June 4, 2021

To: Deans, Department Heads, Laboratory Directors, and Administrative Officers for Schools, Academic Departments, and Interdepartmental Laboratories

From: Tiffany Melendez, Senior Cost Analyst, Office of the Vice President for Research

Subject: Advance Notice: FY 2021 Evaluation of the Use of Institute Space

The purpose of this communication is to provide advance notice, for your planning purposes, of MIT’s plans to conduct an FY21 evaluation of the use of Institute space during July and August of 2021.

As many of you are aware, federal regulations require MIT to inventory and evaluate the functional use of Institute space at least once every two years. The purpose of the survey is to determine the portion of Institute space allocable to Sponsored Programs. The accuracy and timeliness of space inventory information is a critical element in MIT’s recovery of more than $150 million dollars in space related F&A (Indirect) costs annually.

Here is a snapshot of the timeline we are working with to accomplish this task:

- **February until June:** Department of Facilities\Office of Campus Planning personnel conducted a virtual audit of relative space. Designated departmental individuals were sent a notification from DOF/OCP requesting the review and update of their departmental floorplans. Based on the responses received, DOF/OCP has updated space records in their CAFM system Techspace which populates the floorplans on the DOF website.

- **June 30th, 2021** – Space Database will be locked. **No further space changes** will be made until the Space survey is completed.

- **July 1st – Space Survey begins.** Departments review their space on the Techspace online portal and the Space Survey instructions (to be provided) as it relates to the survey (only certain rooms will be surveyed, as in the past). Please submit FY21 space usage via Techspace and retain documentation of space allocation methodologies on file for future audits.
• **July 22nd & July 28th, 2021** – Office of Cost Analysis will hold open virtual drop in sessions to answer any questions and go through any space desired by departmental administration. Links will be sent July 1.

• **August 6th**: Space Survey is finalized. All changes submitted by this date. The Office of Cost Analysis will review all departmentally submitted records to ensure high-level reasonableness.

Due to Covid restrictions, we are not doing our routine demonstrations/training sessions for each school, but instead are creating a slack channel for open communication with all departmental administrators and having two drop-in sessions via Zoom (as noted above). Additional information and space survey instructions will be forwarded in the near future.

We thank you in advance for your cooperation.

Tiffany Melendez