

Research Administration Practices (RAP) Sessions

Under-recovery and Research@MIT app

May 21, 2025

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Ian Cariolo, Sr Research Admin Support and Education Specialist, 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 and Introductions
- Under-recovery and the Process
- Research@MIT app overview
- Under-recovery Pilot and Transition
- Demonstrations for Proposal and Award Management
- Q&A
- Support & Resources

What is Under-recovery?

Under-recovery of F&A costs occurs when a sponsor does not fully reimburse MIT at its negotiated F&A rate.

- From RAS website: [Under-recovery of F&A Cost](#)

$$\begin{aligned} &\text{IDC/F\&A Rate required by MIT} \\ &\text{- IDC/F\&A Rate allowed by Sponsor} \\ &\hline &= \text{Under-recovery} \end{aligned}$$

Under-recovery Process

Beginning in FY2024, the Institute began a new process with under-recovery on **sponsored research programs**.

Each FY, the Institute allocates funding to Schools and the College, which is suballocated to the DLCI(s) for under-recovery in proposals and awards – this allows DLCI(s) to manage and monitor under-recovery in their areas, where the research is performed. *Under-recovery allocation may be augmented by local sources.*

Note: Non research programs currently follow a different process, and under-recovery should be discussed with the Dept Head, Dean's Office, and the Office of the Provost.

Research@MIT App Overview

Research@MIT is a unified dashboard view of awards, protocols and sponsored and non-sponsored funding, with the ability to create and approve under-recovery requests and submit TLO disclosures.

For more information about Research@MIT app, including how to download, view documentation, and receive help, visit the [Tools and Systems webpage](#).

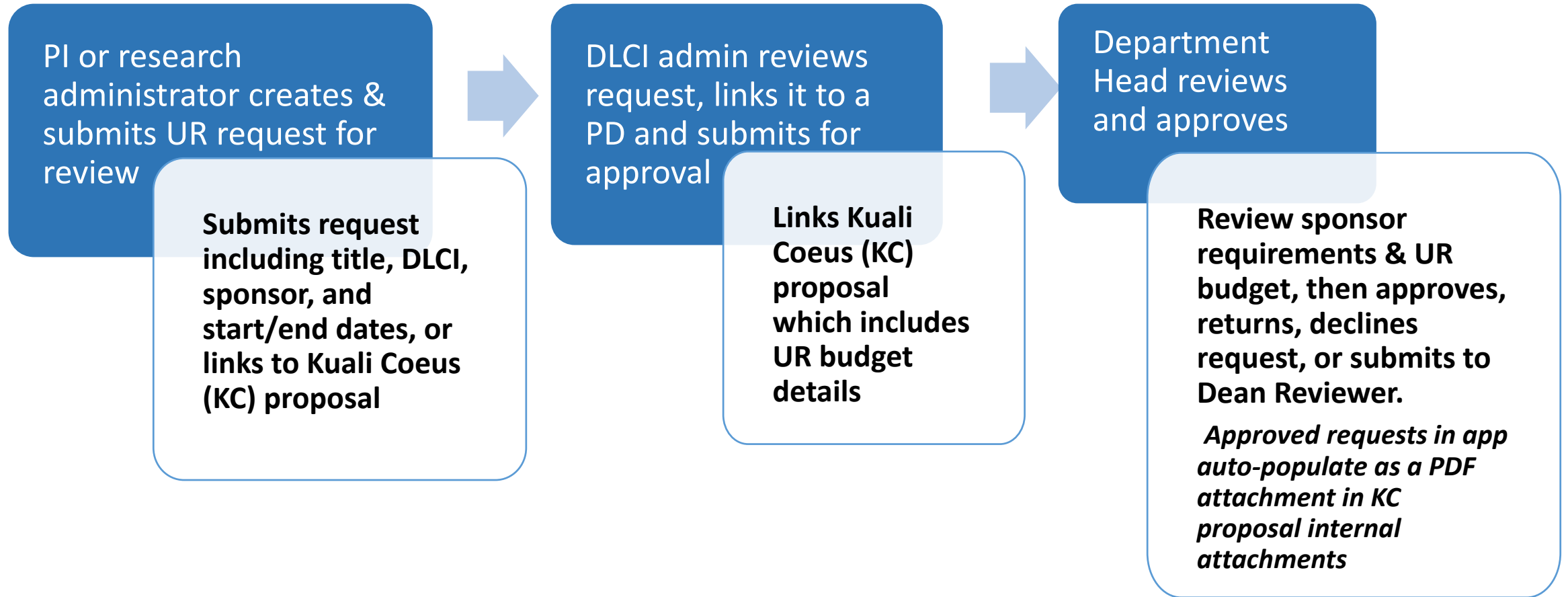
Under-recovery Pilot

- Research@MIT app pilot for under-recovery requests began in Nov 2023:
 - Several DLCIs from all the Schools and College joined the Pilot in the following months
 - The scenarios encountered and feedback raised by these Pilot DLCIs led to improved functionality and enhancements in the app

A huge thank you to all the Pilot DLCIs and users in this endeavor!

- Transition from Pilot – now available to all DLCIs
- Contact RA Support at ra-help@mit.edu to get started:
 - Roles – Dept Admin, Dept Approver, other roles
 - Download the app
 - Demonstration/Walk through

Proposals Process Overview



- *KC proposals and awards will always show the DLCI UR allocation account as the 'source account' (even when using local source accounts – see Award Management, slide 21)*

Demo – Single DLCL – Dept Admin

Choose Proposal

Q 75065 **1**

Search by proposal name, lead unit or proposal number

IAN TEST - Single Unit UR Approval
75065 Research Administration Support **\$21,000** **2**

My Research

Submitted Proposals

Awards

NDA/DUA

Funding

Funding

Protocols

Under Recovery Approval

Under Recovery

Under Recovery

TLO Disclosures

Proposal **Create** **3**

IAN TEST - Single Unit UR Approval

✓ **Proposal is eligible for under-recovery**
Link this proposal to an under-recovery request and submit for approval.

Principal Investigator
Ian Cariolo
Research Administration Support

Proposal Number
75065

Lead Unit
391020 - Research Administration Support

Sponsor
Ferrari S.p.A.

Sponsor Type
Foreign Private Profit

Start Date
January 01, 2026

End Date
December 31, 2026

Deadline Date

Total Cost	Direct Cost	Indirect Cost
\$685,000	\$475,000	\$210,000

Under-recovery Amount

Period 1
01/01/2026 - 01/01/2026

\$21,000

Total **\$21,000**

Demo – Single DLCI – Dept Admin

The image displays two screenshots of a research administration system interface, illustrating the process of creating and approving a single unit under-recovery request.

Left Screenshot: Create An Under-recovery Request

- User:** Ian Cariolo
- Page Title:** Create An Under-recovery Request
- Buttons:** Delete, Create (highlighted with a red circle and arrow labeled 4).
- Form Fields:**
 - Add comment:** Optional Comments added here.
 - Upload supporting documents:** Cariolo - TEST DOCUMENT.pdf (8.87 KB). + Add file.
- Left Sidebar:** My Research, Submitted Proposals, Awards, NDA/DUA, Funding, Protocols, Under Recovery Approval.

Right Screenshot: IAN TEST - Single Unit UR Approval

- User:** Ian Cariolo
- Page Title:** IAN TEST - Single Unit UR Approval
- Status:** Pending review: Department Admin
- Buttons:** Request Details, Documents, Institutional Commitments, Request History.
- What's Next?** Please review and submit this request. The request will be routed to the required departments for approval.
- Principal Investigator:** Ian Cariolo, Research Administration Support.
- Comments:** Request Note, Optional Comments added here. View comment history.
- Proposal Details:**
 - Proposal Number: 75065
 - Lead Unit: 391020 - Research Administration
 - Sponsor: Ferrari S.p.A.
 - Sponsor Type: Foreign Private Profit
- Costs:**
 - Total Cost: \$685,000
 - Direct Cost: \$475,000
 - Indirect Cost: \$210,000
- Timeline:**
 - Start Date: January 01, 2026
 - End Date: December 31, 2026
 - Deadline Date: -
- Buttons:** Decline, Submit (highlighted with a red circle and arrow labeled 5).
- Left Sidebar:** My Research, Submitted Proposals, Awards, NDA/DUA, Funding, Protocols, Under Recovery Approval, Under Recovery, TLO Disclosures, TLO BIP Requests, TLO Cases v2, TLO Cases, Department Overview, Collapse.


Demo – Single DLCL – Dept Admin

Submit this request
ed to
or ap

Ian Cariolo
Research Administration Support

Submit under-recovery request

Submitting this request will send this request for departmental review. This request will need approval from the following departments:



For more information on how approvals are determined, please contact ra-help@unimelb.edu.au

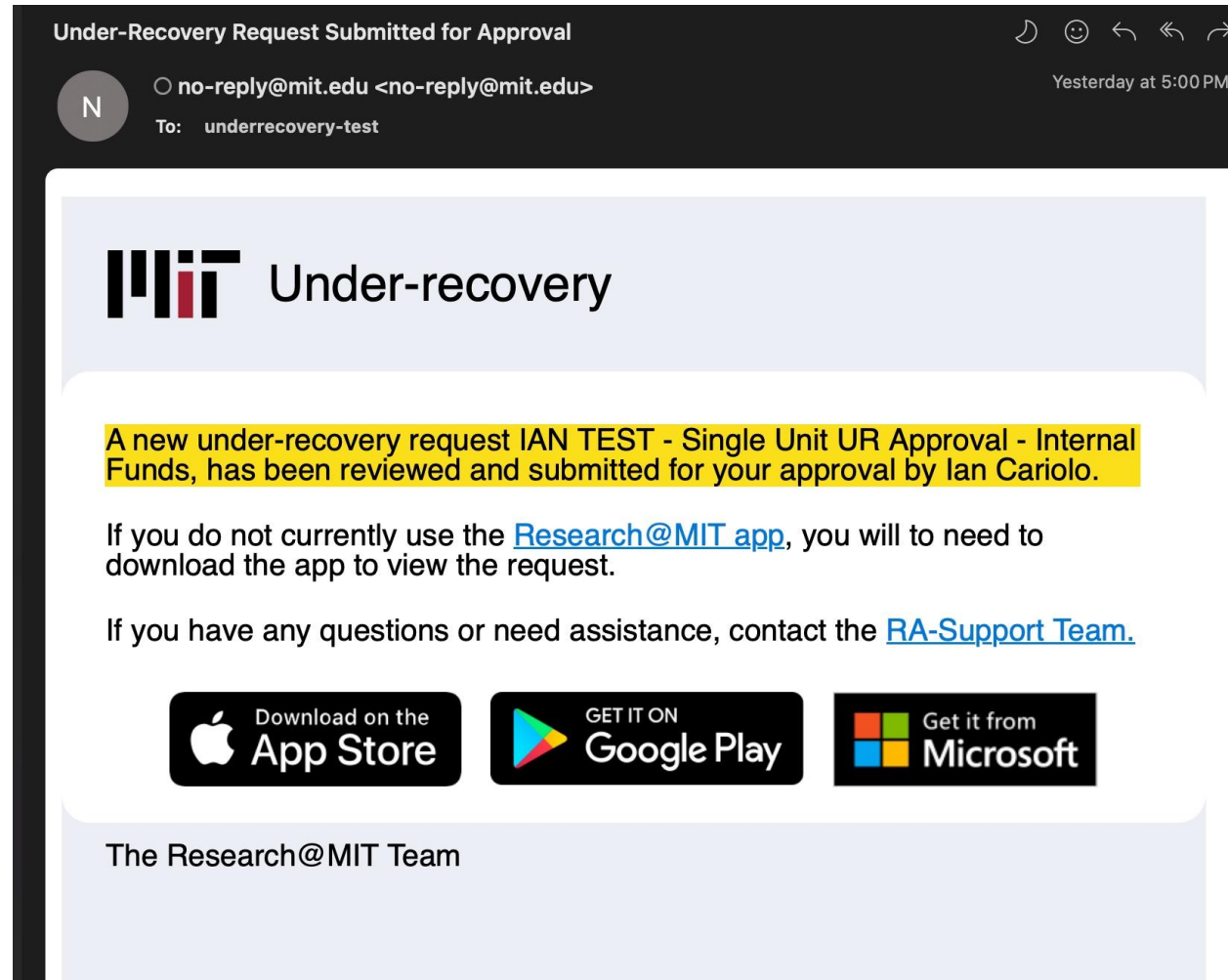
Cancel Submit

Sponsor Type

here

ration

Demo – Single DLCL – Dept Approver



Demo – Single DLCL – Dept Approver

What's Next?

Please review the following request submitted by Ian Cariolo. Once approved, this request will be eligible for under-recovery support from the units listed in the proposal's "Initiational Commitments".

Comments [View comment history](#)

Request Note
Optional Comments added here

Proposal Number
75065

Lead Unit
391020 - Research Administration

Sponsor
Ferrari S.p.A.

Sponsor Type
Foreign Private Profit

Start Date
January 01, 2026

End Date
December 31, 2026

Approve **Decline** **Return** **Request Dean Comment**

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Approve Under-recovery request

You are about to approve this request for under-recovery. Once this is done, you will need to contact ra-help@mit.edu to reset this request to it's previous state.

Cancel **Approve**

IAN TEST - Single Unit UR Approval
Approved: Department Head

[Request Details](#) [Documents](#) [Institutional Commitments](#) [Request History](#)

Source Account: Research Administration Support
The following at the institutional commitments for under-recovery related this proposal, linked to this source account.

Period FY2026	\$21,000
Total	
Total \$21,000	

Demo – Single DLCL – KC proposal

Attachments

Attachments

Proposal (6) Personnel (0) Abstracts (0) Internal (5) Notes (0)

Internal (5)

Download All

File	Type *	Status	Description	Uploaded By	Posted Timestamp
1 UR Approval.pdf	MIT F&A Under-recovery Distribution	Complete	Attachment from UR App [UR Approver:]	admin, admin	04/15/2025 12:50 PM

Demo – Multiple DLCI – Dept Admin

more...

✓ Data Validation (off) ⚙ Budget Settings ≡ Hierarchy 👁 Summary 📅 Budget Versions 📁 Autocalculate Periods ? Help ▾

« Return to proposal

⌵ Periods & Totals

📅 Rates

👤 Personnel Costs >

📄 Non-Personnel Costs

🔔 Single Point Entry

🔗 Subawards

🔔 Institutional Commitments

<

Unrecovered F&A

View Summary

Assign and distribute unallocated expenses to stakeholders, institutions, or other individuals.


+ Add Unrecovered F&A

	Fiscal Year ▾	Applicable Rate ▾	On Campus ▾	Source Account ▾	Amount ▾	Actions
1	2026 -----	10.00 -----	Yes -----	1700005 -----	9,500.00 -----	🗑
2	2026 -----	10.00 -----	Yes -----	1700004 -----	11,500.00 -----	🗑
					21,000.00	
					Total Allocated:	
					0.00	
					Total Unallocated:	

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Demo – Multiple DLCI – Dept Admin



IAN TEST - Multi DLCI UR Approval

Approved: Department Head ▼

Request Details Documents Institutional Commitments Request History



Principal Investigator
Ian Cariolo
Research Administration Support

Comments [View comment history](#)


Request Note


Proposal Number
75066


Lead Unit
391010 - Research Administration

Sponsor
Ferrari S.p.A.

Sponsor Type
Foreign Private Profit

 Start Date
January 01, 2026

 End Date
December 31, 2026

 Deadline Date ⓘ
-

Total Cost
\$685,000

Direct Cost
\$475,000

Indirect Cost
\$210,000

Demo – Multiple DLCI – Dept Approver

Research Administration Support						
Overview	All Requests	Pending Requests 2	Approved Requests 2	Escalated Requests	Spending Reporting	
Name	PI	Requester	Created Newest to Oldest	UR Status All	UR Amount	
IAN TEST - Multi DLCI UR Approval			May 19, 2025	Pending Approval	\$21,000	
IAN TEST - Single Unit UR Approval			May			

IAN TEST - Multi DLCI UR Approval

Pending approval: Department Head

Request DetailsDocumentsInstitutional CommitmentsRequest History

What's Next?

Please review the following request submitted by Ian Cariolo. Once approved, this request will be eligible for under-recovery support from the units listed in the proposal's "Institutional Commitments".

Principal Investigator
Ian Cariolo
Research Administration Support

Comments [View comment history](#)

Request Note

Proposal Number
75066

Lead Unit
391010 - Research Administration

Sponsor
Ferrari S.p.A.

Sponsor Type
Foreian Private Profit

Start Date
January 01, 2026

End Date
December 31, 2026

Deadline Date

Delete

Approve

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Demo – DLCI, Local Source Account – Dept Admin

IAN TEST - Single Unit UR Approval - Internal Funds

Pending approval: Department Head ▼

Request Details

Documents

Institutional Commitments

Request History

What's Next?

This request is currently being reviewed by delegates of the following departments:
 Research Administration Support

Principal Investigator
Ian Cariolo
Research Administration Support

Comments

Request Note

If awarded, we will use discretionary account 7654321 to fund under-recovery incurred.

View comment history

Proposal Number
75067

Lead Unit
391020 - Research Administration Support

Sponsor
Honda R&D North America, Incorporated

Sponsor Type
Private Profit

Start Date
January 01, 2026

End Date
December 31, 2026

Deadline Date
-

Total Cost
\$685,000

Direct Cost
\$475,000

Indirect Cost
\$210,000

Delete

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Demo – DLCI, Local Source Account – Dept Approver

IAN TEST - Single Unit UR Approval - Internal Funds

Pending approval: Department Head ▼

Request Details

Documents

Institutional Commitments

Request History

What's Next?

This request is currently being reviewed by delegates of the following departments:
 Research Administration Support

Principal Investigator
Ian Cariolo
Research Administration Support

Comments [View comment history](#)

Request Note

If awarded, we will use discretionary account 7654321 to fund under-recovery incurred.

Proposal Number
75067

Lead Unit
391020 - Research Administration Support

Sponsor
Honda R&D North America, Incorporated

Sponsor Type
Private Profit

Start Date
January 01, 2026

End Date
December 31, 2026

Deadline Date
-

Total Cost
\$685,000

Direct Cost
\$475,000

Indirect Cost
\$210,000

Delete

Approve

Demo – Dept Approver, overview of UR allocation



Award Management

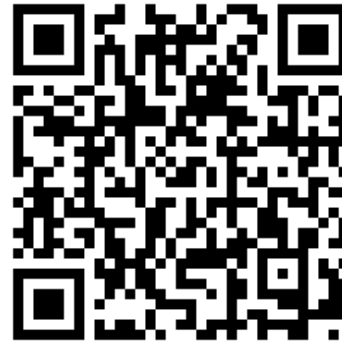
- The DLCI UR Allocation Account in SAP will show the under-recovery incurred to date for Active Awards
- If using local source account(s) in awards to fund under-recovery, request budget transfer from local source account to DLCI UR allocation account by submitting a [NIMBUS Budget Transaction Request \(BTR\)](#) using GL 490104. Once transferred, these funds will carry forward to the next FY (*note Institute UR allocations do not carry forward to future FYs*)

GLs for Central and Supplemental Under-recovery Funding		
	Annual Central Allocation	Supplemental Funding
Source	Central budget	PI, DLCI, or School/College
G/L	422300	490104
Processed by	VPR and School/College	DLCI or School/College financial staff

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 (copied to the chat)
https://mit.co1.qualtrics.com/jfe/form/SV_cGQSwlV7N3F95QO

The link will also be provided in a follow-up email

Resources - Questions – Help

- [Under-recovery Pilot](#)
- [Under-recovery Funding and Approval](#)
- [Research@MIT app – Tools and Resources](#)
- RA Support Team – ra-help@mit.edu