientific Equipment
26.51	Laboratory Supplies
26.13	Biological – Direct Use
26.52	Chemicals – Direct Use
26.6A	ADP Supplies
26.6L	Office Supplies
26.88	Reprints
31.9C	ADP Software
31.9D	Telecommunications Software
31.9F	ADP Hardware
31.9H	Instruments & Apparatus
31.9K	Telecommunications Equipment (e.g., cellular phones)
31.9Y	Publications & Books (e.g., subscriptions)

The page also includes a sidebar with navigation links such as "Home", "Directories", "Administration", "Workforce Development", "News & Events", and "My Intranet". There are also sections for "Quick Links" and "Local Information".

**OC Code Lookup** – <http://www-dw.cit.nih.gov/scripts/objclass/occ.cfm>

**NIH Object Class Codes**

Search for Object Class Code (OC Code):  
 Enter OC Code (e.g., 31, 3143);  
 or OC Description (e.g., TRAINING, EQUIPMENT)

Scroll for results

**Legend:**  Inactive Code

---

Search results for ' Fellows ' produced 1 Object Class Codes on 19-Feb-08 at 04:03 PM.

Search Results for ' Fellows '		
OBJECT CLASS CODE	DESCRIPTION	MAJOR DESCRIPTION
<a href="#">118A</a>	PAYMTS TO FELLOWS	PRSN CMPNST

TOP

Be careful not to use “Inactive Codes” – they will be highlighted in yellow in the OC Code table.

## Center Number

A project number assigned by contract staff at Frederick for approved projects, which is used to track expenditures associated with the project

Components of a center number –

2008 (fiscal year)    154 (CCR/Intramural/Inside)    remaining five numbers identify the Lab  
                                 157 (CCR/Dedicated/Inside)  
                                 164 (CCR/Intramural/Outside)  
                                 167 (CCR/Dedicated/Outside)

**Chart of Centers -** <http://home.ncifcrf.gov/saic/chart/>

NCI-Frederick Year 2008 (September 29, 2007 - September 25, 2008)  
**Chart of Centers and Administrative Information**

September 29, 2007 represents the start of Contract Year 2008 for NCI-Frederick. Below are administrative information that program areas will need for CY 2008.

- [Account Structure](#) (Acrobat Reader Required)
- [CY 2008 Accounting Calendar](#) (Acrobat Reader Required)

Chart of Centers Reports	
Sorted by Center #	Sorted by Division/Laboratory/Center #
<a href="#">CY2007 Centers</a>	<a href="#">CY2007 Centers</a>
<a href="#">CY2008 Centers</a>	<a href="#">CY2008 Centers</a>

**Work Order and Core Service Requests:**

- Work orders and core services requests that are in progress as of the end of the 2007 contract year (September 29, 2007) and have not been fully completed will have the cost incurred in CY 2008 and be charged to a 2008 center.
- [PURCHASE REQUESTS FOR SUPPLIES INVOLVING WORK ORDERS \(PLEASE REVIEW\)](#)

## Requesting a Center Number

When should you request a center number?

- ✓ A new PI comes onboard
- ✓ A PI moves from one Lab to another
- ✓ Outside funds will be spent in Frederick
- ✓ A PI will be hiring staff through SAIC and a dedicated center number is needed

Center numbers should be requested through the AO to Cynda Burkett, SAIC Finance [burkettc@mail.nih.gov](mailto:burkettc@mail.nih.gov) or 301-846-5026

AO will need to identify the following key pieces of information when requested the center:

- ✓ Fiscal Year
- ✓ Inside or Outside funds?
- ✓ Important information to include in the center's title (PI Name, Lab, etc.)
- ✓ Will Labor and Fringe be paid to support SAIC staff?
- ✓ Budget

## Deleting a Center Number

When should a center number be deleted?

- ✓ A PI leaves
- ✓ A PI moves to another Lab
- ✓ Outside funds have been completely spent and the center is no longer needed

Center number deletions should be requested through the AO to Cynda Burkett, SAIC Finance [burkettc@mail.nih.gov](mailto:burkettc@mail.nih.gov) or 301-846-5026. Typically, the ARC coordinates an annual exercise to delete center numbers at the end of a Fiscal Year.



## **Frederick Account Codes**

Account Codes are the Frederick equivalent of the NIH Object Class Codes.

A current list of Account Definitions and Examples can be found at  
<http://home.ncifcrf.gov/saic/chart/Acctdef.pdf>

**CY 2008**  
**(9/29/07 – 9/25/08)**  
**NCI-FREDERICK**  
**ACCOUNT DEFINITIONS AND EXAMPLES**

**M & S AND ADMINISTRATIVE SUPPORT**

**5410 - Animals & Animal Supplies**

Animal Supplies - reusable & disposable cages, isolators, shipping containers, veterinary supplies, etc.

Feed & Bedding - fruits, vegetables, hardwood chips, etc.

Animals

**5420 - Occupational Clothing & Safety Supplies**

Clothing (jump suits, scrub suits, lab coats, etc.), gloves (vinyl, cotton, asbestos, etc.), footwear (sneakers, booties, etc.), eyewear (goggles, shields, etc.), hearing protection, respirators, etc.

**5430 – Biologicals**

Sera (bovine, chicken, etc.); tissue culture media, enzymes, peptides, oligonucleotides, chemicals, reagents, biochemicals, cytokines, probes, BAC clones, buffers, kits (such as sequencing, diagnostics, pharmaceuticals).

*NOTE: No controlled substances or regulated chemicals*

**5440 - Controlled Materials**

Radioisotopes, DEA-controlled drugs, animal-derived items (serum, cell lines, tissues derived directly from an animal), human-derived items (blood samples, tissues, tumor samples, etc., derived directly from a human), and ATF alcohol (ALS only)

*NOTE: Items which need one or more additional approvals before PR is submitted to Purchasing.*

**5450 - Industrial Supplies**

Maintenance supplies, compressed gases, bags, batteries, replacement parts, ro/di water system supplies, service manuals, shipping supplies, keys, uninterruptible power supply etc.

**5455 - Cleaning Supplies & Toiletries**

Cleaning compounds, Clorox, dust busters, floor buffers, hand cream, tissues, towels, vacuum cleaners

*NOTE: Janitorial supplies – must use Custodial Services*  
*Personal hygiene items – for use by Barrier Facilities only*

5460 - Laboratory Supplies

Glass and plastic ware (pipettes, beakers, tubes, etc.), consumables (filter paper, bench covers, etc.), medical supplies, instruments, freezer for lab (<\$5,000), cameras (attached to microscope) and lenses, laboratory apparatus; such as chromatography and electrophoresis items.

*NOTE: No controlled substances or regulated chemicals*

5470 – Administrative / Office Supplies

General administrative office supplies and consumables (pens, paper, notebooks, diskettes, printer cartridges), all film (x-ray and non x-ray), heaters, photographic items and supplies (no equipment), allowable food/grocery items, administrative/office furniture.

*NOTE: Special approval required for food items and personal appeal items.*

Sensitive items - communication equipment (cell phone, pager, facsimile machine, two-way radios), electrical appliances (freezer or refrigerator – all but large commercial size, microwave oven) audio or visual equipment (VCR, television, camera – non-digital, DVD player, video recorder, camcorder, laser disc player, voice recorder/transcriber).

*NOTE: Sensitive items must be decaled.*

5471 – Reprints

Reprints, manuscripts, processing fees, abstracts, etc.

5472 – Freight

Freight charges associated with materials shipped to and from NCI-Frederick (for example FEDEX).

*NOTE: Cost not associated with Purchase Order.*

5473 - Telephone / Wireless Communication

Wireless communication service fees only.

*NOTE: Equipment purchases to include pagers, cell phones, communicating PDAs, must go through the Wireless Program Coordinator (Jeannie Hildebrand, ext. 1716).*

*Phones, PDA cases, etc. are charged to 5470*

*Batteries are charged to 5450*

5474 - Printing & Reproduction

Services and supplies provided by vendors outside NCI-Frederick for printing and reproduction (film processing), etc.

5475 – Subscriptions

Subscriptions for job-related journal / publications.

*NOTE: Must verify with Purchasing personnel that journal is NOT available from the subscription service, currently Swets Informational Services.*

5476 – Dues

Non-personal dues for memberships to job-related organizations – Contractor personnel only.

5477 – Books

Books for job-related subjects (Data entry for ALL books must list exact title and ISBN.)  
Books with no ISBN, such as workbooks.

NOTE: All books must be stamped with property stamp (available from the Central Supply Warehouse).

5480 - Computer Hardware (<\$5,000)

Personal computers and accessories, disk drives, memory, modems, monitors, printer, scanner, mouse. System dollar amount is less than \$5,000.

NOTE: System represents all items that make up one working base unit, excluding consumables, software, service and/or external peripherals.

5481 - Computer Software

Purchase and upgrades of software.

NOTE: Software is always coded account 5481 (never capital equipment) regardless of dollar amount.

**TRAVEL & CONSULTANTS**

5511 - Foreign Travel

All contractor employee travel to foreign countries outside of the U.S., its possessions, territories and Canada.

NOTE: Prior NCI approval (COA) is required for all foreign travel. Travel requests are to be submitted at least EIGHT WEEKS in advance of the trip.

Foreign travel encompasses all trips outside the continental United States, except for travel to Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands and the territories and possessions of the United States. All other destinations, including Canada and Mexico, which are located outside the continental United States, are considered to be foreign travel.

5512 - Scientific Meetings Attendance

Domestic contractor employee travel attendance at all organized scientific professional meetings sponsored by a recognized society.

NOTE: Prior NCI approval (COA) is required for all scientific travel, not included in the approved budget and/or exceeds the authorized per diem or other special consideration requirements. NCI approval is not required for one-day trips with cost less than \$250. Travel requests are to be submitted at least FOUR WEEKS in advance of the trip.

Domestic travel encompasses all trips within the continental United States, Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and the territories and possessions of the United States.

5513 - Administrative Travel

Domestic contractor employee travel costs incurred in direct performance of the NCI-Frederick contract, i.e. collaborative research, trips to manufacturing companies to inspect equipment, auto mileage to NIH, etc.

NOTE: Prior NCI approval (COA) is required for all administrative travel, not included in the approved budget and/or exceeds the authorized per diem or other special consideration requirements. NCI approval is not required for one-day trips with cost less than \$250. Travel requests should be submitted at least FOUR WEEKS in advance of the trip.

Domestic travel encompasses all trips within the continental United States, Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and the territories and possessions of the United States.

5514 – Training

Costs associated with contractor employee training expenses incurred in direct performance of the NCI-Frederick contract, for example Alton Jones Cell Course, training courses on operation of equipment.

NOTE: Prior NCI approval (COA) is required for all training, where the cost exceeds \$250 per person, or involves an overnight stay. NCI approval is not required for one-day trips with cost less than \$250/per person. Travel requests should be submitted at least FOUR WEEKS in advance of the trip.

Domestic travel encompasses all trips within the continental United States, Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and the territories and possessions of the United States.

5515 - Recruitment Expense

Costs associated with Human Resources recruitment functions. Includes employee travel to recruitment functions, as well as applicant travel to the NCI-Frederick for interview.

NOTE: FOR USE BY Human Resource personnel ONLY. Special approval required for other program areas.

5516 - Relocation Expense

Costs associated with relocating employee. Includes employee travel expenses, temporary living and house hunting expenses, and shipment of household goods.

5519 – International Assignment Agreement

Costs incurred in association with the special agreement for employees assigned to foreign locations.

5520 - NCI-Frederick Seminars, Conferences, Workshops and Symposiums

Costs associated with seminars and workshops coordinated by NCI-Frederick, to include honorariums and travel expenses associated with invited seminar speakers.

5550 - Registration Fees Associated with Contractor Employee Travel

Costs for registration fees for Foreign, Scientific, Administrative or Training meetings/courses.

5570 – Consultants

Personal services and/or expertise contracted to non-NCI-Frederick personnel. Can include fees, lodging, transportation, and per diem. Must meet the criteria of independent contractor.

**EQUIPMENT PURCHASES**

5610 - R&D Capital Equipment and Accessories

Capital equipment and accessories charged to intramural centers or contractor R&D centers. Capitalized, non-expendable equipment with a value of \$5,000 and above, with a life expectancy of two years or more (centrifuges, liquid nitrogen freezer, liquid scintillation counter, spectrophotometer, microscope, etc.), or accessories which upgrade or enhance existing NIH equipment (for example rotors).

*NOTE: ALL items require justification and additional approvals.*

5620 - Administrative Capital Equipment and Accessories

Capital equipment and accessories charged to contractor administrative centers. Capitalized, non-expendable equipment with a value of \$5,000 and above, with a life expectancy of two years or more (freezers, vehicles, copiers, etc.), or accessories which upgrade or enhance existing NIH equipment.

*NOTE: ALL items require justification and additional approvals.*

**OPERATIONAL SUPPORT SERVICES**

5720 - Vehicle Operations Services

Labor related costs incurred in association with vehicle expenses such as towing, minor and major repairs to vehicles, and installation of a vehicle batteries.

5721 - Vehicle Parts

Parts associated with the repair and upkeep of vehicles such as; fuel, motor fluids (transmission, oil, brake, power steering). windshield wiper fluid, wiper blade replacements, ice scrapers, interior light bulbs, and fuses.

*NOTE: The following require justification of use before Fleet Management Services can procure - car seat covers, car mats. Any questions and*

justifications must be sent to the Fleet Management Services Office,  
Building 1050, Room 126, ext. 5512, fax 6080

5722 - Vehicle Leases - Short-term

Vehicle leases of less than 180 days.

5730 – Miscellaneous

For specific one-time expenses which do not relate to any other established account.

5731 – Postage

Charges for mailing contract-related materials.

5750 - Leases and Rental Agreements

Term agreements for administrative items such as copiers, water systems, pagers, etc.  
Rentals for forklifts, jackhammers, and on-site storage and office trailers.  
Long-term lease of vehicle (over 180 days).

5751 - Leases and Rental Agreements - R&D/Real Property

Leases and rentals of R&D capital equipment and real property.

5760 - Service Maintenance Agreements

Term agreements for service on government-owned lab and administrative equipment as well as software licensing and support. These include computers, time & materials equipment repair, optional service maintenance agreements and extended warranties.

5761 – Vendor Required Maintenance Agreements

Term agreements on leased office equipment required by the vendor. Includes non-optional Maintenance Service Agreements (MSAs) for office equipment and administrative software.

5780 - Research Support Services

Contracted professional services, including collecting tissue specimens or blood samples, cell production services, testing, lab tests, fellowship programs, medical or veterinary services.

5781 - Library Services and Searches

Online database services, e.g. Fedlink, Network Office, etc.

5782 - Animal Related Contracts

Contracted services specifically related to research animals.

5783 - Validation Services

Agreements for validation services.

5790 - Administrative Services

Services such as bindery, courier, design charges, landscaping, relocation of equipment, relocation of offices, temporary agency, translation, laundry, license fees, copying services.

## **FACILITIES OPERATIONS**

### 5811 - Construction/Renovations - Real Property

Contracted services for the construction, renovations, or modifications of buildings which are considered real property.

### 5812 / 5813 – Construction/Renovations – Personal Property

Contracted services for construction, renovations, or modifications of buildings which are considered personal property.

*NOTE: Determination of account made by Construction Contracts Department based on Maryland Sales Tax liability.*

### 5820 - A & E

Architect and/or Engineer services.

### 5831 - Installed Equipment - R&D

R&D installed equipment permanently connected in a building; including hoods, autoclaves, washers, HVAC, filter housings, and counter tops installed in laboratory settings.

### 5833 - Installed Equipment – Administrative

Administrative installed equipment, to include all base cabinetry.

### 5840 - Off-site Facilities

Includes leases for facilities, utilities, and non-capital furnishings for off-site facilities.

### 5841 - Off-site Facilities Services

Includes building cleaning services such as janitorial services, and floor, carpet, wall, window, ceiling and exterior cleaning. Security services are also included.

### 5850 - Maintenance and Repair: Real Property

Charges for contracted maintenance and repair of buildings; ceiling and painting services.

### 5851 – Maintenance and Repair: Personal property

Charges for carpet.

### 5875 – Intercompany Transfers

Charges for services performed by other SAIC business units in support of the OTS contract.



## CORE SERVICE

5901 - Biological Products  
5906 - Repository Services  
5907 - Proteomics & Analytical Technologies  
5908 - Protein Chemistry  
5911 - Clinical Immunology  
5912 - Clinical Immunology Admin  
5913 - DNA Extraction  
5914 - CMRP Support  
5915 - Diagnostic Microbiology  
5918 - Image Analysis Lab  
5919 - Molecular Technology Lab  
5920 - Transgenic / Knockout Mice  
5922 - Flow Cytometry Core Support  
5923 - Microarray (ATC)  
5924 - Cryopreservation  
5928 - Scientific Publications Graphics & Media  
5931 - Protein Expression / Production Lab  
5934 - Animal Health and Diagnostic  
5936 - Animal Molecular Diagnostics  
5937 - Animal Holding  
5938 - Animal Holding (NIH)  
5941 - Animal Technical  
5942 - Animal Technical (NIH)  
5943 - Pathology / Histotechnology  
5946 - Receiving and Quarantine  
5960 - BRL - Protein Chemistry Core  
5962 - NCI-CCR DNA Minicore  
5965 - Core Genotyping Facility Services  
5966 - VES - Core Services  
5970 - Administrative Support  
5972 - QC Testing (BDP)  
5976 - VPP Security  
5974 - Building Support  
5980 - Work Orders

## Signature Authority

Lab Secretary/Administrative Lab Manager should request signature authority for new center numbers or new staff.

Form can be found at - <http://www.ncifcrf.gov/campus/administrative/signatureauthorization.pdf>

For NCI Staff, form should be completed and sent to Donald Wheatley, Building 427.

The request will ultimately be sent to and processed by Wendy Zimmerman, TJ Drive/Room 202.

When a center number is closed or a staff member leaves, remember to delete their signature authority by contacting Wendy Zimmerman.

Signature Authorization is granted in the following Authorized Areas, based on the position level and needs of the Laboratory or Office. For Example:

<b>National Cancer Institute - Frederick</b>						
<b>Signature Authorization Report</b>						
Employee: <span style="background-color: #cccccc; border: 1px solid black; display: inline-block; width: 100px; height: 1em;"></span>						
Employee	Authorized Areas					Authorized Centers
	Animals	N	Library Services	Y	Shipping Authorization	Y 200515441311 200515441361
	Capital Equipment	Y	Petty Cash	N	Subcontracts	N 200515771321
	Computer Services	Y	Purchase Requests	Unlimit	Warehouse Requests	Y 200515771331
	Controlled Materials	Y	RTP Services	Unlimit	Work Orders	Major 200615441311 200615441361
						200615771321
						200615771331
						200715441311 200715441361
						200715771321
						200715771331
						200815441311 200815441361
						200815771321
						200815771331

**NCI-FREDERICK  
SCIENCE APPLICATIONS INTERNATIONAL CORPORATION  
SIGNATURE AUTHORIZATION FORM**

**Name:** Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_  
(Please Print)

**Organization:** (check only one)

- DCEG       NCI-DCP       NCI-OM       DMS       OTHER  
 NCI-CCR     NCI-DCTD     NIAID       SAIC-FREDERICK  
 NCI-DCB     NCI-OD       CRL         WISCO

**Activity:**       ADD             CHANGE             DELETE

**Approval Areas:** (check all that apply)

- Animals                                       Purchase Request: Unlimited       RTP Services: Unlimited  
 Library Services                             Capital Equipment                     Warehouse Requisition  
 Petty Cash                                     Computer Services                     Work Orders  
 Purchase Request<\$500                     RTP Services <\$500                     Controlled Materials  
 Purchase Request<\$2500                  RTP Services <\$2500                  Shipping

**\*FOR SAIC EMPLOYEES ONLY (Payroll Authorization)**

**Employee Number:**

**Activity:**       ADD             CHANGE             DELETE

**Authorized to Receive:**

- Personnel Reports  
 Time Cards  
 Payroll Statements

**Authorized to Approve:**

- Travel COA                                     Personnel Requisitions  
 Travel NON-COA                             Overtime  
 Time Cards

**Authorized Center Numbers:** (list additional centers on 2<sup>nd</sup> sheet if necessary)

Center Number TO & FROM		Directorate (Entire Directorate)	Division (Entire Division)
TO	FROM		
—			
—			

\_\_\_\_\_  
Employee (print/type)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (print/type)

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contracting Officer (print/type)  
(Gov't. Only)

\_\_\_\_\_  
Contracting Officer Signature

\_\_\_\_\_  
Date

**Instructions:**

**If NCI employee, forward to Contracting Officer, Attn: Donald Wheatley, Building 427  
Forward to the Finance Department – W. Zimmerman, TJ Drive/Room 202**

EMPLOYEE SIGNATURE AUTHORIZATION PRACTICES

NCI-Frederick employees who have signature authorization must understand the responsibility of incurring costs under the operating contracts of the NCI-Frederick. All expenses incurred must be properly documented, authorized and reported. Compliance of these practices as stated in the NCI's Policies and Procedures, Federal Acquisition Regulations, Cost Accounting Standards, and Maryland Sales and Use Tax Regulations, insures the integrity of the NCI-Frederick Signature Authorization Program as internal control system.

Listed below are the key elements and guidelines to help you exercise your approval authority:

1. When signing a document as an approver, you are stating that you have reviewed the document and to the best of your knowledge:
  - a. The underlying transaction is valid and accurately reported on the document
  - b. The center number to which the cost is charged accurately reflects the organizational component receiving the benefit of the costs
  - c. The account number to which the cost is charged accurately reflects the nature of the cost
  - d. The cost to be incurred is in direct support of the NCI-Frederick contract effort
2. You may only approve documents for a center number and approval area for which you have been granted prior approval within the NCI-Frederick Signature Authorization Program. The costs associated with these documents must be within your signature authorization dollar limit.
3. You may not approve a document that affects you directly, such as your own expense report.
4. You may not approve a document, transaction, or other service not pertaining to your normal course of business responsibilities, even if it falls within your authorized center and account number or dollar limit. (Example, you may not enter into legal agreements that commit the resources of the NCI-Frederick)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Forward to W. Zimmerman, Building 244/111, along with Signature Authorization Form

## Other Accounting Numbers

### DUNS Number – 927645168

A Dun & Bradstreet DUNS number is a unique non-digit sequence recognized as the universal standard for identifying and keeping track of over 100 million businesses worldwide. The U.S. government and many major corporations require their suppliers and contractors to have a DUNS number. The DUNS number was incorporated into the Federal Acquisition Regulation (FAR) in April 1998 as the Federal Government's contractor identification code for all procurement-related activities.

### Appropriation Number - 7580849

A budget designation that identifies the source or destination of funds related to an agreement. The third number changes with each fiscal year (i.e., "8" for FY2008)

### Agency Location Code (ALC) – 75-08-0031

Account numbers cited in inter- and intra-agency agreements and on NIH Form 1742 that identify a department and agency in the federal accounting structure. The middle digits, 08, do not refer to fiscal year and do not change.

### Employee Identification Number (EIN) – 152085811501

This is the EIN for all of NIH. An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity

## **Allocations/Budget**

Allocation is the budget authority granted to a program by the parent organization. Funds allocated to a branch. In NCI, this is generally the allocation to a program which is used to “operate” a program.

Budget execution includes all the activities involved monitoring and spending the funds received in the annual appropriation. Budget execution starts on October 1<sup>st</sup> when the appropriation is passed or a continuing resolution is passed. It ends several weeks after September 30<sup>th</sup> with the completion of the fiscal year close activities.

Budget formulation is the assembling of the annual request for next year’s operating budget.

## CCR Budget Principles

Budget principles are the guidelines provided by CCR that are used to develop the Lab budgets for the upcoming fiscal year.

**Annual Budget Meetings** are held during the summer prior to the start of each fiscal year. Attendees include Director and/or Deputy Director of CCR, Lab Chief, ALM, and ARC Staff. The meetings begin with a “closed” session between Lab Chief and Director or Deputy.

The following topics will be discussed at the budget meetings:

- ✓ BMS Sheets (staffing)
- ✓ RRS Requests
- ✓ S&S costs for the Office of the Chief
- ✓ S&S costs for any Cores
- ✓ Evaluation of Tenure Track Investigators
- ✓ Any additional issues and requests

## Budget Principles FY'08

### Base Budgets:

#### 1. Awards

Award budgets to be determined by the Awards Pool received from the NCI.

#### 2. S&S

\$22,500 for all wet-lab positions allocated

\$22,500 for Howard Hughes; Cancer Prevention Fellows; and CRTP Fellows.

\$5,000 for Bioinformatics and scientific IT positions.

\$2,500 for Staff Clinicians, Senior Clinicians, Research Nurses, Nurse Practitioners, Physician Assistants, first year Clinical Fellows and other staff who are 100% clinical.

\$22,500 for second, third and fourth year Clinical Fellows that are assigned to a lab.

\$2,000 for Summer Students; to be allocated upon the appointment of a summer student.

Limit of one summer student per PI unless approved by a Deputy or SD.

Other positions to be considered at budget meeting

OOTC/Core S&S budgets to be considered at the budget meeting

#### 3. Travel

\$3000 per Lab/Branch Chief

\$2000 per PI/SAIC PI and Senior Scientists and Clinicians

\$1000 per GS-13 level and above

includes Staff Scientist/Clinician; GS-13 SRA; and SAIC Scientist 1 & II

\$1000 for postdoc positions

SAIC Research Techs, Senior Research Techs, Research Associates and Research Assistants do NOT receive a travel allocation.

#### 4. Training:

\$700 per allocated position for training

Funds in any of these categories may be reprogrammed without approval from the CCR.

### Supplemental Budgets:

Funds for the following categories will be allocated as needed. Funding subject to review by the SD for Clinical Research and Director CCR. Funds provided for these purposes may not be reprogrammed without approval by the Director CCR.

1. Contracts

2. Animal

3. Clinical Protocols

4. Additional S&S Supplements

5. Equipment



## **Personnel Slots**

1. When a Title 5 Lab Tech position becomes vacant the continued use of the FTE must be reviewed/approved by the Director, CCR, or SD for Clinical Research. Standard policy is to have no more than two lab techs per PI. Exceptions are considered by the SD.
2. When an SAIC position becomes vacant the continued use of the contractor slot must be reviewed by the CCR (Deputy Director for Frederick, Scientific Director for Clinical Research or Director CCR).
3. All overtime must be approved by CCR in advance or paid by S&S.
4. Labs/Branches requesting loaner FTEs for the purpose of converting/retaining fellows will be required to fund the difference in cost between the FTE salary/benefits and CRTA stipend. If a loaner FTE is requested for the purpose of retaining a fellow beyond five years, the difference in cost is figured on a first year CRTA stipend.

**Rollover of Supplemental Funds** (Interagency Agreements, Bench To Bedside, Grants, etc.)- we will be able to roll over supplemental funds for one year. Any roll overs beyond that time will require approval from the CCR.

Office of the Chief Justification for FY07 budget meeting

Item	Spending in FY06	Proposed Spending in FY07	Comments
Maintenance contracts	\$ -	\$ -	
Journals	\$ -	\$ -	
Publications/books/reprints	\$ -	\$ -	
Software	\$ -	\$ -	
Shipping	\$ -	\$ -	
Office supplies	\$ -	\$ -	
Lab supplies	\$ -	\$ -	
Office and Computer equipment	\$ -	\$ -	
Renovations	\$ -	\$ -	
Professional Services	\$ -	\$ -	
Capital equipment	\$ -	\$ -	
Seminars/Retreats	\$ -	\$ -	
Storage Space	\$ -	\$ -	
SSF Fees	\$ -	\$ -	
Travel, tuition, registration	\$ -	\$ -	
Other (please list items)	\$ -	\$ -	
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	

## Performance Evaluation of Tenure Track Scientist

Name: \_\_\_\_\_

Lab/Branch Chief: \_\_\_\_\_

Tenure Track Start Date: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_

1. Research Achievements (short paragraph or bullets outlining achievements in the past year):
  
2. Publications (in the past 2 years):
  
3. Professional Activities at NCI/NIH or Extramurally:
  
4. Honors/Awards:
  
5. Mentoring/Training Activities:
  
6. Technology Transfer Activities:
  
7. Brief "State of the Lab" Summary:
  
8. Lab/Branch Chief Summary of Candidate for Tenure:

## Budget Management System (BMS)

The Budget Management System is an application used to manage CCR budget data.

BMS is part of the CMS (Content Management System) or CCR Portal.

<http://home.ccr.cancer.gov/intra/bms/20/BMS.aspx>

2008 Organizations	
Organization, Chief	
+ Basic Research Laboratory	Douglas Lowy
+ Cancer and Developmental Biology Laboratory	Alan Perantoni
+ Cancer Inflammation Program	Giorgio Trinchieri
+ CCR Nanobiology Program	Robert Blumenthal
+ Center for Applied Preclinical Research	Terry Van Dyke
+ Gene Regulation and Chromosome Biology Laboratory	Jeffrey Strathern
+ HIV DRP Host Virus Interaction Branch	Stephen Hughes
+ HIV DRP Retroviral Replication Laboratory	Stephen Hughes
+ HIV Drug Resistance Program	Stephen Hughes
+ Laboratory of Cancer Prevention	Nancy Colburn
+ Laboratory of Cell and Developmental Signaling	Deborah Morrison
+ Laboratory of Cell Biology	Michael Gottesman
+ Laboratory of Comparative Carcinogenesis	Larry Keefer
+ Laboratory of Experimental Immunology	Giorgio Trinchieri
+ Laboratory of Genomic Diversity	Stephen O'Brien

BMS Data Entry is the responsibility of the Administrative Officer.

Contact Sue Fox at [foxs@mail.nih.gov](mailto:foxs@mail.nih.gov) for access information (login, views, etc.).

Online Help/User Manual is available at

<https://ccrod.cancer.gov/confluence/display/BMS20Demo/Users+Manual>

A “wiki” page has been developed which tracks updates and allows users to post comments and questions.

A list of reports available for printing BMS data is shown below.

**BUDGET MANAGEMENT SYSTEM - REPORTS - MICROSOFT INTERNET EXPLORER**

File Edit View Favorites Tools Help

Address [HTTP://HOME\\_CCR\\_CANCER\\_GOV/INTRA/BMS/20/REPORTS\\_ASPX](http://HOME_CCR_CANCER_GOV/INTRA/BMS/20/REPORTS_ASPX) GO Links

**NATIONAL CANCER INSTITUTE** Center for Cancer Research Budget Management System

Home | Reports | Search | Inactive Data | Help | Logout

### 2008 BMS Reports

Click on the links below to view reports and export files of BMS Data.

- [Original Export](#) - Produces a report in Excel format of BMS Organization data.
- [Expanded Export](#) - Produces a report in excel format of BMS Organization data, including Mangers budget data.
- [Budget Meeting Report](#) - Produces a report of BMS data for the CCR Budget Meetings.
- [Grand Total Report](#) - Produces a report of CCR Total Costs for Labs and Branches and a CCR Grand Total Cost.

The main report used is the Budget Meeting Report. Samples of this report can be found on the following pages.

# CCR BMS Reports :: Branch Report

[CAN Error Report](#)

Lab/Branch:

Fiscal Year: 2008

- Office of the Chief
- IRA
- IAG
- Office of the Director
- CPA
- Harkin
- Auxiliary Budget
- Grant
- NCI Royalty
- Standard Budget
- CRADA
- Breast Cancer Stamp Funds
- Core
- Gift Fund

Run Report

Manager	Budget Type	FTE	Non-FTE	Award	Subtotal Pers. Cost	S & S	Travel	Train	Animal	Clin. Prot.	Contracts	Person. Serv.	Supplements	Subtotal Operations	Total
<input type="checkbox"/> _____	Office of the Chief	\$626,323 :: [4]	:: [0]	\$25,218	\$651,541	\$57,988	\$4,500				\$47,027 :: [0]			\$112,500	<b>\$764,041</b>
<input type="checkbox"/> _____	Standard Budget	\$140,655 :: [1]	\$218,260 :: [5]		\$358,915	\$124,000	\$9,200				:: [0]	\$56,140	\$49,000	\$184,200	<b>\$599,255</b>
<input type="checkbox"/> _____	Standard Budget	\$533,989 :: [3]	\$136,880 :: [2]		\$670,869	\$77,500	\$10,200	\$8,400			:: [0]			\$116,100	<b>\$786,969</b>
<input type="checkbox"/> _____	Standard Budget	:: [0]	\$48,440 :: [0]		\$54,440	\$87,500	\$12,900				:: [7]	\$810,774	\$100,000	\$200,400	<b>\$1,059,614</b>
<input type="checkbox"/> _____	Standard Budget	\$156,728 :: [1]	\$117,480 :: [2]		\$274,208	\$80,000	\$9,500				:: [2]	\$262,923		\$89,500	<b>\$626,631</b>
<input type="checkbox"/> _____	Standard Budget	\$225,047 :: [2]	\$101,056 :: [2]		\$326,103	\$70,000	\$6,800				:: [1]	\$97,319		\$76,800	<b>\$500,222</b>
<input type="checkbox"/> _____	Standard Budget	\$156,728 :: [1]	\$62,300 :: [2]		\$219,028	\$66,250	\$8,500				:: [2]	\$244,450		\$74,750	<b>\$538,228</b>
<b>TOTAL</b>		<b>\$1,839,470 :: [12]</b>	<b>\$684,416 :: [13]</b>	<b>\$25,218</b>	<b>\$2,549,104</b>	<b>\$585,223</b>	<b>\$64,600</b>	<b>\$8,400</b>	<b>\$0</b>	<b>\$47,027 :: [12]</b>	<b>\$1,471,606</b>	<b>\$149,000</b>	<b>\$854,250</b>	<b>\$4,874,960</b>	

Get Selected Managers

# CCR BMS Reports

:: FY2008

- Office of the Chief

	FTE	Non-FTE	Award	Subtotal Personnel Cost	S & S	Trav/Train	Animal	Clin. Prot.	Contracts	Supplements	Subtotal Operations	Total
<b>BUDGET TOTAL</b>	\$626,323		\$25,218	<b>\$651,541</b>	\$57,973	\$7,500			\$47,027		<b>\$112,500</b>	<b>\$764,041</b>

Staff Name	Pay Plan	Job Title	EOD	NTE	Salary	Insurance	Extra Pay	Award	S & S	Trav/Train	Total	Footnotes
	SBRS	Director	1973-02-14		\$185,809			\$25,218	\$57,973	\$3,700	\$267,700	Preparing Title42 Package
	AD	Staff Scientist	1992-01-22	2010-11-19	\$106,413				\$5,000	\$1,700	\$113,113	
	GS-12	Administrative Laboratory Manager	1990-09-23		\$86,801					\$700	\$87,501	
	GS-8	Secretary, Office Automation	1990-07-29		\$54,194					\$700	\$54,894	
	GS-8	Secretary, Office Automation	1996-09-15		\$54,194					\$700	\$54,894	

SAMPLE

Personnel Ceilings	
Type	Quantity
FTE	4
Non-FTE	0
Contractor	0

Contracts	
Description	Cost
Maintenance	\$47,027

# Resource Request System (RRS)

The RRS is a system that has been designed to ease the process of requesting resources (funding, equipment, space, staff, etc.) from the Office of the Director. The system provides a central location for all information related to a particular request as well as a central location for all communication with regard to the request.

RRS is part of the CMS (Content Management System) or CCR Portal.

<http://ccrintra.cancer.gov/cms/rrs/home.asp>

CCR - RESOURCE REQUEST HOMEPAGE - MICROSOFT INTERNET EXPLORER

File Edit View Favorites Tools Help

BACK SEARCH FAVORITES

Address [HTTP://CCRINTRA.CANCER.GOV/RRS/HOME.ASP](http://ccrintra.cancer.gov/rrs/home.asp)

NATIONAL CANCER INSTITUTE Center for Cancer Research

CCR Home NCI Home NIH Home

Search

Content Management 2008 Resource Request System

CCR Resource Request System Home

Welcome *Lisa Virts* ! You are now "logged in" to the Center for Cancer Research Resource Request System (CCR-RRS). This system has been designed to ease the process of requesting resources (funding, equipment, space, staff, etc.) from the Office of the Director. The system provides a central location for all information related to a particular request as well as a central location for all communication with regard to this request.

You can navigate within the CCR-RRS through use of the navigation bar. This bar provides all the necessary links so that you can move around in the system with ease. The available options are explained below.

Current RRS News

- [Resource Request Guidelines](#)
- [Outside Funding - Obtaining Director, CCR approval](#)
- [Rodent Cage Allocation Principles](#)

Available Options for Lisa Virts

- [Home](#)  
The 'Home' option is used to return to this page where you may view News Items and option explanations.
- [Search requests by...](#)  
The 'Search requests' option is used to look for a specific request. You can search requests by request number, by investigator, by date, etc.
- [Submit a new request...](#)  
The 'Submit a new request' option is used to submit a new request.
- [View all requests...](#)  
The 'View all requests' option is used to view all requests to which you have access. This is a history of your requests that will allow you to review, modify, close, etc. any request to which you have access.
- [Budget Year...](#)  
The 'Budget Year' option is used to select the Budget Year with which you wish to work (or view).

Requests should be entered by PI or ALM, with assistance from AO when necessary.

Contact Sue Fox at [foxs@mail.nih.gov](mailto:foxs@mail.nih.gov) for access information (login, views, etc.).



**Resource Request Guidelines:** The following guidelines should be observed when considering submitting a request for additional resources:

1. Every effort should be made to accommodate your needs within your base budget allocation. Both intramural and extramural components of NCI are currently operating under budget restrictions. Therefore, requests for resources above the base budget allocation will only be considered to address urgent situations (such as replacement of an essential piece of capital equipment) or to pursue high priority objectives that cannot be supported by reprogramming existing resources.
2. Resource needs should be reviewed with your Lab/Branch Chief to determine if a resource request should be submitted. Lab/Branch Chiefs are responsible for presenting any resource requests from the Lab/Branch during the budget meeting and should be prepared to discuss their relative priority. Therefore, the Chief should be consulted about possible ways to accommodate the need within the Laboratory/Branch budget and must approve and coordinate submission of resource requests from the Lab/Branch.
3. Resource requests should be submitted no later than one week prior to your Lab/Branch's Budget Meeting. Although CCR recognizes that unanticipated needs or exciting new opportunities may arise at other times throughout the year, approaches for funding are likely to be even more limited after the budget meeting period. Therefore, every effort should be made to avoid making resource requests after the budget meeting.
4. Unfunded resource requests from prior years may be resubmitted for consideration in the new FY. All resubmitted requests should be fully updated and refer to the prior submission.

In addition to your Lab/Branch Chief, your Administrative Officer is an excellent source of information and advice on the budget process and resource issues. You may also direct questions about the Resource Request System to Janelle Cortner at [jc328z@nih.gov](mailto:jc328z@nih.gov) ; 301-846-5712.

RRS contains a Search mechanism so requests can be found easily. Reports can also be printed from this system. A sample report of all requests for a Lab is shown on the following page.

Date	ID	Investigator	Lab	Urgent	Status	Special Review	In BMS?	Category	Type	Title	FY08	FY09	FY10
2/20/2007	4056			No	Approved Comments: Budget Change in BMS	No	Yes	Annual Budget Request	Equipment	Malvern Nanosizer	\$49000	\$0	\$0
8/29/2007	4199			No	Submitted	No	No	Annual Budget Request	Non-FTE Personnel	NCI Supported SAIC Intramural Research Support Scientist	\$129884	\$136700	\$143550
8/29/2007	4200			No	Approved with Modifications Comments: Change Reflected in BMS	No	Yes	Annual Budget Request	FTE Personnel	Internal transfer of FTE (Owens) from Office of the Chief, CCRNP to Dimitrov's group	\$0	\$0	\$0
8/29/2007	4201			No	Submitted	No	No	Annual Budget Request	Non-FTE Personnel	NCI Supported SAIC Intramural Research Support Scientist	\$72872	\$76516	\$80341
8/30/2007	4206			No	Approved Comments: Change reflected in BMS	No	Yes	Annual Budget Request	Non-FTE Personnel	CRTA2	\$34360	\$0	\$0
9/24/2007	4264			No	Not Approved Comments: Reviews will be returned shortly	No	No	Innovation Award LOI	Career Development Innovation Award	TUMOR THERAPY USING TARGETED NANOPARTICLES BEARING SUICIDE GENES THAT ARE SPECIFIC FOR CANCER CELLS	\$10000	\$0	\$0
1/22/2008	4552			Yes	Submitted	No	No	Annual Budget Request	Non-FTE Personnel	CRTA2 Fellow not to exceed one year	\$45540	\$0	\$0
Total Request Funding for all requests listed above:											\$341656	\$213216	\$223891

## Allocations in SOFiE

Allocations are imported into SOFiE directly from BMS (NIH/CAN) and SAIC Finance (Frederick/Center Number).

### The Allocations screen

There are two ways to arrive at the Allocations screen -- after clicking on an amount in the "Allocations" column in the Account [Structure](#) screen, or after clicking on an amount in the "Allocation Plan" column in the Account [Summary](#) screen.

The Allocations screen lists the allocations for an account or account group.

The "Budget Limit", "Total [Allocations] Planned", and "Balance" columns in the upper right corner give those totals for the account currently on the screen, for whatever OO/PS setting is active for your SOFiE screens. This corner box is a snapshot of the current account; as the account changes, so do the figures in the corner box.

In the upper left part of the screen, below the name of the current account, is a "trail" of links that lets you backtrack through the screens you've just been in. To go back to a specific point in the allocation trail, click on the link for that page.

To see the Account Summary page for this account, click on the [Account Summary](#) link on the upper right part of the screen, just above the "Amount" column.

To drill down to, and (perhaps) edit specific allocation amounts and notes, click on the desired allocation amount; this takes you to the [Edit Allocation Components](#) screen. If the Allocation amount you clicked on is a summary amount, you may have to keep clicking down through several layers of allocation amounts before you reach the allocation for a specific CAN.

Just above the "Amount" column, clicking on the word [Print](#) next to the printer icon prints out the contents of the screen.

**Edit Allocation Components screen** -- clicking on an Allocation dollar amount for a CAN or an OC code brings up the Edit Allocation Components screen, which lists the amount allocated to each budget category in the account. (Note that the Budget, Allocations, and Balance figures in the top right Totals box change to reflect the account shown.)

To edit an allocation amount or make a note about it, click on the [Edit](#) trigger next to the amount in question. Type the desired amount and note, then click on either the [Update](#) or the [Cancel](#) trigger. (You can view this list of allocation notes at any time by finding the account in its view on the [Account Structure](#) screen, and then clicking on its Allocation amount.)

If your SOFiE user profile allows you to see PS data, then there is a drop-down listbox that lets you choose whether to include the figures for Other (OO), for Personal Services (PS), or for both OO and PS. This setting carries over to other screens. If your user profile does not allow you to see PS data, this drop-down listbox does not appear on your screen at all. (You see only OO data by default.)

The [Account Summary](#) link takes you to the Account Summary screen for the current account.

Clicking on the word [Print](#) next to the printer icon prints out the contents of the screen.

To go to the main Account Structure screen, click on the [Account Structure](#) link in the right corner of the page header at the top of the screen.

Below is an example of how the screen may look when you are reviewing Allocations for a certain CAN or Lab.

The screenshot shows the SOFIE web application interface. The browser title is "SOFIE: STATUS OF FUNDS | INTERNET EDITION - MICROSOFT INTERNET EXPLORER". The address bar shows the URL: [HTTP://SOFIE-NCI.NCI.NIH.GOV/SOFIE/DISPLAYALLOCATIONCATEGORIES.ASPX?ACCOUNTNUMBER=10805](http://SOFIE-NCI.NCI.NIH.GOV/SOFIE/DISPLAYALLOCATIONCATEGORIES.ASPX?ACCOUNTNUMBER=10805). The page header includes "SOFIE STATUS OF FUNDS Internet Edition" and "NCI FY 2008 (Complete as of 2/19/2008) | Lisa Virts | Logout | Help | Feedback".

The main content area is titled "Allocations by Category" and shows the account "CCR CAUS IR-LI-Zbar (10805)". The user is viewing "FY 2008 | Frederick LIB | 00+PS". Navigation links include "ACCOUNT STRUCTURE", "ADMINISTRATION", "REPORTS", "Account Summary", "Actuals", "Allocations", "Budgets", and "Projections".

The "Category Group" is "CCR". A table displays the following data:

Category	Amount
CCR Animal Costs	\$0.00
CCR Travel	\$2,000.00
CCR Training	\$700.00
CCR S&S	\$65,000.00
CCR FCRC Clinical Protocols	\$0.00
CCR FCRC Contracts	\$0.00
CCR Contracts	\$0.00
CCR Comp Supp/Equip	\$0.00
<b>Total:</b>	<b>\$57,700.00</b>
CCR Sal/Ben	\$279,467.00
CCR Fellowship Stipends	\$0.00
CCR Awards/SSPA	\$0.00
<b>Total:</b>	<b>\$279,467.00</b>
<b>Grand Total:</b>	<b>\$337,167.00</b>

At the bottom of the page, there are links for "Logout", "Account Structure", "Administration", and "Top of Page". A footer note states: "Status of Funds Internet Edition (SOFIE) version 1.6 is a product of NetComm, Inc. ©2006".

## **Budgets in SmartStream**

Once a Lab's budgets have been approved by CCR, center number budgets must be entered into SmartStream so that Cost Status and other reports will reflect the correct budget amounts. These figures will also be imported into SOFiE and from there will flow into the Spending/Execution Report.

Attached is a sample spreadsheet which is broken down by budget category that will be submitted through the AO to Cynda Burkett, SAIC Finance [burkettc@mail.nih.gov](mailto:burkettc@mail.nih.gov).

**FY\*\* Approved Budgets  
Frederick**

LAB	P.I.	Center Number	Labor	Travel	Training	S&S	Animal Tech.	Animal Purchases	Equipment	TOTAL
LIB	OC	15422111								\$0.00
LIB	Core Activities	15422121								\$0.00
LIB	Sage	15422141								\$0.00
LIB	Zbar	15422211								\$0.00
LIB	Lerman	15422311								\$0.00
LIB	Leonard	15422411								\$0.00
LIB	Hou	15422611								\$0.00
LIB	Zbar	15773111								\$0.00
LIB	Lerman	15773121								\$0.00
LIB	Hou (Drosphilia)	15773131								\$0.00
LIB	Hou (Drosphilia)	15773132								\$0.00
LIB	Hou (Drosphilia-Harkin)	15422711								\$0.00
<b>LAB TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>LECB</b>	Royalty	15422131								\$0.00
<b>LECB</b>										\$0.00
<b>OUTSIDE \$ TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## **Bypass Budget/Continuing Resolution**

### **Bypass Budget**

Each year, as mandated by the National Cancer Act of 1971, the National Cancer Institute prepares a plan for building on research successes, supporting the cancer research workforce with the technologies and resources it needs, and ensuring that research discoveries are applied to improve human health.

This annual plan and budget proposal is provided directly to the President of the United States for formulating the budget request to Congress. This document is also used by NCI staff, the research community, professional organizations, advisory groups, as well as cancer information, education, and advocacy organizations, and public and private policy makers. It is our hope that this document will inspire all who read it to join the fight against cancer.

The Fiscal Year 2008 Annual Plan & Budget Proposal can be found at <http://plan2008.cancer.gov/>.

The Fiscal Year 2009 Annual Plan & Budget Proposal can be found at <http://plan.cancer.gov/>.

### **Continuing Resolution**

A Continuing Resolution (CR) is a type of appropriations legislation used by the United States Congress to fund government agencies if a formal appropriations bill has not been signed into law by the end of the Congressional fiscal year. The legislation takes the form of a joint resolution and provides funding for existing federal programs at current or reduced levels. A CR is usually a temporary measure that expires at a specified date or is superseded by enactment of the regular appropriations act.

## SmartStream

The SmartStream Financial System is the cornerstone of the NCI-Frederick's financial reporting and cost management system. The system provides the NCI-Frederick community with real-time financial and cost information, and distributed purchasing and requisitioning capabilities. There are two SmartStream systems available for use.

The **CITRIX** reports represent costs at the moment in time the report is run. This is valuable for tracking PO and PR costs when payments are made and the encumbrance disappears but the expense does not occur until the posting occurs later in the day.

The **web-based** reports represent costs as of the end of the previous day. Unlike the CITRIX reports, the web-based version includes Unreconciled Credit Card purchases, which is extremely helpful near the end of the fiscal year.

The following form should be completed to request a SmartStream account -  
<http://css.ncifcrf.gov/information/committees/smartstream/forms/SSRegReqFrm7-06.pdf>

For issues with Security (New User ID, Password Issues, etc.), contact Mel Lambert at [lambertm@mail.nih.gov](mailto:lambertm@mail.nih.gov) or 301-846-5603.

For issues with Training and Usage, contact Mel Lambert at [lambertm@mail.nih.gov](mailto:lambertm@mail.nih.gov) or 301-846-5603.

All Other Issues (Installation, Technical Support, etc.), contact the Computer Services Helpdesk at [helpdesk@css.ncifcrf.gov](mailto:helpdesk@css.ncifcrf.gov) or 301-846-5115.



## To Access SmartStream via CITRIX

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Access to SmartStream is restricted to authorized users only. In order to access SmartStream via the Web, you should be using either Internet Explorer version 6 or greater, or Netscape Navigator/Communicator version 6 or greater. Any questions concerning this policy, or requests to access SmartStream, should be directed to: [webmaster@css.ncifcrf.gov](mailto:webmaster@css.ncifcrf.gov).

### Notice:

To avoid the problems you may have experienced printing your SmartStream reports, we suggest that you install the freeware PDF printer driver "[CutePDF Writer](#)" on your computer and use this printer definition when you "print" your reports. The PDF printer driver will create a PDF-formatted file on your computer that you may print, search or modify (this requires additional software). Use the following link to download the driver and then click on the executable module to install it: [CutePDF](#)

Note that you must select the printer driver named:

Client\.....\CutePDF Writer

Do not select the driver just named "CutePDF Writer".

### Experienced Users

Click the following link to launch SmartStream:

 [SmartStream Via Citrix](#)

(<http://mis-appserver1.ncifcrf.gov/smarstream.ica>)

Load times on the new version of SmartStream Via Citrix may be slightly longer than previous versions of SmartStream Via Citrix.

You may create a shortcut on your desktop by right clicking on the above link, select copy, move to your desktop, right click and then select paste shortcut.

### First Time Users

Users must first install a "Plug-In" for their browser. **This process only needs to be performed once** (unless you upgrade or change browsers); afterwards, you may simply run SmartStream using the link for "Experienced Users" at the top of this page.

The plug-in is installed by clicking on the following link and then selecting – **Run this program from the current location**. Answer all questions in the affirmative.

- [Install Citrix Plug-In](#)

Because of the difficulties we have experienced supporting the many different printers in use at the NCI-Frederick, we recommend that you install the "[CutePDF Writer](#)" printer driver on your computer. Then use that printer definition when printing SmartStream reports. See Notice above for more information and the installation link.

Actual Cost By Period - 2007

Acct	Description	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	Total Actuals	Total Budget	Variance
5405	Materials & Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0	10,000	10,000
5450	Industrial Supplies	0	0	0	20	0	0	0	0	17	0	0	0	37	0	-37
5455	Cleaning Supplies & To	0	0	0	0	0	0	18	0	0	0	0	0	18	0	-18
5470	Administrative Supplies	0	0	0	138	111	0	317	168	168	720	168	190	1,982	0	-1,982
5472	Freight	0	0	0	55	0	68	0	0	0	10	5	0	137	0	-137
5478	Property Accountability	0	6	2	3	2	2	2	2	2	2	2	2	26	0	-26
5480	Computer Hardware an	0	0	0	0	0	0	0	0	0	0	0	560	560	0	-560
	<b>54** Total</b>	0	6	2	216	113	70	337	170	187	731	175	752	2,760	10,000	7,240
5610	Capital Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	30,000	30,000
	<b>56** Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	30,000	30,000
5760	Maint. Service Agreem	0	0	0	0	269	56	26	114	527	0	1,606	0	2,597	0	-2,597
5790	Administrative Support	0	0	0	0	0	45	0	0	0	0	0	0	45	0	-45
	<b>57** Total</b>	0	0	0	0	269	101	26	114	527	0	1,606	0	2,642	0	-2,642
5840	Off-Site Facilities	132	31	12	12	12	12	12	21	41	0	229	45	557	0	-557
	<b>58** Total</b>	132	31	12	12	12	12	12	21	41	0	229	45	557	0	-557
5980	Work Orders	0	0	0	0	0	1,137	0	132	0	438	0	0	1,707	0	-1,707
	<b>59** Total</b>	0	0	0	0	0	1,137	0	132	0	438	0	0	1,707	0	-1,707
	<b>Total</b>	132	37	13	228	393	1,319	375	437	755	1,169	2,010	797	7,666	40,000	32,334
	<b>Percentage of Total</b>	1.7%	0.5%	0.2%	3.0%	5.1%	17.2%	4.9%	5.7%	9.9%	15.3%	26.2%	10.4%			

Cost Status - User Version

User or Security Group:

Run Date: 02-21-2008 1:45:25 PM

Center:

Account	Account Description	Posted Expenses	PR's Committed	PO's Encumbered	Life-to-date Total	Budget	Available Balance	Percent Used
5405	Materials & Supplies	.00	.00	.00	.00	10,000.00	10,000.00	0.0%
5450	Industrial Supplies	37.45	.00	.00	37.45	.00	(37.45)	
5455	Cleaning Supplies & Toiletries	18.13	.00	.00	18.13	.00	(18.13)	
5470	Administrative Supplies	1,982.01	.00	.00	1,982.01	.00	(1,982.01)	
5472	Freight	141.24	.00	.00	141.24	.00	(141.24)	
5478	Property Accountability	25.65	.00	.00	25.65	.00	(25.65)	
5480	Computer Hardware (<\$5000)	559.63	.00	.00	559.63	.00	(559.63)	
	<b>54** Total</b>	<b>\$2,764.11</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,764.11</b>	<b>\$10,000.00</b>	<b>\$7,235.89</b>	<b>27.6%</b>
5610	Capital Equipment	.00	.00	.00	.00	30,000.00	30,000.00	0.0%
	<b>56** Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$30,000.00</b>	<b>\$30,000.00</b>	<b>0.0%</b>
5760	Maint. Service Agreements	2,609.75	.00	.00	2,609.75	.00	(2,609.75)	
5790	Administrative Support Services	45.00	.00	.00	45.00	.00	(45.00)	
	<b>57** Total</b>	<b>\$2,654.75</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,654.75</b>	<b>\$0.00</b>	<b>(\$2,654.75)</b>	
5840	Off-Site Facilities	602.09	.00	.00	602.09	.00	(602.09)	
	<b>58** Total</b>	<b>\$602.09</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$602.09</b>	<b>\$0.00</b>	<b>(\$602.09)</b>	
5980	Work Orders	1,707.23	.00	.00	1,707.23	.00	(1,707.23)	
	<b>59** Total</b>	<b>\$1,707.23</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,707.23</b>	<b>\$0.00</b>	<b>(\$1,707.23)</b>	
	<b>Total Center</b>	<b>\$7,728.18</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,728.18</b>	<b>\$40,000.00</b>	<b>\$32,271.82</b>	<b>19.3%</b>

# All Purchase Order Activity

Contract Year: 2007

Page: 1  
Run Date: 02/21/2008 01:39 PM

CENTER:

Acct NO.	Vendor Name	Req. NO.	P.O. NO.	Line NO.	P.O. Date	Status	Requestor	Description	P.O. Amount	Invoices Processed	Net Encumbrance
PROJECT:											
5470	WORKRITE ERGONOMICS	222708	2716024Z	1	06/14/2007	Closed	Eileen Walton	BANANA BOARD SYSTEM 17"	218.87	190.40	0.00*
5470	ALLSTEEL INC	222708	2716046A	1	06/25/2007	Closed	Eileen Walton	#19 HYPER ERGONOMIC CH	719.77	719.77	0.00
<b>Total</b>		<b>5470</b>	<b>Administrative Supplies</b>						<b>938.64</b>	<b>910.17</b>	<b>0.00</b>
5480	DELL MARKETING LP	222709	2716022Z	1	06/13/2007	Closed	Eileen Walton	DELL ULTRASHARP 1908FP	508.64	508.64	0.00
5480	DELL MARKETING LP	222710	2716097Z	1	07/26/2007	Closed	Eileen Walton	DELL PROJECTOR REMOTE	50.99	50.99	0.00
<b>Total</b>		<b>5480</b>	<b>Computer Hardware (&lt;\$5000)</b>						<b>559.63</b>	<b>559.63</b>	<b>0.00</b>
5760	WAHL BUSINESS SOLLUTIO	001323	2515609L	73	06/20/2007	Closed	Valerie Ferron	COPIER, SN: SJY12757	1,494.00	1,494.00	0.00
5760	WAHL BUSINESS SOLLUTIO	001323	2515609L	74	06/20/2007	Closed	Valerie Ferron	EXCESS BMW CY CHARGES F	500.00	0.00	0.00*
5760	WAHL BUSINESS SOLLUTIO	001323	2515609L	75	06/20/2007	Closed	Valerie Ferron	EXCESS COLOR CY CHARGE	500.00	12.65	0.00*
5760	WAHL BUSINESS SOLLUTIO	001323	2515609L	76	06/20/2007	Closed	Valerie Ferron	COPIER, SN: THF03861	112.00	112.00	0.00
5760	WAHL BUSINESS SOLLUTIO	001323	2515609L	77	06/20/2007	Closed	Valerie Ferron	EXCESS CY CHARGES FOR	500.00	0.00	0.00*
5760	WAHL BUSINESS SOLLUTIO	1754	2515609N	82	12/12/2006	Closed	Valerie Ferron	COPIER, S/N: SJY12757	250.00	250.00	0.00
5760	WAHL BUSINESS SOLLUTIO	1754	2515609N	83	12/12/2006	Closed	Valerie Ferron	EXCESS COPY CHARGES FO	500.00	95.85	0.00*
5760	WAHL BUSINESS SOLLUTIO	1754	2515609N	84	12/12/2006	Closed	Valerie Ferron	COPIER, S/N: THF03861	18.75	18.75	0.00
5760	WAHL BUSINESS SOLLUTIO	1754	2515609N	85	12/12/2006	Closed	Valerie Ferron	EXCESS COPY CHARGES FO	500.00	0.00	0.00*
5760	LASER RECHARGE SYSTE		TYF283327	1	05/15/2007	Closed	Tammy Ovejer	REPAIR PRINTER,W.O.28332	100.00	100.00	0.00
5760	LONGOS		TYF285466	1	06/14/2007	Closed	Tammy Ovejer	RPR CANON FAX, W.O. 2854	526.50	526.50	0.00
<b>Total</b>		<b>5760</b>	<b>Maint. Service Agreements</b>						<b>5,001.25</b>	<b>2,609.75</b>	<b>0.00</b>
5790	HANKS COURIER SERVICE		BUB0702263	12	02/26/2007	Closed	Barbara Burge	a7	45.00	45.00	0.00
<b>Total</b>		<b>5790</b>	<b>Administrative Support Services</b>						<b>45.00</b>	<b>45.00</b>	<b>0.00</b>
5840	IRON MOUNTAIN RECORD		RQH0701092	1	01/09/2007	Closed	Bob Hardisty	DATA STORAGE CCR-ARC	11.52	11.52	0.00
5840	IRON MOUNTAIN RECORD		RQH0702052	1	02/05/2007	Closed	Bob Hardisty	DATA STORAGE CCR-ARC	11.52	11.52	0.00
5840	IRON MOUNTAIN RECORD		RQH0703072	1	03/07/2007	Closed	Bob Hardisty	DATA STORAGE CCR-ARC	11.52	11.52	0.00
5840	IRON MOUNTAIN RECORD		RQH0704121	1	04/12/2007	Closed	Bob Hardisty	DATA STORAGE, CCR-ARC	11.52	11.52	0.00
5840	IRON MOUNTAIN RECORD		RQH0705071	1	05/07/2007	Closed	Bob Hardisty	INV HD99105 DATA STORAG	21.03	21.03	0.00
5840	IRON MOUNTAIN RECORD		RQH0706111	1	06/11/2007	Closed	Bob Hardisty	INV HL38351 DATA STORAGE	41.46	41.46	0.00
5840	IRON MOUNTAIN RECORD		RQH0707271	1	07/27/2007	Closed	Bob Hardisty	INV HX53221 DATA STORAG	41.46	41.46	0.00
5840	IRON MOUNTAIN RECORD		RQH0708143	1	08/14/2007	Closed	Bob Hardisty	INV JA62878 DATA STORAGE	187.57	187.57	0.00
5840	IRON MOUNTAIN RECORD		RQH0709132	1	09/13/2007	Closed	Bob Hardisty	INV JG65359 DATA STORAG	44.92	44.92	0.00
5840	IRON MOUNTAIN RECORD		RQH0710111	2	10/11/2006	Closed	Bob Hardisty	INV #E173972, DATA STORA	131.68	131.68	0.00
5840	IRON MOUNTAIN RECORD		RQH0710151	1	10/17/2007	Closed	Bob Hardisty	INV JT03948 DATA STORAGE	44.92	44.92	0.00
5840	IRON MOUNTAIN RECORD		RQH0711081	2	11/08/2006	Closed	Bob Hardisty	DATA STORAGE, CCR-ARC	31.45	31.45	0.00
5840	IRON MOUNTAIN RECORD		RQH0712191	1	12/19/2006	Closed	Bob Hardisty	STORAGE, CCR-ARC	11.52	11.52	0.00

# Expense Register - YTD

Fiscal Year 2007

Run Date: 02-21-2008 1:51:56 PM

Center:

Journal ID	Description	Vendor	Invoice-Date-Line Or Requestor	PO / Line	Qty / Unit Price	Item	Transaction Amt
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<b>5450 Industrial Supplies</b>							
Period Posted :	4						
WHTRN-2007/01/12	BATTERY,ALKALINE,DURACELL,"AA",4/PK		MXItem: 61350165	MR-10561	5 @ 4.09		20.45
<b>Total Period 4</b>							20.45

Period Posted :	9						
WHTRN-2007/06/29	BATTERY,ALKALINE,DURACELL,"AA",4/PK		MXItem: 61350165	MR-24791	2 @ 4.29		8.58
WHTRN-2007/06/29	BATTERY,ALKALINE,DURACELL,"AAA",4/P		MXItem: 61350163	MR-24791	2 @ 4.21		8.42
<b>Total Period 9</b>							17.00
<b>Total 5450 Industrial Supplies</b>							37.45

<b>5455 Cleaning Supplies &amp; Toiletries</b>							
Period Posted :	7						
WHTRN-2007/04/06	CLEANER,GLASS,BETCO DEEP BLUE,32 OZ		MXItem: 71050240	MR-17662	7 @ 2.59		18.13
<b>Total Period 7</b>							18.13
<b>Total 5455 Cleaning Supplies &amp; Toiletries</b>							18.13

<b>5470 Administrative Supplies</b>							
Period Posted :	4						
WHTRN-2007/01/12	PAPER,XEROGRAPHIC 8 1/2" X 11" 10 R		MXItem: 75105815	MR-10561	5 @ 27.66		138.30
<b>Total Period 4</b>							138.30

Period Posted :	5						
WHTRN-2007/02/09	PAPER,XEROGRAPHIC 8 1/2" X 11" 10 R		MXItem: 75105815	MR-13531	4 @ 27.80		111.20
<b>Total Period 5</b>							111.20

Period Posted :	7						
WHTRN-2007/04/06	ENVELOPES,TYVEK 9 1/2" X 12 1/2" W/		MXItem: 75105326	MR-17616	2 @ 74.57		149.14
WHTRN-2007/04/06	PAPER,XEROGRAPHIC 8 1/2" X 11" 10 R		MXItem: 75105815	MR-17662	6 @ 28.05		168.30
<b>Total Period 7</b>							317.44

Period Posted :	8						
WHTRN-2007/05/14	PAPER,XEROGRAPHIC 8 1/2" X 11" 10 R		MXItem: 75105815	MR-21026	6 @ 28.05		168.30
<b>Total Period 8</b>							168.30

Period Posted :	9						
WHTRN-2007/06/29	PAPER,XEROGRAPHIC 8 1/2" X 11" 10 R		MXItem: 75105815	MR-24791	6 @ 28.05		168.30
<b>Total Period 9</b>							168.30

Period Posted :	10						
077231343689SLT	15136 339786 #19 HYPER ERGONOMIC CHAIR	ALLSTEEL INC	339786-07/11/07-1	2716046A/ 1	1/719.77		719.77
<b>Total Period 10</b>							719.77

Period Posted :	11						
WHTRN-2007/08/17	BOOK,TELEPHONE DIRECTORY,NCI-FCRDC		MXItem: 75105446	MR-28837	21 @ 0.00		0.00
WHTRN-2007/08/17	BOOK,TELEPHONE DIRECTORY,NIH		MXItem: 75105447	MR-29175	6 @ 0.00		0.00
WHTRN-2007/08/17	PAPER,XEROGRAPHIC 8 1/2" X 11" 10 R		MXItem: 75105815	MR-29175	6 @ 28.05		168.30
WHTRN-2007/08/24	BOOK,TELEPHONE DIRECTORY,NIH		MXItem: 75105447	MR-29494	6 @ 0.00		0.00
<b>Total Period 11</b>							168.30

Period Posted :	12						
079412401348SLT	13346 4 BANANA BOARD SYSTEM 17" TRACK	US BANK CORP***	4-08/05/07-1	2716024Z/ 1	1/190.4		190.40
<b>Total Period 12</b>							190.40
<b>Total 5470 Administrative Supplies</b>							1,982.01

# Outstanding Purchase Requisition

Contract Year:  
Center NO:

ACCT	Req. NO.	Req. Line NO.	Status	Requestor	Date Created	Description	Quantity Requested	UOP	Unit Price	Commitment
------	----------	---------------	--------	-----------	--------------	-------------	--------------------	-----	------------	------------

Total  
Total for project: #Error

Total #Error

## To Access Web-Based SmartStream

<https://candasec.ncifcrf.gov/ncirpt/division/CCR/Report.htm>

**SAIC-FREDERICK MANAGEMENT REPORTS**

*Center for Cancer Research*

Custom Management Reports	
<a href="#">Cost/Staff/Administrative Info by Center</a>	
<a href="#">Summary Costs/Staff by Laboratory</a>	<a href="#">Summary Costs/Staff by Laboratory/Center</a>
<a href="#">Automated Estimate-at-Completion</a>	
<a href="#">Spending Trend</a>	
<a href="#">Rodent Cost by Account</a>	
<a href="#">PCard Orders Unreconciled</a>	
<a href="#">PCard Orders Unreconciled Division</a>	
<a href="#">Period Actual Center</a>	
<a href="#">Summary Cost Status(Total CCR)</a>	
<a href="#">Animal Report 1</a>	
<a href="#">Animal Report 2</a>	
<a href="#">Actual Cost by Period</a>	

Cost Status Reports	Procurement Reports
<a href="#">Sorted by Center</a>	<a href="#">Purchase Order Activity</a>
<a href="#">Sorted by Laboratory</a>	<a href="#">Outstanding Purchase Requests</a>
<a href="#">Summary by Laboratory</a>	<a href="#">Purchase Order Activity - Open Only</a>
<a href="#">Summary Account by Lab</a>	
<a href="#">Summary Center</a>	

Various Laboratories	Monthly Management Report
<a href="#">Laboratory Index Pages</a>	<a href="#">Expense Register</a>

[NCI-Frederick Homepage](#)      [Questions about this page?](#)

For Account Information and Technical Assistance, please contact Randy Keller at [kellerr@mail.nih.gov](mailto:kellerr@mail.nih.gov) or 301-846-1625.

# Cost Status Report

Date Generated: 2/20/2008 10:06:38PM

2007

Unreconciled  
Credit Card  
Orders

Acct#	Acct Description	Actuals	Commitments	Encumbrances	Total Cost	Total Budget	Variance
5400	Materials & Supplies	0	0	0	0	10,000	10,000
5450	Industrial Supplies	37	0	0	37	0	-37
5455	Cleaning Supplies & Toiletries	18	0	0	18	0	-18
5470	Administrative Supplies	1,982	0	0	1,982	0	-1,982
5472	Freight	141	0	0	141	0	-141
5478	Property Accountability	26	0	0	26	0	-26
5480	Computer Hardware (<\$5000)	560	0	0	560	0	-560
<b>5610 Capital Equipment</b>		<b>2,764</b>	<b>0</b>	<b>0</b>	<b>2,764</b>	<b>10,000</b>	<b>7,236</b>
5760	Maint. Service Agreements	0	0	0	0	30,000	30,000
5790	Administrative Support Services	2,610	0	0	2,610	0	-2,610
<b>5840 Off-Site Facilities</b>		<b>45</b>	<b>0</b>	<b>0</b>	<b>45</b>	<b>0</b>	<b>-45</b>
5980	Work Orders	2,655	0	0	2,655	0	-2,655
<b>58</b>		<b>602</b>	<b>0</b>	<b>0</b>	<b>602</b>	<b>0</b>	<b>-602</b>
<b>59</b>		<b>1,707</b>	<b>0</b>	<b>0</b>	<b>1,707</b>	<b>0</b>	<b>-1,707</b>
<b>7,728</b>		<b>7,728</b>	<b>0</b>	<b>0</b>	<b>7,728</b>	<b>40,000</b>	<b>32,272</b>

1,919



# Purchase Order Activity

Data Generated: 2/18/2008

Acct	NO Vendor Name	Req. NO.	P.O. NO.	Line NO.	P.O. Date	Status	Requestor	Description	P.O. Amount	Invoices Processed	Net Encumbrance
<b>CENTER</b>											
5470	WORKRITE ERGONO ALLSTEEL INC	222708	2716024Z	1	06/14/07	1702	Eileen Walton	BANANA BOARD SYSTEM 17" TRACK	\$218.87	190.40	0.00
		222708	2716046A	1	06/25/07	1702	Eileen Walton	#19 HYPER ERGONOMIC CHAIR	\$719.77	719.77	0.00
5480	DELL MARKETING	222709	2716022Z	1	06/13/07	1702	Eileen Walton	DELL ULTRASHARP 1908FP MONITOR	\$938.64	910.17	0.00
		222710	2716097Z	1	07/26/07	1702	Eileen Walton	DELL PROJECTOR REMOTE	\$508.64	508.64	0.00
									\$50.99	50.99	0.00
									<b>\$559.63</b>	<b>559.63</b>	<b>0.00</b>
5760	WAHL BUSINESS S	1754	2515609N	82	12/12/06	1702	Valerie Ferrone	COPPER, S/N: SY12757	\$250.00	250.00	0.00
		1754	2515609N	83	12/12/06	1702	Valerie Ferrone	EXCESS COPY CHARGES FOR LINE # 82	\$500.00	95.85	0.00
		1754	2515609N	84	12/12/06	1702	Valerie Ferrone	COPPER, S/N: THF03861	\$18.75	18.75	0.00
		1754	2515609N	85	12/12/06	1702	Valerie Ferrone	EXCESS COPY CHARGES FOR LINE # 84	\$500.00	0.00	0.00
									\$100.00	100.00	0.00
									\$100.00	100.00	0.00
									\$226.50	526.50	0.00
									\$1,494.00	1,494.00	0.00
									\$500.00	0.00	0.00
									\$500.00	12.65	0.00
									\$112.00	112.00	0.00
									\$500.00	0.00	0.00
									\$500.00	0.00	0.00
									\$5,001.25	2,609.75	0.00
5790	HANKS COURIER S		BUB0702263	12	02/26/07	1702	Barbara Burgess		\$45.00	45.00	0.00
									\$45.00	45.00	0.00
									\$45.00	45.00	0.00
									\$131.68	131.68	0.00
									\$31.45	31.45	0.00
									\$111.52	11.52	0.00
									\$44.92	44.92	0.00
									\$11.52	11.52	0.00
									\$11.52	11.52	0.00
									\$11.52	11.52	0.00
									\$21.03	21.03	0.00
									\$41.46	41.46	0.00
									\$41.46	41.46	0.00
									\$187.57	187.57	0.00
									\$44.92	44.92	0.00
									\$602.09	602.09	0.00
5840	IRON MOUNTAIN R		RQH0710111	2	10/11/06	1702	Bob Hardisty	INV #FL73972, DATA STORAGE, CCR	\$7,146.61	4,726.64	0.00
			RQH0711081	2	11/08/06	1702	Bob Hardisty	DATA STORAGE, CCR-ARC			
			RQH0712191	1	12/19/06	1702	Bob Hardisty	STORAGE, CCR-ARC			
			RQH0710151	1	10/17/07	1702	Bob Hardisty	INV JT03948 DATA STORAGE CCR			
			RQH0701092	1	01/09/07	1702	Bob Hardisty	DATA STORAGE CCR-ARC			
			RQH0702052	1	02/05/07	1702	Bob Hardisty	DATA STORAGE CCR-ARC			
			RQH0703072	1	03/07/07	1702	Bob Hardisty	DATA STORAGE CCR-ARC			
			RQH0704121	1	04/12/07	1702	Bob Hardisty	DATA STORAGE, CCR-ARC			
			RQH0705071	1	05/07/07	1702	Bob Hardisty	INV HD99105 DATA STORAGE CCR-ARC			
			RQH0706111	1	06/11/07	1702	Bob Hardisty	INV HL38351 DATA STORAGE CCR-ARC			
			RQH0707271	1	07/27/07	1702	Bob Hardisty	INV HX53221 DATA STORAGE CCR-ARC			
			RQH0708143	1	08/14/07	1702	Bob Hardisty	INV JA62878 DATA STORAGE CCR-ARC			
			RQH0709132	1	09/13/07	1702	Bob Hardisty	INV JG65359 DATA STORAGE CCR-ARC			
									\$7,146.61	4,726.64	0.00
									\$602.09	602.09	0.00

5840 Off-Site Facilities

Outstanding Purchase Requests

Center No.

ACCT	Req No.	Line No.	Status	Date		Description	Quantity Requested	UOP	Unit Price	Commitment
				Created						
5430	A46897	1	211	12/14/2007		BIOLOGICALS	1	EA	92.20	92.20
<b>5430</b> <b>Biologicals</b>										
5460	A46027	1	211	9/25/2007		LABORATORY SUPPLIES	2	EA	22.13	44.26
5460	A46027	2	211	9/25/2007		LABORATORY SUPPLIES	1	EA	494.89	494.89
<b>5460</b> <b>Laboratory Supplies</b>										
5610	291569	2	211	9/28/2007		CAPITAL EQUIPMENT	1	EA	4300.00	4,300.00
5610	A45394	1	211	8/15/2007		CAPITAL EQUIPMENT	1	EA	19565.00	19,565.00
<b>5610</b> <b>Capital Equipment</b>										
5780	PP0245	1	211	11/7/2007		SERVICES - RESEARCH RELATED	0	EA	1.00	0.00
<b>5780</b> <b>Research Support Services</b>										
5850	941480	1	211	2/5/2008		RENOVATIONS, REPAIRS/ALTERATIONS,	808,346	EA	1.00	808,346.00
<b>5850</b> <b>Maintenance and Repair</b>										
										<b>832,842.35</b>
										<b>808,346.00</b>

This report is updated on a monthly basis

Expense Register for - Annual - CCR  
Fiscal Year 2008

Period	Journal ID	Description	Vendor	Invoice-Date-Line	PO/Line	Qty/Unit Price	Item	Transaction Amount
<b>5790 Administrative Support Services</b>								
1	0710240947390	10503 RPI1038342 A5			CUSTOM COURIER SYSTEMS INC	BUB0810121 /10	BPO-5790NGR	\$40.25
								Period 1
2	0711201045213	10503 RPI1038503 A5			CUSTOM COURIER SYSTEMS INC	BUB0811021 /15	BPO-5790NGR	\$40.25
2	0711201045213	10503 RPI1038503 A5			CUSTOM COURIER SYSTEMS INC	BUB0811021 /14	BPO-5790NGR	\$40.25
2	0711509513889	10503 RPI1038392 a5			CUSTOM COURIER SYSTEMS INC	BUB0810191 /10	BPO-5790NGR	\$12.00
								Period 2
3	0712110900380	10503 RPI1038589 a5			CUSTOM COURIER SYSTEMS INC	BUB0811162 /10	BPO-5790NGR	\$40.25
3	0712110900380	10503 RPI1038589 a5			CUSTOM COURIER SYSTEMS INC	BUB0811162 /11	BPO-5790NGR	\$40.25
3	0712110900380	10503 RPI1038589 a5			CUSTOM COURIER SYSTEMS INC	BUB0811162 /9	BPO-5790NGR	\$40.25
								Period 3
								5790
								\$120.75
								\$253.50
<b>5942 Animal Technical (NH)</b>								
2	SRVCS-2007111	TS910002 Tech Services			SHARED SERVICE	SS-TS0103	CUSTER	\$108.00
								Period 2
								5942
								\$108.00
<b>5943 Pathology/Histotechnology</b>								
1	SRVCS-2007102	HP005001 H&E Package from We			SHARED SERVICE	SS-H4401	BARRETT_CU	\$585.58
1	SRVCS-2007102	HP005001 H&E Package from We			SHARED SERVICE	SS-H4370	BARRETT_CU	\$935.18
1	SRVCS-2007102	HP002001 Necropsy(Std Biass			SHARED SERVICE	SS-H0031	BARRETT_CU	\$131.10
								Period 1
								\$1,651.86
2	SRVCS-2007111	HP002001 Necropsy(Std Biass			SHARED SERVICE	SS-H0896	BARRETT_CU	\$87.40
2	SRVCS-2007111	HP002001 Necropsy(Std Biass			SHARED SERVICE	SS-H0924	BARRETT_CU	\$349.60
2	SRVCS-2007111	HP005001 H&E Package from We			SHARED SERVICE	SS-H0031	BARRETT_CU	\$533.14
								Period 2
								\$970.14
3	SRVCS-2007121	HP005001 H&E Package from We			SHARED SERVICE	SS-H0920	BARRETT_CU	\$638.02
3	SRVCS-2007121	HP002001 Necropsy(Std Biass			SHARED SERVICE	SS-H1003	BARRETT_CU	\$43.70
3	SRVCS-2007121	HP005001 H&E Package from We			SHARED SERVICE	SS-H0924	BARRETT_CU	\$1,459.58
3	SRVCS-2007121	HP005001 H&E Package from We			SHARED SERVICE	SS-H0896	BARRETT_CU	\$349.60
								Period 3
								\$2,490.90
								5943
								\$5,112.90
								\$5,474.40

# SOFiE



SOFiE (Status of Funds, Internet edition) is the newest version of Visual Status of Funds (VSOF), a powerful software program for viewing and managing your organization's accounts. Its database stores your organization's financial transactions, and allows you to view and summarize this data according to your needs.

<http://sofie-nci.nci.nih.gov/SOFiE>

To access SOFiE, you will need to use your NIH Portal login information.

**Account Structure screen** (shown below) lists a summary overview of your organization's accounts, both summary and CAN as applicable. Itemized listings are available for each account level and sub-level. You can find the data you need on specific transactions, or a summary of account expenses listed by spending class (Object Class code).

The **Account Structure** screen is where you choose which of your accounts to work with and drill down into the sub-levels of allocations, obligations, transactions, etc. There is also the option to go directly to the Account **Summary** for a particular account when you log in, bypassing the Account Structure view entirely.

As of the download run at 2/21 6:11, the latest transactions in SOFiE are dated 2/20.

Fiscal Year: 2008 Available Views: Master OOPS: OO+PS Search for Account#: Go

Year elapsed: 39 %

Account Structure

Account	Allocations	Obligations	Commitments	Accruals	Disbursements	Projections
Approp 75 X 0140 HHS EMERGENCY SUPPLEMENTAL APPROPRIATION - 0017 : <a href="#">Account Summary</a>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Approp 75 X 0849 NATIONAL CANCER INSTITUTE - 0020 : <a href="#">Account Summary</a>	\$460,488.00	\$80,324.62	\$4,245,399.00	\$1,163,642.99	\$1,301,118.64	\$0.00
Approp 75 0849 NATIONAL CANCER INSTITUTE - 0019 : <a href="#">Account Summary</a>	\$537,162,568.00	\$711,528,820.20	\$15,687,919.57	\$277,040,454.27	\$224,413,055.16	\$140,149.00
Approp 7519X 1030 PEPFARS - 11501 : <a href="#">Account Summary</a>	\$0.00	\$0.00	\$0.00	\$55,798.22	\$55,798.22	\$0.00
Approp 75 5/73966 NIH MANAGEMENT FUND - 1794 : <a href="#">Account Summary</a>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Approp 75 6/83966 NIH MANAGEMENT FUND - 10913 : <a href="#">Account Summary</a>	\$919,861.00	\$2,952,326.25	\$0.00	\$5,767,594.48	\$6,701,986.48	\$0.00
Approp 75 7/93966 NIH MANAGEMENT FUND - 11094 : <a href="#">Account Summary</a>	\$6,200,000.00	\$6,928,892.60	\$94,951.00	\$3,942,800.44	\$3,659,143.57	\$0.00
Approp 75 X 5145 COOPERATIVE RESEARCH & DEVELOPMENT AGREEMENTS - 0024 : <a href="#">Account Summary</a>	\$6,403,369.00	\$1,070,878.03	\$308,504.82	\$2,117,107.35	\$2,121,753.77	\$0.00
Approp 75 X 8248 NIH UNCONDITIONAL GIFT FUND - 0025 : <a href="#">Account Summary</a>	\$85,940.00	\$154,296.53	\$51,704.00	\$326,363.11	\$757,111.46	\$0.00
Approp 75 X 8253 NIH CONDITIONAL GIFT FUND - 0026 : <a href="#">Account Summary</a>	\$4,748,462.00	\$534,096.55	\$37,159.99	\$2,769,547.33	\$2,826,877.30	\$0.00
CCR SAIC account - 1540961 : <a href="#">Account Summary</a>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BMS CAN - 8335113 : <a href="#">Account Summary</a>	\$844.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Transaction details** give you daily access to transaction detail from the NIH data warehouse, linked to your SOFie summary data and manipulable on SOFie screens that let you drill down to the CAN level or roll up to the summary account level, for current year or for previous years. SOFie lets you group, categorize, and track budget data with expense data, and check CAN budgets against IC appropriation and allotment-level budgets. Two main screens are the primary entry points to SOFie's function sets.

The screenshot shows the SOFie interface with the following details:

- Page Title: SOFie STATUS OF FUNDS Internet Edition
- Viewing: FY 2008 | Master | 00+PS
- Object Class Detail: Approp 75 0849 NATIONAL CANCER INSTITUTE (0019)
- Navigation: ACCOUNT STRUCTURE | ADMINISTRATION | REPORTS
- Sub-Menu: Account Summary | Actuals | Allocations | Budgets | Projections
- Filters: Dollar Type: Obligations; Show Period: Months; OO+PS; Display By: OC Code

Title	YTD	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
** Total	\$711,528,820.20	\$59,641,802.04	\$98,350,651.41	\$160,433,019.99	\$184,099,724.69	\$209,003,622.07	\$0.00	\$0.00	\$0.00	\$0.00
11.** Personal compensation	\$142,493,227.92	\$32,458,842.51	\$27,395,477.99	\$26,986,457.47	\$30,439,737.59	\$25,212,712.36	\$0.00	\$0.00	\$0.00	\$0.00
12.** Personnel Benefits	\$33,556,654.71	\$7,218,856.13	\$6,437,713.55	\$5,914,306.27	\$7,375,978.72	\$6,609,800.04	\$0.00	\$0.00	\$0.00	\$0.00
21.** Travel and Transportation of Persons	\$6,778,298.73	\$2,553,458.34	\$1,106,723.74	\$721,613.76	\$1,404,629.06	\$991,873.83	\$0.00	\$0.00	\$0.00	\$0.00
22.** Transportation of Things	\$230,876.51	\$28,523.72	\$63,794.58	\$39,426.05	\$67,620.10	\$31,512.06	\$0.00	\$0.00	\$0.00	\$0.00
23.** Rent, Communications, and Utilities	\$1,339,103.33	\$108,740.86	\$188,596.45	\$399,284.97	\$594,926.37	\$67,554.68	\$0.00	\$0.00	\$0.00	\$0.00
24.** Printing and Reproduction	\$932,746.34	\$121,000.07	\$383,929.94	\$112,078.79	\$229,816.69	\$85,820.85	\$0.00	\$0.00	\$0.00	\$0.00
25.** Consulting and other services	\$164,830,855.76	\$7,883,851.18	\$26,669,019.24	\$50,806,801.35	\$28,287,720.46	\$51,183,463.53	\$0.00	\$0.00	\$0.00	\$0.00

The **Administration and Settings** screen shows your user profile and, depending on your level of SOFie permissions, has menu tabs for managing budgets, views, and SOFie user groups and IDs, as well as utilities for managing object class codes and document categories. If your user profile does not include permissions beyond "read-only", you will not see these options on your screen.

The screenshot shows the Administration & Settings screen with the following details:

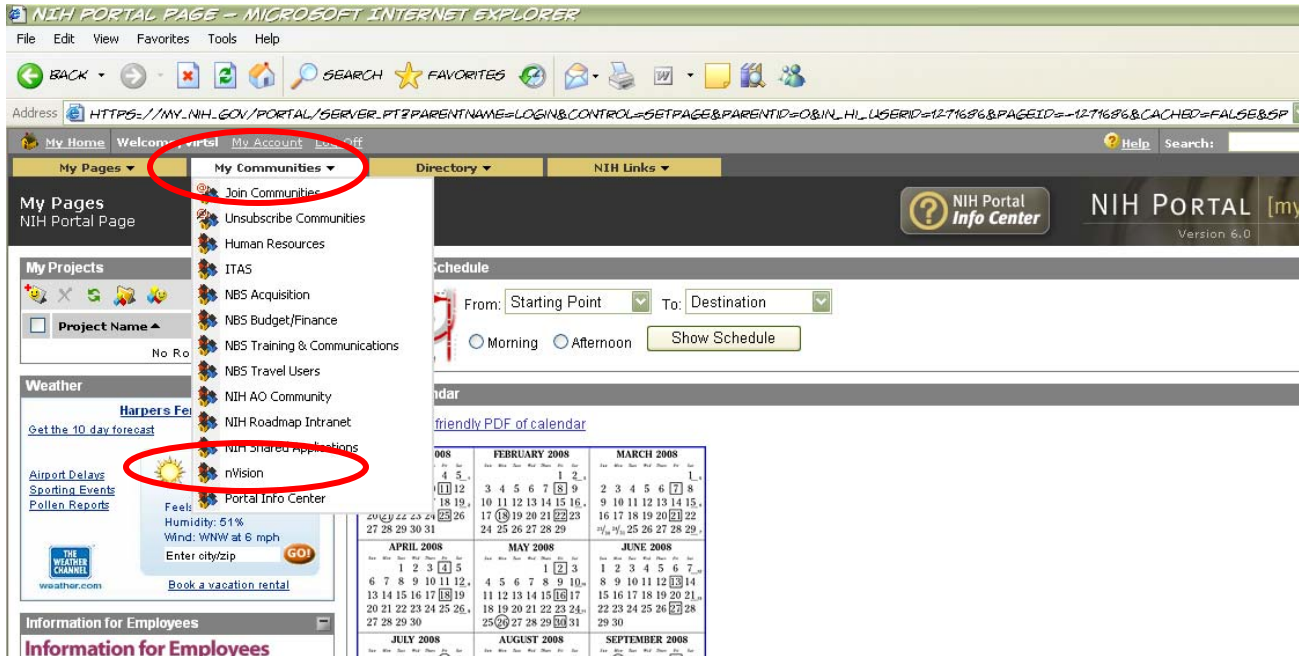
- Page Title: SOFie STATUS OF FUNDS Internet Edition
- Navigation: ACCOUNT STRUCTURE | Views | Users & Groups | Categories | Utilities
- Section: Administration & Settings
- User Profile: Lisa Virts (Username: VIRTSL)
- Standard User: Your ability to edit this page depends on various access rights.
- Group Assignments:
  - FCRC Admin
  - OIM, NCI-FCRDC, ARC
- View Access:
  - Cancer and Inflammation Program (CIP)
  - CCR
  - CCR Control Inhouse
  - FCRDC
  - Frederick ARC
  - Frederick BRL Johnson
  - Frederick BRL Symer
  - Frederick CDBL
  - Frederick GRCBL
  - Frederick Guy
  - FREDERICK HIV DRP
  - Frederick LCC
- Permissions:
  - YES Can modify users?
  - YES Can modify allocation categories?
  - YES Can modify budget amounts?
  - YES Can modify allocation amounts?
  - YES Can modify projection amounts?
  - YES Has access to Personal Services (PS) data?
  - YES Is SOFie Administrator?

On-line Help is always available for any screen in SOFiE; just click the "Help" link on the green header bar at the top of the screen.

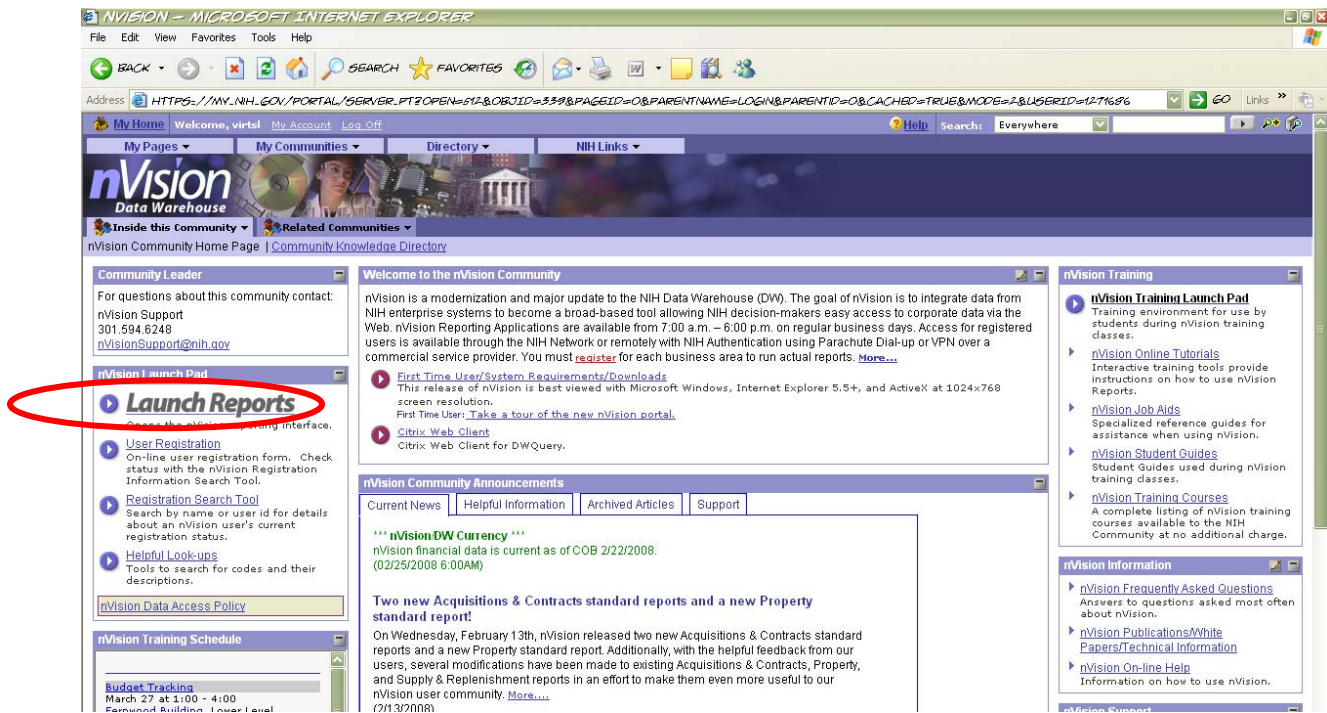
To request a SOFiE user account or for questions related to SOFiE Views, please contact Lisa Virts at [virtsl@mail.nih.gov](mailto:virtsl@mail.nih.gov) or 301-846-5079.

# nVision

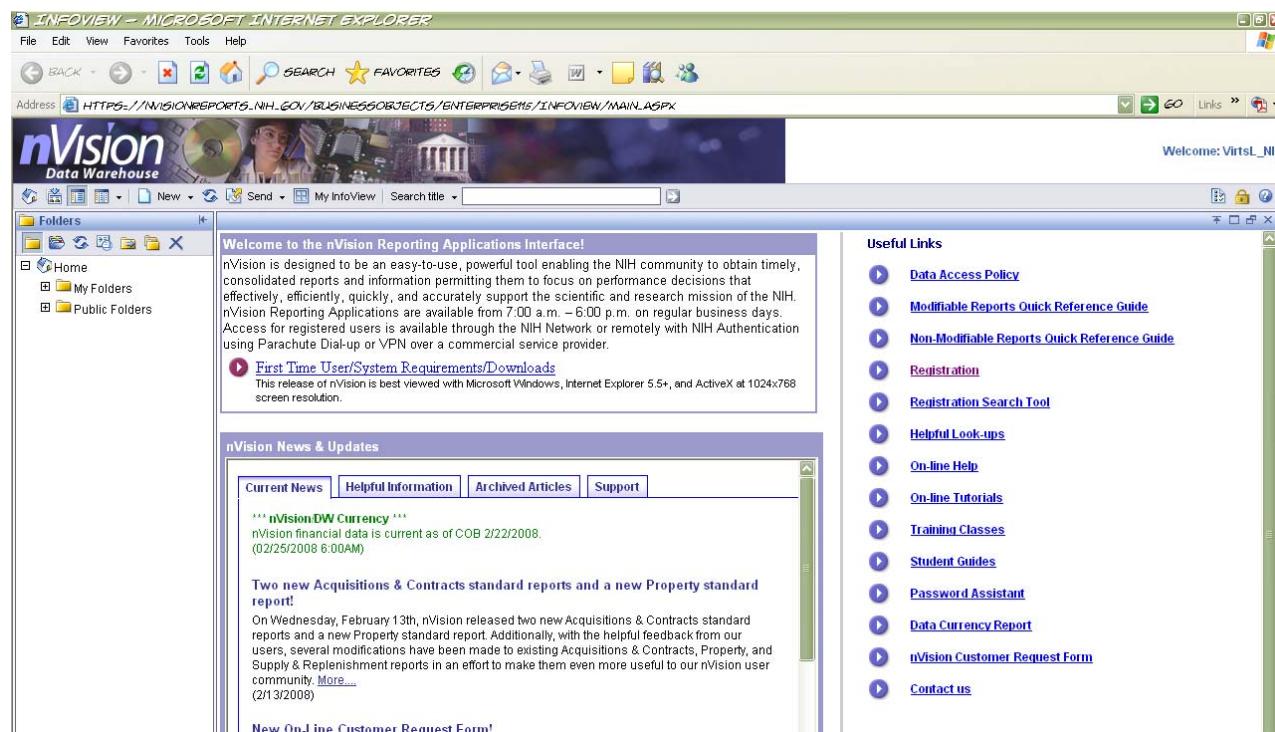
nVision is the replacement source for data that we used to find in Data Warehouse. To access nVision, start by going to the NIH Portal and logging in ( <https://my.nih.gov> ). Once you are logged in, Click on My Communities and then select nVision.



The resulting page will look like this:



Click on “Launch Reports” and the following window will appear:



The Job Aid on the next page walks you through the steps of “Running a Query” from this point.

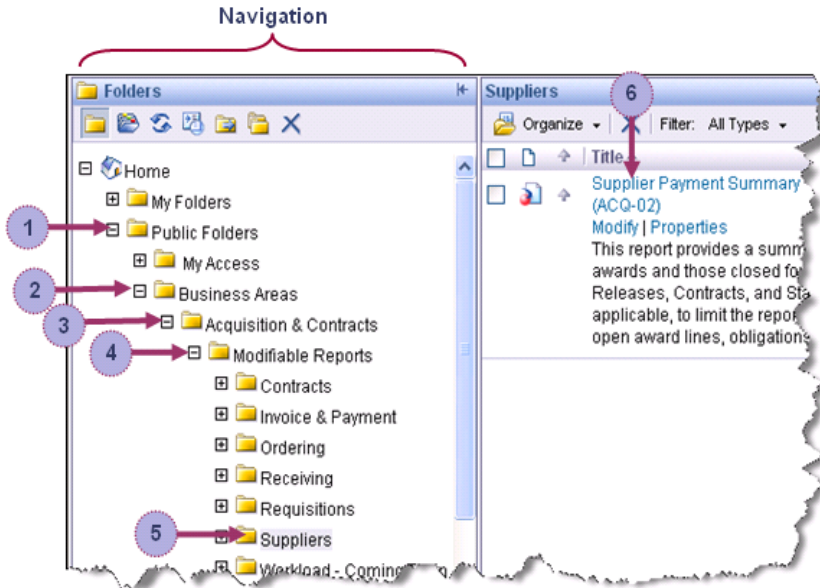
Other helpful Job Aids can be found at:  
<http://nvision.nih.gov/jobaid/index.asp>

nVision also provides Tutorials, which can be found at:  
<http://nvision.nih.gov/tutorials/index.asp>

Classroom Training related to nVision is also available. For a current list of courses, please visit:  
<http://training.cit.nih.gov/coursest.asp?lname=nihd>



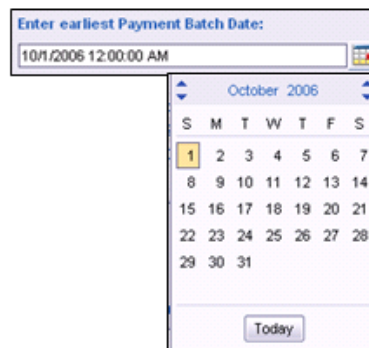
When you run a report by clicking on the Report Title you must select prompts before the report can be displayed. The information that is retrieved and displayed on your report depends on the prompts you enter.



- Step 1. In the Navigation Panel expand Public Folders by clicking the plus sign
- Step 2. Expand the Business Areas folder by clicking the plus sign
- Step 3. Expand the Acquisition and Contracts folder by clicking the plus sign
- Step 4. Expand the Modifiable Reports folder by clicking the plus sign
- Step 5. Click the Suppliers folder
- Step 6. Click on the title of the report you want to run. Here, we've selected the Supplier Payment Summary report
- Step 7. Enter prompts and click Run Query

When you click the title of the report you want to run, a prompts dialogue box appears. Here, you will enter your selection criteria for each prompt and then click **Run Query** to run the report

- You may **add new values** by choosing from the list of values below the prompts, or by entering values into the empty box below the prompts and clicking the **>>** button. *Note: Every prompt, with the exception of **Invoice No.**, should be entered in UPPER CASE. **Invoice No.** will be a combination of upper and lower case.*
- You may **deselect values** by selecting the value you wish to remove and clicking on the **<<** button.
- For date range prompts, you will be given the option of entering a date via the calendar option or by typing in a date in the mm/dd/yyyy format.



*Note: If you have questions about the steps to run a query by Report Title and select prompts, please see Module 1 of the Student Guide.*

# Training

[Training Home](#) | [Courses](#) | [My Training](#) | [Contact Us](#)

Course Search...

## ***Training: NIH nVision/Data Warehouse***

<i>Course #</i>	<i>Course Title</i>	<b><i>Class Type</i></b> (C) - Classroom   (O) - Online
160	<a href="#">Budget Tracking</a>	(C)
170	<a href="#">NIH Data Warehouse Analyze: Budget &amp; Finance</a>	(C)
173	<a href="#">NIH Data Warehouse Analyze: Human Resources</a>	(C)
180	<a href="#">NIH Data Warehouse Query: Budget &amp; Finance</a>	(C)
182	<a href="#">nVision: Property</a>	(C)
183	<a href="#">nVision: Acquisitions and Contracts</a>	(C)
186 <b>New!</b>	<a href="#">nVision Property: Ad Hoc Training</a>	(C)
187 <b>New!</b>	<a href="#">nVision Acquisitions &amp; Contracts: Ad Hoc Training</a>	(C)
191	<a href="#">NIH Data Warehouse Query: Research Contracts &amp; Grants</a>	(C)
193	<a href="#">NIH Data Warehouse Query: Human Resources</a>	(C)
197	<a href="#">nVision: Technology Transfer</a>	(C)
199	<a href="#">NIH Data Warehouse Query: Advanced Query &amp; Reporting Workshop</a>	(C)
511	<a href="#">nVision: Travel</a>	(C)

 [Training](#)

## Yellow Task

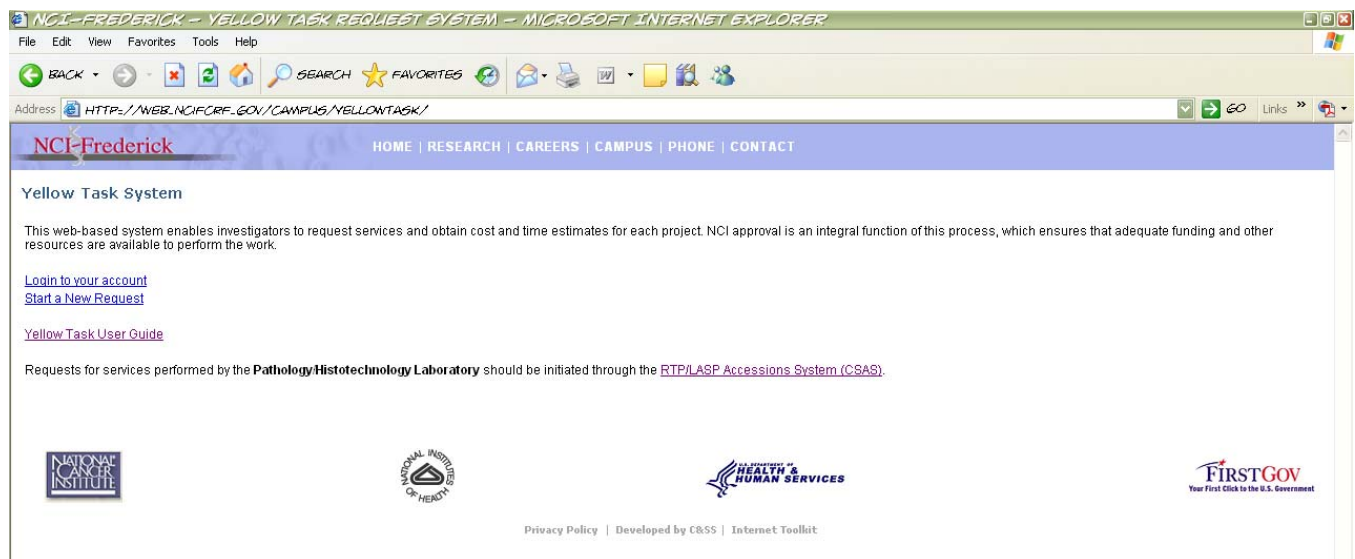
This web-based system enables investigators to request services and obtain cost and time estimates for each project. NCI approval is an integral function of this process, which ensures that adequate funding and other resources are available to perform the work.

<http://web.ncifcrf.gov/campus/yellowtask>

Use this system for requested related to:

- Clinical Monitoring Research Program
- Clinical Services Program
- Laboratory Animal Sciences Program
- Support Resources
  - Project/Program Support
  - Research/Lab Support
  - Procurement/Finance Support

Basically, use this system for staff, space, new SOW & larger-scale RTP requests (i.e., anything that represents a new effort or new personnel).



More information about the Yellow Task system, including contact information can be found in the Yellow Task Users Guide -

<http://web.ncifcrf.gov/campus/yellowtask/UsersGuide/default.asp>

# Yellow Task Web System User Guide

## Background

In 1999 the specific requests for information, cost estimates and directed action from the National Cancer Institute (NCI) was formalized to the Yellow Task System. This system was established within SAIC-Frederick, Inc. as a formal tracking and acknowledgement system.

In conjunction with the National Cancer Institute and Computer Statistical Services, SAIC-Frederick, Inc. transformed the manual yellow task system to an electronic web based system. This system has been designed to create a more efficient and expedient mechanism to request services.

## Purpose

This user guide is intended to steer users of the yellow task web system through the process of submitting a request for services from SAIC-Frederick, Inc. The guide demonstrates the procedures of the web-based system for new users as well as repeat users. A flowchart is included to illustrate the flow process of a request. Task responsibilities within the system are referenced by the position. Contact information for participants can be found on page four.

Comments on the system can be forwarded to the SAIC Frederick, Inc. Yellow Task Coordinator at [csuders@ncifcrf.gov](mailto:csuders@ncifcrf.gov).

[Types of Requests](#)

[Yellow Task System Flow Process](#)

[Contact Information](#)

[Request Homepage](#)

[How to Make a Request](#)

[Repeat User](#)

[Login Information](#)

[What happens when a request is submitted?](#)

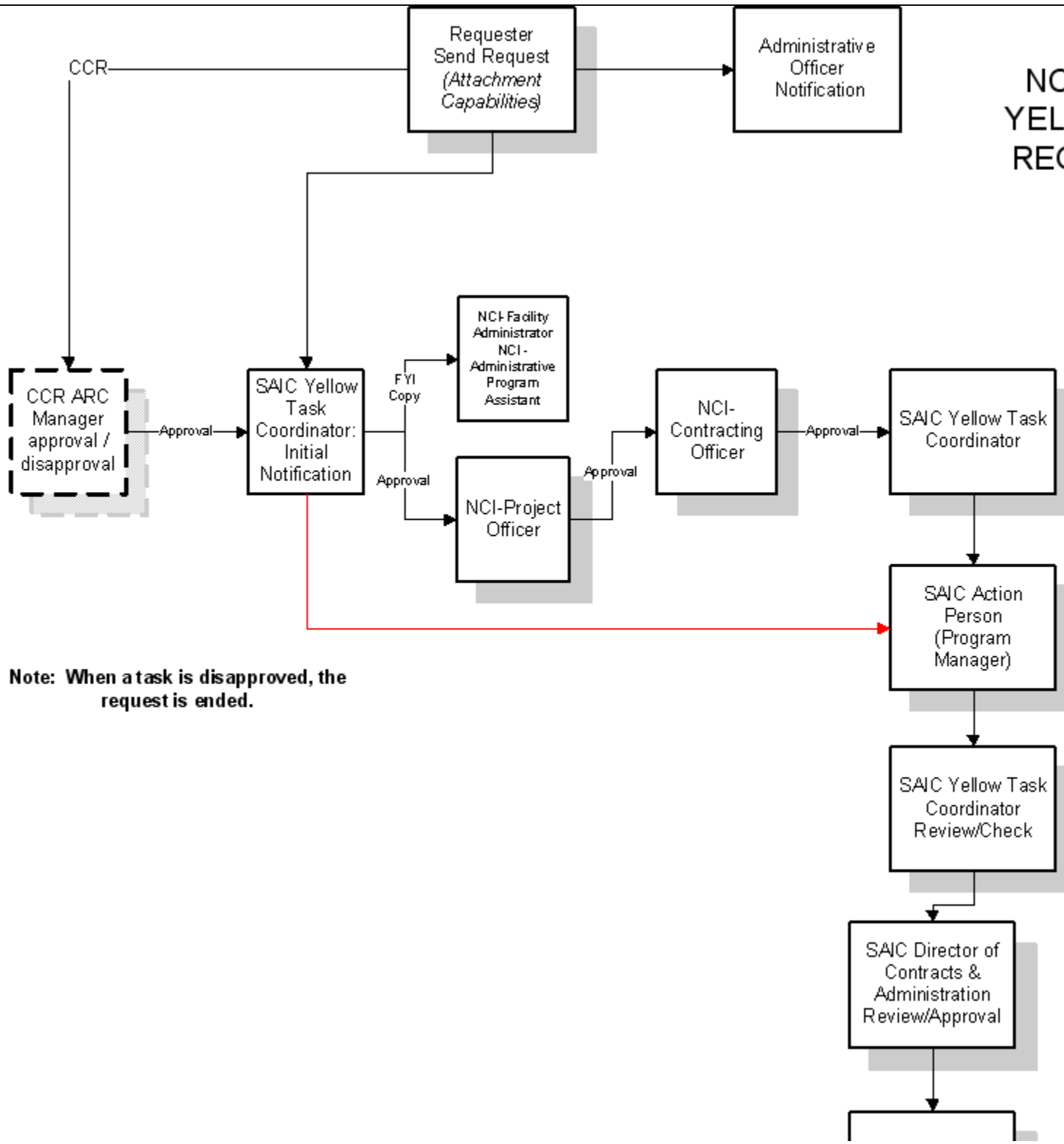
[How to check the status of a request.](#)

## Types of Requests

Service request types include but are not limited to the following:

- Support to IRBs; pre-IRB protocol and informed consent review; support to DSMB; clinical trial monitoring and regulatory support; serious adverse event reporting; IND management
- Specimen processing and storage; hematology; general immunology; flow cytometry; repository services; molecular biology; virology
- Animal holding; colony expansion by IVF; technical staff support; cryopreservation; transgenic mouse models; rederivation; knockout mouse models; speed congenics
- Project/program support; research lab support; procurement/finance support

# NCI - FREDERICK YELLOW TASK WEB REQUEST SYSTEM



**Note: When a task is disapproved, the request is ended.**

NCI  
Contract and

## Contact Information

The following individuals are participants in the yellow task system process. Below you will find their name and contact information for any specific task related question. For questions relating to the yellow task mechanism and the process of information, please contact the SAIC- Frederick, Inc. Yellow Task Coordinator. If you are not sure who to contact, please contact the SAIC- Frederick, Inc. Yellow Task Coordinator for assistance at [csuders@ncifcrf.gov](mailto:csuders@ncifcrf.gov) or 301 846-7282.

### NCI-Frederick Contacts

#### Project Officer:

Dr. Craig Reynolds	<a href="mailto:reynoldsc@ncifcrf.gov">reynoldsc@ncifcrf.gov</a>	(301) 846-1302
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#### Contracting Officer:

Don Wheatley	<a href="mailto:dwheatley@nih.gov">dwheatley@nih.gov</a>	(301) 846-1112
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#### Facility Administrators:

Debbie Guy	<a href="mailto:dguy@ncifcrf.gov">dguy@ncifcrf.gov</a>	(301) 846-1106
Altia Sherman	<a href="mailto:aricesherman@ncifcrf.gov">aricesherman@ncifcrf.gov</a>	(301) 846-1214

### SAIC-Frederick, Inc. Contacts

#### Director, Contracts & Administration:

David Bufter	<a href="mailto:dbufter@ncifcrf.gov">dbufter@ncifcrf.gov</a>	(301) 846-1086
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#### Yellow Task Coordinator:

Connie Suders	<a href="mailto:csuders@ncifcrf.gov">csuders@ncifcrf.gov</a>	(301) 846-7282
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### To Make a Request (Requester)

To initiate a request visit the following web site: <http://web.ncifcrf.gov/campus/yellowtask>.

### Figure 1

### Yellow Task System

This web-based system enables investigators to request services and obtain cost and time estimates for each project. NCI approval is an integral function of this process, which ensures that adequate funding and other resources are available to perform the work.

[Login to your account](#)

[Start a New Request](#)

Requests for services performed by the **Pathology/Histotechnology Laboratory** should be initiated through the [RTP/LASP Accessions System \(CSAS\)](#).

This screen is applicable for all new users. **For repeat users, please follow the instructions for “REPEAT USERS” found on page 9. For all other users, please follow the instructions for “NEW USERS.”**

### NEW USER

If you are a new user to the system, some general information will need to be collected before proceeding to the Task Selection process. Users will only be prompted for this information one time. The next time the user makes a request; the system will recognize the user and the “Requester Information” step will be skipped.

**Figure 2**

The screenshot shows the NCI-Frederick website header with the logo and navigation links (HOME | RESEARCH | CAREERS | CAMPUS | PHONE | CONTACT). Below the header is a dark blue bar with the text "Step 1 of New Request: Name and Email". Underneath this bar is a grey bar with the instruction "PLEASE INDICATE YOUR NAME AND WORK E-MAIL ADDRESS." The main content area contains three input fields: "First Name:", "Last Name:", and "Work Email:". At the bottom left of the form is a button labeled "Next >".

**Figure 3**

Step 2 of New Request: Requester Information


PLEASE INDICATE YOUR PERSONAL INFORMATION BELOW.

Phone:

Section:

Lab:

Division:

Institute:  

Next >

**Figure 4**  
**Note:** Use the drop down box to select the appropriate Institute.



Step 2 of New Request: Requester Information

PLEASE INDICATE YOUR PERSONAL INFORMATION BELOW.

Phone:

Section:

Lab:

Division:

Institute:

- SELECT INSTITUTE
- Armed Forces Institute of Pathology
- Food and Drug Administration
- National Cancer Institute (Select from indented list below)
  - Center for Cancer Research - Bethesda
  - Center for Cancer Research - Frederick
  - Division of Cancer Biology
  - Division of Cancer Control and Population Sciences
  - Division of Cancer Epidemiology and Genetics
  - Division of Cancer Prevention
  - Division of Cancer Treatment and Diagnosis
  - NCI Center for Bioinformatics
  - Office of Cancer Genomics
  - Office of Technology and Industrial Relations
- National Center for Complementary and Alternative Medicine
- National Eye Institute
- National Heart, Lung, and Blood Institute
- National Human Genome Research Institute
- National Institute of Aging
- National Institute of Allergy and Infectious Diseases (Select from indented list below)



**Note:** An administrative officer is assigned to each Institute/Agency listed in the drop down box.

**Figure 5**  
This screen begins the task selection process. For services not listed, select the “other” box at the bottom of the yellow box.

**Step 4 of New Request: Task Selection, Description, and Files**

PLEASE SELECT THE CATEGORY OF YOUR TASK BELOW.

When requesting support resources, please refer to the following links:

- ◆ [Example of statement of work](#)
- ◆ [Definition of Personal Services](#)
- ◆ [Things NOT To Include](#)
- ◆ [Things To Include](#)

*Note 1:* You may only select multiple tasks in a single category.

*Note 2:* Requests for services performed by the Pathology/Histotechnology Laboratory should be initiated through the [Accessions System \(CSAS\)](#).

**Clinical Monitoring Research Program**

- Serious Adverse Event Reporting
- Training (NIH/DHHS/FDA regulations, ICH/GCP guidelines)
- Pre-IRB Protocol and Informed Consent Review
- Support to IRB's
- Support to DSMB
- Clinical Trials Monitoring and Regulatory Support
- IND Managment and Support

**Clinical Services Program**

- Specimen Processing and Storage (whole blood, csf, buccal cells, serum/plasma/other)
- Hematology (no details)
- General immunology (proliferation, cytotoxicity, cytokines, elisa, elispot)
- Flow Cytometry (2-4 color phenotypic analysis, 2-4 color cell sorting)
- Molecular Biology (DNA Extraction, PCR)
- Virology (p24, PCR)
- Repository Services

**Laboratory Animal Sciences Program**

- Colony Expansion by IVF\*
- Animal Holding\*
- Technical Staff Support
- Cryopreservation
- Rederivation

**Figure 6**

The description box requires completion. If you wish to upload a file with the description of your request and/or the statement of work, indicate this in the description box. . For example, “description is attached” or “statement of work is attached.” The next screen will allow you to upload documents.



NCI-Frederick

HOME | RESEARCH | CAREERS | CAMPUS | PHONE | CONTACT

**Step 5 of New Request: Request Description**

PLEASE TYPE THE DESCRIPTION OF YOUR REQUEST/TASK BELOW.

Description or Comments for request: (required)

Next >

**Figure 7**

This is the last step of the task selection process. You will be prompted to verify your information prior to the actual submittal. When a task is submitted, the requester will receive an email notification with a link to the request. Also included in this email will be login information for the user to login to their account for current and new task requests.

**Step 6 of New Request: Attach Files**

FOLLOW THE INSTRUCTIONS BELOW TO ATTACH FILES TO THIS REQUEST.

**File Upload Instructions**

- Find your file by using the Browse button then click the upload button to attach files to your request.
- You may attach another file after your first file is uploaded.
- When you are done or if you do not have any files click the next button.

**Files currently attached to this request:**

▶ None

File to Upload:

Browse...

Upload

Next &gt;

## REPEAT USER

As a repeat user, there are two options for submitting a request.

1. From requester homepage, select “Make a new Yellow Task Request.” This will direct the user to Step four, Task Selection, Description and Files.
2. Select the link “Login to your account” from the yellow task system homepage. Enter your login number and the system will direct you to Step four, Task Selection, Description and Files page.

## LOGIN INFORMATION

If you are a repeat user of the yellow task system and have forgotten your login number, the system will forward you an email with this information. From the yellow task main page, select the link, “Login to your account.” From the login page click the link to request your login information.

## What happens once the request is submitted?

### NCI-CCR Request

If the requester is affiliated with the Center for Cancer Research (CCR) and selects a tasks from the Human Resources category or selects the animal holding task from the Laboratory Animal Sciences Program category of the “Task Selection, Description, and Files” screen, the request is sent to the Administrative Resources Manager of Bethesda or Frederick for an additional approval. This approval is needed in order for the request to proceed through the system.

### NCI – Project Officer

The NCI Project Officer will receive an email notification that a new request has been submitted. This notification will include a link to the new request. The Project Officer has the ability to use the web-based email within the system as well as view any correspondence from other participants. The Project Officer

reviews requests for scientific suitability under the OTS contract. Approval is needed by the Project Officer in order for the request to proceed through the system.

### **NCI – Contracting Officer**

The NCI Contracting Officer will receive an email notification that a new request has been submitted. This notification will include a link to the new request. The Contracting Officer has the ability to use the web-based email within the system as well as view any correspondence from other participants. The Contracting Officer reviews requests for contractual suitability under the OTS contract. Approval is needed by the Contracting Officer in order for the request to proceed through the system.

### **SAIC- Frederick, Inc. Yellow Task Coordinator**

The coordinator will receive an initial notification that a yellow task request has been submitted.

The request will be forwarded to the NCI for Project Office and Contract Office approvals or the coordinator can forward the task directly to the SAIC Frederick Program Area for their review. If a task requires NCI approvals and receives it, the coordinator will forward to a SAIC-Frederick Program Manager for review.

The coordinator will receive another notification requesting approval once the SAIC-Frederick Program Manager has submitted a response.

### **SAIC-Frederick, Inc. Program Manager (Action Person)**

The Program Manager will receive an email notification that a request has been submitted. The Program Manager has the ability to use the web-based email within the system as well as view any correspondence from other participants. A response including any attachments (documents, cost estimates, etc.) will be compiled and submitted to the SAIC-Frederick, Inc. Yellow Task Coordinator.

The Program Manager will receive an email notification of tasks that have completed the process and have been approved.

### **SAIC-Frederick, Inc. Director, Contracts & Administration**

The Director, Contracts & Administration will receive the request along with the response provided electronically through the system by the SAIC-Frederick, Inc. Yellow Task Coordinator. If in agreement, the Director will approve the response and submit to the Requester. The Director, Contracts & Administration has the ability to use the web-based email within the system as well as view any correspondence from other participants.

### **Requester – Receiving a Response**

After the request has processed through the system with the appropriate approvals, the requester will receive a response to their request. This response will generally include the proposed approach for completing the statement of work as well as a cost estimate. If the requester is in agreement with the SAIC-Frederick response, they will select the approval button and submit. This will automatically send the request to the Administrative Officer for approval. If the requester does not agree with the response, they have the option to disapprove the response, which will stop the request or notify the SAIC-Frederick Program Area (Action Person) for further discussions. The Requester has the ability to use the web-based email within the system as well as view any correspondence from other participants.

Email reminders are sent to the requester when they have the action on a task. After 28 days without action, the system automatically will disapprove the task.

**Note: If a response is disapproved, this will end that request and it cannot be re-opened. Use the *Yellow Task Web mail* link to clarify any questions or issues before disapproving.**

### **Administrative Officer**

The Administrative Officer (AO) will be notified of a yellow task two times during the process of a request.

1. The AO will be notified that a request has been submitted. There is no formal action required.
2. The Administrative Officer will receive an email notification upon approval by the requester of the SAIC-Frederick response with a link to the original request and the SAIC-Frederick response (verbiage and/or cost estimate). The Administrative Officer has the option of approving the response, disapproving the response, or through the yellow task web email system, ask questions or request further discussions.

Email reminders are sent to the AO, with a copy to the requester, when they have the action on a task. After 28 days without action, the system automatically will disapprove the task.

**Note: If a task or response is disapproved, this will end that request and it cannot be re-opened. Use the *Yellow Task Web mail* link to clarify any questions or issues before disapproving.**

### **NCI – Facility Administrator**

The NCI Facility Administrator will receive an email notification that a new request has been submitted. This notification will include a link to the new request. The Facility Administrator has the ability to use the web-based email within the system as well as view any correspondence from other participants.

The NCI Facility Administrator will receive an email notification of tasks that have completed the process and have been approved.

### **How to Check on the Status of a Request**

All participants have the ability to check the status of a request. Click on the link provided in the email notification of a request. The last item on the top section of a request, entitled “Current Step” will provide the location of the step. For example, it might say “Awaiting SAIC Task Coordinator Approval.” This indicates the request is with the SAIC-Frederick, Inc. Yellow Task Coordinator. The system provides the ability to email the Task Coordinator within the system.

## CSAS/RTP

The RTP Accession System was created to provide Investigators and Core Service Personnel with an automated means of placing, reviewing, and tracking requests made for RTP Support at NCI-Frederick.

<http://web.ncifcrf.gov/rtp/csas/requestor/>

Use this system for requests for:

- Histotechnology/Pathology
- Lab of Proteomics & Analytical Technology
- Gene Expression Laboratory
- Image Analysis Laboratory
- Laboratory of Molecular Technology
- Protein Chemistry Laboratory
- Protein Expression Laboratory

Costs hit the requestor's center number at the end of the project

The screenshot shows a web browser window titled "NCI-FREDERICK SCIENTIFIC SERVICES ACCESSION - ADVANCED TECHNOLOGY PROGRAM - MICROSOFT INTERNET EXPLORER". The address bar shows "HTTP://WEB.NCIFCRF.GOV/RTP/CSAS/REQUESTOR/". The website header features the "NCI-Frederick" logo and a navigation menu with links for ABOUT, RESEARCH, SERVICES, CAREERS, CAMPUS, PHONE, and CONTACT. A search bar is also present. The main content area is titled "ATP/LASP Accessions System" and includes a welcome message: "Welcome to the NCI-Frederick Accessions System (CSAS). This on-line system facilitates requesting support from various scientific service providers located at the NCI-Frederick, primarily from ATP and LASP Program Areas. To continue, please choose the most appropriate link below:". Below this message is a list of six links: "I have used this system before and would like to make a new request...", "I have never used this system (I am a new user) and would like to request support from an NCI-Frederick service...", "I have used this system before and would like to view the status of a previous request...", "I'd like to learn more about ATP Services at the NCI-Frederick...", "I'd like to learn more about Other Services at the NCI-Frederick...", and "I'd like to learn more about the process of requesting support through this system...". A final link, "I am a Service Manager...", is also present. The left sidebar contains sections for "ATP SERVICES" (with links like View My Requests, Start a New Request, Change My Information, Change My Password, Forgot My Password, and Accessions Home), "PHONEBOOK QUICK SEARCH" (with a search input field and a FIND button), and "NCI-FREDERICK QUICKLINKS" (with a numbered list of 8 links including Yellow Task System, ATP Accessions System (CSAS), Center for Cancer Research (CCR), Employee Diversity Team, NCI-Frederick Fitness Challenge, Outreach & Special Programs, Getting Started at NCI-Frederick, and CBSS Helpdesk).

## Spending/Execution Report

The Spending (or Execution) Report is a tool developed by the Frederick ARC which pulls information from SOFiE and exports it into an Excel spreadsheet. Both NIH and Frederick actuals are captured, as well as the most recent allocations from BMS. Charles River budget and costs are also included in the report.

If you have questions about the Spending Report, please contact your AO or Lisa Virts at [virtsl@mail.nih.gov](mailto:virtsl@mail.nih.gov) or 301-846-5079.

The following items are attached:

- ✓ Instructions for running the Spending Report
- ✓ Sample Spending Report
- ✓ Instructions for installing the SOFiE Add-In (necessary before reports can be run)



## INSTRUCTIONS FOR RUNNING THE CCR MONTHLY EXECUTION REPORT IN SOFIE

1. Log into SOFie. You will be logging in directly through the NIH Portal. Link is <http://sofie-nci.nci.nih.gov>
2. At the Account Structure screen (main screen), verify that the FY is correct and select the appropriate view.

Fiscal Year: 2007  
Year elapsed: 27 %

Available Views: Frederick LEI

OO/PS: OO+PS

Search for Account#: [ ] Go

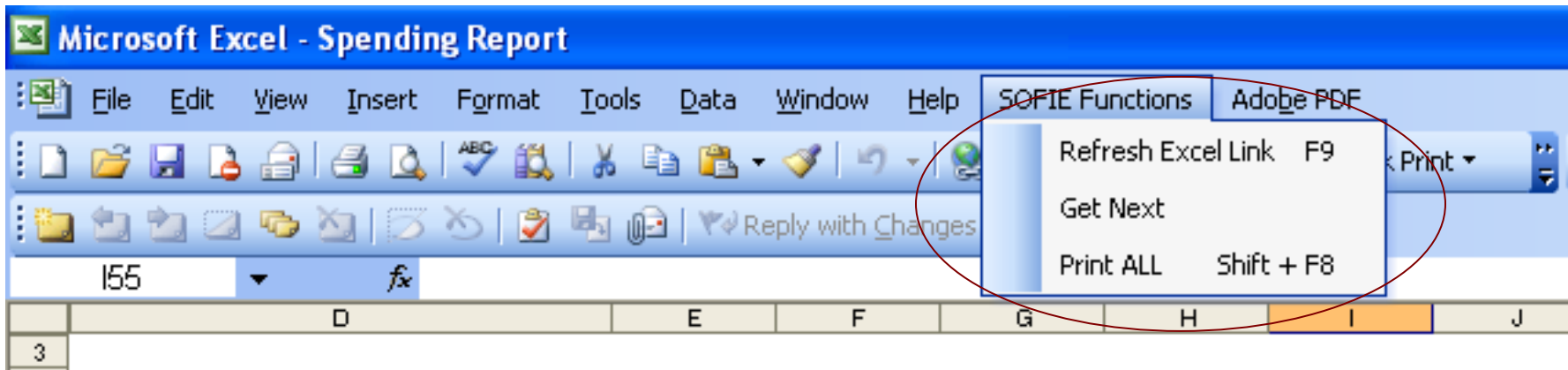
[Advanced...](#) | [DocNo Search...](#)

[EXCEL Link](#) Excel Link has been established.

Show ONLY Transactions for

Last Week  Last Day

3. Expand all -
4. Click on Excel Link - - You will know that you have successfully linked when you see the words “Excel Link has been established” appear in red.
5. Check “Toggle Checkboxes”
6. Minimize SOFie.
7. Open the Excel file titled “Spending Report.xls” which should always be saved in your computer’s C Drive, Windows folder.
8. In the Excel toolbar on the top of the screen, select “SOFIE Functions”, then “Refresh Excel Link”. The data for your Lab’s Summary should populate the spreadsheet.
9. If you simply want to review the reports on the computer screen, you can select “SOFIE Functions” at the top again, then “Get Next” – the spreadsheet will then repopulate with the next CAN’s data (usually the Office of the Chief), select “Get Next” again and the repopulation continues.
10. You may also select “SOFIE Functions” and “Print All” – all the CANs for the Lab View you have selected will print.



**Monthly Budget Execution Report  
FY2008**

**CCR Appropriated CANS**

Personal Services	ALLOCATION			ACTUALS			CURRENT AVAILABLE BALANCE			PROJECTED COSTS			PROJECTED BALANCE			
	NIH	Frederick	TOTAL	NIH	Frederick	TOTAL	NIH	Frederick	TOTAL	NIH	Frederick	TOTAL	NIH	Frederick	TOTAL	
FTE Salaries and Benefits	\$ 187,341,693	\$ 20,606,008	\$ 207,947,701	\$ 76,943,309	\$ 5,197,227	\$ 82,140,536	\$ 110,398,384	\$ 15,408,781	\$ 125,807,165	\$ -	\$ -	\$ -	\$ 110,398,384	\$ 15,408,781	\$ 125,807,165	
Awards/SSPA	\$ 2,233,082	\$ -	\$ 2,233,082	\$ 55,786	\$ -	\$ 55,786	\$ 2,177,296	\$ -	\$ 2,177,296	\$ -	\$ -	\$ -	\$ 2,177,296	\$ -	\$ 2,177,296	
Non-FTE Stipends	\$ 55,038,918	\$ -	\$ 55,038,918	\$ 19,711,155	\$ -	\$ 19,711,155	\$ 35,327,763	\$ -	\$ 35,327,763	\$ -	\$ -	\$ -	\$ 35,327,763	\$ -	\$ 35,327,763	
<b>Subtotal Personal Services</b>	<b>\$ 244,613,693</b>	<b>\$ 20,606,008</b>	<b>\$ 265,219,701</b>	<b>\$ 96,710,250</b>	<b>\$ 5,197,227</b>	<b>\$ 101,907,477</b>	<b>\$ 147,903,443</b>	<b>\$ 15,408,781</b>	<b>\$ 163,312,224</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 147,903,443</b>	<b>\$ 15,408,781</b>	<b>\$ 163,312,224</b>	
				% Used YTD:	38%						Projected %:	38%				
				Target %:	39%						Target %:	100%				

Other Objects	ALLOCATION			ACTUALS			CURRENT AVAILABLE BALANCE			PROJECTED COSTS			PROJECTED BALANCE			
	NIH	Frederick	TOTAL	NIH	Frederick	TOTAL	NIH	Frederick	TOTAL	NIH	Frederick	TOTAL	NIH	Frederick	TOTAL	
<b>Animal Costs</b>																
Charles River	\$ 8,550	\$ 703,575	\$ 712,125	\$ -	\$ 390,585	\$ 390,585	\$ 8,550	\$ 312,990	\$ 321,540	\$ -	\$ -	\$ -	\$ 8,550	\$ 312,990	\$ 321,540	
Purchases	\$ 404,643	\$ 1,418,944	\$ 1,823,587	\$ 60,160	\$ -	\$ 60,160	\$ 344,483	\$ 1,418,944	\$ 1,763,427	\$ -	\$ -	\$ -	\$ 344,483	\$ 1,418,944	\$ 1,763,427	
Technical Services	\$ 236,478	\$ 4,343,359	\$ 4,579,837	\$ 28,311	\$ 982,200	\$ 1,010,511	\$ 208,167	\$ 3,361,159	\$ 3,569,326	\$ -	\$ -	\$ -	\$ 208,167	\$ 3,361,159	\$ 3,569,326	
Holding	\$ 5,266,389	\$ 6,369,700	\$ 11,636,089	\$ 4,247,364	\$ 3,211,283	\$ 7,458,647	\$ 1,019,025	\$ 3,158,417	\$ 4,177,442	\$ -	\$ -	\$ -	\$ 1,019,025	\$ 3,158,417	\$ 4,177,442	
Contracts	\$ 6,514,670	\$ 1,139,966	\$ 7,654,636	\$ 7,658,536	\$ -	\$ 7,658,536	\$ (1,143,866)	\$ 1,139,966	\$ (3,900)	\$ -	\$ -	\$ -	\$ (1,143,866)	\$ 1,139,966	\$ (3,900)	
<b>Subtotal, Animal Costs</b>	<b>\$ 12,430,730</b>	<b>\$ 13,975,544</b>	<b>\$ 26,406,274</b>	<b>\$ 11,994,371</b>	<b>\$ 4,584,068</b>	<b>\$ 16,578,439</b>	<b>\$ 436,359</b>	<b>\$ 9,391,476</b>	<b>\$ 9,827,835</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 436,359</b>	<b>\$ 9,391,476</b>	<b>\$ 9,827,835</b>	
<b>Travel/Training</b>																
Travel	\$ 5,853,045	\$ 98,650	\$ 5,951,695	\$ 3,165,199	\$ 67,507	\$ 3,232,706	\$ 2,687,846	\$ 31,143	\$ 2,718,989	\$ -	\$ -	\$ -	\$ 2,687,846	\$ 31,143	\$ 2,718,989	
Training	\$ 2,007,604	\$ 74,350	\$ 2,081,954	\$ 633,249	\$ 23,986	\$ 657,235	\$ 1,374,355	\$ 50,364	\$ 1,424,719	\$ -	\$ -	\$ -	\$ 1,374,355	\$ 50,364	\$ 1,424,719	
<b>Subtotal, Travel/Training</b>	<b>\$ 7,860,649</b>	<b>\$ 173,000</b>	<b>\$ 8,033,649</b>	<b>\$ 3,798,448</b>	<b>\$ 91,493</b>	<b>\$ 3,889,941</b>	<b>\$ 4,062,201</b>	<b>\$ 81,507</b>	<b>\$ 4,143,708</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,062,201</b>	<b>\$ 81,507</b>	<b>\$ 4,143,708</b>	
<b>Supplies/Services</b>	<b>\$ 50,048,519</b>	<b>\$ 13,546,286</b>	<b>\$ 63,594,805</b>	<b>\$ 21,005,665</b>	<b>\$ 6,410,999</b>	<b>\$ 27,416,664</b>	<b>\$ 29,042,854</b>	<b>\$ 7,135,287</b>	<b>\$ 36,178,141</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 29,042,854</b>	<b>\$ 7,135,287</b>	<b>\$ 36,178,141</b>	
<b>Clinical Protocols</b>	<b>\$ 5,067,492</b>	<b>\$ 217,656</b>	<b>\$ 5,285,148</b>		\$ -	\$ -	\$ 5,067,492	\$ 217,656	\$ 5,285,148	\$ -	\$ -	\$ -	\$ 5,067,492	\$ 217,656	\$ 5,285,148	
<b>Contracts</b>																
Contracts	\$ -	\$ 2,319,476	\$ 2,319,476		\$ 1,738,793	\$ 1,738,793	\$ -	\$ 580,683	\$ 580,683	\$ -	\$ -	\$ -	\$ -	\$ 580,683	\$ 580,683	
Maintenance	\$ 4,717,755	\$ 957,527	\$ 5,675,282	\$ 3,446,190	\$ 725,163	\$ 4,171,353	\$ 1,271,565	\$ 232,364	\$ 1,503,929	\$ -	\$ -	\$ -	\$ 1,271,565	\$ 232,364	\$ 1,503,929	
All Other Contracts	\$ 22,691,368	\$ -	\$ 22,691,368	\$ 3,722,469	\$ -	\$ 3,722,469	\$ 18,968,899	\$ -	\$ 18,968,899	\$ -	\$ -	\$ -	\$ 18,968,899	\$ -	\$ 18,968,899	
<b>Subtotal, Contracts</b>	<b>\$ 27,409,123</b>	<b>\$ 3,277,003</b>	<b>\$ 30,686,126</b>	<b>\$ 7,168,659</b>	<b>\$ 2,463,956</b>	<b>\$ 9,632,615</b>	<b>\$ 20,240,464</b>	<b>\$ 813,047</b>	<b>\$ 21,053,511</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,240,464</b>	<b>\$ 813,047</b>	<b>\$ 21,053,511</b>	
<b>Competitive Supplements / Equipment</b>	<b>\$ 12,740,538</b>	<b>\$ 1,377,880</b>	<b>\$ 14,118,418</b>	<b>\$ 2,917,809</b>	<b>\$ -</b>	<b>\$ 2,917,809</b>	<b>\$ 9,822,729</b>	<b>\$ 1,377,880</b>	<b>\$ 11,200,609</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,822,729</b>	<b>\$ 1,377,880</b>	<b>\$ 11,200,609</b>	
<b>Subtotal, Other Objects</b>	<b>\$ 115,557,051</b>	<b>\$ 32,567,369</b>	<b>\$ 148,124,420</b>	<b>\$ 46,884,952</b>	<b>\$ 13,550,516</b>	<b>\$ 60,435,469</b>	<b>\$ 68,672,099</b>	<b>\$ 19,016,853</b>	<b>\$ 87,688,952</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 68,672,099</b>	<b>\$ 19,016,853</b>	<b>\$ 87,688,952</b>	
				% Used YTD:	41%						Projected %:	41%				
				Target %:	39%						Target %:	100%				

<b>Grand Total</b>	<b>\$ 360,170,744</b>	<b>\$ 53,173,377</b>	<b>\$ 413,344,121</b>	<b>\$ 143,595,202</b>	<b>\$ 18,747,743</b>	<b>\$ 162,342,946</b>	<b>\$ 216,575,542</b>	<b>\$ 34,425,634</b>	<b>\$ 251,001,175</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 216,575,542</b>	<b>\$ 34,425,634</b>	<b>\$ 251,001,175</b>	
				% Used YTD:	39%						Projected %:	39%				
				Target %:	39%						Target %:	100%				

BMS data as of: 2/21/2008  
 FCRC data as of: 2/20/2008  
 SOFie data as of: 02/20/08  
 Charles River data as of: 2/20/2008

# Instructions for Installing the SOFiE Add-In, which allows you to export data to an Excel spreadsheet

Address: <http://sofie-nci.nci.nih.gov>

**SOFiE STATUS OF FUNDS Internet Edition** | NCI FY 2007 (Complete as of 2/28/2007) | **Lisa Virts** | [Logout](#) | [Help](#) | [Feedback](#)

Viewing: FY 2007 | **Frederick LCP | OO+PS** | [ACCOUNT STRUCTURE](#) | [ADMINISTRATION](#) | [REPORTS](#)

Account Structure

Fiscal Year: **2007** | Available Views: **Frederick LCP** | OO/PS: **OO+PS** | Search for Account#:  [Go](#) | [Advanced...](#) | [DocNo Search...](#) | [EXCEL Link](#) | Show ONLY Transactions for: [Last Week](#) | [Last Day](#)

Toggle Checkboxes | Checked Account: [\\$COM](#) [\\$TRA](#) | [ALL](#) [ALL](#) [ALL](#) [ALL](#) [ALL](#)

Account	Allocations	Obligations	Commitments	Accruals	Disbursements	Projections
<input type="checkbox"/> LCP Summary - 10795 : <a href="#">Account Summary</a>	<a href="#">\$4,988,558.00</a>	<a href="#">\$1,246,475.69</a>	<a href="#">\$0.00</a>	<a href="#">\$1,235,303.74</a>	<a href="#">\$804,228.36</a>	<a href="#">\$0.00</a>
<input type="checkbox"/> CCR CALS IR-ODD-IRA-KATHRIN MUEGGE - 8331445 : <a href="#">Account Summary</a>	<a href="#">\$0.00</a>	<a href="#">\$0.00</a>	<a href="#">\$0.00</a>	<a href="#">\$0.00</a>	<a href="#">\$0.00</a>	<a href="#">\$0.00</a>
<input type="checkbox"/> CCR CB REIM IH-LMI-FARRAR - 8368644 : <a href="#">Account Summary</a>	<a href="#">\$0.00</a>	<a href="#">\$0.00</a>	<a href="#">\$0.00</a>	<a href="#">\$0.00</a>	<a href="#">\$0.00</a>	<a href="#">\$0.00</a>

*CLICK ON YOUR NAME AT THE TOP*

### User Profile

Users > Groups

#### Standard User

Your ability to edit this page depends on various access rights.

[Return to User List](#)

<b>User Profile For:</b>	<b>Group Assignments:</b>
--------------------------	---------------------------

#### Lisa Virts

Username: VIRTSL



[virtsl@ncifcr.gov](mailto:virtsl@ncifcr.gov)

YES	Can modify users?
YES	Can modify allocation categories?
YES	Can modify budget amounts?
YES	Can modify allocation amounts?
YES	Can modify projection amounts?
YES	Has access to Personal Services (PS) data?
YES	Is SOFie Administrator?

- [Change Password](#)
- [Edit User Information](#)
- [Download Excel Link install program](#)
- [Download latest Excel Add-In](#)

(For first-time linking SOFie to Excel).  
 (Close Excel, Save and open sofieAddin.zip, then copy sofieAddin.xla to your C:\Program Files\SOFie\ folder).

- FCRC Admin
- OIM, NCI-FCRDC, ARC

[Change Group Assignments](#)

#### View Access:

- CCR
- CCR Control Inhouse
- CCR SOFIE Master View
- FCRDC
- Frederick ARC
- Frederick BRL
- Frederick CDBL
- Frederick GRCBL
- Frederick Guy
- FREDERICK HIV DRP
- FREDERICK HIV DRP OUTSIDE
- Frederick LCC
- Frederick LCDS
- Frederick LCP
- Frederick LECB
- Frederick LEI
- Frederick LGD
- Frederick LIB
- Frederick LMC
- Frederick LMI
- Frederick LPDS
- Frederick Master view
- Frederick MCGP
- Frederick MCL
- Frederick MTDp
- FREDERICK SAKEMILLER UNUSED CANS
- Frederick SBL
- Frederick Wigginton
- Master
- Reimbursable Only

[Change View Access](#)

CLICK ON "DOWNLOAD LATEST EXCEL ADD-IN"

SOFie: Status of Funds | Internet Edition - Microsoft Internet Explorer

Address: http://sofie-nci.nci.nih.gov/SOFie/Admin/UserProfile.aspx?userID=767

NCI FY 2007 (Complete as of 2/28/2007) | Lisa Virts | Logout | Help | Feedback

Administration & Settings

ACCOUNT STRUCTURE Views Users & Groups Categories Utilities

### User Profile

Users > Groups

**Standard User**  
Your ability to edit this page depends on various access rights.

[Return to User List](#)

User Profile For:  Group Assignments:

**Lisa Virts**  
Username: VIRTSL  
virtsl@ncifcrf.gov

YES	Can modify
YES	Can modify
YES	Can modify
YES	Can modify
YES	Can modify
YES	Can modify
YES	Has access
YES	Is SOFie Admin

[Change Password](#)  
[Edit User Information](#)  
[Download Excel Link install program](#)  
(For first-time linking SOFie to Excel).  
[Download latest Excel Add-In](#)  
(Close Excel; Save and open sofieAddin.zip, then copy sofieAddin.xla to your C:\Program Files\SOFie\ folder).

- Frederick LCDS
- Frederick LCP
- Frederick LECB
- Frederick LEI
- Frederick LGD
- Frederick LIB
- Frederick LMC
- Frederick LMI
- Frederick LPDS
- Frederick Master view
- Frederick MCGP
- Frederick MCL
- Frederick MTDP
- FREDERICK SAKEMILLER UNUSED CANS
- Frederick SBL
- Frederick Wigginton
- Master
- Reimbursable Only

[Change View Access](#)

**File Download**

Do you want to open or save this file?

Name: SofieAddin.zip  
Type: Compressed (zipped) Folder, 94.9 KB  
From: sofie-nci.nci.nih.gov

Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

CLICK "OPEN"

SOFIE  
Adminstr  
User Prof  
Users > Gr  
SofieAddin[1]  
File Edit View Favorites Tools Help  
Back Search Folders  
Address C:\Documents and Settings\VirtsL\Local Settings\Temporary Internet Files\Content.IE5\HV371LS2\SofieAddin[1].zip  
Go  
Folder Tasks  
Extract all files  
File and Folder Tasks  
Move this file  
Copy this file  
Publish this file to the Web  
Delete this file  
Other Places  
HV371LS2  
My Documents  
My Network Places  
Details

SELECT THE  
"SOFIEADDIN"  
FILE

sofieAddin.xla to your C:\Program Files\SOFIE\ folder).

- Frederick LSP
- Frederick LIB
- Frederick LMC
- Frederick LMI
- Frederick LPDS
- Frederick Master view
- Frederick MCGP
- Frederick MCL
- Frederick MTDp
- FREDERICK SAKEMILLER UNUSED CANS
- Frederick SBL
- Frederick Wigginton
- Master
- Reimbursable Only

[Change View Access](#)

SofieAddin[1]  
File Edit View Favorites Tools Help  
Address C:\Documents and Settings\VirtsL\Local Settings\Temporary Internet Files\Content.IE5\HV371LS2\SofieAddin[1].zip  
Go

**Folder Tasks**

- Extract all files

**File and Folder Tasks**

- Move this file**
- Copy this file
- Publish this file to the Web
- Delete this file

**Other Places**

- HV371LS2
- My Documents
- My Network Places

**Details**

SofieAddin

**Move Items**

Select the place where you want to move 'SofieAddin'. Then click the Move button.

- NetMeeting
- Network Associates
- Online Services
- Outlook Express
- QuickTime
- QWS3270 PLUS
- SOFIE**

To view any subfolders, click a plus sign above.

Make New Folder Move Cancel

CLICK ON "MOVE THIS FILE"

sofieAddin.xla to your C:\Program Files\SOFIE\ folder).

- Frederick LGB
- Frederick LIB
- Frederick LMC
- Frederick LMI
- Frederick LPDS
- Frederick Master view
- Frederick MCGP
- Frederick MCL
- Frederick MTDp
- FREDERICK SAKEMILLER UNUSED CANS
- Frederick SBL
- Frederick Wigginton
- Master
- Reimbursable Only

[Change View Access](#)

Moving...  
Calculating the time required to move the files.  
Cancel

Files\Content.IE5\HV371LS2\SofieAddin[1].zip

Move this file  
Copy this file  
Publish this file to the Web  
Delete this file

Other Places  
HV371LS2  
My Documents  
My Network Places

Details

Confirm File Replace  
This folder already contains a read-only file named 'SofieAddin'.  
Would you like to replace the existing file  
346 KB modified: Monday, February 26, 2007, 2:54:00 PM  
with this one?  
346 KB modified: Monday, February 26, 2007, 2:54:00 PM  
Yes Yes to All No Cancel

*SELECT "YES"*

sofieAddin.xla to your C:\Program Files\SOFIE\ folder).

- Frederick LGB
- Frederick LIB
- Frederick LMC
- Frederick LMI
- Frederick LPDS
- Frederick Master view
- Frederick MCGP
- Frederick MCL
- Frederick MTDp
- FREDERICK SAKEMILLER UNUSED CANS
- Frederick SBL
- Frederick Wigginton
- Master
- Reimbursable Only

[Change View Access](#)



Administr User Prof  
Users > Gr

SofieAddin[1]  
File Edit View Favorites Tools Help  
Back Search Folders  
Address C:\Documents and Settings\VirtSL\Local Settings\Temporary Internet Files\Content.IE5\HV371LS2\SofieAddin[1].zip  
Go

Folder Tasks  
Extract all files

Other Places  
HV371LS2  
My Documents  
My Network Places

Details

STRUCTURE Views Users & Groups Categories Utilities

sofieAddin.xla to your C:\Program Files\SOFIE\ folder).

- Frederick LSO
- Frederick LIB
- Frederick LMC
- Frederick LMI
- Frederick LPDS
- Frederick Master view
- Frederick MCGP
- Frederick MCL
- Frederick MTDP
- FREDERICK SAKEMILLER UNUSED CANS
- Frederick SBL
- Frederick Wigginton
- Master
- Reimbursable Only

[Change View Access](#)

THE FILE WILL DISAPPEAR FROM THE WINDOW AND YOU CAN NOW CLOSE - THE ADD-IN DOWNLOAD IS COMPLETE

## Correction of Charges

### CAN Corrections

The Lab should work with their AO when a questionable CAN charge is identified.

OFM Contacts for CAN Flips are as follows:

- ✓ Central Services & SSF – Sunmola Atolagbe
- ✓ Purchase Orders (NBS) – Lisa Hershman
- ✓ Travel Corrections (NBS) – Karen Allen
- ✓ Payroll Corrections – Vonda Vaughn
- ✓ Fellowship Corrections – Nellie Dennison
- ✓ Purchase Cards, Training, and Misc. – Lisa Hershman

A list of current contacts can be found at <http://mynci.cancer.gov/admin/budgets/can-contracts>

When submitting CAN changes, a copy of the SOFiE report must be attached to a brief memo describing the details of the correction. All CAN Flip memos must be routed through your AO. End of year procedures may change slightly and CCR will notify us of these changes. A Sample memo is attached for your use.

### Center Number Corrections

Center Number corrections should be submitted through the AO to Cynda Burkett at [burkettc@mail.nih.gov](mailto:burkettc@mail.nih.gov). Please include a cost status report and any other relevant backup documentation.

### Payroll Number Corrections

When a CAN change is required for an FTE, the request does not get processed through HR. Instead, a Payroll Number Correction Form HHS-478 is completed by the ARC and sent to Vonda Vaughn in OFM's General Ledger Branch. The Timekeeper as well as the Card Certifying Official will need to sign the form.

Vonda Vaughn  
2115 East Jefferson Street, Room 3B338E  
[vaughnv@mail.nih.gov](mailto:vaughnv@mail.nih.gov)  
301-496-4536



**DEPARTMENT OF HEALTH & HUMAN SERVICES**

**National Institutes of Health**

**National Cancer Institute  
Office of Management  
FCRDC Administrative Resource Center  
Building 578, Room  
PO Box B  
Frederick, MD 21702-1201**

Date: February 1, 2008  
To: Fellowship Payroll Office  
From: Carrie Jennings, Administrative Officer, NCI-Frederick ARC  
Subject: CAN Charge Correction

Due to administrative error, \$4,191.60 was obligated to the wrong CAN. Please make the following CAN change:

<u>\$ Amount</u>	<u>From CAN</u>	<u>To Non-Appropriated CAN</u>	<u>Object Class</u>
\$4,191.60	8-8335644	8-8366248	11.8A

A report from SOFiE and the FPS CAN screen are attached with the appropriate items highlighted.

If you need additional information about this request, please feel free to call me on 301-846-5402. Thank you for your assistance regarding this matter.

Carrie Jennings

**PAYROLL NUMBER CORRECTION**  
 (USE THIS FORM ONLY TO CORRECT PAYROLL NUMBERS)

ORIGINATOR <i>(Name and Title)</i>	ORGANIZATIONAL LOCATION <i>(Agency, Bureau, Division Section)</i>	DATE
MAILING ADDRESS <i>(Include Street, City, State, ZIP Code)</i>		PHONE <i>(Area Code, No., Ext.)</i>

**POST OFFICE BOX 1620  
 PAY SYSTEMS DIVISION (DHHS)  
 WASHINGTON, D.C. 20013**

**NOTE: THIS CHANGE NOTICE  
 MUST REACH THE PAY SYSTEMS  
 DIVISION NOT LATER THAN  
 THURSDAY NOON OF THE  
 SECOND WEEK OF THE PAY  
 PERIOD IN WHICH EFFECTIVE.**

*(Fold along dotted line for insertion in window envelope)*

NAME	SOCIAL SECURITY NO.	TIMEKEEPER	INCORRECT P/R#	CORRECT PAYROLL #

PERSONNEL LISTED WERE PAID UNDER INCORRECT PAYROLL NUMBERS (CANS) IN PAY PERIOD NUMBER \_\_\_\_\_ .  
 CORRECT PAYROLL NUMBERS ARE LISTED. THIS FORM IS NOT TO BE USED TO TRANSFER PERSONNEL FROM ONE  
 POSITION OR ORGANIZATION TO ANOTHER.

\_\_\_\_\_  
 TYPE TIMEKEEPER NAME AND NUMBER

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 PHONE NO.

\_\_\_\_\_  
 TYPE T&A CARD CERTIFYING OFFICIALS NAME AND TITLE

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 PHONE NO.

**SPENDING SHEETS  
OC/Account Code Crosswalk**

Spending Code	SPENDING SHEET CATEGORY	NIH OC Codes	SOFIE ALLOCATION CATEGORY NAME	FREDERICK Account Codes
	<b>Personal Services Costs</b>			
1.a	FTE Salaries and Benefits	11 +12 -11.8A -11.5S -11.5U	CCR Sal/Ben	5121, 5304, 5305, 5310, 5311, 5312, 5321, 5322, 5331
1.b	Awards	11.5S + 11.5U	CCR Awards/SSPA	
1.c	Non-FTE Stipends	11.8A	CCR Fellowship Stipends	-
	<b>Animal Costs</b>			
	Charles River		CCR Charles River	Pulls from a separate source
2.a	Purchases	26.55 +26.8Q	CCR Purchases	5410, 5411
2.b	Technical Services	25.9F +25.9G +26.53 +26.8P	CCR Technical Services	5921, 5934, 5936, 5941, 5942
2.c	Holding	25.9H	CCR Holding	5410, 5411, 5782, 5920, 5935, 5937, 5938, 5944, 5946
	Contracts	-	CCR Animal Contracts	
	<b>Travel/Training</b>			
3.a	Travel	21	CCR Travel	5511, 5512, 5513, 5515, 5516, 5518, 5710, 5711
3.b	Training	25.2W +26.6W	CCR Training	5514, 5550, 5562, 5885
	<b>Supplies and Services</b>	22 +23 +24 +25 +26+31+41 +42 +43 +81 -26.55 -26.8Q -25.9F -25.9G -26.53 -26.8P -25.9H -25.2W -26.6W -25.12 -25.13 -25.55 -25.38 -25.39 -25.24 -25.7N -25.2E	CCR S&S	3100, 5405, 5420, 5421, 5430, 5440, 5450, 5451, 5452, 5453, 5455, 5460, 5461, 5470, 5471, 5472, 5473, 5474, 5475, 5476, 5477, 5478, 5480, 5481, 5486, 5487, 5488, 5488.1, 5489, 5490, 5491, 5492, 5494, 5496, 5515, 5517, 5520, 5525, 5530, 5562, 5570, 5605, 5610, 5611, 5620, 5651, 5652, 5653, 5700, 5715, 5720, 5721, 5722, 5730, 5731, 5735, 5736, 5750, 5751, 5752, 5760, 5761, 5781, 5783, 5785, 5790, 5800, 5810, 5811, 5812, 5813, 5820, 5830, 5831, 5832, 5833, 5840, 5841, 5850, 5851, 5875, 5882, 5883, 5884, 5890, 5891, 5892, 5893, 5901, 5904, 5905, 5906, 5907, 5908, 5910, 5911, 5912, 5913, 5914, 5915, 5916, 5918, 5919, 5922, 5923, 5924, 5925, 5928, 5931, 5932, 5950, 5951, 5952, 5960, 5961, 5962, 5965, 5966, 5970, 5971, 5972, 5974, 5977, 5980, 5981, 5982, 5983, 5984, 5990, 5993, 5999
	<b>Contracts</b>			
4.b	Maintenance	25.7N	CCR Maintenance	5760, 5984
6.a	All Other Contracts	25.12 +25.13 +25.55 +25.38 +25.39 +25.2Y	CCR Contracting	5780
7	<b>Competitive Supplements/Equipment</b>	31	CCR CompSupp/Equip	-

## Animal Charges

Animal charges fall into the following categories:

Purchases (includes Charles River)  
Technical  
Holding (see attached chart for centrally funded services)

A PI can go over budget in these categories if necessary, but the overage must be covered within the S&S budget. Animal surplus, however, will NOT be reprogrammed – any surplus will be returned to CCR.

### **Rodent Cage Allocation Principles:** Principles for Rodent Cage Allocation

1. Rodent cage allocation for each PI is based on:

- Average cage usage in previous fiscal years
- Resource Request System (RRS) Requests
- Site Visit Requests and BSC Recommendations
- Package for new tenure track or tenured investigator

Note: The allocations largely reflect PI requirements for standard mouse caging; but allocations also apply to specialized space in certain facilities (such as “nude” rooms & BL-2 space).

2. Needs for additional cage space should be addressed within the Lab/Branch allocation before submitting an RRS Request. Permanent redistribution of allocations within the Branch/Lab must be approved by the CCR OD.

3. With strong justification, requests for additional rodent cages should be made through the RRS. The CCR Animal Resources Oversight Group (AROG), which is advisory to the CCR leadership, will consider the RRS requests and make a formal recommendation to the CCR leadership.

4. Each PI is expected to operate within his/her allocation. Attempts are being made to co-locate Lab/Branch cages to permit sharing of cage allocations within the Lab/Branch total allotment in consultation with the Lab/Branch Chief.

5. When a PI leaves a Lab or Branch (through retirement, transfer to another Lab/Branch, departure from CCR, etc...) the PI's cage allocation returns to the CCR OD for redistribution and redeployment.

6. Contracts: If the scope of an animal contract is decreased as a result of organizational changes (ie departure of a PI from a Laboratory/Branch) the allocation comes back to the CCR for reallocation.

7. Cage usage and adherence to allotments will be monitored. The PI must have existing space capacity and an approved Animal Study Proposal PRIOR TO introducing additional animals into his/her colony - including new transgenic/gene-targeted mice, animal purchases, etc.

## CCR Centrally Funded LASP Services

<i>Service Category</i>	<i>Account No.</i>	<i>Service Code</i>	<i>Description</i>
Animal Holding - Frederick	5937	AH*0B01 AH*0B02 AH*0C01 AH*0C02 AH*0C03 AH*0C04 AH*0M01 AH*0S01	Mouse (Cage/Bottle) Rat (Cage/Bottle) Mouse (Cage/Conventional) Rat (Cage/Conventional) Hamster (Cage) Guinea Pig (Cage) Mouse (Cage/Isolator) Mouse (Cage/Special)
<i>Exclude Biocon AH900**</i>			
Animal Holding - Bethesda	5938	AH9*B01 AH9*C01 AH9*C02 AH9*M01 AH9*M02	Mouse (Cage/Bottle) Mouse (Cage/Conventional) Rat (Cage/Conventional) Mouse (Cage/Isolator) Rat (Cage/Isolator)
Transgenic/Knockout Production	5920	TK01010 TK05020 TK05021	Transgenic Mouse Production Knockout Mouse Production ES Cell Injection
Cryopreservation	5924	CP08020 CP08030 CP08031 CP08032	Cryopreservation Technical Spt Embryo Cryopreservation Sperm Cryopreservation Ovary Cryopreservation
AHDL - MAP / RAP Test	5934	AD000127 AD000128	MAP Testing RAP Testing
Receiving/Quarantine <i>From Bethesda - approved sources only</i>	5946	RQ000011 RQ000012	Mice (Cage) Rat (Cage)

CCR Budget/Cost Center - 15402111

Animal cost can go over budget and will be covered with S&S budget.

Animals surplus goes back to CCR.

## **Salaries & Stipends**

NCI tracks personal services and other objects separately. Personal Services reflects the direct compensation paid to NCI personnel. This includes all salary and stipend costs (including awards), all related benefits such as insurance, social security, and the cost of benefits paid to former NCI employees. These costs are all reflected under three major object class codes:

- 11** Personal Compensation (salaries to staff and stipends to fellows/trainees)
- 12** Personal Benefits
- 13** Benefits for former personnel

### **Full-Time Equivalent (FTE)**

Personnel costs for FTEs can fall into all three of the major categories listed above and include regular salaries and wages paid directly to civilian full-time permanent employees and other payments that become part of the employee's basic rate of pay (e.g., merit pay). Includes regular salaries and wages paid to employees while they are taking compensatory time or are on annual, sick, or other paid leave, and terminal leave payments.

### **Non-FTE**

Government Non-FTE staff who fall under Training Fellowship programs receive a stipend. These stipends are obligated under the 11.8A Object Class code and are often referred to as "11.8As". Stipends are obligated on the start date of the appointment for the full appointment period (up to one year). For this reason, these obligations are tracked as one-shot obligations.

When a Fellow leaves, any unpaid stipend is deobligated and those funds return to CCR.

### **Contract Positions (SAIC)**

Labor and fringe for these positions are accounted for in the year in which the effort is provided and charged against a center number. Labor/fringe is always charged to a dedicated center number (1577\*\*\*\*).



## **Year-End Closing**

The Fiscal Year ends on September 30<sup>th</sup> each year.

It is important to track obligations very carefully all year, especially during the fourth and final quarter of the fiscal year. Any errors should be reported to the AO immediately and resolved as quickly as possible.

The ARC submits a master list of outstanding obligations and deobligations to CCR during the month of September. Appropriated and Non-appropriated charges need to be captured. As items are obligated they are removed from the list and reported to CCR. A copy of this Year-End report is attached for your information.

<b>Division</b>	<b>FREDERICK ARC</b>	<b>National Cancer Institute</b>	<b>9/22/2006</b>
<b>FY 2006 Fiscal Year End: Estimated Obligations Listing</b>			

**Part I. Actual Obligations not recorded in the Central Accounting System (CAS) as of 09/28/2005 (i.e. items you do not see in Data Warehouse/VSOE/SOFIE on 9/29/2005) These transactions must be supported by obligating documents attached to this form in the order listed below.**

Please record your entries in whole dollars. Obligations should be positive numbers and deobligations should be negative

**DIRECT CANs ONLY** - do not include actions against non appropriated CANs in Part I and Part II.

	CAN	Document # expected in CAS	Expected Obligation Amount	OC	Item Description
<b>A. Miscellaneous Obligations: e.g. Travel, Training, Settlement Agreements</b>					
1	8331422		(1,845.00)	21	LMC - Travel Ticket Refund
2	<b>8365530</b>		<b>883.00</b>	<b>26</b>	<b>MCGP - Rental Fees</b>
3	8363750	TO904898	85.00	21	MCGP - Travel (Debbie)
4	8340334	TO966300	105.00	21	CDBL - Travel Debbie
5	8332783		696.00	22	LEI - Travel Debbie
6	<b>8335643</b>	<b>TO066295</b>	<b>3,000.00</b>	<b>22</b>	<b>MCGP - Travel (Debbie)</b>
7	8340007	TO931911	(86.00)	21	DRP- Travel Vanessa
8	8339545	TO66290	(199.00)	21	DRP- Travel Vanessa
9	8367988	TO66291	(670.00)	21	MCL - Travel Vanessa
10	8332792	TO64725	(1,500.00)	21	LMC - Travel Vanessa
11	8332792	TO64726	(492.00)	21	LMC - Travel Vanessa
12	<b>8330890</b>	<b>TO63590</b>	<b>(13.00)</b>	<b>24</b>	<b>LMC - Travel Vanessa</b>
13	8332792	TO64714	(304.00)	21	LMC - Travel Vanessa
14	8331423	TO64724	(562.00)	21	LMC - Travel Vanessa
15	8331422	TO64717	(236.00)	21	LMC - Travel Vanessa
16	8340325	TO929147	(642.00)	21	MCL - Travel Vanessa
17	<b>8363750</b>		<b>1,000.00</b>	<b>24</b>	<b>MCGP - Travel (Debbie)</b>
18	<b>8335644</b>		<b>(511.00)</b>	<b>25</b>	<b>MCGP - Reg. Fee</b>
19	8367794		971.00	252W	MCGP - Reg Fee (Flynn)
<b>Total Miscellaneous Obligations</b>			<b>(320.00)</b>		
<b>B. Y1 &amp; Y2 Interagency Agreements: (NCI pays another agency)</b>					
1	8331315	Y1RC6011	(17,046.00)		MCGP
2					
3					
<b>Total Y1 &amp; Y2 Interagency Agreements</b>			<b>(17,046.00)</b>		
<b>C. Cash Awards, Fellowship Payroll, OTS Gross-up</b>					
1	<b>8331304</b>	<b>C5YQ030001</b>	<b>328.00</b>	<b>12</b>	<b>GRCBL - Insurance</b>
2	<b>8333100</b>		<b>1,300.00</b>	<b>11.5S</b>	<b>LCC - Award</b>
3	<b>8333100</b>		<b>1,300.00</b>	<b>11.5S</b>	<b>LCC - Award</b>
<b>Total Cash Awards, Fellowship Payroll, OTS Gross-up</b>			<b>2,928.00</b>		
<b>D. Research/Support Contracts :</b>					
1					
2					
3					
<b>Total Research/Support Contracts :</b>			<b>0.00</b>		
<b>E. ADB Orders: Records of Call, Contracts, &amp; Purchase Orders:</b>					
1	8340332		193.00	26	CDBL - Cell Phone Cost on Credit Card
2	8332784		(2,064.00)	26	LMC - Credit Card
3	8331423		2,064.00	26	LMC - Credit Card
4	8331422		95.00	26	LMC - Credit Card
5	8331423		1,574.00	26	LMC - Bellstein
6	8333163		3,149.00	26	LMC - Bellstein
7	8332792		4,723.00	26	LMC - Bellstein
8	8333161		1,574.00	26	LMC - Bellstein

9	8330890		2,100.00	26	LMC - Bellstein
10	8366067	STZ600661	11,000.00	31	LCP - Hatfield Equipment
11	<del>8331318</del>		<del>(340.00)</del>	<del>26</del>	<del>LPDS - Credit Card</del>
12	8331318		133.00	26	LPDS - Credit Card
13	8364054		556.00	26	LPDS - Credit Card
14	8364054		825.00	26	LPDS - Credit Card
15	<del>8364060</del>		<del>2,600.00</del>	<del>26</del>	<del>LPDS - Credit Card</del>
16	8331304		100.00	26	GRCBL - Credit Card
17	8340002		300.00	26	DRP - Credit Card
18	8339545		1,500.00	26	MTDP - Credit Card
19	<del>8331318</del>		<del>(850.00)</del>	<del>26</del>	<del>LCDS - Credit Card</del>
20	<del>8331318</del>		<del>4,000.00</del>	<del>26</del>	<del>LCDS - Credit Card</del>
21	<del>8364050</del>		<del>1,774.00</del>	<del>26</del>	<del>LCDS - Credit Card</del>
22	<del>8364059</del>		<del>850.00</del>	<del>26</del>	<del>LCDS - Credit Card</del>
23	<del>8333047</del>		<del>240.00</del>	<del>26</del>	<del>NP - Credit Card</del>
24	8366067		2,477.42	26	LCP - Delpro
25	8366064		22.00	26	LCP - Delpro
26	8366070		675.00	26	LCP - Delpro
27	8333150		1,500.00	2538	LEI - HIB Processing Fee
28	8367793		750.00	26	MCGP - Credit Card
29	8331352		817.00	26	MCGP - Credit Card

**Total ADB Orders** **42,337.42**

**F. Leases & Renovations:**

1					
2					
3					

**Total Leases & Renovations:** **0.00**

**G. Grants:**

1					
2					
3					

**Total Grants:** **0.00**

**Total Part I.** **27,899.42**

Division: \_\_\_\_\_

**Part II. Estimates supported by known increases in services, obligating documents not available. Difference between what is recording in the NIH CAS on the morning of 9/29 and the Division's estimated need**

Please record your entries in whole dollars. Obligations should be positive numbers and deobligations should be negative numbers.

	CAN	Document # expected in CAS	Expected Obligation Amount	OC	Item Description
<b>A. Personal Services:</b>					
This should be an adjustment to the accruals for civilians and Commissioned Core posted in the CAS. It wouldn't include 11.8As and awards (that should be included in Part I).	1	_____	_____	_____	_____
	2	_____	_____	_____	_____
	3	_____	_____	_____	_____
<b>Total Personal Services Estimate:</b>			<b>0.00</b>		
<b>B. Credit Card Purchases:</b>					
This should represent the amount you plan to put into the ADB on Sept 29-Oct 1 for preobligations and any other preobligations you have put in the ADB that have not shown up in the accounting system as of the morning of the 29th	1	_____	_____	_____	_____
	2	_____	_____	_____	_____
	3	_____	_____	_____	_____
<b>Total Credit Card Preobligations Still to go:</b>			<b>0.00</b>		
<b>Total Part II.</b>			<b>0.00</b>		

Division: \_\_\_\_\_

**Part III. CAN Changes (transfer of obligations from one CAN to another). This would include all CAN changes that do not appear in the NIH CAS by the morning of Sept 29. Documentation needs to be attached to this form in the order the items are listed below.**

**A. CAN Changes from appropriated CANs to non-appropriated CANs (and reimbursable CANs) :**

Enter the amount as a positive number. These transactions will result as an decrease to your appropriated obligations.

	From CAN	To CAN	Amount	OC	Description
1					
2					
3					

**B. CAN Changes from non-appropriated CANs (and reimbursable CANs) to appropriated CANs:**

Enter the amount as a positive number. These transactions will result as an increase to your appropriated obligations.

	From CAN	To CAN	Amount	OC	Description
1	8361510	8340326	3,835.00		CAN Flip Memo MCL
2	8339417	8340327	511.00		CAN Flip Memo MCL
3	8339621	8340322	164.00	268Z	CAN Flip Memo MCL
4	8332699	8332731	111.00		CAN Flip Memo LCC CRADA

**C. CAN Changes between mechanisms: (i.e. intramural to RMS)**

Enter the amount as a positive number. These transactions will not increase or decrease

	From CAN	To CAN	Amount	OC	Description
1					
2					
3					

**D. CAN Changes from your division to another division:**

make sure the other Division shows the same transaction on their form to be sure everyone agrees with the transaction. Enter the amount as a positive number.

	From CAN	To CAN	Amount	OC	Description
1					
2					
3					

**E. CAN Changes from another division to your division:**

make sure the other Division shows the same transaction on their form to be sure everyone agrees with the transaction. Enter the amount as a positive number.

	From CAN	To CAN	Amount	OC	Description
1					
2					
3					

**Summary of Division Operating Budget and Obligations for FY 2005**

Total Operating Budget for your Division (based on the latest track file).....	0.00	Please type in this amount
Actual Obligations (appropriated funds only) in the Central Accounting System (CAS) as of 09/28/2005 (what you see in Datawarehouse/VSOE/SOFIE on the morning of 9/29).....	0.00	Please type in this amount
Increase or Decrease to Appropriated Obligations as a result of this worksheet.....	0.00	Please type in this amount - increase in obligations should be + amount
<b>Balance.....</b>	<b>0.00</b>	

Signature of Division Representative: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Division: \_\_\_\_\_

**National Cancer Institute  
FY 2006 Fiscal Year End: Estimated Obligations Listing**

**Part IV Actual Obligations not recorded in the Central Accounting System (CAS) as of 09/28/2005 (i.e. items you do not see in Datawarehouse/VSOE/SOFIE on 9/29/2005) These transactions must be supported by obligating documents attached to this form in the order listed below.**

Please record your entries in whole dollars.

**NON APPROPRIATED CANS ONLY** - reimbursable, CRADA, Royalty, Gift Fund

	CAN	Document # expected in CAS	Expected Obligation Amount	OC	Item Description
<b>A. Miscellaneous Obligations: e.g. Travel, Training, Settlement Agreements</b>					
	1	_____	_____	_____	_____
	2	_____	_____	_____	_____
	3	_____	_____	_____	_____
<b>Total Miscellaneous Obligations</b>			<b>0.00</b>		
<b>B. Y1 &amp; Y2 Interagency Agreements: (NCI pays another agency)</b>					
	1	_____	_____	_____	_____
	2	_____	_____	_____	_____
	3	_____	_____	_____	_____
<b>Total Y1 &amp; Y2 Interagency Agreements</b>			<b>0.00</b>		
<b>C. Cash Awards, Fellowship Payroll, OTS Gross-up</b>					
	1	_____	_____	_____	_____
	2	_____	_____	_____	_____
	3	_____	_____	_____	_____
<b>Total Cash Awards, Fellowship Payroll, OTS Gross-up</b>			<b>0.00</b>		
<b>D. Research/Support Contracts:</b>					
	1	8366342 N01-CO-12400	144,742	25.2E	IAG
	2	8361625 N01-CO-12400	87,360	25.2E	IAG
	3	8366341 N01-CO-12400	67,500	25.2E	IAG
	4	8366340 N01-CO-12400	74,924	25.2E	IAG
	5	8332847 N01-CO-12400	129,497	25.2E	GRANT
	6	8332847 N01-CO-12400	16,369	25.2E	GRANT
	7	8339616 N01-CO-12400	40,000	25.2E	GRANT
	8	8339616 N01-CO-12400	10,000	25.2E	GRANT
	9	8339616 N01-CO-12400	87,131	25.2E	GRANT
	10	8321482 N01-CO-12400	100,000	25.2E	IATAP
	11	8366345 N01-CO-12400	9,884	25.2E	IATAP
	12	8366343 N01-CO-12400	38,052	25.2E	IAG
	13	8367895 N01-CO-12400	112,471	25.2E	GRANT
	14	8370838 N01-CO-12400	74,840	25.2E	ROYALTY
	15	8368840 N01-CO-12400	40,000	25.2E	IAG
	16	8367471 N01-CO-12400	100,000	25.2E	IAG
	17	8365888 N01-CO-12400	4,000	25.2E	GIFT
	18	8368138 N01-CO-12400	857	25.2E	NIAID
	19	8329619 N01-CO-12400	1,855	25.2E	Gift Fund
	20	8368549 N01-CO-12400	25,000	25.2E	IAG
	21	8331732 N01-CO-12400	15,000	25.2E	Direct CAN Citation
	22	8421749 N01-CO-12400	2,500	25.2E	Direct CAN Citation
	23	8368114 N01-CO-12400	40,000	25.2E	GRANT
	24	8368114 N01-CO-12400	126,151	25.2E	GRANT
	25	8368446 N01-CO-12400	68,228	25.2E	Gift Fund
	26	8368446 N01-CO-12400	51,628	25.2E	Gift Fund
	27	8368165 N01-CO-12400	86,016	25.2E	GRANT
	28	8368165 N01-CO-12400	14,477	25.2E	GRANT
	29	8322801 N01-CO-12400	121,600	25.2E	NCI

**SAIC FUNDING TO FREDERICK**

30	8325364	N01-CO-12400	91,200	25.2E	NIDDK
31	8325801	N01-CO-12400	60,800	25.2E	NIAID
32	8333632	N01-CO-12400	60,800	25.2E	NIEHS
33	8335608	N01-CO-12400	60,800	25.2E	VRC
34	8325013	N01-CO-12400	30,400	25.2E	NIAMS
35	8321012	N01-CO-12400	30,400	25.2E	NICHD
36	8367988	N01-CO-12400	90,402	25.2E	IAG
37	8331417	N01-CO-12400	6,000	25.2E	Gift Fund
38	8366251	N01-CO-12400	8,649	25.2E	Gift Fund
39	8368121	N01-CO-12400	58,667	25.2E	IAG
40	8367989	N01-CO-12400	52,582	25.2E	IAG
41	8332777	N01-CO-12400	22,000	25.2E	IAG
42	8364967	N01-CO-12400	30,520	25.2E	IAG
43	8421749	N01-CO-12400	100,000	25.2E	Direct CAN Citation
44	8368799	N01-CO-12400	510,000	25.2E	IAG
45	8366526	N01-CO-12400	2,985	25.2E	CRADA
46	8366159	N01-CO-12400	50,000	25.2E	Gift Fund
47	8366593	N01-CO-12400	9,407	25.2E	Gift Fund
48	8334418	N01-CO-12400	128,000	25.2E	IAG
49	8325438	N01-CO-12400	4,000	25.2E	Direct CAN Citation
50	8321996	N01-CO-12400	12,000	25.2E	Direct CAN Citation
51	8323341	N01-CO-12400	60,000	25.2E	Direct CAN Citation
52	8325013	N01-CO-12400	7,500	25.2E	Direct CAN Citation
53	8336622	N01-CO-12400	5,000	25.2E	Direct CAN Citation
54	8335320	N01-CO-12400	5,000	25.2E	Direct CAN Citation
55	8367595	N01-CO-12400	10,000	25.2E	Direct CAN Citation
56	8325013	N01-CO-12400	3,500	25.2E	Direct CAN Citation

**Total Research/Support Contracts: 3,207,694.00**

**E. ADB Orders: Records of Call, Contracts, & Purchase Orders:**

1					
2					
3					

**Total ADB Orders 0.00**

**F. Leases & Renovations:**

1					
2					
3					

**Total Leases & Renovations: 0.00**

**G. Grants:**

1					
2					
3					

**Total Grants: 0.00**

**Total Part IV 3,207,694.00**

Division: \_\_\_\_\_

**Part V Estimates supported by known increases in services, obligating documents not available. Difference between what is recording in the NIH CAS on the morning of 9/29 and the division's estimated need**

Please record your entries in whole dollars.

**NON APPROPRIATED CANS ONLY** - reimbursable, CRADA, Royalty, Gift Fund

	CAN	Document # expected in CAS	Expected Obligation Amount	OC	Item Description
<b>A. Personal Services:</b>					
1					
2					
3					
<b>Total Personal Services Estimate:</b>			<b>0.00</b>		
<b>B. Credit Card Purchases:</b>					
1					
2					
3					
<b>Total Credit Card Preobligations Still to go:</b>			<b>0.00</b>		
<b>Total Part V</b>			<b>0.00</b>		

This should be an adjustment to the accruals for civilians and Commissioned Core posted in the CAS. It wouldn't include 11.8As and awards (that should be included in Part I).

This should represent the amount you plan to put into the ADB on Sept 29-Oct 1 for preobligations and any other preobligations you have put in the ADB that have not shown up in the accounting system as of the morning of the 29th



# **Year End Closeout Administrative Policy**

## Purpose:

To formalize and set guidelines and standards for accounting of cost for the closeout of the Operations and Technical Support prime contract.

## Policy:

The following guidelines are provided for accounting of cost based on the general category in which the account/cost falls.

### **Labor & Fringe**

Costs will be assigned based on the year in which the work was performed. During the last pay period of the year the normal bi-weekly payroll period will be split to reflect actual hours worked in each contract year. Fringe adjustments will be estimated at year-end for funding purposes. As the fringe rate is finalized (in February of the following year) any required adjustments will be made and assigned to the prior contract.

### **Materials/Supplies**

Goods – costs will be obligated and assigned to the year in which the PR/PO was issued regardless of delivery and invoice for the good.

Warehouse supplies – costs will be obligated and assigned to the year in which the request was submitted based on dates provided for year end ordering.

Credit Card Purchases - costs will be obligated (if entered into the credit card system in a timely manner) and assigned to the year in which the credit card purchase was placed regardless of delivery and invoice for the good.

### **Services**

Subcontracts/Consultants – costs will be obligated and assigned based on the period of performance of the service being provided. For example, work performed prior to September month end will be charged to the current fiscal year, work performed after September month end will be charged to the next fiscal year.

### **Travel**

Costs will be obligated and assigned based on the actual dates of travel, including any after trip reconciliation costs.

### **Equipment**

Costs will be obligated and assigned to the year in which the PR/PO was issued regardless of delivery and invoice for the equipment.

**Renovations**

Costs will be obligated and assigned to the year in which the contract was awarded regardless of completion and invoice for the renovation. Modifications to the original renovation contract will be placed against the year in which the modification was awarded.

**Core Services**

Costs will be assigned based on period of performance. Work should not be performed with plans to bill to a future year, nor should work be billed with plans to perform in a future year. Some service billings (i.e. Repository services) have billings that are in arrears. These costs will be estimated at year-end for funding purposes but will not be finalized until after contract year end.

**Allocated Costs**

Costs will be assigned based on period of performance. Allocated costs (i.e building support, CSP support, CMRP support) are typically billed in arrears. These costs will be estimated at year-end for funding purposes but will not be finalized until after contract year end.

**Management Support Allocation**

Costs will be assigned based on final cost of the non-NCI entity. These costs will be estimated at year-end for funding purposes but will not be finalized until after contract year end.

Please keep these accounting guidelines in mind when funding the current contract, especially as it relates to funding subcontracts. During the last year of the contract you will have the opportunity to fund both the current contract and the new contract with current year money.

SAIC-Frederick will provide estimates of expected total contract costs vs. funding during August and September to aid divisions in funding decisions for the current contract.

## Year End Cost Accounting

Cost Element	Cost Accounting
Labor/Fringe	Accounted for in year in which effort is provided. Final pay period ends Septemeber 29. Labor/fringe cost will be posted approximately October 3.
General Materials & Supplies via Purchase Requisition	Accounted for in the year in which the order was placed, regardless of when it is invoiced and becomes an expense. Orders placed by September 29 will be accounted for in FY 2006, orders placed after September 29 will be accounted for in FY 2007. This cost will show as a commitment or encumbrance on the cost status report.
Warehouse Orders	Accounted for in the year in which the order was placed, regardless of when it becomes an expense. Orders placed by September 27 will be accounted for in FY 2006, orders placed after September 27 will be held and processed/accounted for in FY 2007.
Impact Credit Card	Accounted for in the year in which the order was placed, regardless of when it is invoiced and becomes an expense. Orders placed by September 29 will be accounted for in FY 2006, orders placed after September 29 will be accounted for in FY 2007. This cost is available on the unreconciled credit card report provided card holder enters timely information. Information downloaded from bank on a daily basis.
Subcontracts	Accounted for in the year in which the service is performed. For subcontracts that cross contract years an estimated amount is encumbered in the corresponding year. This amount may change as invoices are received and paid against the appropriate year based on the period of performance for each invoice.
Renovations	Accounted for in the year in which the contract is awarded, regardless of when it is invoiced and becomes an expense. Modifications to the original contract are accounted for in the year in which the modification is initiated.
Core Services/Work Orders	Accounted for in the year in which the service is performed. Services performed by September 29 will be billed in FY 2006, services performed after September 29 will be billed to the FY 2007 center. A few services (such as Building Support and Clinical Services) are allocated costs and will continue to be allocated until cost is final in the allocating center.

# Projections

## Projections in SOFiE

Category	YTD	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
CCR Animal Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CCR Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CCR Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CCR S&S	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CCR FCRC Clinical Protocols	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CCR FCRC Contracts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CCR Contracts	\$110,149.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46,120.00
CCR Comp Supp/Equip	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total:</b>	<b>\$140,149.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$46,120.00</b>
CCR Sal/Ben	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CCR Fellowship Stipends	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CCR Awards/SSPA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Grand Total</b>	<b>\$140,149.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$46,120.00</b>

AOs are responsible for entering projections into SOFiE. Instructions for entering projections are attached. It is important to note that even when a projected cost will hit against a Frederick center number, the projection must be entered in SOFiE as if it is going to hit against the CAN.

A **One-Shot** is a single purchase which is requested in a given fiscal year, and if approved, does not recur in the next fiscal year (i.e. renovation, equipment). This is a non-recurring expenditure. A **Straightline** projection is based on what has been spent YTD. There is a Straightline Summary report available in SOFiE as well.

Category	Allocation Plan	Commitments & Obligations	Straightline Projection	Projected Total	Projected Balance
CCR Animal Costs	\$26,518,687.00	\$4,335,834.98	\$6,809,092.96	\$11,144,927.94	\$15,373,659.06
CCR Travel	\$5,953,395.00	\$3,348,293.41	\$5,258,235.43	\$8,806,528.84	(\$2,653,133.84)
CCR Training	\$2,102,254.00	\$841,178.15	\$1,006,920.62	\$1,848,068.77	\$454,155.23
CCR S&S	\$71,107,679.00	\$21,294,155.00	\$33,440,820.88	\$54,734,975.88	\$16,372,703.12
CCR FCRC Clinical Protocols	\$5,285,148.00	\$0.00	\$0.00	\$0.00	\$5,285,148.00
CCR FCRC Contracts	\$3,498,107.00	\$0.00	\$0.00	\$0.00	\$3,498,107.00
CCR Contracts	\$27,409,123.00	\$14,852,469.70	\$23,324,853.12	\$38,177,122.82	(\$10,767,959.82)
CCR Comp Supp/Equip	\$15,911,923.00	\$7,173,666.79	\$11,265,687.99	\$18,439,354.78	(\$2,527,431.78)
<b>Total for OO</b>	<b>\$157,786,216.00</b>	<b>\$51,645,598.03</b>	<b>\$81,105,410.99</b>	<b>\$132,751,009.02</b>	<b>\$25,035,296.98</b>
CCR Sal/Ben	\$208,819,171.00	\$77,005,387.89	\$120,930,996.48	\$197,936,384.37	\$10,882,786.63
CCR Fellowship Stipends	\$55,881,314.00	\$19,035,581.68	\$31,307,286.72	\$51,242,868.40	\$4,618,445.60
CCR Awards/SSPA	\$2,233,082.00	\$55,785.70	\$87,807.12	\$143,392.82	\$2,089,689.18
<b>Total for PS</b>	<b>\$266,713,567.00</b>	<b>\$96,996,755.27</b>	<b>\$152,325,896.32</b>	<b>\$249,322,645.59</b>	<b>\$17,390,921.41</b>
<b>Grand Total</b>	<b>\$424,499,783.00</b>	<b>\$148,642,353.30</b>	<b>\$233,431,307.31</b>	<b>\$382,073,654.61</b>	<b>\$42,426,128.39</b>

# ENTERING PROJECTIONS INTO SOFIE

PROJECTIONS CAN ONLY BE ENTERED FOR A CAN

CURRENTLY, THE ONLY WAY TO ENTER FREDERICK PROJECTIONS  
IS TO FOLLOW THESE INSTRUCTIONS  
AND ENTER THE PROJECTION AGAINST THE CAN

Account Structure

Fiscal Year: 2007 Available Views: Frederick BRL OOPS: 00 Search for Account#: [ ] Go

Year elapsed: 90 %

EXCEL Link Show ONLY Transactions for Last Week Last Day

Toggle Checkboxes

Checked Account: [ ] [ ] \$COM \$TRA

[ ] ALL [ ] ALL [ ] [ ] [ ]

Account	Allocations	Obligations	Commitments	Accruals	Disbursements	Projections
<input type="checkbox"/> CCR CAUS IR-BRL-OOTC FCRDC - 8331392 : <a href="#">Account Summary</a>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> CCR CAUS IR-BRL-BENVENISTE - 8331381 : <a href="#">Account Summary</a>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> CCR CAUS IR-BRL-BLAIR - 8333386 : <a href="#">Account Summary</a>	\$0.00	\$528.52	\$0.00	\$528.52	\$528.52	\$0.00
<input type="checkbox"/> CCR CAUS IR-BRL-LEWIS - 8331394 : <a href="#">Account Summary</a>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> CCR CAUS IR-BRL-SAXINGER - 8333382 : <a href="#">Account Summary</a>	\$0.00	\$760.00	\$0.00	\$760.00	\$760.00	\$0.00
<input type="checkbox"/> CCR TRT IR-BRL-LINNEKIN - 8332182 : <a href="#">Account Summary</a>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> CCR CAUS IR-BRL-VTPS WARD - 8340383 : <a href="#">Account Summary</a>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> CCR CAUS REIM IH-ODD-DOE BATTLE CONTRACT-COLBURN - 8331399 : <a href="#">Account Summary</a>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> CCR TRT REIM IH-ODD-AIDS RUSCETTI - 8340301 : <a href="#">Account Summary</a>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**CLICK ON THE AMOUNT IN THE PROJECTION COLUMN OF THE CAN FOR WHICH YOU WISH TO ENTER A PROJECTION**

Monthly Projections by Allocation category

Viewing: FY 2007 | Frederick BRL | 00

CCR CAUS IR-BRL-OTC FCRDC ( 8331392 )

ACCOUNT STRUCTURE | ADMINISTRATION | REPORTS

Account Summary Actuals Allocations Budgets Projections

Category Group: CCR | [Change Category Group](#) | [Total ALL Categories](#)

 [Create a New Projection](#)

Category	YTD	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
CCR Animal Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CCR Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CCR Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CCR S&S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CCR FCRC Clinical Protocols	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CCR FCRC Contracts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CCR Contracts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CCR Comp Supp/Equip	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**CLICK ON THE "CREATE A NEW PROJECTION" LINK**

SOFIE STATUS OF FUNDS | INTERNET EDITION - MICROSOFT INTERNET EXPLORER

File Edit View Favorites Tools Help

Address: HTTP://SOFIE-NCI.NCI.NIH.GOV/SOFIE/CREATEPROJECTION.ASPX?ACCOUNTNUMBER=8331392&OOPS=00&MONTH=SEP

SOFIE STATUS OF FUNDS Internet Edition

NCI FY 2007 (Complete as of 8/26/2007) | Lisa Virts | Logout | Help | Feedback

Viewing: FY 2007 | Frederick BRL | 00

ACCOUNT STRUCTURE | ADMINISTRATION | REPORTS

Account Summary | Actuals | Allocations | Budgets | **Projections**

Reconcile Back

**ENTER THE INFORMATION YOU KNOW ABOUT THE PROJECTION - CATEGORY, MONTH, AND AMOUNT ARE MANDATORY ---- ENTER AS MUCH OTHER INFO AS POSSIBLE**

Category: CCR Animal Costs

Month: Sep

Projected amount:

Document #:

Vendor Name:

Comment:

Enter and return to main list | Enter and add another | Cancel

Parent account YTD remaining balance in category CCR Animal Costs:

CAN title: CCR CAUS IR-BRL-00TC FCRDC (8331392)

Allocation: \$0.00 Through the end of the FY, starting: Aug

Projection: Obligations and Commitments: \$0.00

Existing projections for CAN 8331392, category CCR Animal Costs starting from Aug

Amount	Month	Vendor	Doc #	Comment
No projections have been entered for this CAN and category.				

Logout | Account Structure | Administration | Top of Page

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Done Internet

**ONCE YOU'VE ENTER THE INFO, CLICK ON THE "ENTER AND RETURN TO MAIN LIST" BUTTON. OR, CLICK THE ENTER AND ADD ANOTHER BUTTON IF APPLICABLE**



Projection Details  
CCR CAUS IR-BRL-00TC FCRDC ( 8331392 )  Go

Viewing: FY 2007 | Frederick BRL | 00  
[ACCOUNT STRUCTURE](#) | [ADMINISTRATION](#) | [REPORTS](#)

[Account Summary](#) | [Actuals](#) | [Allocations](#) | [Budgets](#) | [Projections](#)

### CCR Comp Supp/Equip

Display by [Category](#)  
Projections for: **September**

[+ Create a New Projection](#) [Reconcile Projection](#)

Amount	Month	Actions	Vendor	Doc #	Comment
\$10,000.00	Sep	<a href="#">Edit</a> <a href="#">Delete</a>	ABC INC	123456789	Equipment Order
<b>Total: \$10,000.00</b>					

*YOU WILL BE TAKEN TO THE SCREEN ABOVE, WHICH SUMMARIZES THE PROJECTIONS FOR THE CAN. CLICK ON ACCOUNT STRUCTURE TO RETURN TO THE MAIN SCREEN*

Account Structure

Fiscal Year: 2007 Available Views: Frederick BRL OO/PS: 00 Search for Account#: [ ] Go

Year elapsed: 90 % EXCEL Link Show ONLY Transactions for Last Week Last Day

Toggle Checkboxes

Checked Account: \$COM \$TRA

Account	Allocations	Obligations	Commitments	Accruals	Disbursements	Projections
<input type="checkbox"/> CCR CAUS IR-BRL-OOTC FCRDC - 8331392 : <a href="#">Account Summary</a>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
<input type="checkbox"/> CCR CAUS IR-BRL-BENVENISTE - 8331381 : <a href="#">Account Summary</a>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> CCR CAUS IR-BRL-BLAIR - 8333386 : <a href="#">Account Summary</a>	\$0.00	\$528.52	\$0.00	\$528.52	\$528.52	\$0.00
<input type="checkbox"/> CCR CAUS IR-BRL-LEVMS - 8331394 : <a href="#">Account Summary</a>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> CCR CAUS IR-BRL-SAXINGER - 8333382 : <a href="#">Account Summary</a>	\$0.00	\$760.00	\$0.00	\$760.00	\$760.00	\$0.00
<input type="checkbox"/> CCR TRT IR-BRL-LINNEKIN - 8332182 : <a href="#">Account Summary</a>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> CCR CAUS IR-BRL-VTPS WARD - 8340383 : <a href="#">Account Summary</a>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> CCR CAUS REIM IH-ODD-DOE BATTELLE CONTRACT-COLBURN - 8331399 : <a href="#">Account Summary</a>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> CCR TRT REIM IH-ODD-AIDS RUSCETTI - 8340301 : <a href="#">Account Summary</a>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**YOU WILL NOW SEE THE PROJECTION ON THE MAIN SCREEN. REMEMBER TO RECONCILE OR REMOVE PROJECTIONS WHEN THE CHARGES HIT!!!!**

# Reconciling Projections

## Reconciling Projections against Transactions -- The Reconcile Projections Screen

The Reconcile Projections screen reconciles the projections for a given CAN and budget category against matching transactions, within the OO or PS budget group. You arrive at this screen by clicking the [Reconcile](#) trigger on the [Edit Projection](#) screen.

Located just above the "Vendor" and "Projection" columns, the "[Display Projections](#) for this account" link takes you to the Display Projections screen, which lists all the projections for that CAN. The [Account Summary](#) link takes you to the account summary screen for that CAN. Clicking on the word [Print](#) next to the printer icon prints out the contents of the screen.

To Reconcile the Projection(s):

1. If desired, you can refine the reconciliation by using some or all of the criteria in the top panel of the screen:

To narrow the reconciliation down to a specific month, select a month from the "Filter Month" drop-down list; to embrace all the months, select "All".

Click the radio button for "Non-obligated projections only" or for "Display All projections", as preferred.

On the "Reconconcile with Transactions: " row, check the checkboxes for the desired transaction criteria -- "By Document #", "By Vendor", "In same month", "Within 10% of projected dollar amount". (You can leave them all blank, also.)

2. When ready, click the "Reconcile" button, located in the upper right part of the screen.

## Personal Services Projector

This is a TFS-based tool created to provide accurate estimates of total annual personal services expense for different levels within NCI.

We have used the most detailed information available and applied the rules governing pay-related actions for the various pay plans to create an automated projection of annual personal services expenses.

- TFS provides a staffing profile (including vacancies) as well as cost and timing data by position
- Data Warehouse provides current expense information
- Combining this information with factors for benefits, awards and the annual pay adjustment allows us to develop a total annual personal services estimate
- Differences between pay plans (FTE/non-FTE) and the timing of events such as WIGIs and the annual pay adjustment are reflected in the calculations

**Staff Data Management**

**Staff Reporting**

**FTE Utilization Report / Personal Services Forecast**

**FAQ**

**What's New**

**TFS Training Site**

**Feedback**

**Log Out**

# TFS

## Welcome

TFS is a resource management system focusing on the oversight of personnel within the NCI. TFS gives NCI staff access to detailed information about all NCI staff members and the positions they fill.

### Staff Data Management

Allows authorized NCI staff to view, modify, and add detailed information about staff members within the organizations to which they provide administrative support.

### Staff Reporting

Allows authorized NCI staff to produce standard and custom reports about staff members within the organizations to which they provide administrative support.

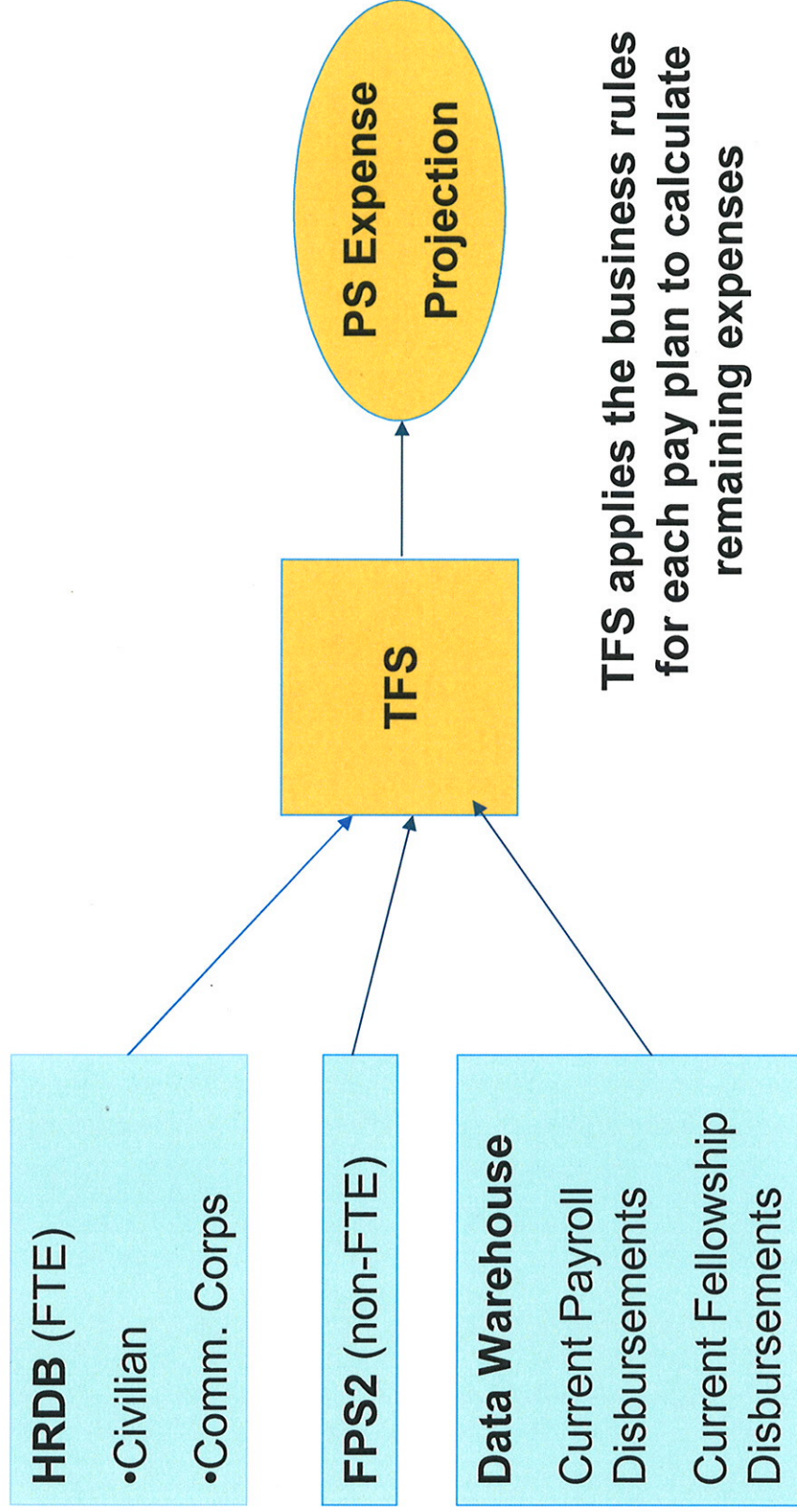
### FTE Utilization Report / Personal Services Forecast

Allows authorized NCI staff to access reports for projected FTE utilization and related forecasts of personal services costs (use your NCI network login and password).

### Feedback

Submit a question, suggestion, or comment about TFS to the TFS administrator.

# Sources of Data



# Format

Both summary-level and detail-level reports are provided

The summary report (division level) includes;

- Current personal services budget
- Current personal services expenditures
- Projected personal services expenditures for the remainder of the year
- An analysis of projected expenses compared to the current budget

# Summary Report

**PS**

**Allocations are entered manually by a lead contact in each division**

**The Summary Report looks like this...**

## Personal Service Forecasting Detail Fiscal Year 2005

FTE Pay Period End Date: 11/27/2004  
CC Pay Period End Date: 11/30/2004  
Non-FTE as of Date: 12/08/2004

Division	Budget Allocation	CAS YTD Actual			Projection for Remaining Fiscal Year				Difference between Budget and Projected Year-End Expense		
		Gross Compensation	Benefits	Awards	Total	Gross Compensation	Benefits	Awards		Total	
<b>CCR</b>	218,344,475	32,442,790	6,237,053	16,710	38,696,553	145,107,535	33,704,133	664,310	179,475,978	218,172,531	171,944
<b>DGB</b>	5,708,144	713,934	149,600	0	863,534	1,271,110	279,464	31,226	1,581,800	1,814,998	-320,298
<b>DCCPS</b>	18,252,559	2,018,282	465,000	8,250	2,491,532	5,818,073	1,512,982	110,564	7,441,559	8,711,700	192,808
<b>DGP</b>	14,853,933	2,338,955	434,000	0	2,772,955	2,975,271	759,385	55,084	3,789,740	4,409,238	1,008,268
<b>DCIDC</b>	27,017,905	3,292,538	741,000	25,425	4,039,563	21,670,010	5,106,582	605,034	27,381,626	32,165,598	-356,830
<b>DEA</b>	9,712,145	1,085,214	251,000	0	1,336,214	423,599	0	0	423,599	423,599	-423,599
<b>DEG</b>	20,599,234	2,980,754	594,000	79,610	3,575,364	260,116,872	61,677,756	3,090,025	324,884,653	389,234,938	-5,110,722
<b>OD</b>	19,842,021	1,992,816	433,000	0	2,425,816	0	0	0	0	0	0
<b>OD/CB</b>	2,168,318	984,192	240,000	0	1,224,192	1,271,110	279,464	31,226	1,581,800	1,814,998	-320,298
<b>OD/CRCHD</b>	1,494,700	189,106	44,092	0	233,198	1,271,110	279,464	31,226	1,581,800	1,814,998	-320,298
<b>OD/OC</b>	8,904,508	1,011,298	250,593	8,250	1,270,141	5,818,073	1,512,982	110,564	7,441,559	8,711,700	192,808
<b>OD/OCIR</b>	5,417,506	502,622	116,876	0	619,498	2,975,271	759,385	55,084	3,789,740	4,409,238	1,008,268
<b>OD/OM</b>	31,808,768	3,855,535	903,012	25,425	4,783,972	21,670,010	5,106,582	605,034	27,381,626	32,165,598	-356,830
<b>UNKNOWN</b>	0	0	0	0	0	423,599	0	0	423,599	423,599	-423,599
<b>Total</b>	384,124,216	53,408,036	10,862,639	79,610	64,350,285	260,116,872	61,677,756	3,090,025	324,884,653	389,234,938	-5,110,722

**The long range goal is to link these directly to SOFiE so you do not have to manually enter them in both places.**

# Summary Report

NCI Projection Report - Microsoft Internet Explorer

Address: ...total.cfm

Search Favorites Media

## Personal Service Forecasting Detail Fiscal Year 2005

FTE Pay Period End Date: 11/27/2004  
 CC Pay Period End Date: 11/30/2004  
 Non-FTE as of Date: 12/08/2004

**Actual**  
 spending data  
 is drawn from  
 the Data  
 Warehouse

Division	Budget Allocation	CAS YTD Actual			Projection for Remaining Fiscal Year					Projected Year-End Expense	Difference between Budget and Projected Year-End Expense
		Gross Compensation	Benefits	Awards	Total	Gross Compensation	Benefits	Awards	Total		
CCR	218,344,475	32,442,790	6,237,053	16,710	38,696,553	145,107,535	33,704,133	664,310	179,475,978	218,172,531	171,944
DCE	5,708,144	713,934	149,651	650	864,235	3,949,376	936,002	59,241	4,944,619	5,808,854	-100,710
DCCPS	18,252,559	2,018,282	465,361	5,000	2,488,643	11,474,239	3,009,578	386,122	14,869,939	17,358,582	893,977
DCP	14,853,933	2,338,955	434,240	0	2,773,195	10,736,624	2,420,484	144,561	13,301,669	16,074,864	-1,220,931
DCIDC	27,017,905	3,292,538	741,839	7,527	4,041,904	18,108,067	4,359,816	318,021	22,785,904	26,827,808	190,997
DEA	9,712,145	1,085,214	251,249	0	1,336,463	6,438,361	1,635,344	180,274	8,253,979	9,590,442	121,703
DEG	20,599,234	2,980,754	594,590	1,000	3,576,344	14,083,803	3,426,464	276,025	17,786,292	21,362,636	-763,402
OD	19,842,021	1,992,816	433,824	13,625	2,440,265	12,227,192	3,074,939	242,063	15,544,193	17,984,458	1,857,563
OD/CE	2,168,318	984,192	240,259	1,423	1,225,874	5,833,671	1,452,584	17,501	7,303,757	8,529,631	-6,367,313
OD/CRCHD	1,494,700	789,106	44,092	0	233,198	1,271,110	279,464	31,226	1,581,800	1,814,998	-320,298
OD/OC	8,904,508	1,011,298	250,593	8,250	1,270,141	5,818,013	1,512,982	110,564	7,441,559	8,711,700	192,808
OD/OCIR	5,417,506	502,622	116,876	0	619,498	2,975,271	759,385	55,084	3,789,740	4,400,238	1,008,268
OD/OM	31,808,768	3,855,535	903,012	25,425	4,783,972	21,670,010	5,106,582	605,034	27,381,626	32,165,598	-356,830
UNKNOWN	0	0	0	0	0	423,599	0	0	423,599	423,599	-423,599
Total	384,124,216	53,408,036	10,862,639	79,610	64,550,285	260,116,872	61,677,756	3,090,025	324,884,653	389,234,938	-5,110,722



Automatic projections for the remainder of the year are made based on the information contained in TFS

NCI Pro  
 File Edit Back  
 Address  
 Media  
 Go

**Personal Service Forecasting Detail**  
 Fiscal Year 2005

FTE Pay Period End Date: 11/27/2004  
 CC Pay Period End Date: 11/30/2004  
 Non-FTE as of Date: 12/08/2004

Division	Budget Allocation	CAS YTD Actual			Projection for Remaining Fiscal Year					Difference between Budget and Projected Year-End Expense	
		Gross Compensation	Benefits	Awards	Total	Gross Compensation	Benefits	Awards	Total		Projected Year-End Expense
CCR	218,344,475	32,442,790	6,237,053	16,710	38,696,553	145,107,535	33,704,133	664,310	179,475,978	218,172,531	171,944
DCB	5,768,144	713,934	149,651	650	864,235	3,949,376	936,002	59,241	4,944,619	5,808,854	-100,710
DCCPS	18,252,559	2,018,282	465,361	5,000	2,488,643	11,474,239	3,009,578	386,122	14,869,939	17,358,582	893,977
DGP	14,853,933	2,338,955	434,240	0	2,773,195	10,736,624	2,420,484	144,561	13,301,669	16,074,864	-1,220,931
DGIDC	27,077,905	3,292,538	741,839	7,527	4,041,904	18,108,067	4,359,816	318,021	22,785,904	26,827,808	190,097
DEA	9,712,145	1,085,214	251,249	0	1,336,463	6,438,361	1,635,344	180,274	8,253,979	9,590,442	121,703
DEG	20,599,234	2,980,754	594,590	1,000	3,576,344	14,083,803	3,426,464	276,025	17,786,292	21,362,636	-763,402
OD	19,842,021	1,992,816	433,824	13,625	2,440,265	12,227,192	3,074,939	242,063	15,544,193	17,984,458	1,857,563
OD/CB	2,168,318	984,192	240,259	1,423	1,225,874	5,833,671	1,452,584	17,501	7,303,757	8,529,631	-6,367,313
OD/CRCHD	1,494,700	189,106	44,092	0	233,198	1,271,110	279,464	31,226	1,581,800	1,814,998	-320,298
OD/OC	8,904,508	1,011,298	250,593	8,250	1,270,141	5,818,013	1,512,982	110,564	7,441,559	8,711,700	192,808
OD/OCIR	5,417,506	502,622	116,876	0	619,498	2,975,271	759,385	55,084	3,789,740	4,409,238	1,008,268
OD/OM	31,808,768	3,855,535	903,012	25,425	4,783,972	21,670,010	5,106,582	605,034	27,381,626	32,165,598	-356,830
UNKNDOWN	0	0	0	0	0	423,599	0	0	423,599	423,599	-423,599
Total	384,124,216	53,408,036	10,862,639	79,610	64,350,285	260,116,872	61,677,756	3,090,025	324,884,653	389,234,938	-5,110,722

Projected year end expenses are compared to the personal services budget to identify any projected surplus or deficit

### Personal Service Forecasting Detail Fiscal Year 2005

FTE Pay Period End Date: 11/27/2004  
CC Pay Period End Date: 11/30/2004  
Non-FTE as of Date: 12/08/2004

Division	Budget Allocation	CAS YTD Actual			Projection for Remaining Fiscal Year					Projected Year-End Expense	Difference between Budget and Projected Year-End Expense
		Gross Compensation	Benefits	Awards	Total	Gross Compensation	Benefits	Awards	Total		
CCR	218,344,475	32,442,790	6,237,053	16,710	38,696,553	145,107,535	33,704,133	664,310	179,475,978	218,172,531	171,944
DGB	5,708,144	713,934	149,651	650	864,235	3,949,376	936,002	59,241	4,944,619	5,808,854	-100,710
DCCPS	18,252,559	2,018,282	465,361	5,000	2,488,643	11,474,239	3,009,578	386,122	14,869,939	17,358,582	893,977
DGP	14,853,933	2,338,955	434,240	0	2,773,195	10,736,624	2,420,484	144,561	13,301,669	16,074,864	-1,220,931
DCIDC	27,077,905	3,292,538	741,839	7,527	4,041,904	18,108,067	4,359,816	318,021	22,785,904	26,827,808	190,097
DEA	9,712,145	1,085,214	251,249	0	1,336,463	6,438,361	1,635,344	180,274	8,253,979	9,590,442	121,703
DEG	20,599,234	2,980,754	594,590	1,000	3,576,344	14,083,803	3,426,464	276,025	17,786,292	21,362,636	-763,402
OD	19,842,021	1,992,816	433,824	13,625	2,440,265	12,227,192	3,074,939	242,063	15,544,193	17,984,458	1,857,563
OD/CB	2,168,318	984,192	240,259	1,423	1,225,874	5,833,671	1,452,584	17,501	7,303,757	8,529,631	-6,361,313
OD/CRCHD	1,494,700	189,106	44,092	0	233,198	1,271,110	279,464	31,226	1,581,800	1,814,998	-320,298
OD/OC	8,904,508	1,011,298	250,593	8,250	1,270,141	5,818,013	1,512,982	170,564	7,441,559	8,711,700	192,808
OD/OCIR	5,471,506	502,622	116,876	0	619,498	2,975,271	759,385	55,084	3,789,740	4,409,238	1,008,268
OD/OM	31,808,768	3,855,535	903,012	25,425	4,783,972	21,670,010	5,106,582	605,034	27,381,626	32,165,598	-356,830
UNKNOWN	0	0	0	0	0	423,599	0	0	423,599	423,599	-423,599
Total	384,124,216	53,408,036	10,862,639	79,610	64,350,285	260,116,872	61,677,756	3,090,025	324,884,653	389,234,938	-5,110,722

**Clicking on a division  
opens another screen.....**

**Personal Service Forecasting Detail**  
Fiscal Year 2005

FTE Pay Period End Date: 11/27/2004  
CC Pay Period End Date: 11/30/2004  
Non-FTE as of Date: 12/08/2004

Division	Budget Allocation	CAS YTD Actual			Projection for Remaining Fiscal Year					Projected Year-End Expense	Difference between Budget and Projected Year-End Expense
		Gross Compensation	Benefits	Awards	Total	Gross Compensation	Benefits	Awards	Total		
CCR	218,344,475	32,442,790	6,237,053	16,710	38,696,553	145,107,535	33,704,133	664,310	179,475,978	218,172,531	171,944
DCE	5,798,144	713,934	149,651	650	864,235	3,949,376	936,002	59,241	4,944,619	5,808,854	-100,710
DCCPS	18,252,559	2,018,282	485,361	5,000	2,488,643	11,474,239	3,009,578	386,122	14,869,939	17,358,582	893,977
DCEP	14,853,933	2,338,955	434,240	0	2,773,195	10,736,624	2,420,484	144,561	13,301,669	16,074,864	-1,220,931
DCTDC	27,077,905	3,292,538	741,839	7,527	4,041,904	18,108,067	4,359,876	318,021	22,785,904	26,827,808	190,097
DEA	9,712,145	1,085,214	251,249	0	1,336,463	6,438,361	1,635,344	180,274	8,253,979	9,590,442	121,703
DEG	20,590,234	2,980,754	594,590	1,000	3,576,344	14,083,803	3,426,464	276,025	17,786,292	21,362,636	-763,402
OD	19,842,021	1,992,816	433,824	13,625	2,440,265	12,227,192	3,074,939	242,063	15,544,193	17,984,458	1,857,563
OD/CB	2,168,318	984,192	240,259	1,423	1,225,874	5,833,671	1,452,584	17,501	7,303,757	8,529,631	-6,367,313
OD/CRCHD	1,494,700	189,106	44,092	0	233,198	1,271,110	279,464	31,226	1,581,800	1,874,998	-320,298
OD/OC	8,904,508	1,071,298	250,593	8,250	1,270,141	5,818,013	1,512,982	110,564	7,441,559	8,771,700	192,808
OD/OCIR	5,417,506	502,622	116,876	0	619,498	2,975,271	759,385	55,084	3,789,740	4,409,238	1,008,268
OD/OM	31,808,768	3,855,535	903,012	25,425	4,783,972	21,670,010	5,106,582	605,034	27,381,626	32,165,598	-356,830
UNKNOWN	0	0	0	0	0	423,599	0	0	423,599	423,599	-423,599
Total	384,124,216	53,408,036	10,862,639	79,610	64,350,285	260,116,872	61,677,756	3,090,025	324,884,653	389,234,938	-5,110,722

# Detail Reports

The screenshot shows a Microsoft Internet Explorer browser window displaying the NCI Projection Report page. The browser's address bar shows the URL: [http://www.fda.gov/oc/nci/nci.htm](#). The page content includes a navigation menu with the following items: [FTE Utilization](#), [Personal Service Forecasting](#), [Utilization Data](#), [Personal Service Data](#), [User Maintenance](#), and [Home](#). The main heading is **NCI Projection Report**. Below the heading, there are two links: [Personal Service Forecasting](#) and [Personal Service Forecasting Detail](#). A red oval highlights the [Personal Service Forecasting Detail](#) link. A yellow callout box with a red border points to this link and contains the text: "Two different detail report formats are available....". Another yellow callout box with a red border points to the [Personal Service Forecasting](#) link and contains the text: "This report provides a list of all staff for a division sorted by SAC code.....". A third yellow callout box with a red border is located at the bottom of the page and contains the text: ".....where users can select a detail report".

**Two different detail report formats are available....**

**This report provides a list of all staff for a division sorted by SAC code.....**

**.....where users can select a detail report**

This is what the HNC detail report looks like.....



## NCI Projection Report

FTE Utilization | Personal Service Forecasting | Utilization Data | Personal Service Data | User Maintenance | Home

### Personal Service Forecasting Fiscal Year 2005

FTE Pay Period End Date: 11/27/04  
 CC Pay Period End Date: 11/30/04  
 Non-FTE as of Date: 12/08/2004

Position listing sorted by SAC Code

Division	Budget Allocation	CAS YTD Actual			Projection for Remaining Fiscal Year			Difference between Budget and Projected Year-End Expense			
		Gross Compensation	Benefits	Awards	Total	Gross Compensation	Benefits		Awards	Total	
CCR	218,344,475	32,442,790	6,237,053	16,710	38,695,553	145,107,535	33,704,133	664,310	179,475,978	218,172,531	171,944

### Detail of Projected Remaining Expense for Current Fiscal Year

SAC Code	CAN	Name or Position Title (vacant positions)	Pay Plan	Expense Description	Effective Date	Date of Departure	Expense Amount	COLA / Mass Adjustment Amount
HNC	8339577	KWON, MIJUNG	NT	Stipend	06/01/04		0	123
HNC	8339577	KWON, MIJUNG	NT	Stipend	06/01/05		39,300	0
HNC17	8322801	CRUZ, ANNJEANNET	GS	FTE Salary	06/04/00		37,618	1,138
HNC71	8340191	ADAMS, LINDA	GS	FTE Salary	06/13/00		59,665	1,805



# NCI Projection Report

FTE Utilization | Personal Service Forecasting | Utilization Data | Personal Service Data | User Maintenance | Home

## Personal Service Forecasting

Personal Service Forecasting Detail

Personal Service Forecasting by CAN

The other report is arranged by CAN.....

The CAN detail report looks like this....



## NCI Projection Report

FTE Utilization | Personal Service

**Division-level summary**

### Personal Service Forecasting Detail Fiscal Year 2005

**CAN summary**

FTE Pay Period End Date: 11/27/04  
 CC Pay Period End Date: 11/30/2004  
 Non-FTE as of Date: 12/08/2004

Division	CAS YTD Actual				Projection for Remaining Fiscal Year				Difference between Budget and	
	Budget Allocation	Gross Compensation	Benefits	Awards	Total	Gross Compensation	Benefits	Awards		Total
CCR	218,344,475	32,442,790	6,237,053	16,710	38,696,553	141,644,553	31,271	3,128	3,130	704,717
<b>Detail of Projected Remaining Expense for CAN</b>										
CAN		CAS YTD Actual			Projection for Remaining Fiscal Year			Projected Year-End Expense		
Gross Compensation	Benefits	Awards	Total	Gross Compensation	Benefits	Awards	Total			
8322339	58,465	15,534	0	73,999	334,667	98,624	1,271	434,562	508,561	
8322340	95,110	23,401	0	118,511	521,271	140,222	3,128	664,621	783,132	
8322342	40,719	12,042	0	52,761	316,860	66,675	1,285	384,820	437,581	
8322343	146,479	24,960	0	171,439	522,811	140,336	3,130	666,278	837,717	
0000044	447,763	40,940	0	488,703	1,695,009	403,857	3,314	2,102,174	2,527,595	

Users can click on the CAN to generate a list of the specific positions included under each CAN.....

Clicking on a CAN generates this report.....



## NCI Projection Report

### Personal Service Forecasting Fiscal Year 2005

FTE Pay Period End Date: 11/27  
 CC Pay Period End Date: 11/30  
 Non-FTE as of Date: 12/08/2004

CAN	CAS YTD Actual			Total	Gross Compensation	Projected
	Gross Compensation	Benefits	Awards			
8322339	58,465	15,534	0	73,999	334,667	508,561
					98,624	434,562
					1,271	

This report provides a CAN-level summary and a list of all the positions charged to this CAN (on board or projected to EOD this fiscal year) are listed

### Detail of Projected Remaining Expense for Current Fiscal Year

SAC Code	CAN	Name or Position Title (vacant positions)	Pay Plan	Expense Description	Effective Date	Date of Departure	Expense Amount	COLA / Mass Adjustment Amount
HNC718	8322339	HOSTLER, SUSAN	GS	FTE Salary	06/16/91		38,733	1,020
HNC718	8322339	ISENBURG, RALPH	GS	FTE Salary	05/08/88		66,482	2,011
HNC718	8322339	LIOTTA, LANCE	CC	CC Salary			118,880	3,959
HNC718	8322339	NORMAN, VIVIAN	GS	FTE Salary	09/14/97		63,074	1,908
HNC718	8322339	STALEY, TONYA	GS	FTE Salary	04/12/98		42,320	1,280
<b>Total</b>							<b>324,489</b>	<b>10,178</b>



# Important Considerations

- This tool calculates an informed estimate. It is not an accounting report. It uses the best information available about each position to predict expenses based on the rules that guide pay-related actions.
- The accuracy of the projection is directly effected by the quality of the data in TFS. If the key variables (projected EOD and departure dates, projected salaries for vacancies) are not maintained in TFS, the accuracy of the projection will be poor.
- Standard rates for benefits, awards and the annual pay adjustment are used to project these expenses for each division. The amounts reflect the official level or the best estimate based on NCI's prior year average. The tool cannot be used to identify the actual benefits rate for a specific individual.
- This tool does not eliminate the need to apply professional judgment in the interpretation of the results. Managers may choose to make adjustments to the projections.

# Standard Factors Used in the Projections

# The Annual Pay Adjustment

Factors for the annual pay adjustment are entered by the system administrator

COLA Date: Jan 21, 2005  
 Salary Adjustment Date: Jan 31, 2005  
 Mass Adjustment Date: May 2, 2005

AD 3.7  
 EE 3.7  
 EI 3.7  
 ES 3.7  
 GG 1  
 GM  
 GS  
 RS  
 ST  
 SV  
 WG  
 WL 3.7

Program Categories: BT, C1, C2, C3, SD, SF, SU, TA, VF

Increase Rate: 4, 4.1, 4.1, 4.1, 1, 4, 4, 4, 4

Save

The data entry screen looks like this.....

The tool differentiates between civilian, Corps and non-FTE positions and uses the correct effective date for each adjustment

Each pay plan is handled separately

# Benefits and Awards

The tool calculates last year's average rate for benefits and awards by Division

The system administrator uses this information to determine the factors to be used during the current fiscal year

Factors are managed at the division level (they can be different across divisions)

Division-level factors are applied to each position within the division

The data entry screen looks like this.....

*Division Level*

Division	Budget	Emp. Type	Benefits (%)		Awards (%)	
			Based on 2004	Current	Based on 2004	Current
HNC1 OD	19842021	Civilian Corp	25.00	25	1.90	1.9
HNC14 OD/OC	8904508	Civilian Corp	24.80	24.8	1.70	1.7
HNC17 OD/OM	31806768	Civilian Corp	25.80	25.8	2.50	2.5
HNC18 OD/OCTR	5417506	Civilian Corp	23.80	23.8	1.70	1.7
HNC1D OD/ICB	2168318	Civilian Corp	23.60	23.6	0.30	0.3
HNC1E OD/CRCHD	1494700	Civilian Corp	0.00	0	2.40	2.4
HNC4 DCP	14853933	Civilian Corp	24.00	24	1.60	1.6
HNC5 DEA	9712145	Civilian Corp	26.70	26.8	2.40	2.4
HNC7 CCR	218344475	Civilian Corp	26.80	26.8	0.50	0.5
HNC9 DEG	20599234	Civilian Corp	34.20	34.2	2.20	2.2
			24.80	24.7		
			33.10	33.1		
			23.10	23.9		

Division-level PS allocations are entered here

**The prior year average benefits rate for both civilian and Corps positions is automatically calculated.**

**The system administrator manually enters the factor to be applied in the current fiscal year**

		Division Level				
		Emp. Type	Benefits (%)		Awards (%)	
			Based on 2004	Current	Based on 2004	
					Current	
HNC17	OD/OM	Civilian Corp	25.00	25	1.90	1.9
		Civilian Corp	24.80	24.8	1.70	
		Civilian Corp	25.80	25.8	2.50	
		Civilian Corp	23.80	23.8	1.70	
		Civilian Corp	23.60	23.6	0.30	
		Civilian Corp	0.00	0	2.40	
		Civilian Corp	24.00	24	1.60	
		Civilian Corp	45.00	45	2.40	
		Civilian Corp	24.90	24.8	0.50	
		Civilian Corp	0.00	0	2.20	
		Civilian Corp	24.50	24.5	2.20	
		Civilian Corp	0.00	0	2.4	
		Civilian Corp	26.70	26.5	1.6	
		Civilian Corp	26.80	26.8	2.4	
		Civilian Corp	25.10	25.1	0.5	
		Civilian Corp	0.00	0	2.2	
		Civilian Corp	26.80	26.6	2.2	
		Civilian Corp	34.20	34.2	2.2	
		Civilian Corp	24.80	24.7	2.2	
		Civilian Corp	33.10	33.1	2.2	
		Civilian Corp		23.9		

HNC18 OD/OCTR 5417506

HNC1D OD/CB 2188318

HNC1E OD/CRCHD 1494700

HNC4 DCP 14863933

HNC5 DEA 9712145

HNC7 CCR 218344475

HNC9 DEG 20599234



NCI Projection Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media

Address

Go

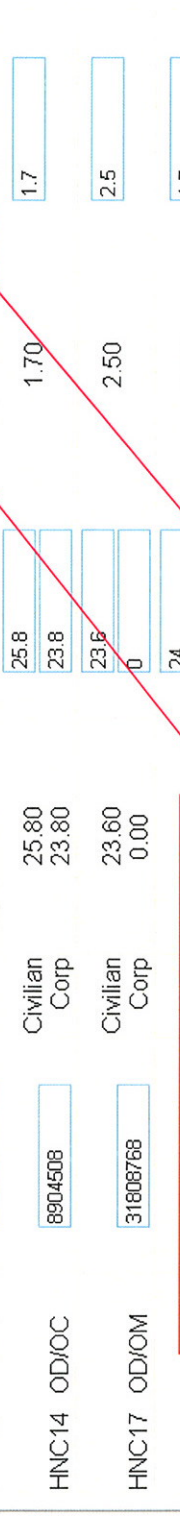
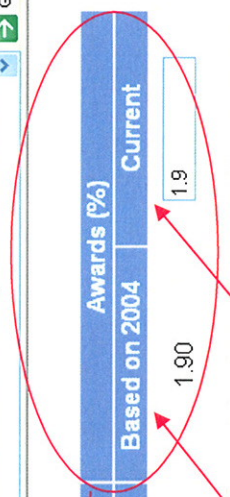
Division Level

	Benefits (%)		Awards (%)	
	Based on 2004	Current	Based on 2004	Current
HNC1 OD	25.00	24.8	1.90	1.9
HNC14 OD/OC	25.80	23.80	1.70	1.7
HNC17 OD/OM	23.60	0.00	2.50	2.5
HNC18 OD/OC	24.90	45	1.70	1.7
HNC1D OD/CB	0.00	24.8	0.30	0.3
HNC1E OD/CRCHD	24.5	0	2.40	2.4
HNC4 DCP	26.5	26.8	1.60	1.6
HNC5 DEA	25.10	0	2.40	2.4
HNC7 CCR	26.80	34.20	0.50	0.5
HNC9 DEG	24.80	33.10	2.20	2.2
	23.9			

The awards rate is handled the same way....

Prior year average

Current year factor (manually entered)



## **Virts, Lisa (NIH/NCI) [E]**

---

**From:** Wiltrout, Robert (NIH/NCI) [E]  
**Sent:** Friday, August 10, 2007 9:21 AM  
**To:** CCR-PI@LIST.NIH.GOV  
**Subject:** Purchasing Deadline

As we approach the end of another very difficult fiscal year, I would like to ask that all routine purchasing be done by September 14. This is to ensure a smooth closing of our books which will be considerably more challenging this year because of the recent transition to the NBS system. CCR and NCI staff will have a more difficult time than usual in reconciling what is by all accounts a very complex budget. Note, this does not apply to purchases through SAIC; SAIC will establish their own deadlines.

After September 14, emergency orders only will be processed. To ensure we're accounting for these emergency orders in the budget, orders processed the week of September 17 need to be forwarded through your ARC and signed by the ARC Manager prior to being submitted to the Purchasing Agent. The ARC Manager will track these orders and report them to Patrick Miller in the CCR ARC. Emergency orders to be processed the week of September 24, the last week of the FY, need to be routed through Patrick Miller in the CCR ARC for concurrence before being placed. Again, I expect this to be emergency situations only and there should be relatively few orders processed after September 14. Our goal in giving you this heads up is to allow you to plan effectively for all routine purchases.

As mentioned above, this year's closing will be more difficult than previous years given the recent transition to the NBS. I would also ask that you be considerate when dealing with your Purchasing Agents on your last minute orders. The transition to the new NBS has been especially difficult for them and they have made remarkable efforts to learn this new system and keep the orders moving. We can help them by planning ahead and submitting orders to allow sufficient processing times. Thanks to all of you for your understanding and help with this effort.

**Robert H. Wiltrout**

**Director, Center for Cancer Research**

2007 Acquisition Deadlines					
For NCI & NCCAM					
Category	Dollar Value		Competitive/Sole Source or Posting/3 Quotes	Deadlines*	ARC Deadlines
<b>OPEN MARKET</b>					
Commercial Equipment, Supplies & Services**	\$100,000-\$5.5 Million	<b>DO NOT OBTAIN QUOTES</b>	competitive synopsis with a separately issued solicitation	05/24/07	5/17/2007 6/7/2007
			sole source > \$500,000	06/13/07	
			competitive combined synopsis/solicitation	06/15/07	6/8/2007
			sole source < \$500,000	07/06/07	6/26/2007
Equipment, Supplies & Services** (Excludes Printing Services)	\$25,000-\$100,000		competitive synopsis with a separately issued solicitation	05/25/07	5/17/2007 8/8/2007
			sole source	08/16/07	
		competitive combined synopsis/solicitation	07/11/07	7/5/2007	
<b>PRINTING SERVICES</b>	\$25,000-\$100,000		competitive combined synopsis/solicitation	08/10/07	8/6/017
Equipment, Supplies & Services	\$10,000-\$25,000		If 10 Day Posting Required	08/24/07	8/20/2007 8/21/2007
			If 3 Quotes Provided	08/29/07	
Equipment, Supplies & Services	\$3,000-\$10,000		with sole source and/or competitive quotes	08/29/07	8/21/2007
Equipment, Supplies & Services	\$3,000 or less			08/31/07	8/23/2007
<b>GSA - FEDERAL SUPPLY SCHEDULE</b>			<b>GSA w/SOW &gt; \$100,000 PROCESSED BY NCI-OA</b>		
Equipment & Supplies <b>w/Salient Features</b>	\$3,000 - Max. Order Limit		Solicitation & Evaluation Required	07/06/07	6/28/2007
Services <b>w/SOW</b>	\$3,000 - Max. Order Limit		Solicitation & Evaluation Required	07/06/07	6/28/2007
Equipment & Supplies <b>w/o SOW</b>	\$3,000 - Max. Order Limit		Review & Comparison of 3 or more vendors	08/31/07	8/23/2007
Equipment, Supplies & Services	Other \$3,000 or less			08/31/07	8/23/2007
<b>Other Gov. Agency -- UNICOR, GPO, SEWP etc</b>					
Equipment, Supplies & Services	All			08/24/07	8/16/2007
<b>NCI Consolidated Support Contracts</b>	All Task Orders			07/26/07	7/23/2007
NOTES:					
<b>Conferences</b> where Light Refreshments or Meals will be provided MUST comply with NIH Policy 1160-1					
NCI requires NIH 827-1 for off-campus functions.					
<b>**ALL Open Market Rqmts &gt;\$25,000 - PLEASE DO NOT SOLICIT COMPETITION - MUST BE SYNOPSISIZED</b>					
*Because of anticipated problems with NBS and end-of-the year processing, all dates have been moved up by 2 weeks. If problems do not develop, we will accept workload after the dates specified by two and revised dates will be available on the OA website accordingly.					
<b>CCR ARC NBS / DelPro Deadlines</b>					
Call Orders (Records of Call)	\$3,001 to Max Oder Limit		With 3 quotes & JOFOC		8/29/2007
Call Orders (Records of Call)	Up to \$3,000				9/12/2007
Purchase Card	\$3,001 - \$25,000		With 3 quotes, SOW & JOFOC		9/5/2007
Purchase Card	Up to \$3,000				9/12/2007
NIH Stock Orders	no limit				9/13/2007



**SAIC-Frederick, Inc.**  
 A subsidiary of Science Applications  
 International Corporation

February 25, 2008

Mr. John C. Trifone  
 Director, Acquisition and Logistical Services

DEADLINE DATES FOR CONTRACT YEAR 2008 ACQUISITIONS

ALL EMPLOYEES:

A request for acquisition must represent a bona fide need, i.e. funded and made in good faith, under the current prime contract with requests being provided based on the below schedule and directions prior to September 25, 2008 for allowable acquisitions to be incurred under this contract.

**Purchase Requisitions must be received in the Purchasing Department complete with a well-defined statement of work/item description, sole source justification if applicable, and appropriate signature authorization and other special approvals, etc. based on the below schedule.** See Routing Slip for typical PR approvals. **Purchase Requests received incomplete WILL be canceled and returned to the program area.**

Capital Equipment	August 1
Purchase Requests	September 12 except isotopes
Blanket Orders	September 18* (see below directions)
Purchase Cards	September 18* (see below directions)
Warehouse Requisitions	September 23**
Direct Pays	September 19
Radioisotope orders	September 19
Renovations or alteration of Real Property	August 8

Items requiring COA will require 1-2 weeks in addition to the normal procurement turnaround time *with the realization that the effort has to occur prior to September 25<sup>th</sup>*.

\*For blanket order releases, credit card transactions and warehouse requisitions, the order date determines the appropriate contract year. Therefore, it is essential that all Blanket Orders and Purchase Card orders are entered into the appropriate database the SAME day that the order is placed for the appropriate accountability.

Research Subcontracts typically require 45-60 days to execute (timeframe can be longer based on complexity) based on a well-defined workscope. For example a subcontract for

a 5-month effort to be completed by 9/25/2008 would need to be submitted with a well-defined scope of work by the middle of March.

Construction Contracts/Outsourced Renovations must be executed to the outsourced vendor by COB September 25, 2008 and a Purchase Requisition must be received with the appropriate Conceptual and/or Fiscal approval received prior to August 8, 2008.

All requests for renovation or alteration of facilities must be submitted to FME in order for the project or renovation to progress. In order for FME to meet Construction Contract's deadline of August 8, sufficient time is needed to define the scope and receive approvals. The time required for that process is dependent upon the complexity of the renovation. Therefore, FME suggests that a work order be submitted as soon as the bona fide need is identified. Conceptual and/or fiscal approval is required before a purchase requisition can be submitted to Construction Contracts.

\*\*All requisitions for items from the Central Supply and Maintenance Warehouses must be received by the deadline date listed above. Program areas must plan accordingly to have sufficient routine supplies on hand to span the earlier deadline date. Emergency orders can be handled on a case-by-case basis. Specialty items, such as liquid nitrogen, dry ice, and feed/bedding, etc, can be ordered as needed through the contract end.

If there are any areas requiring clarification, please contact Ms. Donna M. Follin, extension 1124 for purchase requests, Mr. David Kelbaugh, extension 1082, for Supply Warehouse information, , or Ms. Ginny Whipp, extension 1119 for budgetary information.

Thank you for your cooperation.



John C. Trifone

## End of Fiscal Year P-Card Procedures

The NIH P-Card procedures for the end of fiscal year are attached and will be updated annually. "Pre-obligation" is no longer required.

For SAIC P-Card questions, please contact

Lori Smith  
Acquisitions & Logistical Services  
Bldg. 1050, Room 225  
Phone: 301-846-1705  
Fax: 301-846-5311  
[lsmith@ncifcrf.gov](mailto:lsmith@ncifcrf.gov)

## PURCHASE CARD PROCEDURES FOR END OF FY 2007

**NOTE: This document is for all cardholders and card approving officials. Cardholders may use their purchase cards to make FY 2007 purchases through 11:59 pm EDT on Sunday, September 30<sup>th</sup>. Earlier Cut-Off Dates may be required by the cardholders' ICs.**

### **A. Purchase Card Logs for FY 2007 Purchases**

All cardholders must enter their log entries daily. The last day to create log entries for FY 2007 purchases in the NBS is on **Monday, October 1, by 3:00 pm EDT**. If the log entries are not in the NBS by this deadline, the Invoice will be paid against FY 2008 monies.

### **B. What happens to the Buyer Requisitions that become Purchase Card Buys?**

Once the buyer decides to use the purchase card instead of other Simplified Acquisition Awards, the requisition must be cancelled and a purchase card log entry must be created for that buy. The purchase card log entry must be created by **3:00 pm EDT on October 1**, to ensure a FY 2007 obligation.

### **C. What happens after September 30<sup>th</sup>?**

Beginning in October, the NBS will resume receipt of daily invoices files from US Bank. The cardholder may continue to perform their reconciliation in the NBS. If the cardholder does not reconcile on time, and the Bank statement is paid by NIH, the items will be paid against the default PROJECT number for FY 2008.

### **D. What Happens during FY 2008?**

If a valid FY 2007 purchase is discovered after the NBS reopens for FY 2008, and a log entry was never entered into the NBS Purchase Card Log, the cardholder should follow IC established procedures for use of prior year funds.

### **E. Problems/Questions?**

If you have any questions, first contact your IC Point of Contact for the Purchase Card Program (See Appendix B). If you still have questions, please call the Purchase Card Helpline at 301-435-6606. If you have questions regarding OFM issues, please contact John Slovikosky at 301-402-6599. If you have any NBS questions, please contact the NBS Helpdesk at 301-496-4357.

**Purchase Card Procedures for End of FY 2007**

<b>SUMMARY TABLE OF CRITICAL DATES AND ACTIVITIES FOR END OF FY 2007 PURCHASE CARD OBLIGATIONS</b>	
<b>CRITICAL DATES</b>	<b>ACTIVITIES</b>
<b>September 30<sup>th</sup></b>	Cardholders may make FY 2007 purchases through <b>11:59 pm EDT</b> .
<b>October 1<sup>st</sup></b>	Last day for 2007 log entries. Cardholders will have until <b>3:00 pm EDT</b> to create purchase card logs in the NBS for their FY 2007 transactions.
<b>October 1<sup>st</sup> to October 3<sup>rd</sup></b>	NBS will be down from <b>3 PM EDT on October 1</b> , through <b>8:00 am EDT on October 3</b> .
<b>October 3<sup>rd</sup></b>	NBS reopens for business at <b>8:00 am EDT</b> .
<b>During FY 2008</b>	After October 1, for valid FY 2007 purchases which were never entered into the NBS Purchase Card Log, the cardholder should follow IC established procedures for use of prior year funds.



**Appendix B**

**IC Purchase Card Coordinators**

<b>ICD</b>	<b>Designated Coordinator</b>	<b>Telephone Number</b>	<b>Alternate Coordinator</b>	<b>Telephone Number</b>
CC*	Debbie Britton	301-594-5914	Janice Brunson	301-496-2301
CIT*	Stephanie Greenleaf	301-496-1470	Andrea Redmond	301-496-9864
CSR*	Marilyn Cuzzolina	301-435-1099		
FIC*	Sonya Thomas	301-496-4625	Lauren Sikes	301-496-4625
NCCAM*	Celena Shirley	301-496-9678	Valery Gheen	301-402-4335
NCI*	Amy Siller	301-496-8608	Kristen Mistichelli	301-435-3810
NCMHD*	Donna Brooks	301-4352135		
NCRR	Billie Kulp	301-435-0719	Dorothy Keys	301-435-0721
NEI*	Traci Pelan	301-451-0750	Barbara Wilson	301-435-8836
NHGRI*	Pam Klein - Extramural David Schneider - Intramural	301-594-8192 301-496-8489	Mike Philippi - Intramural	301-496-7909
NHLBI*	Jim Mitchel	301-496-5931		
NIA*	Extramural - Susan Windsor Intramural** - Patricia Meise	301-402-7721 410-558-8043	Extramural – Jennifer Croy Intramural – Valerie Jones	301-402-2717 410-558-8042
NIAAA*	Pat Parks	301-443-1275		
NIAID*	Shamay Knox	301-402-6990	Olga Acosta-Polston Lesley Williams	301-435-4322 301-402-6545
NIAMS*	Valerie Green	301-496-6053	Andi Ricche	301-435-5314
NIBIB*	Angela Burks	301-594-3830	Jeanellen Kallevang	301-594-9826
NICHHD*	Extramural – Paul Errett Intramural - Ruth Maraio	301-402-2082 301-402-3098	Intramural – Inez Demery	301-402-3699
NIDA*	Extramural – Donna Tolson Intramural – Sheila Zichos	301-443-4577 410-550-1527	Extramural-Bridget McDonald Intramural - Diane French	301-443-4577 410-550-0813
NIDCD *	Anne Sumner	301-496-9298		
NIDCR*	Candace Lindsay	301-402-3576		
NIDDK*	Extramural-Patricia Barton Intramural-Francie Kitzmiller	301-594-7731 301-435-2925		
NIEHS*	Antoinette Bridges	919-541-5415	Beverly Hall	919-541-3301
NIGMS*	Crystal James	301-594-1747	Gail Grosman	301-594-1747
NIMH*	Extramural - Barbara Vermillion Intramural – Erin Manor	301-443-6093 301-496-4271		
NINDS*	Sabrina Ferguson	301-435-7714	Elizabeth Elliott	301-496-9273
NINR*	Ana Ferreira	301-402-7096		
NLM*	Karen Riggs	301-496-6546	Erin Goldstein	301-435-4386
OD*	Charles Baron	301-594-8277		
ORF*	Armenda Daye	301-435-1602	Melissa Richardson	301-402-0878
ORS*	Jody Sallah	301-496-8275	Dinah Huffer	301-402-0770

\*IC requires that **ALL** NIH purchase card actions (i.e., applications, limit changes, name changes, cancellations, etc.) must be approved by their Purchase Card Coordinator and then forwarded to the NIH Purchase Card Program for processing.

## Inter- and Intra-Agency Agreement (IAG)

**Interagency Agreement** is a written arrangement between one or more NIH components and one or more government entities outside of the NIH, all of which must have the statutory authority to engage in the arrangement. Such agreements may include, but are not limited to, arrangements to receive and/or provide services, supplies, advice and counsel, involving the exchange of funds.

**Intra-agency Agreement** is a written arrangement between/among NIH components, all of which must have the statutory authority to engage in the arrangement.

When the need for an IAG is identified, the first step is to request an IAG Number from CCR. The ARC should complete the Request for IAG Agreement Number (format attached) and send to Dexter Williams at [williade@mail.nih.gov](mailto:williade@mail.nih.gov).

The IAG Number elements are defined as follows:

The type of agreement determines the number in the second position;

1. Are funds provided to an organization **outside NIH**?

Y1 (interagency) i.e. Y1-XX-XXXX-XX

2. Are funds provided to **another NIH** component?

Y2 (intra-agency)

3. Will NCI **receive funds** from another appropriation?

Y3 (reimbursable); A reimbursable CAN is required

The third and fourth positions will be alpha designators unique to your organizational component;

Y1-RC (CCR)

Position 5 through 8, will be sequentially assigned, beginning with the fiscal year in which the agreement was first established.

Y1-RC-8001 (FY08)

When an agreement is "renewed", the same number should be used, with an "-02" added to the end as the Modification number (indicating second year).

Once the IAG number has been provided, the NIH-1742 will need to be completed. This form can be found at <http://intranet.cancer.gov/admin/budget/NIH1742.xls>

Helpful information to be used when completing the NIH-1742 is attached.

OFM distributes a monthly report by Division of all active IAGs which is forwarded to the ARCs for review.

**Request for IAG Agreement Number**

<b>Lab/Branch:</b>	
<b>PI Name:</b>	
<b>Other Agency:</b>	
<b>Is Lab/Branch giving money or receiving money?</b>	
<b>\$ amount</b>	
<b>CAN*</b>	
<b>AO name:</b>	
<b>Title of IAG:</b>	

Note if you are receiving \$, you must use a reimbursable CAN.

Agency Location Code (ALC) 75-08-0031

Billing Address: Government Accounting Office  
Office of Financial Management  
National Institutes of Health  
2115 E. Jefferson Street, Room 3C316, MSC 8500  
Bethesda, MD 20892

Appropriation: 7580849

Signatory: ARC Manager or above

CAN: Y1s and Y2s can site an appropriate or non-appropriated (gift fund, CRADA, royalty); Y3s must site a reimbursable CAN

DUNS Number: 927645168

EIN Number: 152085811501

**Routing Process:**

Y1 Agreements: Original should go to Millicent Williams, OBF, 31/11A16; send a copy to Dexter Williams, CCR ARC, 31/3A19  
Y2 Agreements: Original should go to Millicent Williams, OBF, 31/11A16; send a copy to Dexter Williams, CCR ARC, 31/3A19  
Y3 Agreements: Original should go to Millicent Williams, FMB, 31/11A16; send a copy to Dexter Williams, CCR ARC, 31/3A19

**Y1s, Y2s & Y3s - Required Information:**

- The 1742 should contain the agreement numbers for both the Payee and Receiver
- The 1742 should contain the EIN and DUNS
- The CAN number(s) must agree with the appropriation number **(75-8-0849)** and the agency location code
- The Inter-Agency or Intra Agency agreement box should be checked
- The Period of the Agreement must be identified (no overlapping of fiscal years)
- The billing address for both the paying and receiving agency must be completely filled out.
- Be sure to obtain the appropriate signatures and dates for both the paying and receiving agency
- Be sure to send the backup documentation (MOUs, SOW/Task Orders) with the 1742
- Be sure to initial and date all pen and ink changes on the 1742
- Verify that the MOD number is correct.
- OFM will accept mailed and readable faxed or electronic copies.

**Modification/Renewals:**

- New agreements established in FY 2008 should use XX-RC-8XXX-01. If there is any change/modification for this agreement during the year, the next available mod number should be assigned: i.e. XX-RC-8XXX-02 , XX-RC-8XXX-03 and etc.

- Agreements established prior to FY 2008 will maintain their original agreement number. For example: Y1-RC-7001-**01** was established in FY07 and the renewal will be Y1-RC-7001-**02**.

Department of Health and Human Services National Institutes of Health  <b>Agency Agreement and Clearance</b>  ___ Intra-agency Agreement (within NIH) ___ Inter-agency Agreement (outside NIH)	1. NIH Agreement Number (Including Mod. No.) Y <hr/> 2. Paying Agency Y <hr/> 3. Receiving Agency Y
--	--

4. Title of the Agreement

---

5. Summary of Substance of the Agreement (include purpose, resources committed: funds, personnel, equipment, facilities, etc.)

6. Period of the Agreement	7. Authority for the Agreement
----------------------------	--------------------------------

<b>Billing Information</b>			
<b>Paying Agency</b>	8. Agency Location Code	10. Address	
	9. Employee Identification Number		
<b>Receiving Agency</b>	11. Agency Location Code	13. Address	
	12. Employee Identification Number		

<b>Accounting Information---Paying Agency</b>						
14. Paying Federal Agency	15. Agreement No. (for NIH Y1/Y2)	16. Appropriation	17. CAN	18. Amount	19. Signatories (Name and Title)	20. Date

<b>Accounting Information---Receiving Agency</b>						
21. Receiving Federal Agency	22. Agreement No. (for NIH Y3)	23. Appropriation	24. CAN	25. Amount	26. Signatories (Name and Title)	27. Date

28. NIH Project Officer's Name	29. IC	30. Phone
31. NIH Project Officer's Name	32. IC	33. Phone

34. Clearances	IC								
	Signature and Date								

**National Cancer Institute  
Cancer Research Center-CCR**

Allowance & Description		Allowance CAN	Project CAN	#REF! (in whole dollars)		FMB-OFM Difference	Obligs as of 2/5/2008	OBF Balance	OFM Balance	Notes
				OFB Amount	OFM Amount					
439	CCR CAUS REIMB IH	8322674		283,833	283,833	-	213,394	70,439	70,439	
	CCR CAUS REIM IH-ODD-TRAVEL		8322962	117,752	117,752	-	117,752	(0)	(0)	Sponsored Travel
	CCR CAUS REIM IH-ODD-DOE BATTELLE CONTRACT-COLBURN		8331399	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-ALTERNATIVE MEDICINE AWARD		8331447	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-HIVDRP-HUGHES (NIGMS GRANT)		8331804	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD -AIDS SCHILLER		8331832	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD -BRL FORNACE		8332038	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-ARMY BRST CA LMV-MICHELLOTI		8332776	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-GENERAL		8332777	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-MINORITY HEALTH		8332778	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD -AIDS RUSCETTI		8333478	-	-	-	-	0	0	
	CCR CAUS REIM IH-LGD-MORRIS ANIMAL FOUNDATION		8334752	-	-	-	-	0	0	
	CCR CAUS REIM IH-LGD-O'BRIEN RESTRICTION GENES		8334771	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-IATAP-SUBRAMANIAM		8335693	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-IATAP-FELBER PAVLAKIS		8335694	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-IATAP-FRANCHINI GUROFF		8335695	-	-	-	-	0	0	
	CCR CAUS REIM IH-LGD-O'BRIEN-USDIFWS		8337884	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-DEPT OF JUSTICE		8339401	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-AIDS WLODAWER		8339417	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-HOU-ARMY BREAST CANCER		8339493	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-SALARY SUPPORT KAO		8339500	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-SBIOP-NIGMS-WLODAWER		8339565	-	-	-	-	0	0	
	CCR CAUS REIM IH LBC DOE VLADIMIR		8339619	-	-	-	-	0	0	
	CCR CAUS REIM IH ODD IATAP BRADY		8339620	-	-	-	4,606	(4,606)	(4,606)	
	CCR CAUS REIM IH ODD IATAP WLODAWER		8339621	-	-	-	52,270	(52,270)	(52,270)	
	CCR CAUS REIM IH-LGD-RARE DISEASES-O'BRIEN/SMITH		8339644	-	-	-	-	0	0	
	CCR CAUS REIM IH- HIV -LEGRICE -IATAP		8339658	-	-	-	-	0	0	
	CCR CAUS REIM IH- BRL-FDA-BLAIR		8339664	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-GENETICS/NHGRI		8360728	-	-	-	-	0	0	
	CCR CAUS REIM IH-LG-POTTER-ORD		8361091	-	-	-	-	0	0	
	CCR CAUS REIM IH-MET-NINDS-ZOO		8361388	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-BIODEF-FRANCHINI		8361501	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-IATAP-FREED		8361502	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-WARD		8361503	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-IATAP-FREED		8361625	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-BTB HAMER KOVACS		8361761	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-BTB-MALDARELLI		8361909	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-STAUDT NIAID AFFYMETRIX		8362007	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-MINORITY HEALTH-M SMITH		8362827	-	-	-	-	0	0	
	CCR CAUS REIM IH-LGD-DEAN/NIMH		8363823	166,081	166,081	-	-	166,081	166,081	
	CCR CAUS REIM IH-ODD-ORWH-FARE AWARDS		8364193	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-BTB-WALDMANN		8365099	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-IATAP-WALDMANN		8365165	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-JAMES THOMPSON		8365560	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-SIMPSON-GRADUATE PARTNER PGRM		8366009	-	-	-	28,596	(28,596)	(28,596)	
	CCR CAUS REIM IH-ODD-IATAP-HAMER		8366338	-	-	-	1,395	(1,395)	(1,395)	
	CCR CAUS REIM IH-ODD-IATAP-HU		8366340	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-IATAP-HUGHES		8366341	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-IATAP-PATHAK		8366342	-	-	-	-	0	0	
	CCR CAUS REIM IH-LHC-CURT HARRIS		8366424	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-BTB-DEAM HAMER		8367272	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-BTB-YOON S. CHO-CHUNG		8367470	-	-	-	-	0	0	
	CCR CAUS REIM IN-ODD-BTB-VINAY PATHAK		8367471	-	-	-	-	0	0	
	CCR CAUS REIM IH-ODD-BTB-SAM HWANG		8367572	-	-	-	-	0	0	
	CCR CAUS REIM IH-LM-COUNTER TERRORISM-FRANK GONZALEZ		8367734	-	-	-	6,963	(6,963)	(6,963)	
	CCR CAUS REIM IH-ODD-O'BRIEN-ORD		8367772	-	-	-	-	0	0	
	CCR CAUS REIM IH -LBC-MICHELLE FORMAN		8367841	-	-	-	-	0	0	
	CCR CAUS REIM IH-MET-PERERA-BIODEFENSE		8368113	-	-	-	1,811	(1,811)	(1,811)	
	CCR CAUS REIM IH-GRCBL-COURT-BIODEFENSE		8368138	-	-	-	-	0	0	
	CCR CAUS REIM IH-GENETICS-KAYE-ORD FUNDS		8368744	-	-	-	-	0	0	
	CCR CAUS REIM IH-LG-RABKIN-ORD SCIENTIFIC SUPPORT		8368715	-	-	-	-	0	0	

**National Cancer Institute  
Cancer Research Center-CCR**

				#REF!					
				<i>(in whole dollars)</i>					
Allowance & Description	Allowance CAN	Project CAN	OBF Amount	OFM Amount	FMB-OFM Difference	Obligs as of 2/5/2008	OBF Balance	OFM Balance	Notes
CCR CAUS REIM IH-DERM-ORD SCIENTIFIC SUPPORT-HWANG		8368518	-	-	-	-	0	0	
CCR CAUS REIM IH-LGD-ORD SCIENTIFIC SUPPORT-DEAN		8368519	-	-	-	-	0	0	
CCR CAUS REIM IH-MET-ORD SCIENTIFIC SUPPORT-JANIK		8368520	-	-	-	-	0	0	
CCR CAUS REIM IH-LCC-NCCAM-PRINCE OF WALES FELLOWSHIP		8368549	-	-	-	-	0	0	
CCR CAUS REIM IH-HVIB-MALDARELLI-BTB CHARACTERISTICS		8368840	-	-	-	-	0	0	
CCR CAUS REIM IH-LHC-HARRIS-BTB CANCER STEM CELLS		8368841	-	-	-	-	0	0	
CCR CAUS REIM IH-LCRC-GREEN-CROSS SPECIES ID		8369881	-	-	-	-	0	0	
CCR CAUS REIM IH-LHC-HARRIS-ROLE OF MicroRNAs		8369882	-	-	-	-	0	0	
CCR CAUS REIM IH-LHC-HEALTH DISPARITIES		8370565	-	-	-	-	0	0	
CCR CAUS REIM IH-LGD-CARRINGTON-IATAP		8373221	-	-	-	-	0	0	
CCR CAUS REIM IH-HIV-DRP-DERSE-IATAP		8373222	-	-	-	-	0	0	
CCR CAUS REIM IH-HIV-DRP-KEWALRAMANI-IATAP		8373223	-	-	-	-	0	0	
CCR CAUS REIM IH-LCCTP-IATAP AWARD		8372979	-	-	-	-	0	0	
<b>574 CCR CB REIM IH</b>	<b>8332328</b>		<b>10,000</b>	<b>70,000</b>	<b>(60,000)</b>	<b>163,603</b>	<b>(153,603)</b>	<b>(93,603)</b>	
CCR CB REIM IH-ODD-VONDERHAAR-ARMY GRANT (HOVEY)-LTIB		8331414	-	-	-	-	0	0	
CCR CB REIM IH-ODD-#N36 AIDS BLUMNTHL MMBRN FSN		8332847	-	-	-	56,415	(56,415)	(56,415)	
CCR CB REIM IH-ODD-#N38 AIDS APPELLA PEPTIDES		8332849	-	-	-	190	(190)	(190)	
CCR CB REIM IH-ODD-AIDS D SINGER		8332850	-	-	-	-	0	0	
CCR CB REIM IH-ODD-JERNIGAN		8332851	-	-	-	-	0	0	
CCR CB REIM IH-ODD-GENERAL		8332853	-	-	-	-	0	0	
CCR CB REIM IH-ODD-MINORITY HLTH		8332854	-	-	-	-	0	0	
CCR CB REIM IH-ODD-WOMENS HLTH		8332855	-	-	-	-	0	0	
CCR CB REIM IH-EIB-NIH IMMUNOLOGY GROUP-SI		8334418	10,000	70,000	(60,000)	1,471	8,529	68,529	
CCR CB REIM IH-MCL-WALTER REED-WLODAWER		8334419	-	-	-	-	0	0	
CCR CB REIM IH-LECB-DIMITROV-IATAP		8339616	-	-	-	135	(135)	(135)	
CCR CB REIM IH-EIB-IATAP SHEAR		8361389	-	-	-	-	0	0	
CCR CB REIM IH-EIB-GRESS HARDY		8361507	-	-	-	-	0	0	
CCR CB REIM IH-ODD-BIODEF-DIMITROV		8361508	-	-	-	-	0	0	
CCR CB REIM IH-ODD-BIODEF-SEGAL		8361509	-	-	-	11,762	(11,762)	(11,762)	
CCR CB REIM IH-ODD-BIODEF-WAUGH		8361510	-	-	-	-	0	0	
CCR CB REIM IH-ODD-IATAP-WAUGH		8366345	-	-	-	-	0	0	
CCR CB REIM IH-ODD-EIB-SINGER-NIA		8366365	-	-	-	-	0	0	
CCR CB REIM IH-LPG-BRCA TESTING		8366464	-	-	-	-	0	0	
CCR CB REIM IH-MCL-WAUGH-BIODEFENSE		8367988	-	-	-	58,715	(58,715)	(58,715)	
CCR CB REIM IH-MCL-JI-BIODEFENSE		8367989	-	-	-	1,225	(1,225)	(1,225)	
CCR CB REIM IH-CCRNP-BLUMENTHAL-BIODEFENSE		8368114	-	-	-	-	0	0	
CCR CB REIM IH-MCL-WAUGH-BIODEFENSE-SMALLPOX		8368121	-	-	-	-	0	0	
CCR CB REIM IH-EIB-SEGAL-BIODEFENSE		8368164	-	-	-	-	0	0	
CCR CB REIM IH-CCRNP-DIMITROV-BIODEFENSE		8368165	-	-	-	33,690	(33,690)	(33,690)	
CCR CB REIM IH-LMI-INIP IRA		8371741	-	-	-	-	0	0	
CCR CB REIM IH-LCMB-KRENSKY		8374758	-	-	-	-	0	0	
CCR CB REIM IH-LPG-BUETOW		8375363	-	-	-	-	0	0	
<b>778 CCR DDR REIM IH</b>	<b>8322854</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>1,162</b>	<b>(1,162)</b>	<b>(1,162)</b>	
CCR DDR REIM IH-ODD-#19 AIDS BERZOFKY MET		8322855	-	-	-	1,162	(1,162)	(1,162)	
CCR DDR REIM IH-LP-ARMY-ROBERTS		8333833	-	-	-	-	0	0	
CCR DDR REIM IH-HAMB-ARMY-ROB WEIDAMAN		8334415	-	-	-	-	0	0	
CCR DDR REIM IH-LP-CDP-CC-LIOTTA		8334420	-	-	-	-	0	0	
CCR DDR REIM IH-LP-NHGRI EMMERT-BUCK		8337915	-	-	-	-	0	0	
CCR DDR REIM IH-LP-ALAN WAYNE-MACK COLLABORATION		8367673	-	-	-	-	0	0	
CCR DDR REIM IH-LP-ORD FUNDING-WHO CLASSIFICATION		8373098	-	-	-	-	0	0	
CCR DDR REIM IH-LP-TARP MICROARRAY SLIDES		8374823	-	-	-	-	0	0	
<b>809 CCR TRT REIM IH</b>	<b>8332704</b>		<b>178,545</b>	<b>178,545</b>	<b>-</b>	<b>61,251</b>	<b>117,294</b>	<b>117,294</b>	
CCR TRT REIM IH-LEI-ORTALDO_KEYSTONE SYMPOSIA		8330372	-	-	-	-	0	0	
CCR TRT REIM IH-LMI-JI WANG-IATAPX		8339615	-	-	-	-	0	0	
CCR TRT REIM IH-LMCH-NICKLAUS-CRDF		8339636	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-AIDS-FARRAR		8340300	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-AIDS RUSCETTI		8340301	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-BRMP		8340302	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-CPB-FDA		8340303	-	-	-	-	0	0	

**National Cancer Institute  
Cancer Research Center-CCR**

Allowance & Description	Project CAN	#REF!		FMB-OFM Difference	Obligs as of 2/5/2008	OBF Balance	OFM Balance	Notes
		(in whole dollars)						
		OBF Amount	OFM Amount					
CCR TRT REIM IH-ODD-FIC LACI	8340304	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-GENERAL	8340305	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-MINORITY HLTH	8340306	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-PEDIATRIC BR	8340307	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-RADTN SUPPORT	8340308	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-TRAVEL	8340309	15,495	15,495	-	15,495	0	0	Sponsored Travel
CCR TRT REIM IH-ODD-WOMENS HLTH	8340310	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-AIDS-ZEICHNER	8340311	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-MINORITY HLTH-REED	8340313	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-MINORITY HLTH-FIGG	8340314	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-CCR TRAVEL	8340315	28,050	28,050	-	28,050	(0)	(0)	Sponsored Travel
CCR TRT REIM IH-ODD-FUNCTIONAL IMAGING PROJECTS	8340316	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-RADTN ONCOLOGY BR-NORMAN COLEMAN	8340317	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-BENCH-TO-BEDSIDE SPEC FUNDS 1	8340318	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-BENCH-TO-BEDS SPEC FUND 2	8340319	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-GEOFFREY CLARK	8340320	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-GENERAL	8340410	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-MB-NIGHT CALL	8341069	75,000	75,000	-	-	75,000	75,000	
CCR TRT REIM IH-LTIB-ARMY GULLEY	8341226	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-IATAP-ZEICHNER	8341236	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-SHARED ATC FACILITY REIMB	8341243	-	-	-	-	0	0	
CCR TRT REIM IH-CTB-NNMC AWARD	8361030	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-BTB WAYNE MACKALL	8361505	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-IATAP FY03-ZEICHNER	8361506	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-BIODEF-ADHYA	8361601	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-BIODEF-FITZGERALD	8361602	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-IATAP FY03-ZEICHNER	8361627	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-BTB ZEICHNER KOUP	8361762	-	-	-	-	0	0	
CCR TRT REIM IH-LMB-CHENG-NIDDK	8361828	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-HEARING FDA P53	8362279	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-MINORITY HEALTH-M FOREMAN	8362831	-	-	-	-	0	0	
CCR TRT REIM IH-ROB-ARMY & CHUANG	8363940	-	-	-	-	0	0	
CCR TRT REIM IH-ROB-DOE & CHUANG	8363941	-	-	-	-	0	0	
CCR TRT REIMB IH-ETI-TELFORD-BTEP FUNDING	8364967	-	-	-	3,810	(3,810)	(3,810)	
CCR TRT REIM IH-ODD-BTB DENNIS	8365081	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-BTB-GIUS	8365100	-	-	-	-	0	0	
CCR TRT REIMB IH-ODD-BTB-TOSATO	8365139	-	-	-	-	0	0	
CCR TRT REIMB IH-ODD-NHLBI-MACKALL	8365140	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-IATAP FY04-MCMAHON	8365166	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-BTB-BALIS	8365200	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-NAVY-PAVLETIC	8365242	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-HRSA-PAVLETIC	8365269	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-BTB-YARCHOAN	8365843	-	-	-	1,508	(1,508)	(1,508)	
CCR TRT REIM IH-ODD-BTB-HAZRA	8365844	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-IATAP-MCVICAR	8366343	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-IATAP-POMMIER	8366344	-	-	-	-	0	0	
CCR TRT REIM IH-ETI-PAVLETIC	8366425	-	-	-	-	0	0	
CCR TRT REIM IH-POB-JAVA KHAN	8366499	-	-	-	-	0	0	
CCR TRT REIM IH-LCB-ETTORE APPELLA	8367231	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-BTB-CRYSTAL MACKALL	8367472	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-BTB-ALAN WAYNE	8367473	-	-	-	-	0	0	
CCR TRT REIM IH-ODD-BTB-BRIGITTE WIDEMANN	8367474	-	-	-	-	0	0	
CCR TRT REIM IH-LMP-COUNTER TERRORISM-WILLIAM BONNER	8367736	-	-	-	9,279	(9,279)	(9,279)	
CCR TRT REIM IH-ROB-COUNTER TERRORISM-JAMES MITCHELL	8367737	-	-	-	1,869	(1,869)	(1,869)	
CCR TRT REIM IH-POB-FDA-WEINER	8367851	-	-	-	-	0	0	
CCR TRT REIM IH-LMBT-BIODEFENSE MCMAHON AND O'KEEFE	8367895	-	-	-	-	0	0	
CCR TRT REIM IH-LCB-XIA-BIODEFENSE	8367987	-	-	-	-	0	0	
CCR TRT REIM IH-POB-ORD SCIENTIFIC SUPPORT-KAHN	8368521	-	-	-	31	(31)	(31)	
CCR TRT REIM IH-LEI-KLEINER-FDA	8368799	-	-	-	-	0	0	
CCR TRT REIM IH-ETI-FOWLER-BTB GVHD PREVENTION	8368842	-	-	-	-	0	0	
CCR TRT REIM-IH-LEI-DTRA GRANT	8371740	-	-	-	-	0	0	



**National Cancer Institute  
Cancer Research Center-CCR**

#REF!

*(in whole dollars)*

<b>Allowance &amp; Description</b>	<b>Allowance CAN</b>	<b>Project CAN</b>	<b>OFB Amount</b>	<b>OFM Amount</b>	<b>FMB-OFM Difference</b>	<b>Obligs as of 2/5/2008</b>	<b>OFB Balance</b>	<b>OFM Balance</b>	<b>Notes</b>
CCR TRT REIM IH-SB-ROSENBERG REES SCIENTIFIC		8373303	-	-	-	-	0	0	
CCR TRT REIM IH-VB-KHLEIF BENCH TO BEDSIDE		8373765	50,000	50,000	-	1,209	48,791	48,791	
CCR TRT REIM IH-MB-WILSON BENCH TO BEDSIDE		8373782	10,000	10,000	-	-	10,000	10,000	
CCR TRT REIM IH-MOB COLLABORATIVE STUDIES WITH DOD		8374279	-	-	-	-	0	0	
CCR TRT REIM IH-HAMB-WORLD AIDS FUND-YARCHOAN		8375838	-	-	-	-	0	0	
CCR TRT REIM IH-HAMB-WORLD AIDS FUND-MITSUYA		8375839	-	-	-	-	0	0	
<b>Total CCR</b>			<b>472,378</b>	<b>532,378</b>	<b>(60,000)</b>	<b>439,410</b>	<b>32,968</b>	<b>92,968</b>	

## Direct Citation

The Direct CAN Citation method of funding an activity is preferred for appropriate, approved, and documented intra-NCI fundings. The Direct CAN Citation documents permission to use another Division or IC's CAN for the dollar amount specified on the form.

When the need for a Direct CAN Citation is identified, the first step is to request a DC Number from CCR. The ARC should complete the Request for IAG Agreement Number (format attached) and send to Dexter Williams at [williade@mail.nih.gov](mailto:williade@mail.nih.gov). While it is NOT necessary to send a copy of the completed DC to OFM, a copy should always be sent to Dexter.

Direct CAN Citation number elements are defined as follows:

The type of agreement determines the number in the second position;

D2 – We are the Paying Agency

D3 - We are the Receiving Agency

The third and fourth positions will be alpha designators unique to your organizational component;

RC (CCR)

Position 5 through 8, will be sequentially assigned, beginning with the fiscal year in which the agreement was first established.

8001 (FY08)

When an agreement is “renewed”, the same number should be used, with an “-02” added to the end as the Modification number (indicating second year).

Once the IAG number has been provided, the Direct CAN Citation form will need to be completed. This form can be found at <http://mynci.cancer.gov/files/DCFORM.xls>.

**National Institutes of Health  
INTRA-NIH DIRECT CITATION AGREEMENT**

This requirement is being financed by direct citation. The receiving IC will cite the appropriation and CAN(s) provided below on the obligating document(s). The obligation(s) will not exceed the total amount authorized without prior approval from the issuing organization, and funds will not be used for any purpose other than as stated herein.

ISSUING IC:

Agreement Tracking Number:

RECEIVING IC:

Agreement Tracking Number:

Title: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Purpose and Specifications: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Financial Information: (To be filled in by Issuing IC)

Appropriation	CAN	Amount	Grant/Contract/Document Number
Total		\$ -	

Approvals:	Printed Names/Titles	Signatures	Date
Issuing IC			
Receiving IC			

Issuing IC Budget Official \_\_\_\_\_

Issuing IC AO \_\_\_\_\_

## Grants

A Grant is defined as a financial assistance mechanism providing money, property, or both to an eligible entity to carry out an approved project or activity. A Grant is used whenever the NIH Institute or Center anticipates no substantial programmatic involvement with the recipient during performance of the financially assisted activities.

All Grant applications need to be reviewed by either Michael Gandolph or Eric Hale of CCR. Jonathan Wiest needs to review all Grant applications with the Department of Defense (DOD).

Grant information can be found at NCI's website <http://mynci.cancer.gov/admin/grants>.

## Gift Fund

A Gift Fund is defined as money donated by organization or individuals for cancer research. Non-specific money is placed in the general gift fund account. These funds can be requested by any NCI PI or clinician through appropriate channels. Some donations are very specific (i.e., to be used for breast cancer, or pediatric cancers) and are “earmarked” for this purpose. The Deputy Director, NCI and the Chief Financial Officer manage this fund. If a PI is allocated Gift Funds, they must be used for the purpose they are approved. These funds are tracked separately from the PI’s allocated budget but the process is the same.

**Conditional Gift** - The donor has imposed certain conditions, such as the gift is given in support of a specific research project or investigator named by the donor, and the NCI must use the funds only for the purpose the donor has specified. Grants and awards are also conditional gifts.

**Unconditional Gift** - The donor imposes no restrictions on how the NCI uses the funds. Checks that indicate a particular disease are without additional conditions are also considered unconditional.

The NIH Gift Administration Policy can be found at <http://www1.od.nih.gov/oma/manualchapters/management/1135/>.

CCR’s Standard Operating Procedure for preparing conditional gift fund packages is attached.

The Budget Office distributes a monthly report of all active Gift Funds which is forwarded to the ARCs for review.

# Conditional Gift Fund Standard Operating Procedures

## Introduction

**Purpose/Goals/Coverage** -- This Standard Operating Procedure (SOP) provides guidance on preparing conditional gift fund packages.

## Definition

**Conditional Gift Fund** – a gift in which the donor imposes some condition or restriction on the use of the gift or as a condition to be met in order to obtain the gift. NIH is not authorized to expend conditional gift funds to support functions not encompassed within the terms of the conditions. IC Directors/Deputy Directors are responsible for accepting gifts with their statutory or delegated authority. Examples of purposes that would be considered conditional include a gift to NIH: 1) to support a specific activity conducted by the, e.g., the “Office of Research on Women’s Health”; 2) to support an identified research project performed by a specific IC laboratory or extramurally; or 3) restricting the expenditure of donated funds to certain categories of expenditures, such as personnel, equipment, and supplies.

## Requirements

1. Gifts to support activities of individual employees may be accepted only if the principal beneficiary of the gift is the NIH rather than the employee.
2. For conditional monetary gifts, the potential donor must agree in writing that, upon completion of the stipulated conditions or circumstances rendering completion of the conditions impossible, any remaining funds will be transferred to the unconditional gift account for the support of other objectives. The NIH does not have a mechanism to return any funds to the donor. The letter of acceptance of the gift must acknowledge the donor’s agreement to this condition.
3. A gift intended specifically for salary support may not be accepted.
4. Non-monetary gifts, except real estate, may be accepted where they can be of use to NIH if the total costs associated with acceptance are expected to exceed the cost of purchasing a similar item and the cost of normal care and maintenance.
5. Lease or hire of property may be accepted as gifts.
6. NCI may accept grants as conditional gifts as proper augmentation to its appropriations and it may use appropriated funds to cover any costs incurred in applying for these grants.
7. Gift funds are “no year” monies and, as such, are available until expended within any restrictions or limitations imposed by the donor.
8. Terms or conditional agreements for the conditional gift must be reviewed by the Ethics Office and signed by the Director, NCI. Administrative and CCR staff are not authorized to sign as an IC Official.

## Procedures

1. The original check should be sent directly to Vicky Perez in the Office of Budget and Finance (31/11A16) with a note that the conditional gift package is being prepared.
2. The Administrative Officer should prepare a package with the following items:

- a.  NCI Conditional Gift Package Routing Slip
  - b.  Gift Acceptance Description Form and Validity Test Survey
  - c.  Letter of acceptance of the award prepared for the IC Director's signature
  - d.  Letter of Offering or Award from outside organization (from donor)
  - e.  Gift/Grant Award Terms & Conditions Agreement (if applicable)
  - f.  Copy of the check.
3. The completed package should be sent to Rebecca Borawski, CCR ARC (31/3A19) and an electronic copy of the letter of acceptance should be emailed to Vicky Perez with a note that the hard copy package is routing for signature.
  4. Rebecca will review the package and forward to the Associate Director, Office of Policy and Intellectual Property, CCR.
  5. Associate Director, OPIP, CCR will review the terms and conditions of the agreement, add the package to the Wiki and forward to the Director, CCR for signature as the IC Recommending Official. Signature as the IC Recommending Official has not been delegated below the Director, CCR.
  6. The signed package will be forwarded to Vicky Perez in OBF. Vicky will obtain signatures from the Ethics Office and Director, NCI.
  7. Once approved, Vicky will send the letter of acceptance to the donor, assign a Gift Fund number and CAN, and add the account to the conditional gift report.
  8. Once the CAN is assigned, the AO should add the CAN and allocation into the BMS as a gift fund budget.
  9. The AO is responsible for tracking the CAN balance. Federal regulations do not allow NIH to close the fiscal year with gift fund CANs in the "red". If the Lab/Branch overspends on a gift fund CAN, the AO will be required to flip obligations to the Lab/Branch's appropriated CAN.
  10. If additional checks are received from the same donor for this account, the check and letter of award can be sent directly to Vicky Perez for deposit.

# National Cancer Institute

## Conditional Gift Package Routing Slip

February 22, 2008

To: (Name, Building, Rm number,)		Initial	Date
1. NCI Division AO			
2. NCI Division Director			
3. NCI Budget Office, Vicky Perez 31/11A16			
4. NCI Ethics Officer, Dr. Maureen Wilson 31/3A20			
5. NCI Budget Office, Vicky Perez 31/11A16			
6. NCI Deputy Director 31/11A48			
7. NCI Budget Office, Vicky Perez 31/11A16			
8. NCI Acting Director, Dr. Niederhuber 31/11A48			
<input checked="" type="checkbox"/>	Action	File	Note and Return
<input checked="" type="checkbox"/>	Approval	For Clearance	Per Conversation
<input type="checkbox"/>	As Requested	For Correction	Prepare Reply
<input type="checkbox"/>	Circulate	For Your Information	See Me
<input type="checkbox"/>	Comments	Investigate	<input checked="" type="checkbox"/> Signature
<input type="checkbox"/>	Coordination	Justify	

**Additional Info:**

Division: \_\_\_\_\_

Branch: \_\_\_\_\_

Amount: \_\_\_\_\_

Donor: \_\_\_\_\_

CAN: \_\_\_\_\_

**Comments:**

<b>Contact</b>	<b>Building, Rm No.</b>
	<b>Telephone No.</b>



## Appendix 1: Gift Acceptance Description Form and Validity Test Survey

### Section A: Gift Acceptance Description Form

IC: \_\_\_\_\_ Date: \_\_\_\_\_

IC Point of Contact (Name): \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

---

**Please Print:**

Name of Donor: \_\_\_\_\_

Donor's Address: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Donor Point of Contact (Name): \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

---

Category of Gift:

Check applicable box:            Monetary                                  Nonmonetary     

   Conditional                                  Unconditional     

   Personal Property                                  Real Property     

Amount/value of gift: \_\_\_\_\_

Description and purpose of gift including any donor imposed restrictions or conditions:

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### Section B: Validity Test Survey

This survey will help to determine whether NIH is in compliance with the statutory and delegated authorities to accept gifts from the private sector, conditional and unconditional, monetary and nonmonetary, and whether there may be any potential for a conflict of interest.

1. Will acceptance of the gift, to a reasonable person, compromise the integrity of, or the appearance of the integrity of a Governmental program or of any official involved in that program? \*

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Is there an actual or apparent conflict of interest?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Is there any matter pending before the NIH that would affect the interest of the donor, e.g., approval of a grant or award of a contract? If so, what? Indicate the nature of the matter.

Yes \_\_\_\_\_ No \_\_\_\_\_

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4. Does the NIH control activity in which the donors have an interest or the potential for an interest, such as CRADAs, research and development or other contract programs, grant programs, or clinical trials? If so, indicate which activities.

Yes \_\_\_\_\_ No \_\_\_\_\_

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5. Will the amount/value, or the nature of the gift alone raise a significant concern?

Yes \_\_\_\_\_ No \_\_\_\_\_

6. Is the gift being offered for endorsement purposes?

Yes \_\_\_\_\_ No \_\_\_\_\_

7. Does the gift meet generally acceptable public standards?

Yes \_\_\_\_\_ No \_\_\_\_\_

8. Is the gift reasonable to administer?

Yes \_\_\_\_\_ No \_\_\_\_\_

9. Will the principal beneficiary of the gift be the NIH?

Yes \_\_\_\_\_ No \_\_\_\_\_

---

10. Are there donor imposed restrictions or conditions?

Yes \_\_\_\_\_ No \_\_\_\_\_

11. Is the gift being offered to the NIH to support the activities of a specific individual employee?

Yes \_\_\_\_\_ No \_\_\_\_\_

12. What is the practical impact of the gift within the NIH or IC?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* NOTE: If the gift is from a determined “prohibited source” as defined in Section E.1. of this manual chapter, please ensure that you follow the applicable procedures outlined in that section.

If your answer was “Yes” to Question Nos. 1 - 6; or “No” to Question Nos. 7 – 9, careful scrutiny should be given to any unfavorable responses and the Office of the General Counsel should be consulted for advice.

**Signatures:**

\_\_\_\_\_  
IC Recommending Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
IC Ethics Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
IC Authorizing Official (See NIH  
Manual 1130, Finance No. 5)

\_\_\_\_\_  
Date

CONTACT NAME  
ORGANIZATION  
ADDRESS  
ADDRESS

Dear NAME:

I am delighted to write to specifically thank you for your generous and thoughtful support of the critical research here at the National Cancer Institute (NCI). I of course do so by the authority delegated to me through Section 497 of the Public Health Service Act, as amended (42 U.S.C. Sec 289f).

Thank you for your generous donation of \$XXXX (check no. XXXX) to the NCI Gift Fund Account. In accordance with your wishes, these funds will be used by the NCI to support TITLE OF PROJECT, under the direction of INVESTIGATOR. Should any unobligated excess funds remain in the account after completion of the project, or if the project becomes impossible to complete, the unexpended balance will be deposited in the NCI Unconditional Gift Fund and made available to support other activities pivotal to NCI and its mission.

Your gift will directly assist us in making progress against cancer, and will ultimately help to save lives. We have already made encouraging progress in our fight to spare patients and their families the devastating consequences of this disease. With the continuing support of individuals and organizations like yours, we will accelerate progress by capitalizing on the promise of our current research.

We deeply appreciate your kind and compassionate generosity.

Sincerely,

/s/

John E. Niederhuber, M.D.  
Director  
National Cancer Institute

**National Cancer Institute**  
**Conditional Gifts**  
**As of 02/05/08**  
(in whole dollars)

Div	Lab/Branch	PI	Gift #	Donor	CAN	FY 2007		FY 2008		
						FY 07 Carryover		FY 08 Pending Collections	FY 08 Allotted Collections	Obligation as of 02/05/08
CCR	Lab of Molecular Ce	Badenhorst	CG#001	Welcome Trust	8333834	840	0	0	0	840
CCR	Dermatology Branch	Katz	CG#002	American Academy of Dermatology	8324560	12,784	0	0	0	12,784
CCR	Medicine Branch	O'Shaughnessy	CG#003	Nat'l Race for the Cure	8324562	34,290	0	0	0	34,290
CCR	Pediatric Branch	Pizzo	CG#004	Children's Cancer Foundation	8324564	25,227	0	0	0	25,227
CCR	Human Carcinogen	Harris	CG#006	Applied Biosciences	8324568	0	0	0	0	0
CCR	Pathology	Kohn	CG#007	Mathers Foundation	8324570	2,426	0	0	0	2,426
CCR	Urologic Oncology	Linehan	CG#008	William K. Warren Foundation	8324572	336,552	0	0	0	336,552
CCR	Biomarkers & Rese	Mulshine	CG#009	Mathers Foundation	8324574	115,370	0	0	0	115,370
CCR	Experimental Immu	Shaw	CG#010	Dana Farber	8324576	1,695	0	0	0	1,695
CCR	Pathology	Guinee	CG#011	American Registry of Pathology	8324578	2,703	0	0	0	2,703
CCR	Lab of Chemopreve	Sporn	CG#012	Hoffmann-LaRoche	8324580	1,035	0	0	0	1,035
CCR	Pathology	Liotta	CG#013	Human Frontiers Science Program	8324582	(0)	0	0	0	(0)
CCR	Pathology	Jaffe	CG#014	Olympus Corp.	8324584	95	0	0	0	95
CCR	Pathology	Liotta	CG#015	Centocor	8324586	87	0	0	0	87
CCR	Veterinary and Tum	Ward	CG#016	Yamanouchi	8332681	0	0	0	0	0
CCR	Surgery	Rosenberg	CG#017	Baxter Healthcare	8324590	21,143	0	0	0	21,143
CCR	Molecular Biology	Pastan	CG#018	Merck & Co.	8324592	1,620	0	0	0	1,620
CCR	Pediatric	walsh	CG#019	Bristol Myers Squibb	8324594	145	0	0	0	145
CCR	Pediatric	walsh	CG#020	SmithKline Beecham	8324596	951	0	0	0	951
CCR	Vaccine	Berzofsky	CG#023	Mathers Foundation	8324541	11,624	0	0	0	11,624
CCR	Clin Pharmacology		CG#024	Milken Foundation	8324543	6,118	0	0	0	6,118
CCR	Metabolism	Staudt Louis	CG#025	Cancer Research Institute	8324545	930	0	0	0	930
CCR	Radiation Oncology		CG#026	Coulter Corp	8324339	(0)	0	0	0	(0)
CCR	N/A	Weinstein	CG#027	Takeda Chemical	8324353	3,706	0	0	0	3,706
CCR	Surgery		CG#028	Adity Birla	8324364	45,827	0	0	21,127	24,701
CCR	Cell Biology	Hearing	CG#030	Lawrence Gelb Foundation	8324387	1,070	0	0	0	1,070
CCR	MOB	Bates	CG#031	Zsolt Harsanyi	8323550	(611)	0	0	0	(611)
CCR	Lab of Experimenta	Young	CG#032	University of Sheffield	8323551	0	0	0	0	0
CCR	Medicine	Bates	CG#033	Sandoz Research	8323562	0	0	0	0	0
CCR	Molecular Pharmaco	Pommier	CG#034	Pharmacia-Adria	8333037	1,182	0	0	0	1,182
CCR	MOB	Fojo	CG#035	Leaderman	8321270	6,121	5,000	0	0	6,121
CCR	MOB	Kohn	CG#036	Mathers Foundation	8333034	0	0	0	0	0
CCR	Pathology		CG#037	Glaxo/Cerenex Pharmaceuticals	8333035	192	0	0	0	192
CCR	Pathology		CG#038	Berlex Laboratories	8333036	118	0	0	0	118
CCR	Navy Medical Onc.	Takimoto	CG#040	American Society of Clinical Oncol	8321278	68,095	0	0	0	68,095
CCR	Surgery Branch	Rosenberg	CG#042	Maryela Lacock	8332366	263	0	0	0	263
CCR	Medicine Branch	Mitsuya	CG#043	Japan Health Science Foundation	8332367	901	0	0	0	901
CCR	Surgery Branch		CG#044	Sherry Lansing	8332370	15,677	0	0	0	15,677
CCR	Lab of Molecular Ph	Pommier	CG#046	Merck Research Labs	8333039	358	0	0	0	358
CCR	Medicine Branch	Zujewski (was Riley)	CG#047	ASCO	8332390	1,472	0	0	0	1,472
CCR	Molecular Pharmaco	Pommier	CG#049	Pharmacia Inc.	8333041	19,950	0	0	0	19,950
CCR	Radiation Oncology Branch		CG#050	Gynecologic Cancer Foundation-Gl	8332400	(0)	0	0	0	(0)
CCR	Medicine Branch	Gudas	CG#051	Assoc. for Academic Minority Physi	8332401	773	0	0	0	773
CCR	Experimental Carc	Nagy	CG#053	NATO	8333044	42	0	0	0	42
CCR	Surgery Branch	Rosenberg	CG#054	Ted Mann Foundation	8333273	47,745	0	0	14	47,731
CCR	ETIB	Fowler	CG#055	Leukemia Society Grnt	8333229	14	0	0	0	14
CCR	Pediatric	Helman	CG#056	Alexander and Margaret Stewart Tr	8333233	317	0	0	0	317
CCR	Office of the Directo	Curt	CG#059	Pharmacia, Inc.	8333243	75	0	0	0	75
CCR	Lab of Viral Carcino	Lyons	CG#060	AKC Canine Foundation	8333297	(17)	0	0	0	(17)
CCR	MOB	Bates	CG#061	Wyeth-Ayerst	8333314	55	0	0	0	55
CCR	Surgery Branch	Rosenberg	CG#062	Sotheby's-Rosenburg (under direct	8333315	45,209	0	0	0	45,209
CCR	NMOB	Keane	CG#064	ASCO	8333316	557	0	0	0	557
CCR	Vaccine	Khelif	CG#065	ASCO	8333414	57,298	0	0	0	57,298

						FY 2007	FY 2008			
Div	Lab/Branch	PI	Gift #	Donor	CAN	FY 07 Carryover	FY 08 Pending Collections	FY 08 Allotted Collections	Obligation as of 02/05/08	FY 08 Balance
CCR	LMMB	Dimitrov	CG#066	Pediatrica AIDS Foundation	8333509	0	0	0	0	0
CCR	Surgery Branch	Rosenberg	CG#067	Washington Speakers Bureau	8332500	49,632	0	0	0	49,632
CCR	Lab of Molecular Bi	Merlino	CG#068	Deafness Research Foundation	8332473	(27)	0	0	0	(27)
CCR	Lab of Molecular Ce	Gdula	CG#069	Leukemia Society of America	8332501	493	0	0	0	493
CCR	Surgery Branch	Rosenberg	CG#070	Sidney Kimmel Foundation	8332499	46,613	0	0	0	46,613
CCR	Office of Laboratory	Jerrold Ward	CG#071	Takeda Chemicals-OLAS	8332506	(27)	0	0	0	(27)
CCR	MOB	William Figg	CG#072	Institute for Stress Management	8332540	(0)	0	0	0	(0)
CCR	MOB	William Figg	CG#073	American College of Clinical Pharr	8332541	(4)	0	0	0	(4)
CCR	Lab of Biochemistry	Claude Klee	CG#076	Eli Lilly and CO.	8332637	8,962	0	0	0	8,962
CCR	Surgery Branch	David S. Schrupp	CG#077	Thoracic Surgery Foundation	8332636	8,304	0	0	0	8,304
CCR	Lab of Cell Car. & T	Yamada	CG#078	Taisho Pharmaceuticals	8332650	19	0	0	0	19
CCR	Lab Chemopreventi	Seong-Jin Kim	CG#079	Cancer Research Institute	8332679	92	0	0	0	92
CCR	Lab of Experimenta	Young	CG#081	Bayer, Ltd	8332680	(0)	0	0	0	(0)
CCR	Surgery Branch	Rosenberg	CG#083	Tempelsman	8332582	44,816	0	0	0	44,816
CCR	Surgery Branch	Alexander	CG#084	Britannica	8332583	24,111	0	0	0	24,111
CCR	Pediatric Branch	Walsh	CG#085	Fujisawa USA, Inc.	8332208	143	0	0	0	143
CCR		Nussenzweig	CG#086	Arthritis Foundation	8332213	12,487	0	0	0	12,487
CCR	Lab of Pathology	Kohn	CG#089	Max Kohn	8332229	18,913	0	0	0	18,913
CCR	Pediatric Oncology	BAdamson	CG#090	Sugen, Inc.	8332030	0	0	0	0	0
CCR	Lab of Experimenta	Nagy	CG#091	NATO	8332037	(1)	0	0	0	(1)
CCR	Pediatric Oncology	BChanock	CG#092	Nexstar Pharmaceutical	8332066	0	0	0	0	0
CCR	Pediatrick Oncology	Nearburg	CG#093	Ewing's Sarcoma Proposal	8332191	8,680	0	0	0	8,680
CCR	Pediatrick Oncology	Walsh	CG#095	Aronex Pharmaceuticals, Inc.	8331903	5,991	0	0	0	5,991
CCR	Lab of Cellular Onc	DeClue	CG#096	National Tuberous Sclerosis Assoc	8331904	57,930	0	0	0	57,930
CCR	Metabolism	Wilson	CG#097	Standard Insurance Company	8331921	7,123	0	0	0	7,123
CCR	Surgery Branch	Rosenberg	CG#099	Pau Pankratz	8331922	9,950	0	0	0	9,950
CCR	Cancer & Developm	Stewart	CG#100	Hoffman LaRoche	8331417	594	0	0	0	594
CCR	Regulation of Cell	CVousden	CG#101	International Human Frontiers	8331434	0	0	0	0	0
CCR	Lab of Cellular Carc	Andreola	CG#102	National Italian American Foundati	8339419	0	0	0	0	0
CCR	MOB	Figg	CG#103	Henry & Shirlee Foundation	8339441	15	0	0	0	15
CCR	Regulation of Cell	C	CG#104	Hughes Medical Institute	8339442	609	0	0	0	609
CCR	ABL	Wlodawer	CG#105	Hughes Medical Institute	8339443	11	0	0	0	11
CCR	Medicine Branch	Liu	CG#106	Komen Breast Cancer Foundation	8339468	5,000	0	0	0	5,000
CCR	HAMB	Yarchoan	CG#108	Ono Pharmaceutical	8339541	0	0	0	0	0
CCR	Pediatric Oncology	Walsh	CG#109	Ortho Biotech Critical Care/Surgery	8339630	84,821	0	0	0	84,821
CCR	Genetics Branch	Ried	CG#110	Amgen Award	8339641	1,243	0	0	0	1,243
CCR	Lab of Medical Chem	Nicklaus	CG#111	CRDF	8339642	844	0	0	0	844
CCR	Radiation Oncology	Menard	CG#112	ASTRO	8335622	4,874	0	0	0	4,874
CCR	Surgery Br	Rosenberg	CG#114	Kate's Foundation	8330437	179,600	0	0	0	179,600
CCR	Lab of Molecular Im	Durum	CG#115	Immune Deficiency Foundation	8330611	0	0	0	0	0
CCR	LRBGE	Yokochi	CG#118	RSRF	8335642	5,844	0	0	0	5,844
CCR	Lab of Metabolism	Gonzalez	CG#120	Welcome Trust	8320474	48	0	0	0	48
CCR	POB	Mackall	CG#121	Children's Cancer Foundation, Inc.	8320547	(2,522)	0	0	3,369	(5,891)
CCR	Radiation Oncology	Karimpour	CG#122	Radiological Society of North Amer	8341230	17,227	0	0	0	17,227
CCR	LMB	Adhya	CG#124	Human Frontier Science	8339276	45	0	0	70	(25)
CCR	Lab of Pathology	Best	CG#125	FNIH	8339277	0	0	0	0	0
CCR	Genetics Branch	Kirsch	CG#126	John Hopkins	8339299	0	0	0	0	0
CCR	LBC	Risinger	CG#127	Jackson Foundation	8337929	9,862	0	0	0	9,862
CCR	POB	Khan	CG#130	Hope Street Kids	8334750	90,084	25,000	0	0	90,084
CCR	Surgery Br	Rosenberg	CG#131	Scott Carlson	8360514	10,500	0	0	0	10,500
CCR		Cho Chung	CG#132	U of Pennsylvania	8360799	0	0	0	0	0
CCR		Cho Chung	CG#133	Genta Incorporated	8360800	5,182	0	0	0	5,182
CCR	LMB	Hassan	CG#134	ASCO	8361001	101,113	0	0	0	101,113
CCR	Surgery Br	Rosenberg	CG#135	Howard Little	8361886	616	0	0	0	616
CCR	LGD	O'Brien	CG#137	Morris Animal Foundation	8363099	11,875	0	0	0	11,875
CCR		Wlodawer	CG#138	US CDRF	8363759	15	0	0	0	15
CCR		Fornance	CG#140	JL Shepherd	8363802	488	0	0	0	488
CCR	LMI	Edamatsu	CG#141	KCI Co., Japan	8364102	188	0	0	0	188
CCR	Metabolism	Wyndham	CG#142	Heilman	8364341	1,000	0	0	0	1,000
CCR	SB	Schrump	CG#143	Clifton O Myll Ttee	8364195	63,928	0	0	2,147	61,781

						FY 2007	FY 2008			
Div	Lab/Branch	PI	Gift #	Donor	CAN	FY 07 Carryover	FY 08 Pending Collections	FY 08 Allotted Collections	Obligation as of 02/05/08	FY 08 Balance
CCR	LICB	Srinivasula	CG#146	Thomas Jefferson U	8364382	108,072	0	0	0	108,072
CCR	LM	Kusakabe	CG#147	Fukushima Medical Fnd	8364739	10	0	0	0	10
CCR	Surgery Br	Rosenburg	CG#148	Fidelity Investments (Donna & Alan	8364400	20,000	0	0	0	20,000
CCR	LMB	Kreitman	CG#149	Hairy Cell Leukemia Fnd	8364409	(0)	0	0	0	(0)
CCR	MOB	Dennis	CG#151	FNH	8364826	(0)	0	0	0	(0)
CCR	ETIB	Rader	CG#152	Cancer Research Institute	8365082	8,947	0	0	1,021	7,926
CCR	MB	Fornace	CG#153	CRDF	8365168	309	0	0	0	309
CCR	LCRC	Seong-Jin Kim	CG#154	Korean Advanced Institute of Scien	8365169	178	0	0	0	178
CCR	METB	Louis Staudt	CG#155	Lymphoma Research Foundation	8365231	163,657	0	0	0	163,657
CCR	LGD	O'Brien	CG#156	Nestle Purina PetCare global Reso	8365360	0	0	0	0	0
CCR	LCRC	Seong-Jin Kim	CG#157	Boston Univ. Scool of Med, Wound	8365463	228	0	0	0	228
CCR	LI	Masaya Baba	CG#158	Yokohama Foundation	8365526	10	0	0	0	10
CCR	LMB	Xiaoling Zhu	CG#159	FNH	8365538	473	0	0	0	473
CCR	HIV/DRP	Ambrose/Ramani	CG#160	Amer. Foundation for AIDS Resear	8365888	64,491	0	0	0	64,491
CCR	LMI	Hurwitz	CG#162	T.R.U.E. Research Foundation	8366159	29,897	0	18,145	0	48,042
CCR	LMB	Shen-Yann Cheng	CG#163	The Endocrine Society	8366143	21,138	0	0	(39)	21,177
CCR	POB	Khan	CG#164	The Children's Cancer Foundation,	8366228	29,370	116,000	0	100	29,270
CCR	MCL	Wlodawer	CG#165	Kyoto Pharmaceutical University	8366251	8,228	0	0	0	8,228
CCR	ETIB	Rader/Tangkeangsirisin	CG#166	Commission on Higher Ed. Of Thai	8366370	(10)	0	0	0	(10)
CCR	LEC	Thorgeirsson	CG#167	Prof. Eiji Kobayashi-CMM, Jichi Me	8366371	4,799	0	0	0	4,799
CCR	MCGP	Kaldis	CG#168	The European Assoc. against ELA	8366381	1,062	0	0	0	1,062
CCR	LCRC	Roberts	CG#169	Eli Lilly thru FASEB	8366527	5,652	0	0	0	5,652
CCR	UOB	Neckers	CG#170	Kyowa Hakko Research Institute	8366528	989	0	0	0	989
CCR	LPDS	Weissman	CG#171	Michael J. Fox Foundation	8366540	85,066	0	0	26,826	58,240
CCR	LPC	Suzuki/Rusetti	CG#172	Nat.Ag. & Bio- Research Org. Japa	8366593	0	0	0	0	0
CCR	LRBGE	MISTELI-HAGER	CG#173	ISDS	8366562	207	0	0	0	207
CCR	Lab of Protein Dyna	Weissman	CG#176	Multiple Myeloma Research Found	8367459	20,640	0	0	135	20,505
CCR	LCB	Ludwig	CG#177	American Society of Clinical Oncol	8367601	2,544	0	0	0	2,544
CCR	LCRC	Roberts	CG#180	Association pour la Recherche sur	8367842	23,022	0	0	0	23,022
CCR	LP	Kohn	CG#181	Margaret Freidman Trust	8367953	846,000	0	0	0	846,000
CCR	LGD	Dean	CG#182	PXE International	8367954	0	0	0	0	0
CCR	OD	Zhu	CG#184	Foundation for NIH-Sallie Rosen K	8368115	5,000	0	0	0	5,000
CCR	METB	Staudt	CG#185	Lymphoma Research Foundation	8368123	309,923	29,075	29,075	(13)	339,011
CCR	LRBGE	McNally	CG#186	Human Frontier Science Program	8368124	77,882	0	0	21,502	56,380
CCR	EIB	Nussenzweig	CG#187	A-T Children's Project	8368365	(7,318)	0	0	0	(7,318)
CCR	POB	Fry	CG#188	Childrens Cancer Foundation	8368366	98,531	0	0	6,975	91,556
CCR	NB	Dimitrov	CG#190	University of Alabama at Birmingha	8368446	26	0	56,219.00	2,918	53,326
CCR	LCRC	Roberts	CG#191	Susan G. Komen Breast Cancer Fc	8368447	10,000	0	0	0	10,000
CCR	METB	Waldmann	CG#192	University of Debrecen Health Scie	8368448	11,500	0	0	0	11,500
CCR	SB	Rosenberg	CG#194	Meyer Foundation	8368741	1,364,305	0	0	301	1,364,004
CCR	POB	Fry	CG#195	Rally Foundation	8369204	500	0	0	0	500
CCR	LMP	Steeg	CG#198	T.R.U.E. Research Foundation	8370186	(66,249)	0	75,638.00	40,288	(30,899)
CCR	POB	Khanna	CG#199	Canine Health Foundation	8370269	11,750	0	0	0	11,750
CCR	LRBGE	Misteli	CG#200	Progeria Research Foundation	8370739	41,503	12,500	12,500	(15)	54,018
CCR	ROB	Camphausen	CG#201	T.R.U.E. Research Foundation	8371600	6,925	0	0	0	6,925
CCR	POB	Fry	CG#203	Children's Cancer Foundation	8371601	98,500	0	0	12,448	86,052
CCR	Lab of Cellular Onc	Lowy and Schiller	CG#204	Samuel Waxman Cancer Research	8372867	48,430	0	0	0	48,430
CCR	POB	Khanna	CG#205	Morris Animal Foundation	8373075	47,440	0	0	147	47,293
CCR	SB	Rosenberg	CG#206	Steidinger Family Foundation	8373224	20,000	0	0	0	20,000
CCR	SB	Rosenberg	CG#207	Milstein Foundation	8373076	1,000,000	0	1,000,000	0	2,000,000
CCR	Genetics Branch	Kuehl	CG#208	Multiple Myeloma Research Found	8375370	36,800	0	0	0	36,800
CCR	Vaccine	Berzofsky	CG#209	Sophie Taffler Trust	8373458	15,000	0	0	0	15,000
CCR	POB	Su Young Kim	CG#211	Sarcoma Foundation America	8374366	25,000	0	0	0	25,000
CCR	MOB	Nilofer Azad	CG#216	ASCO Foundation YIA	8375531	25,000	25,000	0	6,228	18,772
CCR	LHC	G.H. Nguyen	CG#217	American Academy of AAI	8375618	2,000	0	0	0	2,000
CCR	POB	Fry, Capitini	CG#218	Community Fndn NJ Kids Cancer	8375371	90,000	0	0	2,438	87,562
CCR	CCR	G.H. Nguyen	CG#219	Crohn's and Colitis Foundation	pending	0	0	0	0	0
CCR	LEI	Ruscetti	CG#222	Parasol Community Foundation	8376633	0	0	20,000.00	0	20,000
CCR	POB	Su Young Kim	CG#223	Children's Cancer Foundation	8376968	0	0	70,000	0	70,000
CCR	LBMB	Ranjan	CG#225	Leukemia & Lymphoma Society	8376969	0	0	12,500	0	12,500

						FY 2007	FY 2008			
Div	Lab/Branch	PI	Gift #	Donor	CAN	FY 07 Carryover	FY 08 Pending Collections	FY 08 Allotted Collections	Obligation as of 02/05/08	FY 08 Balance
CCR		G.H. Nguyen	CG#227	New York Academy of Medicine	8377683	0	1,750	0	0	0
CCR	Surgery Br	Dr. Steven Rosenberg	CG#228	Adelson Medical Research Fnd	8377684	0	713,750	0	0	0
CCR	Surgery Br	Dr. Steven Rosenberg	CG#229	Sam Donaldson	8377685	0	5,000	0	0	0
CCR		Dr. John Schiller	CG#230	Novartis Prize (Schiller)	8377686	0	21,948	0	0	0
CCR		Dr. Douglas Lowy	CG#231	Novartis Prize (Lowy)	8377687		21,948	0	0	0
CCR		Dr. Qian Zhang	CG#232	American Brain Tumor Assn	pending		15,208	0	0	0
<b>Total CCR</b>						<b>6,506,760</b>	<b>992,179</b>	<b>1,294,077</b>	<b>147,987</b>	<b>7,652,850</b>



## **Cooperative Research and Development Agreement (CRADA)**

CRADAs are initiated when two or more PIs both inside and outside the government pool their resources to investigate a research/clinical question. The Technology Transfer group is responsible for handling the initiation of such an agreement.

### **CRADA Establishment**

The Federal Technology Transfer Act (FTTA) allows for the creation of CRADAs between Federal laboratories, universities, and industry. CRADAs are the basis for outside collaboration. A CRADA will originate from discussion between a Federal scientist and his/her counterpart(s) in industry or elsewhere (referred to as the collaborator). A written description of the research and development project and each party's contribution is negotiated. The agreement has no mandatory length but is often written for 1 to 3 years, renewable at the mutual agreement of the parties.

### **CRADA Management**

CRADAs are negotiated by the Technology Transfer Center (TTC). TTC is responsible for determining what constitutes a legitimate CRADA. Once a CRADA has been signed and completed, TTC sends OBF a copy of the signature page of the CRADA and requests that a CAN be set up for that individual CRADA. A CAN will not be established without the signature page. OBF is responsible for tracking CRADA collections and obligations.

CRADA checks are sent through OBF via TTC to be recorded and deposited into NCI's CRADA allowance. Once recorded, OBF sends the CRADA check to NIH/OFM for deposit. CRADAs are "X" year, non-appropriated money and are active for as long as the CRADA itself is active. Once a CRADA has expired, it should be closed and any monies remaining on the account are returned to the collaborator or the CRADA can be renewed with the agreement of both parties.

The Budget Office sends monthly reports to division representatives to make them aware of current CRADA balances, pending allotments, and expired CRADAs. These reports are distributed to the ARCs for review.

National Cancer Institute  
CRADA Status  
As of 02/05/08  
(in whole dollars)

DI	Collaborator	CRADA		Status per files	Date Established	Expiration Date	FY 2007		FY 2008					
		Number	Branch				CAN	FY 07 Carryover	Returned	FY 08 Pending Collections	FY 08 Alloted Collections	Obligations	FY 08 Balance to Obligate	
CCR	Dow Chemical	0014	LTIB	8333334	0	?	?	35	0	0	0	0	0	35
CCR	Amer. Cynamid (Wyeth-Ayerst)	0016	LTCB	8323055	0	?	?	1,534	0	0	0	0	0	1,534
CCR	Genetest Corp.	0078	LMC	8329357	0	?	?	7,338	0	0	0	0	0	7,338
CCR	Virogenetics, Inc.	0098	LTCB	8329386	Open	4/22/91	4/22/04	30	0	0	0	0	0	30
CCR	Creative BioMolecules	0100	EIB	8333046	Open	3/1/91	3/1/95	3,085	0	0	0	0	0	3,085
CCR	CSPI/Scanalytics	0115	LECB	8333047	Open	9/15/92	9/15/95	240	0	0	0	0	0	240
CCR	Molecular Oncology	0122	LMB	8333055	Open	8/1/91	8/1/92	13,347	0	0	0	0	0	13,347
CCR	Nestec	0123	LHC	8323169	Open	10/26/92	10/26/97	4,192	0	0	0	0	0	4,192
CCR	Nippon Paper (Sanyo-Kokusaku)	0125	MB	8323151	Open	9/18/92	9/18/95	1,266	0	0	0	0	0	1,266
CCR	Foundation for the Promotion of Cncer Rsrch	0127	LCCTP	8329363	Open	10/29/91	?	3,492	0	0	0	0	0	3,492
CCR	Genetic Therapy	0137	LCB	8333074	Open	10/23/95	10/23/98	5,000	0	0	0	0	0	5,000
CCR	Genetic Therapy	0137	MB	8333075	Open	10/23/95	10/23/98	51,279	0	0	0	0	0	51,279
CCR	Elan Corp.	0139	CPB	8323152	Open	?	?	0	0	0	0	0	0	0
CCR	Mobil Oil	0140	LCC	8323146	Closed	8/24/92	8/21/96	0	0	0	0	0	0	0
CCR	Genetix Phar. - Gottesmann	0150	LCB	8333048	Open	?	?	0	0	0	0	0	0	0
CCR	Genetix Phar. - Pastan	0150	LMB	8333049	Open	?	?	0	0	0	0	0	0	0
CCR	Toyobo	0166	LI	8333052	Open	9/1/93	9/1/97	183	0	0	0	0	0	183
CCR	Hybridon, Inc.	0175	LTCB	8323196	Open	4/5/93	4/5/95	90,692	0	0	0	0	0	90,692
CCR	Lynx Therapeutics	0193	CPB	8323558	Open	2/28/94	2/28/96	9,339	0	0	0	0	0	9,339
CCR	Roche Diagnostics	0194	LMB	8333242	Open	7/30/92	6/8/00	1,840	0	0	0	0	0	1,840
CCR	Comedicus	0198	LCC	8323547	Closed	4/22/94	4/22/98	0	0	0	0	0	0	0
CCR	Innovir Labs.	0205	LTCB	8333605	Open	10/18/94	?	999	0	0	0	0	0	999
CCR	Genetics Institute	0212	LMI	8333054	Open	1/30/95	4/29/98	6,252	0	0	0	0	0	6,252
CCR	SmithKline Beecham Pharm.	0213	LMI	8333053	Open	10/21/94	10/20/95	3,160	0	0	0	0	0	3,160
CCR	MedImmune	0214	CRB	8332365	Open	10/21/94	10/20/99	0	0	0	0	0	0	0
CCR	Therion Biologics	0220	LTIB	8333051	Open	9/26/94	9/25/09	1,525,288	0	0	0	114,759	1,410,530	1,410,530
CCR	Biomira USA, Inc.	0225	MB	8332488	Open	2/10/94	5/23/02	38,869	0	0	0	0	0	38,869
CCR	Therion Biologics	0230	SB	8333612	Open	10/31/94	10/31/04	1,838	0	0	0	0	0	1,838
CCR	Genzyme Corporation	0236	SB	8333401	Open	2/17/95	8/14/02	1	0	0	0	0	0	1
CCR	Neoprobe Corporation	0268	LTIB	8333050	Closed	1/27/95	1/27/00	(0)	0	0	0	0	0	(0)
CCR	Chiron Corporation	0272	BPRB	8332708	Open	12/29/96	12/30/99	0	0	0	0	0	0	0
CCR	Beiersdorf AG	0289	LCB	8333283	Closed	11/2/95	12/31/99	2,709	0	0	0	0	0	2,709
CCR	US Bioscience	0295	HAMB	8332677	Open	12/17/97	12/17/01	177,684	0	0	0	0	0	177,684
CCR	Aronex Pharmaceuticals, Inc.	0304	LMP	8333272	Open	?	?	17	0	0	0	0	0	17
CCR	Cell Genesys, Inc.	0334	LTIB	8333501	Open	?	?	(7)	0	0	0	0	0	(7)
CCR	Tanabe Research Labs	0339	LMI	8333241	Open	12/8/95	12/7/96	(20)	0	0	0	0	0	(20)
CCR	Paraselsian	0344	LTCB	8333502	Open	12/18/96	12/18/98	62	0	0	0	0	0	62
CCR	Agracetis, Inc.(Auragen, Inc.)	0348	SB	8333294	Open	8/23/94	5/9/01	1,344	0	0	0	784	561	784
CCR	Boehringer Mannheim	0351	LMB	8332698	Open	1/13/97	1/13/01	93	0	0	0	0	0	93
CCR	Eli Lilly & Company	0355	PB	8333308	Open	4/18/96	6/16/02	7,165	0	0	0	0	0	7,165
CCR	Genzyme Corporation	0359	MB	8332449	Open	4/16/97	4/16/02	12,420	0	0	0	0	0	12,420
CCR	BMS/Clairol, Inc.	0369	LCB	8332578	Open	2/19/98	2/19/01	7,195	0	0	0	0	0	7,195
CCR	Hybridon, Inc.	0428	BRL	8332656	Open	12/17/96	12/17/99	5,775	0	0	0	0	0	5,775
CCR	Battle Memorial Institute	0447	BPRB	8332065	Open	1/29/97	8/12/01	215	0	0	0	0	0	215
CCR	Beiersdorf AG	0466	LCB	8332657	Open	10/22/97	12/31/08	94,346	0	0	0	0	141	94,205
CCR	Arcturus Engineering, Inc.	0474		8339467	Open	10/1/97	10/1/99	0	0	0	0	0	0	0
CCR	Alliance Pharmaceuticals, Inc.	0492	LCC	8332699	Open	1/13/98	1/13/00	0	0	0	0	0	0	0
CCR	Roche Biosciences	0529	LCMB	8332507	Open	7/3/97	7/2/98	132	0	0	0	0	0	132
CCR	Pfizer, Inc.	0600	LMC	8332211	Open	4/17/98	4/21/99	24,206	0	0	0	0	0	24,206
CCR	Cell-Sci Corporation	0605	LCRC	8332672	Open	12/17/97	12/16/00	2	0	0	0	0	0	2
CCR	MITOS, Inc./ Dr. Mitchell	0619	RB	8332025	Open	6/9/98	6/9/03	62,629	0	0	0	0	0	62,629
CCR	Affymetrix	0625	LGD	8332024	Open	4/20/99	10/20/99	19	0	0	0	0	0	19
CCR	Merck & Co., Inc.	0665	PB	8332011	Open	10/2/98	10/1/02	4,243	0	0	0	(15,519)	19,762	19,762
CCR	Beecher Company	0673	CPB	8331949	Open	12/10/99	12/10/03	(2)	0	0	0	0	0	(2)
CCR	Millennium Pharmaceuticals	0676	ROB	8377822	Open	12/19/98	2/19/09	0	0	0	0	0	0	0

DI	Collaborator	CRADA			Status per files	Date Established	Expiration Date	FY 07 Carryover	Returned	FY 08 Pending Collections	FY 08 Alloted Collections	Obligations	FY 08 Balance to Obligate
		Number	Branch	CAN									
CCR	Bristol Myers Squibb	0686	MB	8332240	Open	6/9/98	6/9/01	226,996	0	0	0	0	226,996
CCR	NitroMed, Inc.	0687	LCC	8332028	Open	10/9/98	6/18/00	31,777	0	0	0	0	31,777
CCR	Lederle-Praxis Biologicals	0726	BRL	8332013	Open	5/5/98	10/30/01	770	0	0	0	0	770
CCR	Virus Research Institute, Inc.	0740	SB	8332190	Open	9/9/98	9/9/00	124	0	0	0	0	124
CCR	Neo Pharm, Inc.	0784	LMB	8332027	Open	5/19/99	5/18/03	(828)	0	0	0	(6)	(821)
CCR	Koninklijke Philips Electronics NV	0789	RBB	8339455	Open	2/29/00	2/28/04	0	0	0	0	0	0
CCR	Vical Incorporated	0791	SB	8332014	Open	10/27/98	10/27/01	33,620	0	0	0	0	33,620
CCR	Wyeth-Lederle Vaccines and Pediatrics	0798	LCO	8341101	Open	12/14/01	12/14/04	37,963	0	0	0	0	37,963
CCR	IDEC Pharmaceuticals Corp.	0818	LMB	8332017	Closed	12/24/98	12/23/02	0	0	0	0	0	0
CCR	Shearwater Corporation	0837	MTDDP	8341094	Open	6/21/01	6/25/03	150,000	0	0	0	0	150,000
CCR	Biogen Inc.	0847	MBTL	8339457	Open	3/21/00	3/6/07	47,483	0	0	0	14,673	32,809
CCR	Abgenix Incorporated	0851		8330612	Open	6/25/01	6/25/03	(11)	0	0	0	0	(11)
CCR	AlbaPharm, Inc.	0863	LMB	8331948	Open	9/7/99	9/6/03	363	0	0	0	0	363
CCR	AlbaPharm, Inc.	0881	LMB	8331943	Open	9/7/99	9/6/03	148	0	0	0	0	148
CCR	Medtronic AVE, Inc.	0883	LCC	8331947	Open	10/26/99	10/26/03	319	0	0	0	0	319
CCR	Achillion Pharmaceuticals, LLC	0928	LCB	8339640	Open	11/20/00	5/19/04	6,853	0	0	0	0	6,853
CCR	Human Genome Sciences	0929	MET	8341097	Open	10/25/01	10/24/05	4,963	0	0	0	0	4,963
CCR	Astellas Pharma US, Inc. (Fujisawa Healthcare)	0966	POB	8341257	Open	3/26/01	3/25/08	179,152	0	0	0	0	179,152
CCR	Apoptogen, Inc.	0968	MET	8339494	Open	5/14/00	5/14/04	3,269	0	0	0	0	3,269
CCR	Vion Pharmaceuticals, Inc.	0998	SB	8339464	Open	3/23/00	4/7/05	50	0	0	0	0	50
CCR	Wyeth-Ayerst Research	1001	MB	8339490	Open	3/6/00	3/6/02	0	0	0	0	0	0
CCR	Genaissance Pharmaceutical	1017	LBC	8339554	Open	2/1/00	9/21/02	3,118	0	0	0	0	3,118
CCR	CelSci Corp	1025		8339497	Closed	5/30/92	9/18/97	4,293	0	0	0	0	4,293
CCR	Intronn, Inc.	1028	BRL	8361090	Open	11/8/00	11/8/07	101	0	0	0	0	101
CCR	AVENTIS	1029	LGD	8339651	Open	3/14/01	3/14/05	21,069	0	0	0	0	21,069
CCR	Biovest International, Inc.	1030	ET	8330616	Open	9/5/01	9/5/09	441,750	0	0	0	26,998	414,751
CCR	Celgene Corporation(Figg)	1031	CTB	8339578	Open	11/2/00	11/2/05	7,003	0	0	0	5,971	1,032
CCR	Celgene Corporation (Yarchoan)	1031	HAMB	8339659	Open	11/2/00	11/2/05	4,000	0	0	0	0	4,000
CCR	Celgene Corporation (Fine)	1031	NOB	8339660	Open	11/2/00	11/2/05	187,500	0	0	0	0	187,500
CCR	Vysis Inc	1039	MB	8339661	Open	4/5/01	7/31/05	0	0	0	0	0	0
CCR	Celgene Corporation	1047	SB	8339577	Open	11/10/00	11/10/10	220,332	0	125,000	0	157,545	62,786
CCR	20/20 Gene Systems, Inc.	1124	LP	8339531	Open	6/30/00	6/30/05	(4,192)	0	0	0	0	(4,192)
CCR	Genta Inc.	1200	BRL	8339627	Open	1/15/01	1/15/03	8,409	0	0	0	0	8,409
CCR	Baker Norton Corporation	1214	LMB	8330333	Open	10/27/00	3/20/03	1,352	0	0	0	0	1,352
CCR	Wyeth-Lederle Vaccines	1259	BRL	8341099	Open	2/4/02	2/4/07	(20)	0	0	0	0	(20)
CCR	Wyeth-Lederle Vaccines	1259	7	8367859	Open	2/4/02	2/4/07	289,511	0	0	0	0	289,511
CCR	DGI Biotechnologies	1299	LTI	8339662	Open	3/22/01	3/22/03	(4)	0	0	0	0	(4)
CCR	Delcath Systems Inc	1303	SB	8341098	Open	12/14/01	12/14/11	202,772	0	250,000	250,000	97,518	355,253
CCR	Millennium	1306	LEI	8320473	Open	2/28/02	2/28/03	0	0	0	0	0	0
CCR	NeoRx	1339	MET	8334306	Open	7/21/01	7/21/05	4,966	0	0	0	0	4,966
CCR	Genzyme Corporation	1361	VB	8363745	Open	8/29/03	11/30/10	146,388	0	50,000	0	2,356	144,032
CCR	Eli Lilly and Company	1364	NOB	8360483	Open	9/27/02	9/26/08	720,000	0	0	0	0	720,000
CCR	Celgene Corporation	1370	NOB	8363460	Open	9/16/03	9/16/07	349,939	0	0	0	4,578	345,361
CCR	IVAX Research, Inc.	1387	LMB	8361884	Open	4/24/03	4/23/08	5,000	0	0	0	0	5,000
CCR	Actinium, Inc.	1412	ROB	8360484	Open	5/21/02	5/20/09	2,750	0	0	0	0	2,750
CCR	Medarex, Inc	1420	SB	8341100	Open	2/8/02	2/8/10	43,624	0	125,000	125,000	64,171	104,453
CCR	Emispec System Inc	1456	LB	8341222	Open	3/14/02	3/14/04	0	0	0	0	0	0
CCR	Gatan, Inc.	1549	LCB	8361044	Open	12/13/02	12/12/06	(4,472)	0	0	0	0	(4,472)
CCR	LG Biomedical Institute	1552	DB LM	8341234	Open	5/15/02	5/15/03	(65)	0	0	0	840	(905)
CCR	MC3, Inc.	1594	LCC	8361240	Open	1/10/03	1/10/06	(32)	0	0	0	0	(32)
CCR	MedImmune, Inc.	1643	MET	8365078	Open	5/7/04	11/7/06	249,425	0	0	0	1,612	247,813
CCR	Gloucester Pharmaceutical, Co.	1683	CTB	8361422	Open	3/12/03	9/12/09	64,531	0	0	130,000	98	194,434
CCR	IVAX Research, Inc.	1817	LMB	8363519	Open	8/22/03	8/21/06	0	0	0	0	0	0
CCR	Morphotek, Inc.	1832	LMB	8364381	Open	1/5/04	1/4/08	141,182	0	0	0	0	141,182
CCR	Cytheris, S.A.	1837	SB	8366979	Open	5/20/05	5/20/09	9,765	0	0	50,000	34,425	25,340
CCR	Rexahn Corporation	1840	LM	8361813	Open	5/12/03	5/12/05	111	0	0	0	0	111
CCR	Enzon Pharmaceuticals, Inc.	1856	LMB	8366398	Open	12/11/03	12/10/06	202	0	0	0	0	202
CCR	Genzyme Molecular Oncology	1865	MCGP	8366248	Open	12/14/04	12/13/07	1,400	0	0	0	3,225	(1,825)
CCR	GenVec, Inc.	1874	SB	8363747	Open	10/15/03	10/15/07	31,426	0	0	0	105	31,321
CCR	Mitos Pharmaceuticals Inc.	1888	RBB	8367891	Open	7/14/05	7/13/10	(1,780)	0	0	0	0	(1,780)
CCR	American BioScience, Inc.	1892	CTB	8366399	Open	11/30/04	11/30/09	48,497	0	0	0	0	48,497

DI	Collaborator	CRADA		Status per files	Date Established	Expiration Date	FY 07 Carryover	Returned	FY 08 Pending		FY 08 Alloted		FY 08 Balance to Obligate
		Number	Branch						CAN	Collections	Obligations	Collections	
CCR	NewLink Genetics Corporation	1901	MET	8364082	Open	1/5/04	1/5/08	41,869	0	0	0	1,581	40,289
CCR	FEI Company	1963	LCB	8367604	Open	6/2/05	6/1/08	17,286	0	0	0	0	17,286
CCR	Vicuron Pharmaceuticals Inc.	1968	POB	8365241	Open	6/16/04	6/16/06	160,000	0	0	0	0	160,000
CCR	Celsion Corporation	1974	SB	8365726	Open	9/30/04	9/30/09	288,847	0	0	75,000	242,484	121,363
CCR	Medimmune, Inc.	1975	LMB	8366081	Open	12/31/04	12/12/08	(238,811)	0	0	0	4,781	(243,593)
CCR	Medimmune, Inc.	1975	LMB	8368838	Open	12/31/04	12/12/08	18,282	0	195,000	0	0	18,282
CCR	Medtronic Vascular, Inc.	1988	LCC	8365527	Open	8/27/04	8/26/06	66,039	0	0	0	135	65,904
CCR	AstraZeneca Pharmaceuticals LP	2050	UOB	8376918	Open	8/17/06	8/16/09	55,000	0	110,000	0	0	55,000
CCR	Polyphor Ltd.	2060	LMI	8366526	Open	4/1/05	4/1/07	0	0	0	0	0	0
CCR	Stemline Therapeutics	2076	LMB	8367602	Open	7/1/05	6/30/06	11,143	0	0	0	0	11,143
CCR	EvoGenix Ltd.	2087	ACF	8373228	Open	4/28/06	4/28/11	29,147	0	0	15,000	2,626	41,522
CCR	Profectus Biosciences	2110	NOB	8368548	Open	?	?	12,000	0	0	0	0	12,000
CCR	Enzon Pharmaceuticals, Inc.	2162	LMP	8372902	Open	11/28/06	11/27/08	0	0	0	0	0	0
CCR	Cambridge Antibody Technology Limited (Genencx	2204	LMB	8373229	Open	?	?	560,329	0	0	0	76,013	484,316
CCR	Cambridge Antibody Technology Limited (Genencx	2204	OD	8373230	Open	?	?	0	0	0	0	0	0
CCR	Bristol Myers Squib	0064B	MB	8333399	Open	?	?	430	0	0	0	0	430
CCR	Nikko Kyodo/Japan Energy Corp./Dr. Mitsuya	0143A	MB	8323548	Open	?	?	1,376	0	0	0	0	1,376
CCR	Nikko Kyodo/Japan Energy Corp./Dr. Yarchoan	0143B	MB	8333287	Open	?	?	212	0	0	0	0	212
CCR	Adria Labs	0156B		8332472	Open	?	?	820	0	0	0	0	820
CCR	Lynx Therapeutics	0171A	LTCB	8323161	Open	?	?	0	0	0	0	0	0
CCR	Lynx Therapeutics-Ensoli	0171B	LTCB	8324373	Open	?	?	0	0	0	0	0	0
CCR	Becton, Dickinson and Company	2096	ETIB	8373695	Open	4/17/07	4/17/12	22,478	0	56,250	0	24,290	(1,812)
CCR	Introgen Therapeutics, Inc.	2177	SB	8373459	Open	3/22/07	3/22/12	37,500	0	37,500	0	0	37,500
CCR	Marine Polymer Technologies	2199	VB	8373460	Open	3/23/07	3/27/10	55,000	0	55,000	0	0	55,000
CCR	International AIDS Vaccine Initiative	2253	VB	8374332	Open	6/13/07	3/13/10	241,383	0	0	0	58,890	182,493
CCR	Systems Medicine Inc.	2263	NP	8375362	Open	7/31/07	7/31/12	165,000	0	0	0	3,066	161,934
CCR	Inovio Biomedical Corp.	2289	VB	8374824	Open	7/17/07	7/17/10	3,000	0	3,000	0	0	3,000
CCR	Chemo-Sero-Therapeutic Research	2288	VB	8376280	Open	9/10/07	9/10/09	0	0	0	170,000	0	170,000
CCR	GlaxoSmithKline	2277	LMP	8376629	Open	9/18/07	9/17/09	0	0	51,104	0	1,525	(1,525)
CCR	Morphotek, Inc.	2313	LMB	8376778	Open	10/13/07	10/12/10	0	0	0	120,000	4,503	115,497
CCR	GlaxoSmithKline	2357	LMP	8377678	Open	12/18/07	2/19/09	0	0	44,062	0	0	0
<b>Total CCR</b>								<b>7,640,716</b>	<b>0</b>	<b>1,101,916</b>	<b>935,000</b>	<b>934,168</b>	<b>7,641,548</b>

## **Outside Funding**

Outside funds are non-appropriated monies that are NOT part of the Lab's allocated budget from CCR. Examples of outside funds are Gift Funds, CRADAs, Reimbursables (IAGs), etc. These funds are tracked separately with outside CANs and center numbers. The ARC maintains a spreadsheet of all of the outside funding by Lab/PI.

"Funding" of these dollars to the SAIC Contract is the process where the outside money is transferred from the CAN to the center number to cover costs spent in Frederick. Funding is done on a quarterly basis (January, March, June, and September) and is coordinated through the ARC.

**FY08 FCRDC LABS**  
**Summary of "Outside" Budgets**

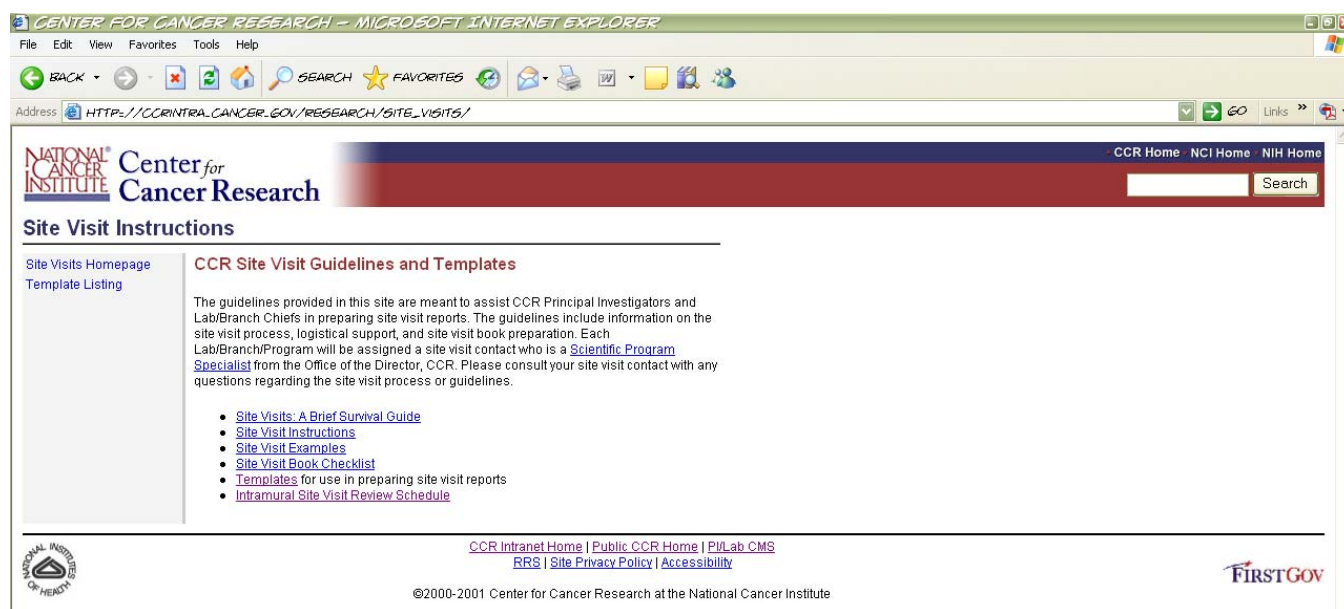
<b>Lab</b>	<b>PI</b>	<b>Type</b>	<b>Center #</b>	<b>Prior Year Money @ Frederick</b>	<b>Cost in FY08 as of 2/11/08</b>	<b>Balance</b>	<b>New FY08 Money or Money in the CAN @ NIH</b>
Lab 1	Dr. X	CRADA Medtronic	167*****	\$28,000	\$17,879	\$10,121	\$50,000
	Dr. Y	IAG NCCAM	164*****	\$16,000	\$7,559	\$8,441	\$0
	Dr. Z	IAG USEPA	164*****	\$22,000	\$5,000	\$17,000	\$20,000
Lab 2	Dr. X	Grant Molecular Targets		\$58,000	\$0	\$58,000	\$0
	Dr. Y	Gift Fund Michael J Fox	164*****	\$155,000	\$15,030	\$139,970	\$0
	Dr. Z	Gift Fund Multiple Myeloma	164*****	\$50,000	\$75,000	-\$25,000	\$50,000
Lab 3	Dr. X	IATAP	164*****	\$150,000	\$139,000	\$11,000	\$0
	Dr. Y	BTEP Grant	164*****	\$67,000	\$0	\$67,000	\$25,000
	Dr. Z	IATAP	164*****	\$35,000	\$10,000	\$25,000	\$0
<b>TOTAL</b>				<b>\$581,000</b>	<b>\$269,468</b>	<b>\$311,532</b>	<b>\$145,000</b>

## Site Visit

The goal of the site visit process is to provide a scientific review of the research programs and the leadership of the Lab/Branch Chiefs within the Center for Cancer Research (CCR).

The site visit book, prepared by the Lab/Branch for the reviewers, follows an established format for content, length, and organization. These guidelines explain the preparation of the book and related aspects of the site visit process. A Scientific Program Specialist from the Office of the Director (OD), CCR serves as the site visit coordinator to guide you through the compilation of your site visit book and answer your questions. The current site visit coordinator for CCR-Frederick is Gretchen White.

**Electronic templates and copies of these instructions with corresponding examples are available on the CCR Intranet: [http://ccrintra.cancer.gov/research/site\\_visits/](http://ccrintra.cancer.gov/research/site_visits/).**



The screenshot shows a Microsoft Internet Explorer browser window displaying the CCR Intranet website. The address bar shows the URL [http://ccrintra.cancer.gov/research/site\\_visits/](http://ccrintra.cancer.gov/research/site_visits/). The page features the National Cancer Institute logo and the text "Center for Cancer Research". The main content area is titled "Site Visit Instructions" and includes a sidebar with links for "Site Visits Homepage" and "Template Listing". The main text provides guidelines for preparing site visit reports, mentioning that each Lab/Branch/Program will be assigned a site visit contact who is a Scientific Program Specialist. A list of links is provided, including "Site Visits: A Brief Survival Guide", "Site Visit Instructions", "Site Visit Examples", "Site Visit Book Checklist", "Templates for use in preparing site visit reports", and "Intramural Site Visit Review Schedule". The footer contains the text "©2000-2001 Center for Cancer Research at the National Cancer Institute" and the "FIRSTGOV" logo.

Samples of the Budget-related documents to be included in the Site Visit Book are included on the following pages.

**LABORATORY OF CANCER BUDGET SUMMARY**  
**2008 Budget** (should also have page for 2006 and 2007 Actuals)

<b>Category</b>	<b>OOTC</b>	<b>CORE</b>	<b>PI 1</b>	<b>PI 2</b>	<b>LAB TOTAL</b>
<b>Personal Services Cost</b>					
<i>Salaries and Benefits</i>					
<i>Fellowship Stipend</i>					
<b>Subtotal</b>					
<b>Animal Costs</b>					
<i>Purchases</i>					
<i>Technical Services</i>					
<i>Holding</i>					
<i>Contracts</i>					
<b>Subtotal</b>					
<b>Travel &amp; Training</b>					
<i>Travel</i>					
<i>Training</i>					
<i>Patient Travel</i>					
<b>Subtotal</b>					
<b>Supplies and Services</b>					
<b>Subtotal</b>					
<b>Clinical Protocols</b>					
<b>Subtotal</b>					
<b>Contracts</b>					
<i>Please identify</i>					
<b>Subtotal</b>					
<b>Competitive Supplements/Equipment</b>					
<i>Specify item/meeting</i>					
<b>Subtotal</b>					
<b>TOTAL</b>					

Be sure to delete lines where there are no figures



# LABORATORY OF CANCER BUDGET SUMMARY

PI: Joe Cancer, M.D., Ph.D.

Category	2006 Actuals	2007 Actuals	2008 Budget
<b>Personal Services Cost</b>			
<i>Salaries and Benefits</i>	\$	\$	\$
<i>Fellowship Stipend</i>	\$	\$	\$
<b>Subtotal</b>			
<b>Animal Costs</b>			
<i>Purchases</i>	\$	\$	\$
<i>Technical Services</i>	\$	\$	\$
<i>Holding</i>	\$	\$	\$
<i>Contracts</i>	\$	\$	\$
<b>Subtotal</b>			
<b>Travel &amp; Training</b>			
<i>Travel</i>	\$	\$	\$
<i>Training</i>	\$	\$	\$
<i>Patient Travel</i>	\$	\$	\$
<b>Subtotal</b>			
<b>Supplies and Services</b>	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Subtotal</b>			
<b>Clinical Protocols</b>			
	\$	\$	\$
	\$	\$	\$
<b>Subtotal</b>			
<b>Contracts</b>			
<i>Please identify</i>	\$	\$	\$
	\$	\$	\$
<b>Subtotal</b>			
<b>Competitive Supplements/Equipment</b>			
(identify item(s))	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Subtotal</b>			
<b>TOTAL</b>			

Be sure to remove lines where there are no figures

## Reference

### **Glossary of Common Budget Terms**

<http://mynci.cancer.gov/files/glossary.doc>

### **Helpful Websites**

Frederick ARC Website

<http://home.ncifcrf.gov/campus/arc/>

Budget & Finance myNCI

<http://mynci.cancer.gov/admin/budget>

NCI Office of Budget and Finance

<http://obf.cancer.gov/>

NIH Office of Budget

<http://officeofbudget.od.nih.gov/ui/homepage.htm>

NIH Office of Financial Management

<http://ofm.od.nih.gov/default.asp>

U.S. Office of Management and Budget (OMB)

<http://www.whitehouse.gov/omb/>

U.S. Congressional Budget Office

<http://www.cbo.gov/>

# GLOSSARY

**118A:** Training Fellowship programs are obligated under the “118A” object class code and are thus referred to in NCI by this OC Code. This would include Intramural Research Training Awards (IRTA’s) and Cancer Research Training Awards (CRTA’s).

**Actuals:** Obligations to date. Year to date spending.

**Administrative Data Base (ADB):** NIH information technology system contains DELPRO, internal NIH Service and Supply Groups, and Awards Programs.

**Allocation:** Budget authority granted to a program by the parent organization.

**Allotment:** Authority to incur obligations within a specified amount and period.

**Allowance:** Authority to incur obligations within a specified amount and period.

**Annualized:** When new positions are approved, a pro-rated level of funding is provided to pay for the portion of the year the position will be filled. The following fiscal year, the balance of funding must be requested to fund the full annual cost of the position. This is referred to as annualizing the cost of the position. Annualization generally applies to personal services, but other objects may need to be annualized as well. Annualization relates to funding that has already been approved and is treated as a commitment rather than a request for new funds.

**Appropriation:** Annual law (passed by Congress) providing budget authority enabling an agency to incur obligations and to make payments from the Treasury. NCI receives an annual appropriation defining the amount of funds available, the period of time the funds are available and the purpose for which the funds may be expended. NCI’s appropriated funds are available for one fiscal year. After that, unspent funds revert to the Department of the Treasury and are no longer available for obligation.

**Apportionment:** Planned quarterly distribution or project distribution of an appropriation.

**Budget Execution:** Budget execution includes all the activities involved monitoring and spending the funds received in the annual appropriation. Budget execution starts on October 1<sup>st</sup> when the appropriation is passed or a continuing resolution is passed. It ends several weeks after September 30<sup>th</sup> with the completion of the fiscal year close activities.

**Budget Formulation:** Assembling the annual request for next year’s operating budget.

**Bypass Budget:** Detailed budget request to the Office of Management & Budget, which details the plans and priorities for cancer research and NCI initiatives, and what is needed to win the fight against cancer. This is used by the President for his budget, and provided to Congress for their review.

**Center Number:** A project number assigned by contract staff at Frederick for approved projects, which is used to track expenditures associated with the project.

**Chief Financial Officers Act (1990):** Provides for a chief financial officer in all major agencies to oversee financial management and integrate accounting and budgeting.

**Clinical Center Funding:** The cost for doing business in the clinic (i.e. inpatient/outpatient rooms, nursing care, pharmaceuticals, etc). Individual PI CANs are not charged. The NCI is “taxed” in a lump sum, which is currently paid by the Director NCI from Institute funds.

**Commitment:** A reservation of a specific amount of available funds. A tentative purchase. A commitment is expected to become an obligation at which time the commitment is eliminated. A request for purchase placed in the ADB that becomes an obligation once a purchase order number is assigned by an authorized purchasing agent or contracting official.

**Common Account Number (CAN):** 8-digit identification code assigned to a program area for the obligation of funds. The CAN identifies the fiscal year, the agency and the program.

**Congressional Budget and Impoundment Control Act (1974):** Establishes the congressional budget process, procedures for legislative review of impoundments, House and Senate Budget Committees, and the Congressional Budget Office (CBO).

**Congressional Justification:** Detail spending patterns over the past three full fiscal years (budget and FTE) and a written justification on progress made in the fight against cancer at current funding levels.

**Continuing Resolution:** a joint resolution that provides budget authority for programs or agencies whose regular appropriation is not enacted by the start of the fiscal year. A CR is usually a temporary measure that expires at a specified date or is superseded by enactment of the regular appropriations act.

**Cost:** Resources consumed such as supplies used.

**Collaboration:** Two or more researchers (principal investigators) within the government (government-wide), pool their resources to investigate a research/clinical question.

**Cooperative Research and Development Agreements (CRADA):** Two or more researchers (principal investigators) both inside and outside the government, pool their resources to investigate a research/clinical question. The Technology Transfer group is responsible for handling the initiation of such an agreement.

**DELPRO:** Delegated Procurement System. A system developed by the NIH to include all purchases from vendors outside of the NIH, and to include “purchases” from NIH services within NIH (i.e. DES, Radioisotopes, Stock, etc).

**De-Obligation:** Reverse or cancel of orders placed. Action taken to remove an obligation from the accounting system or change from one CAN to another. If the obligation is a purchase in the DELPRO system, which has not been paid, then the de-obligation can occur in the system by a purchasing agent or administrative officer. If DELPRO has been paid, then the de-obligation can only be made by NIH Office of Financial Management. Please note that any item, which has been paid, must be charged to an NIH CAN. If you are de-obligating from one CAN, you must cite the correct CAN to be charged.

**Director’s Challenge Initiative:** supports the application of powerful new technologies to the analysis of molecular changes in human tumors (molecular profiles). The initiative challenges the scientific community to develop new tumor classification systems based on the patterns of these molecular changes. Applications describing the proposed research are submitted, reviewed and approved by the Director, NCI for funding.

**Extramural Research:** Investigative research done by non-governmental organizations using government funds through granting mechanisms.

**Fiscal Year:** The accounting period for the budget. The fiscal year for the federal government begins on October 1 and ends the next September 30. The fiscal year is designated by the calendar year in which it ends; for example, fiscal year 2000 began October 1, 1999 and ended September 30, 2000. In documents, the acronym for fiscal year 2000 looks like this: FY00: fiscal year 2001: FY01, fiscal year 2002: FY02.

**Forward Funding:** Budget authority that becomes available for obligation during one fiscal year, and continues to be available through the next fiscal year (i.e. large renovation contract).

**Frederick Cancer Research & Development Center (FCRDC):** A research site of the National Cancer Institute located at Ft. Detrick, Maryland.

**Gift Funds:** Money donated by organizations or individuals for cancer research. Non-specific money is placed in the general gift fund account. These funds can be requested by any NCI PI or clinician through appropriate channels. Some donations are very specific (i.e. to be used for breast cancer, or pediatric cancers) and are “earmarked” for this purpose. The Deputy Director, NCI and the Chief Financial Officer manage this fund. If a PI is allocated gift funds, they must be used for the purpose they are approved. These funds are tracked separately from the PI’s allocated budget but the process is the same.

**Gramm-Rudman-Hollings Acts (1985, 1987):** Set deficit reduction targets and created sequestration procedures.

**Grants:**

- **R21:** Mechanism supports pilot projects or feasibility studies for new or underdeveloped approaches.
- **R01:** Mechanism supports more advanced projects and also collaborative research efforts between experts in non-mammalian biology and investigators with experience in mammalian cancer models for comparative proof of principle, validation studies.
- **Intramural Research Award:**
- **Clinical Research Award:**
- **SPORE - Specialized Programs of Research Excellence:** established to promote interdisciplinary research and to speed the bi-directional exchange between basic and clinical science to move basic research finding from the laboratory to the clinical care setting to improve the quality of life. Lab and clinical scientists work collaboratively to plan, design and implement research programs that impact on cancer prevention, detection, diagnosis, treatment and control. To facilitate this research, each SPORE develops and maintains specialized resources that benefit all scientists working on the specific cancer cite, as well as SPORE scientists. An additional SPORE element is a career development program that recruits scientists both within and outside the SPORE institution to enlarge the cadre of lab and clinical scientists dedicated to research on human cancer. SPOREs meet annually to share data, assess research progress, identify new research opportunities and establish priorities for research most likely to reduce incidence and mortality and to increase survival. In 1998, NCI funded a total of 14 SPORES and co-funded 6 SPORES for a total of \$30 million. SPORES are funded through specialized center grants (P50s).
- **Director’s Challenge Initiative:** supports the application of powerful new technologies to the analysis of molecular changes in human tumors (molecular profiles). The initiative challenges the scientific community to develop new tumor classification systems based on the patterns of these molecular changes. Applications describing the proposed research are submitted, reviewed and approved by the Director, NCI for funding.

**House Mark:** The mark up of the draft appropriations language by the House of Representatives. This event occurs in late spring during the Labor, HHS, and Education Appropriations Subcommittee hearings after the Budget resolution has been passed.

**Incremental Funding:** Budget authority for planned multi-phase obligations of funds (i.e. multi-year contract or grant).

**Intramural Research (IR):** Laboratory/Clinical investigative research done by government FTE/government training personnel on government property.

**Management Fund:** An account authorized by law to receive budgetary resources from two or more appropriations to carry out a common purpose or activity not involving a continuing cycle of operations. NIH organizations that are not “program” and do not receive an appropriation or do not have a Service and Supply Fund tax, participate in the NIH Management Fund. Examples include payment of the electricity and water bills, grounds maintenance, locksmith, etc. The NCI is “taxed” in a lump sum (amount derived by established formula), which is currently paid by the Director NCI from Institute funds.

**National Research Service Award:** Funding provided under the Departments of Labor, Health & Human Services, Education, and Related Agencies Appropriations Act. This award is for personnel under a contract mechanism, which is obligated under a services object class code (25).

**Non-Recurring Costs:** Those obligations, which occur at non-specific intervals and generally paperwork must be generated each time to initiate the obligation.

**No-Year Appropriations:** Budget authority provided in an appropriations act that remains available for obligation for an indefinite period, or gift funds provided by donations. These funds do not lapse if they are not obligated by the end of the fiscal year.

**Obligation:** A binding agreement such as a contract awarded, or purchase order placed that will require payment.

**Object Class:** An identification of program operating costs categorized according to the type or nature of the services involved, e.g. personnel compensation, travel, supplies or services, and equipment.

**Office of Management & Budget:** Originally established in 1921 to assist the President in the formulation of his budget.

**Omnibus Reconciliation Process (1980):** Reconciliation used for the first time at the start of the congressional budget process.

**“One-Shot”:** A single purchase/project, which is requested in a given fiscal year, and if approved, does not recur in the next fiscal year (i.e. renovation, equipment). This is a “non-recurring” expenditure.

**Operating Budget:** The funds allocated to a branch. In NCI communications, this is generally the allocation to a program minus the personnel salaries and benefits, which are used to “operate” a program.

**Outlay:** Check issued, electronic transfer of funds, or cash disbursed. Outlays during a fiscal year may be for payment of obligations incurred in previous years or the same year. Programs to reflect expenditures use obligations, not Outlays.

**Personnel Services (Compensation):** This includes salary and benefits. Generally, clinical FTE positions are calculated at 25% of salary and non-clinical FTE positions are calculated at 18% of salary. Non-FTE benefits can be estimated at actual cost. Object Class Code (O.C.) 11 and 12. Professional Services Contract labor, IPA's, Exchange Scientists, and NRSA are obligated under the object class code 25 and therefore are not technically "Personnel Services" budget.

**Positions:** Positions in the Government are generally categorized as: 1) Full-time Equivalent (FTE) - Positions established without time limit or for a limited period of a year or more, 2) Temporary, Part-time, Wages-As-Employed (WAE) - Persons employed for a specified period of time (usually less than one year) such as summer aides, certain intern programs, or seasonal employees, 3) Non-FTE - Positions established for a specified period of time and for a specified purpose such as a training position.

**Pre-Obligation:** When using the NIH Visa Card, an estimated amount of obligations is entered into the DELPRO system, and then reconciled at the end of the month for the actual obligation amount.

**President's Budget:** Executive Branch agencies develop requests for funds and submit them to the Office of Management and Budget (OMB). The president reviews the requests and makes the final decisions on what goes in his budget to Congress. The process for this is generally 18 months before the beginning of the fiscal year in consideration. His annual budget sets forth revenue and spending *recommendations* that *influence* Congress, although Congress is not bound to follow his *recommendations*.

**Presidents Commission on Budget Concepts (1967):** Adoption of the unified budget, including trust funds.

**Quarters:** First Quarter: October 1 - December 31, Second Quarter: January 1 - March 31, Third Quarter: April 1 - June 30, Fourth Quarter: July 1 - September 30.

**Recurring Costs:** Those costs for which you have a standing commitment to and which obligate repeatedly. Paperwork is initiated at the beginning of the commitment to authorize multiple payments (i.e. FTE salaries).

**Reimbursable Funds:** Funds expended are reimbursed by an outside source via inter/intra-agency agreements. Each reimbursable agreement is given a single CAN number for this purpose only. The reimbursable CAN must balance to "0" at the end of each fiscal year. If funds are not forthcoming to balance the CAN, then you must amend purchases in the system to another CAN to ensure the reimbursable CAN balances out at the end of the year.

**Reprogramming:** The shift of funds from one scientific purpose to another within the same program. Funds moved to another organizational component represent a transfer of funds. Reprogramming involves the purpose for which the funds are used, not the ownership of the funds.

**Rescission:** The cancellation of budget authority previously provided by Congress.

**Research & Development Contracts:** Contracts, which are designed to research an original question for which there are currently no widely accepted solutions.

**Research Management & Support (RM&S):**

**Research Support Contracts:** Contracts, which are a support function to research, not research and development. Examples would include informatics, provision of biological materials, performing widely used testing process on samples provided, etc.

**Royalty Funds:** Funds generated by patented inventions.

**SAIC:** Contractor responsible for various projects at FCRDC.

**Service & Supply Funds (S&SF):** NIH service organizations that charge a “tax” on their services (i.e. Design and Engineering Services (DES), Self-Service Store, Glassware, Accounts Payable, etc.).

**Site Visit:** The review of a program unit (or Principal Investigator) generally every four years.

**Special Fund:** Funds earmarked by law for specified purposes/research.

**Sponsored Travel:** An outside organization covers travel expenses for a PI to a particular meeting. A single NCI CAN is used for all NCI sponsored travel, which is reimbursed by the outside organization. Each trip must be tracked closely to ensure each trip balances to “\$0”. In some cases, the outside organization may send more or less than is expected. If this occurs, you will need to amend the sponsored travel package.

**SPORE - Specialized Programs of Research Excellence:** established to promote interdisciplinary research and to speed the bi-directional exchange between basic and clinical science to move basic research finding from the laboratory to the clinical care setting to improve the quality of life. Lab and clinical scientists work collaboratively to plan, design and implement research programs that impact on cancer prevention, detection, diagnosis, treatment and control. To facilitate this research, each SPORE develops and maintains specialized resources that benefit all scientists working on the specific cancer cite, as well as SPORE scientists. An additional SPORE element is a career development program that recruits scientists both within and outside the SPORE institution to enlarge the cadre of lab and clinical scientists dedicated to research on human cancer. SPOREs meet annually to share data, assess research progress, identify new research opportunities and establish priorities for research most likely to reduce incidence and mortality and to increase survival. In 1998, NCI funded a total of 14 SPORES and co-funded 6 SPORES for a total of \$30 million. SPORES are funded through specialized center grants (P50s).

**Status of Funds:** System used by the NCI and many other NIH IC's in tracking expenditures.

**Thrust:** The total NCI budget is broken down and reported by one of the following categories, Detection & Diagnosis, Causation, Treatment and Prevention. These categories add to 100% of the NCI budget.

**Transfer:** The shift of budgetary resources from one appropriations account or fund to another. The Division Office can do this if the two programs are within the same Division. If there are transfers between two Divisions, the NCI Budget Office will make the transfer. If there are transfers between IC's, funds are expended via intra-agency agreement or direct CAN citation. If there are transfers between government agencies, funds are expended via inter-agency agreement.

**Turnover (or Vacancy):** Vacant positions, which are not immediately filled, can provide a savings to the program, Division and Institute. Review historical trends to understand the percentage of unused dollars due to turnover. This percentage may be higher in years where there is a hiring freeze, or significant change in procedures, which can cause delay in hiring, etc.

**Uncontrolled Costs:** Costs a program incurs above and beyond direct obligations. This is the cost of doing business at the NIH. This can be as high as 15-20% of expenditures.

**Zero Based Budgeting:** Building a program budget from \$0 each fiscal year. Since each program has commitments they are unable to break yearly, (i.e. Personnel, Multi-year Contracts), this is not



literally feasible; however, in principal, you can use this as a tool to cut out expenditures which are not "core" to a program.