

- Below are basic instructions for going on [techspace.mit.edu](http://techspace.mit.edu) and changing data related to the Space Survey. For additional information about the space survey, please email [vpr-space-survey@mit.edu](mailto:vpr-space-survey@mit.edu) . If you have any specific questions or technical issues concerning Techspace please email [fis-techspace-icr@mit.edu](mailto:fis-techspace-icr@mit.edu).
- Go to website [techspace.mit.edu](http://techspace.mit.edu) and log on with your credentials (requires Kerberos authentication).
- This will bring you to your home department based on your roles and verification with Cost Analysis.

**ICR Survey for [AERO & ASTRO]**

Filter Show ALL Rooms Headquarters Admin Sponsored Research Lab Clear Form

Select Building and/or Floor, then click Show Rooms to display spaces that match all specified criteria

Building  Floor

Select Room to Update Submit Survey DOCX XLS View Instructions

This survey is customized for your department to meet Indirect Cost Recovery requirements. Please email [osp-space-survey@mit.edu](mailto:osp-space-survey@mit.edu) with any questions. CAVEAT: Please note that each room use presented in the reports below reflects the use that was observed in a recent physical audit by Space Accounting, and consequently that is predominantly associated with operating costs in the fiscal year just ended. That same use will also be associated with costs in the fiscal year now underway, recent or pending changes notwithstanding. Changes in room use are recorded in an ad hoc physical audit following completion of a space change and, if recent, may be held for data entry until after this ICR evaluation process. If not the result of a space change, they are captured in the next cycle of systematic audit.

Survey Status	Room	Room Use	Area (sf)	ICR - Rsrch %	ICR - Oth Sponsored %	ICR - ADMIN		
Done (No Changes)	17-010	RESEARCH LAB	369	90.00	0.00		Edit Room	No Change
Done (No Changes)	17-104	RESEARCH LAB	621	10.00			Edit Room	No Change
Done (Changed)	17-104A	RESEARCH LAB	3,312	90.00	5.00		Edit Room	No Change
Done (No Changes)	17-104B	RSCH LAB-OFFICE	33	10.00			Edit Room	No Change
Locked (No Changes)	31-115	RESEARCH LAB	453	0.00			Edit Room	No Change
Pending Change	31-122A	RESEARCH LAB	724	0.00			Edit Room	No Change
Pending	33-009A	OFFICE	145				Edit Room	No Change
Pending	33-017A	OFFICE	154				Edit Room	No Change
Done (Changed)	33-115	OFFICE	1,353				Edit Room	No Change
Pending	33-115A	OFFICE	145				Edit Room	No Change
Pending	33-115B	OFFICE SERVICE	3				Edit Room	No Change
Done (Changed)	33-115C	OFFICE	94				Edit Room	No Change
Done (Changed)	33-115CA	OFFICE SERVICE	10	50.00			Edit Room	No Change
Done (No Changes)	33-115CB	OFFICE	110				Edit Room	No Change

- Filter for the space you would like to review by clicking on the tab on the upper right of the page. For example, if you click on “Sponsored Research Lab” you will then be shown all the space coded as a research lab and research lab/office, which then needs to be quantified with a percentage.

**ICR Survey for [AERO & ASTRO]**

Show ALL Rooms Headquarters Admin Sponsored Research Lab Clear Form

Floor

Submit Survey DOCX XLS View Instructions

\* All data is pre-loaded with prior space survey information. New space (or space with room use changed) to your respective department will have nothing pre-loaded. All space needs to be validated and loaded with research/OSA % usage.

5. Filter function: To focus/filter on space, you can use the filter functions on the top of the data.

Survey Status	Room	Room Use	Area (sf)	ICR - Rsrch %	ICR - Oth Rsrch %	
Done (No Changes)	17-010	RESEARCH LAB	369	90.00	0.00	Edit Room
Done (No Changes)	17-104	RESEARCH LAB	621	10.00		Edit Room

6. Survey Status: This is the status of the survey in terms of completion for each space.

- a. Pending = No information has been updated and needs to be completed
- b. Pending Change = Information has been updated and saved, but not finalized.
- c. Done (Changed/No Change) = Marked completed
- d. Locked (Changed/No Changed) = Completed & submitted to RAS
- e. Closed = Approved by RAS



7. To change the % of research click on “edit” on each record. Clicking on “edit” will open a pop up box. \*

**Edit Room ICR Information: 17-1-104** Complete Save

Sponsored Research %

Other Sponsored Activities %

Room Area ft² 620.90

Room Use RESEARCH LAB

Major Use LABORATORIES

Room Name

Organization AERO & ASTRO

Group

ICR Survey Status

Timestamp 6/15/2017 4:00:47 PM

Close

All data shown on the original record is included in the pop up box. To change the Sponsored Research % or the Other Sponsored %, click in the box and type in the percentage.

- To save changes but to be able to change later, click save. This will show as a status of “Pending Change” in orange.
- To save changes that are complete and will not change later, click complete. This will show a status of “Done (Changed)” in green.
- The ICR Survey Status will change based on what you do in the above two examples. The timestamp will also be automatic.
- Click “Close” on bottom right, to close the window.

8. If there is truly no change in the usage of space in any given record, there is a quick “No Change” button to validate such a determination. The “No Change” button is to the right, on each record.

Done (No Changes)	17-010	RESEARCH LAB	369	90.00	0.00	Edit Room	No Change	Floor Plan
-------------------	--------	--------------	-----	-------	------	-----------	-----------	------------

9. When the Survey is completed and all space is shaded green in the survey status column, you can submit by clicking “Submit Survey”.

Select Room to Update  Submit Survey DOCX XLS View Instructions

- Other useful functions include:

- o Being able to export the current viewed listing to a docx or xls document by clicking on DOCX or XLS buttons.
- o Being able to view instructions on how to quantify space usage percentage.
- o If there is truly no change in the usage of space in any given record, there is a quick “No Change” button to validate such a determination.

\* All data is pre-loaded with prior space survey information. New space (or space with room use changed) to your respective department will have nothing pre-loaded. All space needs to be validated and loaded with research/OSA % usage.