Instructions: Fax or mail completed form to-

NIH/CIT/Financial Mgmt Office, Fernwood Bldg, Rm.3G48f
Bethesda, MD 20892-4807
FAX# 301-451-8305

CIT Account Request for Non-NIH Customers (Interagency Agreement)

This form is used to establish a new CIT account for non-NIH customers.
When an account is established with the Center for Information Technology (CIT), the following conditions are agreed upon:
1) A completed form constitutes an interagency agreement in accordance with Title 31 U.S.Code 1535.
2) All laws and regulations regarding the proper use of government information technology resources will be abided by.
3) The account will be used to charge for services provided by CIT.
4) Use of the Titan system will be in accordance with CIT's Standard Operating Procedures as expressed in the NIH Computer Center User's Guide and other technical publications. Use of the Titan system is on a time-available basis, subject to production requirements.
5) CIT will bill agency periodically, based on actual services used, at the standard rates of the NIH Service and Supply fund.
6) Requesting agency is responsible for all charges incurred regardless of agency's budgetary resources.
7) This account and agreement is in effect until terminated in writing by your account official.

Requesting Department/Agency

New CIT Account#
(to be issued by CIT)

Primary Sponsor:

Name:
Address:
Phone:
Email:
Fax:
User id:

Alternate Sponsor:

Name:
Address:
Phone:
Email:
Fax:
User id:

Primary Deregistration Official:

Name:
Address:
Phone:
Email:
Fax:
User id:

Alternate Deregistration Official:

Name:
Address:
Phone:
Email:
Fax:
User id:

Account Information:

Account/Project Title
Interagency Agreement # (reference #, PO#, etc)
Agency Location Code (ALC):

Financial Officer Responsible for Receiving and Paying Bills:

Name and Title:
Address:
Phone:
Email:

Authorization to Commit Funds of Requesting Agency:

Name and Title:
Signature:
Address:
Date:
Phone:

CIT/NIH Acceptance:

Name and Title:
Signature:
Date

Note: User id will be registered to sponsors and deregistration officials for access to Web Sponsor (web based CIT accounts management tool) if none currently exists. The Web Sponsor site – http://websponsor.cit.nih.gov/titnspons/homepage should be used to register customers for access to Titan, Helix, nVision Data Warehouse, and remote access.