

# Research Administration Practices (RAP) Sessions

## Forecasting in Research@MIT

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Information provided in this learning session is based on information available as of  
the date of this presentation

# Agenda

RAP Sessions: Targeted skills based educational offerings open to the Research Administration community at MIT. Information gathered and shared with attendees can be taken back to their desks and applied immediately.

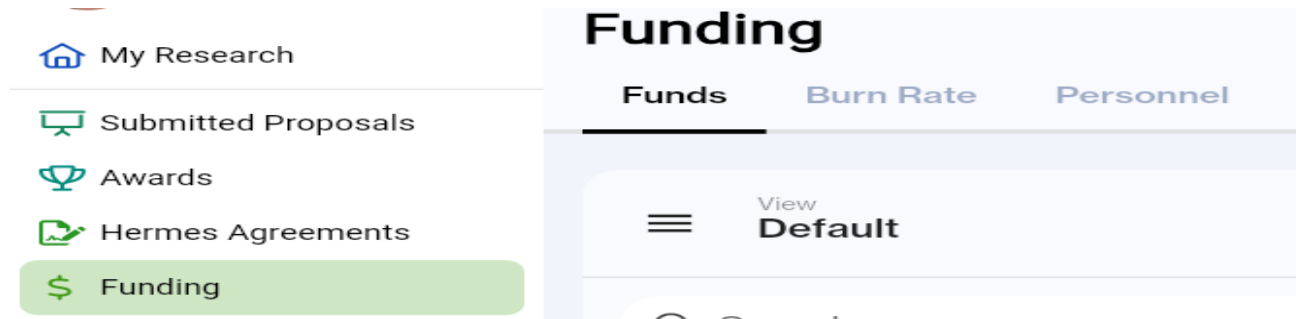
- Welcome
- Introduction of Forecasting in Research@MIT
- Access – PIs/Supervisors and Research Administrators
- Funding, Burn Rate, Personnel and Projection (Beta) tabs
- Resources and Help

# Introduction

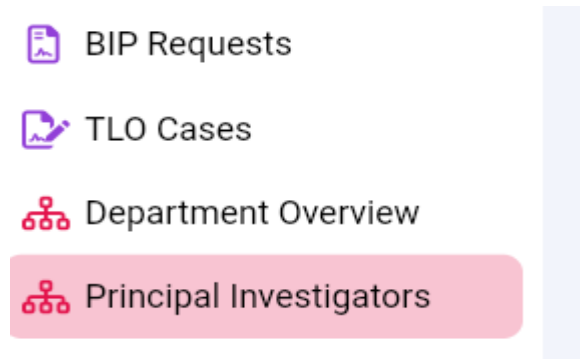
- About 24 months ago BDTO, VPR and IS&T partnered with RLE on an initiative with a vision to build a Beta/Pilot solution to address the Institutes forecasting needs. The initiative had four main goals:
  - Reduce the time it takes for an administrator/PI to produce a forecast
  - Eliminate the need to access multiple systems to build a forecast
  - Generate forecasts using existing and known technologies
  - Remove barriers that prohibit access to required data
- Through this process the team noticed there were three core items administrators/PI's were interested in – Summary of Accounts, how fast were the accounts spending and who were the people allocated to accounts

# Access

- Access
  - Pls/Supervisor – automatic access

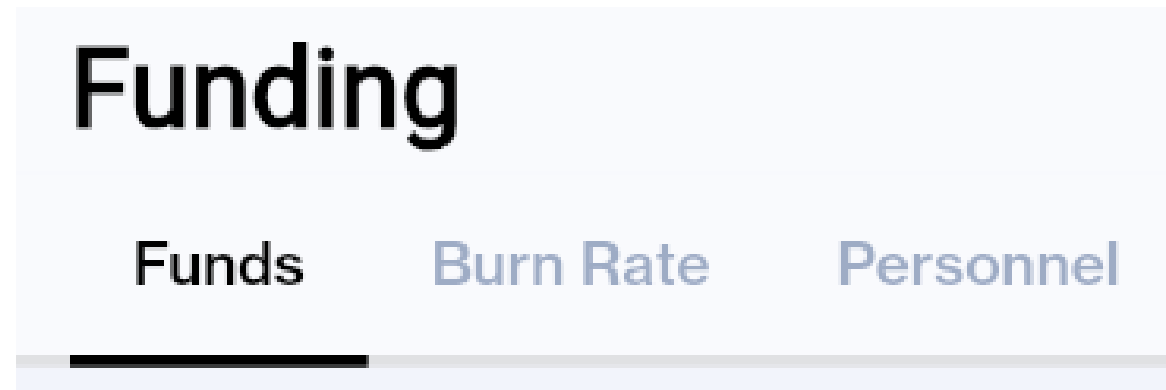


- Administrators – request access by completing the [Admin-PI mapping form](#) and sending to [ra-help@mit.edu](mailto:ra-help@mit.edu) *Special Note – if account(s) reside in another DLCI area, seeing financial details may require financial authorizations via Roles DB from that DLCI*



# Funding, Burn Rate and Personnel

- **Funds** shows a summary of all accounts, both research and discretionary
- **Burn Rate** shows the spending of the prior 12 months for all Research accounts, using a calculated burn rate
- **Personnel** shows projected personnel commitments and costs for all accounts



# Projections (Beta)

- Selecting an individual research account displays the **Projections (Beta)** tab

The screenshot shows a sidebar on the left with four menu items: 'Awards' (trophy icon), 'Hermes Agreements' (document icon), 'Funding' (dollar sign icon, highlighted in green), and 'Protocols' (document icon). The main content area has a top navigation bar with four tabs: 'Financial summary', 'Burn rate', 'Personnel', and 'Projection'. The 'Projection' tab is selected and has a 'BETA' label next to it. Below the tabs, a light blue box contains an information icon and the text: 'The projection tool is intended for modeling and planning purposes only. It does not make any guarantees. Please contact your fiscal officer for assistance.'

- **Projections (Beta)** tab allows one to:
  - Change start/end date(s) for existing personnel
  - Add additional personnel
  - Add purchase commitments, such as travel
  - Save and share projections with others who can view the account

Purchase Commitments

New Entry

Name	Category	Loading Factor	Cost	Date
<div>+ Add Commitment</div>				

# Resources - Questions – Help

New [Funding and Forecasting in Research@MIT](#) webpage

Requesting Administrator Access: [Admin-PI Mapping form](#), send completed form to [ra-help@mit.edu](mailto:ra-help@mit.edu)

Your RAS Contract Administrator

- [By DLC](#)
- [By Sponsor/Agency](#)

RA Support Team – [ra-help@mit.edu](mailto:ra-help@mit.edu)

Community Drop In Sessions

- Held every Monday (non holiday), 1pm-2pm
- Zoom mtg link: <https://mit.zoom.us/j/91518116791>

# We Appreciate Your Feedback

Please use one of the following methods to share your feedback:

- **QR code** below to access the survey using your phone or mobile device



- Click this link  
[https://mit.co1.qualtrics.com/jfe/form/SV\\_3QrL2ijuMjjdcVM](https://mit.co1.qualtrics.com/jfe/form/SV_3QrL2ijuMjjdcVM) (will also be provided in a follow up email)