

Research Administration Practices (RAP) Sessions

Forecasting in Research@MIT

January 28, 2026

Doug Walsh, Director of PPMO Information Technology Services

Kim Mann, Manager, Research Administration Support, Research Support

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

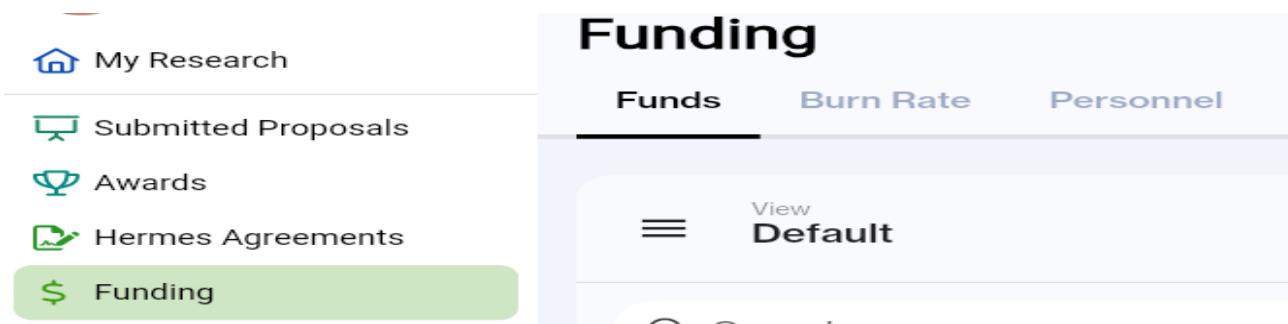
Introduction

- 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

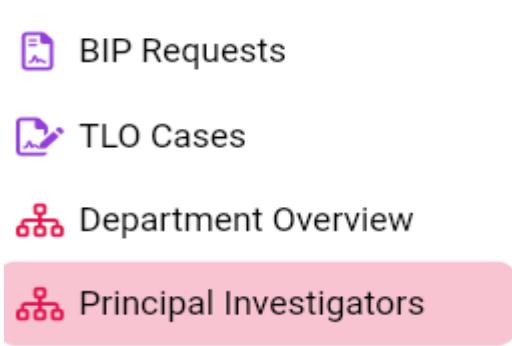
Access

- Access

- PIs/Supervisor – automatic access

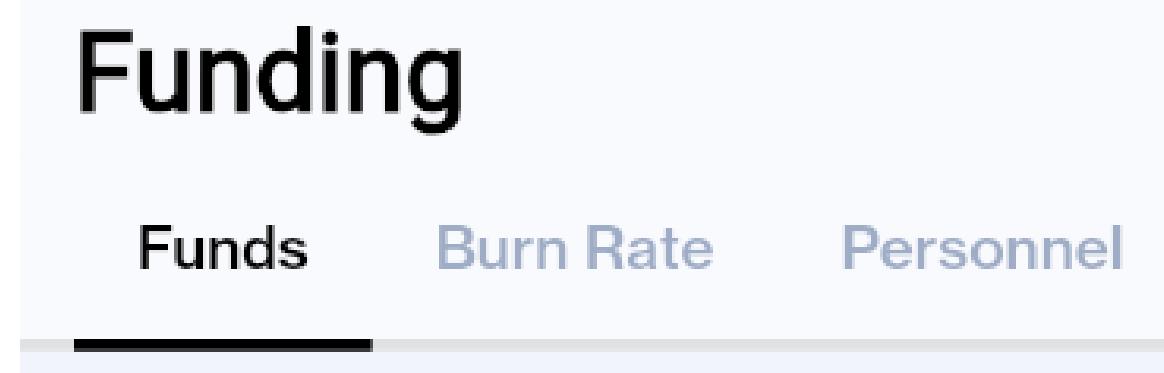


- Administrators – request access by completing the [Admin-PI mapping form](#) and sending to ra-help@mit.edu *Special Note – if account(s) reside in another DLCI area, seeing financial details may require financial authorizations via Roles DB from that DLCI*



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

Awards

Hermes Agreements

Funding

Protocols

Financial summary Burn rate Personnel **Projection (BETA)**

i The projection tool is intended for modeling and planning purposes only. It does not make financial projections. 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					<input checked="" type="radio"/> New Entry
Name	Category	Loading Factor	Cost	Date	
+ Add Commitment					

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

Your RAS Contract Administrator

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

RA Support Team – 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 (will also be provided in a follow up email)