

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	
<u>Sorted by Center #</u>	<u>Sorted by Division/Laboratory/Center #</u>
CY2007 Centers	CY2007 Centers
CY2008 Centers	CY2008 Centers

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 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 or 301-846-5026. Typically, the ARC coordinates an annual exercise to delete center numbers at the end of a Fiscal Year.