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June 27, 2025

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

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

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

Subject: FY 2025 Space Survey - Evaluation of the Use of Institute Space

As the current fiscal year comes to an end, Cost Analysis is preparing for the 2025 evaluation of Institute Space. For the fiscal year 2025, we are continuing the use of the Institute's official space database, Techspace, to make the listing of applicable space available to the community electronically. Responsibility for maintenance of the Institute's space database and oversight of the biennial space survey are shared by Cost Analysis and the "Space Accounting" section of the Office of Campus Planning.

**The electronic web portal to Techspace will be accessible for review after July 1, 2025.** Once the system is available, please follow the directions at the end of this memo to update your department's information and make necessary changes to space information. All finalizations of your respective space changes must be completed, **no later than August 8, 2025.**

All data must be submitted electronically. We encourage all survey participants to carefully read the attached instructions & guidance. Two virtual "drop-in" sessions have been scheduled in July to assist the community with any Techspace questions and/or questions relative to the process of reporting space usages/changes. The two virtual drop-in sessions will be held via the Zoom at the below times & links:

- Thursday, July 17<sup>th</sup>, 2025 from 11:00am to 12:00pm  
<https://mit.zoom.us/j/5969624412?omn=95334719476>
- Wednesday, July 23<sup>rd</sup>, 2025 from 1:00pm to 2:00pm  
<https://mit.zoom.us/j/5969624412?omn=98326526426>

If you would like to attend either of these, add them to your calendar with the link above or send a request to the contacts below for an invitation to be sent via email.

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Completing this update in a timely and accurate manner is greatly appreciated. If you have any questions, please feel free to email us at the below or contact the distribution list at [vpr-space-survey@mit.edu](mailto:vpr-space-survey@mit.edu).

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#### INSTRUCTIONS FOR THE FISCAL YEAR 2025 SPACE INVENTORY

**Departmental Room Lists can be accessed through the Techspace web portal beginning on or after July 1st, 2025:**

[techspace.mit.edu](https://techspace.mit.edu)

The below will also be posted on the RAS front web page <https://ras.mit.edu/>.

**2025 Space Inventory Update**

Space inventory room lists for the 2025 Space Survey are now available for review. All Departments must submit electronically via the [techspace.mit.edu](https://techspace.mit.edu) web portal by **Friday August 8th, 2025**.

[More information and instructions to submit >>](#)

Read through the General Instructions and the Techspace Quick Card, both attached. You will need to update all applicable space relative to your respective departments (Headquarters Administrative Space, Sponsored Research Lab Space and/or HHMI Space). Please take care when reviewing the information listed as this is subject to audit.

Thank you, in advance, for your cooperation and assistance.

Sincerely,

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