

Direct CAN Citation Agreements:

(<http://www1.od.nih.gov/oma/manualchapters/management/1165/1165-App1.pdf>):

I. The direct CAN citation method of funding an activity is preferred for appropriate, approved, and documented intra-NIH (intra-NCI) fundings. For instance this method should be used when one NIH IC has entered into such an agreement with another to fund some part of the latter's costs of a jointly funded effort. The following are exceptions where Direct CAN Citation may not be appropriate:

1. Where intramural scientists from NCI and another IC are collaborating and there is no ultimate award as described above within which to cite specific ICs' common accounting numbers (CAN).
2. When NIH service centers are billing for personal services of Federal government employees, since the DHHS Payroll System does not allow use of more than one CAN for payroll purposes.
3. Where the awarding component cannot cite and use the CAN of the funding IC because of limitations of systems such as the Administrative Database or Information for Management, Planning, Analysis and Coordination (IMPAC) II.

II. It is the responsibility of the funding organization to control the level of its funding and to ensure that the funding limitation of the agreement is not exceeded.

III. A NIH Form 1742 is **NOT** the correct form to use for Direct CAN Citations. A Direct CAN Citation form has been developed and should be used. The form or agreement must be written, signed, and dated by all subscribing parties and retained by the funding ICs or NCI divisions as backup authorization for the obligation(s). Direct CAN Citation agreements should not be submitted to NIH OFM. NCI FMB only requires a copy of the agreement when a grant is involved.

IV. Please don't use Y numbers (similar to IAG numbering format) when you assign Direct Citation numbers. In the past, some divisions have used Y numbers to track Direct Citations. In order to distinguish Direct Citation tracking numbers from IAG tracking numbers, we recommend that you use the following numbering format for Direct Citations.

Sample:

D2/D3	RC	301	01/02/03...
Agreement Type: D2-Paying Agency; D3-Receiving Agency	Division Code	"3" indicates agreement originated in FY 03 & "01" is numbering sequence	Modification Number