

en (NIH/NCI)

Sent: Jenkins, Joe (NIH/NCI)
Wednesday, May 04, 2005 8:28 AM
To: Amber Lowery; Ann Doane; Becky Wilkins; Brenna Remsburg; Dana Heckman; Dana Wilson; Danielle Fenwick; Heather Baker; Jackie Robinson; Jeanne Moran; Kathleen Grillo; Kristen Lee; Kristin Adamson; Lee Mcphatter; Monika Sarna; Phil Lowery; Tonya Martin; Velvette Caliz
Subject: FW: Helpful info for completing IAA

Information on Interagency Agreements.

Regards,

Joe

ARC Manager, DCTD
301-594-5965

-----Original Message-----

From: Lalekos, Stephen (NIH/OD)
Sent: Tuesday, April 26, 2005 8:03 AM
To: Bell, Tammie (NIH/NCI); Carter, Mary Lou (NIH/NCI); Adamson, Kristin (NIH/NCI); Baker, Heather (NIH/NCI); Barber, Robert (NIH/NCI); Carson, Stephanie (NIH/NCI); Cummings, Julie (NIH/NCI); Darden, Carolyn (NIH/NCI); Effiom, Joan (NIH/NCI); Emond, Mary (NIH/NCI); Foltz, Marc (NIH/NCI); Ginsburg, Kari (NIH/NCI); Gorham, Marsha (NIH/NCI); Havens, Jackie (NIH/NCI); Hawkins, Sheree (NIH/NHLBI); Hill, Kristie (NIH/NCI); Jenkins, Joe (NIH/NCI); Jennings, Carrie (NIH/NCI); Kashanchi, Mary (NIH/NCI); Kiehl, Kimberly (NIH/NCI); Mascone, Lisa (NIH/NCI); Miller, Patrick (NIH/NCI); Moul, Ellen (NIH/NIEHS); Ng, Catherine (NIH/NCI); Osborne, Joy (NIH/NCI); Palmer, Mary E (NIH/NCI); Peigh, Alan (NIH/NCI); Petrik, Lisa (NIH/NCI); Schaffert, Karen (NIH/NCI); Schneider, Darren (NIH/NCI); Seidman, Harry (NIH/NCI); Siegle, Donna (NIH/NCI); Tobiassen, Bridgette (NIH/NCI); Turnquist, Valerie (NIH/NCI); Welch, Sarah (NIH/NCI)
Cc: NCI FMB Staff
Subject: RE: Helpful info for completing IAA

The Agency Location Code for NIH for all agreements (both intramural and extramural) is 75-08-0031. ALC 75-08-0040 is no longer a valid number.

The DUNS number is now referred to as the Business Partner Number (BPN)

-----Original Message-----

From: Bell, Tammie (NIH/NCI)
Sent: Monday, April 25, 2005 4:51 PM
To: Carter, Mary Lou (NIH/NCI); Adamson, Kristin (NIH/NCI); Baker, Heather (NIH/NCI); Barber, Robert (NIH/NCI); Carson, Stephanie (NIH/NCI); Cummings, Julie (NIH/NCI); Darden, Carolyn (NIH/NCI); Effiom, Joan (NIH/NCI); Emond, Mary (NIH/NCI); Foltz, Marc (NIH/NCI); Ginsburg, Kari (NIH/NCI); Gorham, Marsha (NIH/NCI); Havens, Jackie (NIH/NCI); Hawkins, Sheree (NIH/NHLBI); Hill, Kristie (NIH/NCI); Jenkins, Joe (NIH/NCI); Jennings, Carrie (NIH/NCI); Kashanchi, Mary (NIH/NCI); Kiehl, Kimberly (NIH/NCI); Mascone, Lisa (NIH/NCI); Miller, Patrick (NIH/NCI); Moul, Ellen (NIH/NIEHS); Ng, Catherine (NIH/NCI); Osborne, Joy (NIH/NCI); Palmer, Mary E (NIH/NCI); Peigh, Alan (NIH/NCI); Petrik, Lisa (NIH/NCI); Schaffert, Karen (NIH/NCI); Schneider, Darren (NIH/NCI); Seidman, Harry (NIH/NCI); Siegle, Donna (NIH/NCI); Tobiassen, Bridgette (NIH/NCI); Turnquist, Valerie (NIH/NCI); Welch, Sarah (NIH/NCI)
Cc: NCI FMB Staff; Lalekos, Stephen (NIH/OD)
Subject: Helpful info for completing IAA

Good afternoon all,

In an effort to cut down on the number of agreements being returned for correction, please ensure the following items on the NIH Form 1742 are completed correctly before submitting. Please do not submit agreements which do not include all of the required information.

Complete the following data items when submitting new, renewal and modification agreements:

1. **Intra-agency/ Interagency Agreement** - Check appropriate box.
2. **Paying Agency's Agreement No.** (if NIH, must include Modification Number-mod no.) For NIH, enter Y1 or Y2 #, including Mod. No. The original Y1 or Y2 mod. no will be 01. For agencies outside of NIH, enter agreement number is assigned by the outside agency.
3. **Receiving Agency's Agreement No.** (if NIH, must include Mod. No.) For NIH, enter Y3 number, including Mod. No. The original Y3 Mod. No will be 01 For agencies outside of NIH, enter agreement number assigned by outside agency.
4. **Title of Agreement** - Enter the title of the agreement.
5. **Summary of Substance of the Agreement** - Provide a short description of the project objectives or work scope. Enter funds, personnel, equipment, facilities, etc. Specify for each NIH component involved.
6. **Period of Agreement** - enter the effective date and expiration date of the new agreement, renewal or modification.
7. **Authority for Agreement** - Cite authority for agreement (e.g., Economy Act, Appropriations, Act, PHS Act Section 301, etc.)
8. **Agency Location Code (ALC)** - must be entered for both parties. The NIH intramural ALC is 75080031 and the extramural ALC is 75080040. The trading partner's ALC should be obtained from them, as part of the agreement.
9. **Entity Identification Number (EIN) and DUNS #** - must be entered for both parties. The NIH EIN is 152085811501. Some EINs for partner agencies may be found at the following web address: http://www4.od.nih.gov/ofm/eim_nos.htm. In addition, each party to the agreement should confirm the other's EIN with their trading partner. **DUNS numbers** - DUNS numbers for both NIH and the Trading Partner are required on all Interagency agreements. This number should be clearly identified on the 1742 in the Address field. If there is not room in the address field, enter it in the Summary Block. Many DOD Agencies do not use DUNS numbers for security reasons. DOD agencies that do not have a DUNS number must provide their Business Partner Number which they have designated to be used for Interagency Agreements.

10. **Address** - Enter the paying agency address. If NIH, used the following address:

Government Accounting Section
Office of Financial Management, NIH
31 Center Drive, MSC 2045
Bethesda, MD 20892-2045

11. **Agency Location Code (ALC)** - see Item 8 above.
12. **Entity Identification Number (EIN)** - see Item 9 above.
13. **Address** - Enter the receiving agency address. If NIH, use address in 10. above.
14. **Paying Federal Agency** - Enter the acronyms (I.E., NIH/OD, NSF, etc.) of the paying agency entering into the agreement.
15. **Document Number** - Enter the 8-digit number assigned to the agreement. See Section I.
16. **Appropriation Number** - Refer to Appendix 4.
17. **CAN** - The Common Accounting Numbers to be used to obligate the agreement for the funding IC and to establish reimbursable authority for the recipient IC. The CAN should always start with the FY the agreement will be used i.e. In Fiscal Year 2005 it would begin with 5-xxxxxxx
18. **Amount** - Specify dollar amount of agreement.
19. **Signatories Name and Title** - Self explanatory (**must be completed**).
20. **Date** - Date of signature.
21. **Receiving Federal Agency** - Enter the acronyms (i.e., NIH/OD, NSF, etc.) of the receiving agency entering into the agreement.
22. **Document Number** - see Item 15 above.
23. **Appropriation Number** - NIH appropriation # is 75-current FY-0849 i.e. 75-5-0849 Refer Appendix 4.
24. **CAN** - See Item 17 above.
25. **Amount** - Specify dollar amount of agreement.
26. **Signatories Name and Title** - Self explanatory (**must be completed**).

27. **Date** - Date of signature.
28. **NIH Project Officer's Name** - Enter name as assigned by IC, with telephone number and e-mail address.
29. Through 31. - Self explanatory.
32. **Administrative/Budget Officer** - Enter name as assigned by IC with telephone number and e-mail address.
33. through 35 - self explanatory.
36. **Clearances** - Follow internal IC procedure.

A copy of the agreement, memorandum of understanding or work order which authorizes the obligation **must** be attached to the 1742 for all Interagency agreements, including all mods, which are submitted.

Submit one copy of Y1 agreements and two copies of all Y2 and Y3 agreements. Please send clear, legible copies.

http://www4.od.nih.gov/ofm/ein_nos.htm

<http://www1.od.nih.gov/oma/manualchapters/management/1165/>

Please feel free to give me a ring if you have questions regarding how to complete your IAA.

Thank you,

Tammie Bell
Budget Analyst
National Cancer Institute
Financial Management Branch
(301) 435-2607
bellt@mail.nih.gov <<mailto:bellt@mail.nih.gov>>