
Arden Packer
Senior Cost Analyst, Cost Analysis, Office of the Vice President for Research

arden131@mit.edu
<https://research.mit.edu>

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

From: Arden Packer, Senior Cost Analyst, Cost Analysis, Office of the Vice President for Research

Joseph Foley, Senior Cost Analyst, Cost Analysis, Office of the Vice President for Research

Subject: Advance Notice: FY 2025 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 FY25 evaluation of the use of Institute space during July and August of 2025.

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 in space related F&A (Indirect) costs annually.

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

- **February – June 2025:** Department of Facilities (DOF)\Office of Campus Planning (OCP) 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 there CAFM system Techspace which populates the floorplans on the DOF website.
- **June 30, 2025** – Space Database will be locked. **No further space changes** can be made until the Space survey is completed.
- **July 1, 2025 – 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 FY25 space usage via Techspace and retain documentation of space allocation methodologies on file for future audits.

- **July 17 & July 23, 2025** – 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 8, 2025:** Space Survey will be finalized. All changes must be submitted by this date. Cost Analysis will review all departmentally submitted records to ensure high-level reasonableness.

We thank you in advance for your cooperation.

Arden Packer
Joseph Foley