

DoW Project Sponsor Guide

June 2026

**MIT Lincoln
Laboratory (MIT-LL)**

**Federally Funded
Research &
Development Center
(FFRDC)**

Provides Department of War sponsors/customers with instructions on how to initiate, fund, and make changes to research and development (R&D) projects on the USAF/MIT-LL FFRDC Contracts issued 28 April 2015 and 1 April 2025

Changes From August 2024 Version

- Updated Statement of Work requirements
- Updated funding document requirements
- Updated and added process information to the Deobligation section
- Updated the Facilities Modernization Charge section
- Updated Point of Contact section
- Added FAQs regarding 7600As/Bs and G-Invoicing, Stop Work orders
- Clarified FAQ regarding Government Furnished Property and Contractor Acquired Property
- Added FAQ regarding Contracting Officer authority

This document has been approved for dissemination by the Contracting Officer.

Brian Murphy
Contracting Officer
AFLCMC/AZS

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I. Introduction

The Office of the Under Secretary of War for Research and Engineering (OUSW (R&E)) is the Primary Sponsor for the Air Force Prime Contracts FA8702-15-D-0001 and FA8702-25-D-B002 (“Air Force/MIT-LL FFRDC contract”). In accordance with (IAW) the DoD Sponsoring Agreement, all federally sponsored work (DoW and non-DoW) will be performed on the Air Force Prime Contracts. The Air Force Life Cycle Management Center (AFLCMC), Strategic Services Division (AFLCMC/AZS) at Hanscom AFB is the Administrative Agent for the Primary Sponsor. As the Administrative Agent, AFLCMC/AZS is responsible for executing and administrating the USAF/MIT-LL FFRDC contract.

The purpose of this guide is to provide Department of Defense project sponsors/users, henceforth referred to as “sponsor(s),” with the procedures for initiating, funding, and making changes to research and development (R&D) projects on the Air Force/MIT-LL FFRDC contract.

These established procedures are based on the:

- A. DoD Sponsoring Agreement, which states “maximum technical freedom shall be afforded to MIT-LL and to individual project sponsors in formulating and executing projects;”
- B. Air Force/MIT-LL FFRDC Indefinite-Delivery Indefinite-Quantity (IDIQ) contracts FA8702-15-D-0001 and FA8702-25-D-B002, where terms and conditions are established and all work is performed on a cost reimbursement, no-fee basis;
- C. Federal policy on R&D contracting and the “special relationship” between the FFRDC and the Government IAW [FAR 35.017](#);
- D. [DoD Instruction 5000.77](#), *DoD Federally Funded Research and Development Center (FFRDC) Program*,

Direct any questions related to this document or procedures described herein to AFLCMC/AZS. [Section IV](#) provides information regarding this guide’s Points of Contact (POC).

II. Project Initiation, Funding, Changes, Deobligations, Annual Sponsor Evaluation, & Facilities Modernization Charge

When considering whether opening a new project or funding an additional task under an existing effort, please consult the existing contractual project Grey Book write-up. If the work scope under consideration is not included within the Grey Book description of an existing effort, a new project start is warranted. Should the envisioned work scope be encompassed by the contractual Grey Book description of an existing effort, it is recommended to incrementally fund an additional task on the existing project as opposed to moving forward with a New Start package.

A. DoW Unclassified R&D Project Initiation Guidance

1. Initiating a New DoW Unclassified R&D project

Due to the imprecise and evolving nature of R&D work, the “special relationship” between the FFRDC and the Government, and the need for efficient operation, AFLCMC/AZS designed a streamlined and flexible process requiring only essential documentation from MIT-LL and the sponsor.

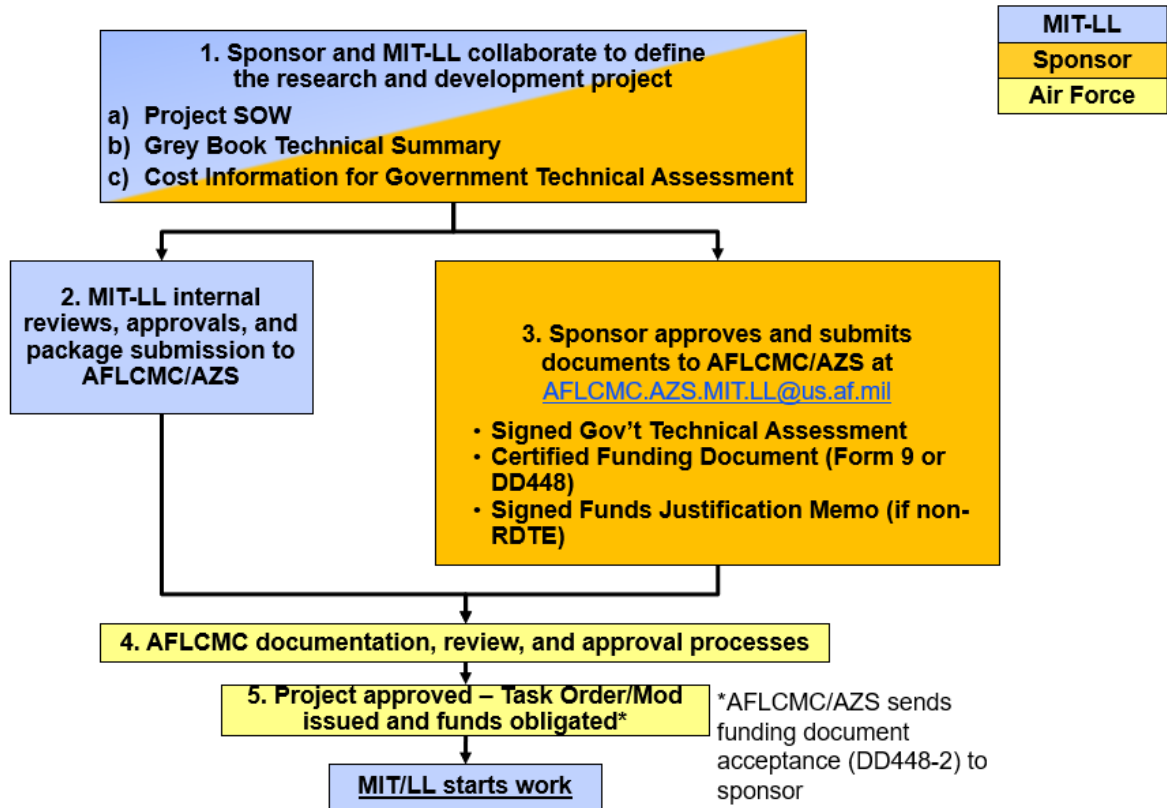
During the DoW project formation stage, MIT-LL will assign a unique 4-digit project number (e.g., MIT-LL Project Number #####). ***The sponsor shall use this number in the email subject line of all correspondence with AFLCMC/AZS and/or MIT-LL.*** The Sponsoring Agreement authorizes the project requirements to be established directly between the sponsor and MIT-LL. **However, all contractual direction and authorization shall come from the AFLCMC/AZS Procuring Contracting Officer (PCO).**

Any agency of the U.S. Government may request MIT-LL to undertake studies, research, or technology development projects within the general scope of the contract. **Table 1** indicates the documents relevant to the sponsor and the requirements to initiate a new DoW Unclassified R&D project. **Figure 1** illustrates the sequence of processes required to initiate a new DoW Unclassified R&D project.

Table 1. New DoW Unclassified R&D Project Required Documents

Document	Description
<p>Project Statement of Work</p>	<p>Defines the R&D work requirements and non-technical aspects of project management, including selection and implementation of a sponsor-assigned Distribution Statement (as required by DoDI 5230.24) and sponsor-identification of projects that will use or generate Controlled Unclassified Information (CUI). Granular designation of CUI at program onset allows MIT-LL to identify Cybersecurity Maturity Model Certification (CMMC) certified suppliers who can support the project. This lowers project execution risk by increasing supplier competition, potentially decreasing cost and improving supplier performance. Sponsors must provide CUI designations that align to the appropriate categories in the CUI Registry. Sponsors must provide CUI designations in written guidance (e.g. Security Classification Guide (SCG) or similar written documentation). Sponsors must provide Security POC(s) MIT LL can engage about CUI before and during program execution.</p> <p>This document is not contractually binding. When updates are necessary, they must be within scope of the contractual Grey Book Technical Summary. The SOW is near-term, may evolve, and shall be formulated, managed, and maintained directly between the project sponsor and MIT-LL.</p> <p>Sponsors are prohibited from adding terms and conditions to the Project SOW. All changes must be technical.</p>
<p><u>Grey Book Technical Summary</u></p>	<p>This document is a collaboration between MIT-LL and the sponsor to establish the broad technical scope of the project. This document will become an attachment to the applicable task order issued under the Prime Contract,</p> <p style="text-align: center;">AND</p> <p>Will fulfill the Sponsoring Agreement requirement for MIT-LL to develop a long-term, strategic plan for the anticipated research area.</p>
<p><u>Government Technical Assessment (GTA)</u></p>	<p>The GTA is the Government sponsor’s concurrence with the Grey Book technical summary, the associated total estimated cost (TEC) and the total estimated period of performance (PoP). MIT-LL may facilitate this process by populating the GTA with applicable project data. The Government sponsor has the responsibility to sign (non-contractor) and directly submit the GTA to AFLCMC/AZS at AFLCMC.AZS.MIT.LL@us.af.mil and copy MIT-LL Funding Operations at resFundingOps@ll.mit.edu.</p>

Figure 1. Process Flowchart – Initiating new DoW Unclassified R&D Projects



2. Processing Timeline - New DoW Unclassified R&D Projects

AZS cannot begin the process to contractually incorporate the sponsor’s project until a complete package is received. Once a complete package (i.e., MIT-LL New Project documents, GTA, sponsor funding document, and Justification of Funds (JoF) memo (if applicable) is accepted, AZS will document, review, and obtain the necessary approvals (AZS PM, FM, Contracting, and Legal) to issue a task order/modification. Estimated processing timelines are provided in Section III below.

No work may begin before a project is awarded on contract.

Note: Projects with research involving the use of human subjects may require more time for additional Government reviews and approvals.

3. Project Changes

An individual project’s contractual baseline is comprised of its technical scope, as detailed in MIT-LL’s Proposed Program in the Grey Book, its Contract Line Item Number (CLIN) TEC,

and its CLIN PoP Date. Sponsor requests to modify project baselines require issuance of a modification by the AFLCMC/AZS Contracting Officer.

- a. **CLIN TEC Change.** Requests to modify a project's TEC require an updated, Sponsor-signed GTA. It is required that Sponsors consult with MIT-LL to ensure requests reflect the most current cost information.
- b. **CLIN PoP Estimated Completion Date.** Requests to modify a project's estimated completion date (with no associated cost changes) require written concurrence from the sponsor. Written concurrence may be provided directly to AFLCMC/AZS via email with cc: to MIT-LL. It is required that Sponsors coordinate with MIT-LL to ensure requests reflect most current schedule information.
- c. **Grey Book Technical Summary.** It is required that Sponsors coordinate with MIT-LL prior to submittal of a TEC and/or PoP increase to determine if an update to the Grey Book is necessary. New work outside of the scope of the Grey Book Technical Summary will require initiation of a new project.

4. Funding Projects

For all DoW projects, the individual project sponsor is responsible for ensuring that their project and funding documents align with their specific financial management policies and regulations.

MIT-LL is an R&D FFRDC. Therefore, the predominant types of appropriated funds utilized are Research, Development, Test & Evaluation (RDT&E). However, circumstances may exist where funds other than RDT&E are appropriate for projects within the mission of MIT-LL.

The use of non-RDT&E funds is considered an exception that requires explanation, documentation, and justification before such funds can be accepted and obligated to the contract. When submitting other than RDT&E funds, the sponsor *must* complete and submit a justification in accordance with the AZS [Justification of Funds \(JoF\) Non-RDT&E Funds template](#) with their funding document(s), citing the specific DoD FMR authority and detailing the applicability of that authority. The sponsor *must* submit the JoF to the AZS Common Mailbox which can be found in Section IV below, to avoid the rejection of the funding document(s) and/or a delay in award and project execution. An authorized government financial management representative (non-contractor) must sign the JoF.

A JoF applies at the project level and is always required with funding documents using non-RDT&E funds if/when:

- a. The broad requirements of the project change; or
- b. The JoF on file is not dated within the same fiscal year in which the funds are being provided; or

- c. The AFLCMC/AZS Contracting Officer deems an update is required.

DoW sponsors will ensure their funding documents comply with/include the following:

- a. [AFI 65 – 118](#). All funding documents must contain:
 - 1) Project Period of Performance:
 - i. New Starts
 - 1. 01-OCT of current Fiscal Year
 - ii. Existing Projects/Incremental Funding
 - 1. awarded start date
 - iii. Funding PoPs are also acceptable to include provided the Project PoP and Funding PoP are clearly delineated
 - 2) Contract number (FA8702-15-D-0001 or FA8702-25-D-B002);
 - 3) Project number; and
 - 4) Amount certified on funding document.
 - 5) Include both the FM and PM POC names:
 - i. AFLCMC/AZS PM, Kathryn McKittrick
 - ii. AFLCMC/AZS FM, Zachary Taylor
- b. MIPR or AF Form 9 forms stating, **“These funds are provided for obligation in support of MIT-Lincoln Laboratory Project Number _____. Project sponsor e-mail address for acceptance documentation is _____;”**
- c. (For Air Force customers only) While AF Form 9 Purchase Requests may be put on contract, incrementally funding an MIT-LL project on an AF Form 9 amendment is highly discouraged due to contract reconciliation issues that may arise. If AF Form 9s are used for incremental funding, we request that each submission be a distinct PR number and not an amendment.
- d. All DoW documents will be obligated as Direct Cite (Category II);
- e. The project documents must not be attached to the funding document. Any reference to the project documents and funding documents should be sent in a separate email to AZS Common [mailbox](#) for MIT-LL for both actions;
- f. Funding documents must contain a Project Element Code (PEC) in either the Line of Accounting (LOA) or elsewhere on the funding document. This information is essential and is required in FFRDC reports to the Government including the annual National Science Foundation FFRDC R&D Survey and the OSW end-of-year FFRDC STE obligation report;
- g. Funding documents citing Accounting Disbursing Station Number (ADSN) 503000 or 667100 must be posted to the financial system with Processing Center Code (PC) “B” for MOCAS;
- h. Funding documents must include the DODAAC of FA8702 and the Product Service Code (PSC) of AC61; unless the task orders are from FY23 or later, these will use AC31;

- i. If providing non-RDT&E funds, include a [JoF](#);
- j. The Period of Performance must conclude on the last day of the month to align with MIT-LL's billing cycle;
- k. Appropriation type is decided at the onset of a project. If a project sponsor is considering obligating a new or different appropriation type, contact AFLCMC/AZS before sending documents for further discussion.

Submit all funding documents directly to the AFLCMC/AZS Common Mailbox at AFLCMC.AZS.MIT.LL@us.af.mil and cc: MIT-LL Funding Operations at resFundingOps@ll.mit.edu

The mailing address for AZS is:

AFLCMC/AZS
Attention: FFRDC Financial Management
20 Schilling Circle
Bldg. 1305, 3rd Floor
Hanscom AFB, MA 01731-2800

See Section V of this document, [FAQ #15](#), which addresses common reasons a funding document may not be accepted.

B. DoW Classified R&D Project Initiation Guidance

1. Initiating a New DoW Classified R&D project

Due to the imprecise and evolving nature of R&D work, the “special relationship” between the FFRDC and the Government, and the need for efficient operation, AFLCMC/AZS designed a streamlined and flexible process requiring only essential documentation from MIT-LL and the sponsor.

During the DoW project formation stage, MIT-LL will assign a unique 4-digit project number (ex: MIT-LL Project Number 9999). ***The sponsor shall use this number in the email subject line of all correspondence with AFLCMC/AZS and/or MIT-LL.*** The Sponsoring Agreement authorizes the project requirements to be established directly between the sponsor and MIT-LL. **However, all contractual direction and authorization must come from the AFLCMC/AZS PCO.**

Any agency of the U.S. Government (sponsor) may request MIT-LL to undertake studies, research, or technology development projects within the general scope of the contract. This does not mean that every request will be fulfilled; there is a process to determine which work MIT-LL

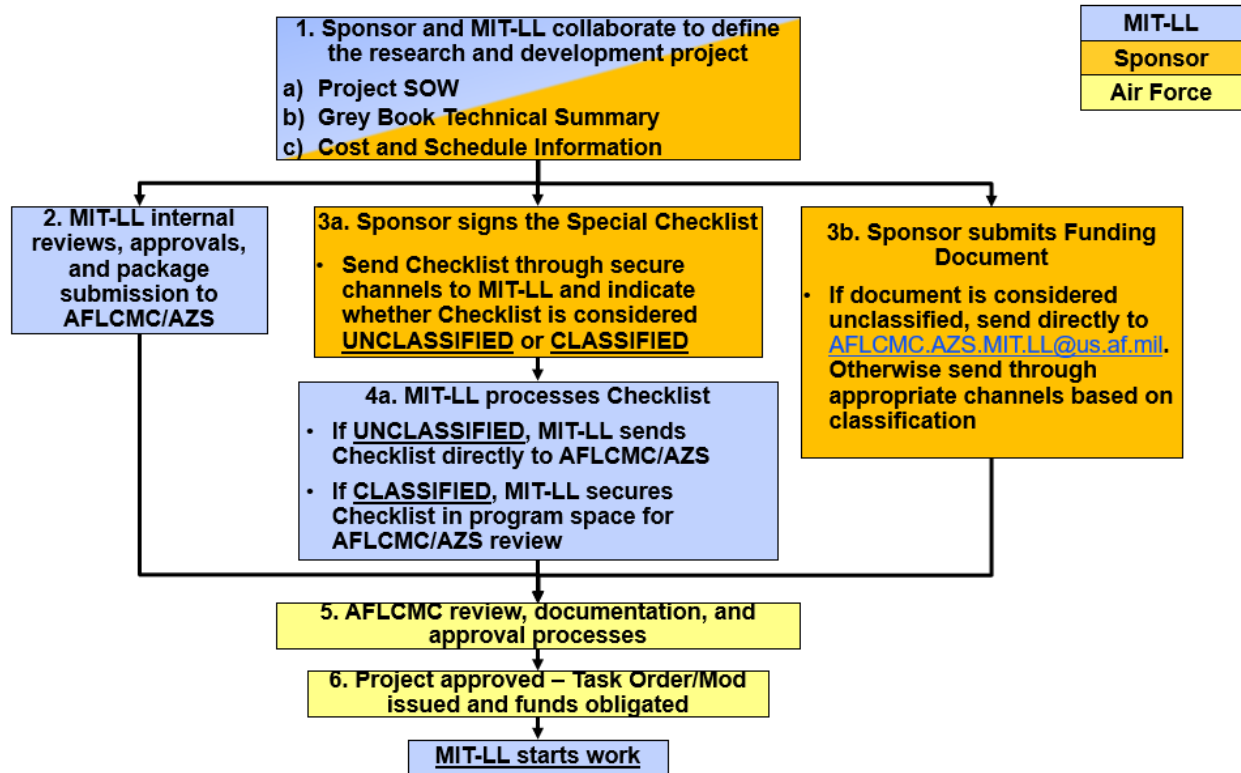
will elect to take on. **Table 2** indicates the documents relevant to the sponsor and the requirements to initiate a new DoW Classified R&D project. **Figure 2** illustrates the sequence of processes required to initiate a new DoW Classified R&D project.

Table 2. New-DoW Classified R&D Project Required Documents

Document	Description
<p>Project Statement of Work (SOW)</p>	<p>Defines the R&D work requirements and non-technical aspects of project management, including selection and implementation of a sponsor-assigned Distribution Statement (as required by DoDI 5230.24) and sponsor-identification of projects that will use or generate Controlled Unclassified Information (CUI). Granular designation of CUI at program onset allows MIT-LL to identify Cybersecurity Maturity Model Certification (CMMC) certified suppliers who can support the project. This lowers project execution risk by increasing supplier competition, potentially decreasing cost and improving supplier performance. Sponsors must provide CUI designations that align to the appropriate categories in the CUI Registry. Sponsors must provide CUI designations in written guidance (e.g. Security Classification Guide (SCG) or similar written documentation).</p> <p>This document is not contractually binding. When updates are necessary, they must be within scope of the contractual Grey Book Technical Summary. The SOW is typically near-term, may evolve, and shall be formulated, managed, and maintained directly between the project sponsor and MIT-LL.</p> <p>Sponsors are prohibited from adding terms and conditions to the SOW. All changes must be technical.</p> <p>If the SOW is Classified, MIT-LL and the project sponsor shall work together to create and maintain a Project SOW at the appropriate classification level.</p>

<p><u>Grey Book Technical Summary</u></p>	<p>This document is a collaboration between MIT-LL and the sponsor to establish the broad technical scope of the project. This document will become an attachment to the applicable task order issued under the Prime Contract,</p> <p style="text-align: center;">AND</p> <p>Fulfills the Sponsoring Agreement requirement for MIT-LL to develop a long-term, strategic plan for the anticipated research area.</p> <p>The sponsor and MIT-LL will maintain this document at the appropriate classification level. Due to the Classified nature of the work, when providing this document to AFLCMC/AZS, the Grey Book Technical Summary may state the project number and “Classified” as the description.</p>
<p><u>Government Technical Assessment (GTA)</u></p>	<p>The GTA documents the Government sponsor’s concurrence with the Grey Book Technical Summary, the associated total estimated cost (TEC), the total estimated period of performance (PoP), MIT-LL may facilitate this process by populating the GTA with applicable project data. The Government sponsor has the responsibility to sign (non-contractor) and submit the GTA to AFLCMC/AZS at AFLCMC.AZS.MIT.LL@us.af.mil and copy MIT-LL Funding Operations at resFundingOps@ll.mit.edu</p>
<p><u>Special Checklist</u></p>	<p>The Special Checklist documents the project sponsor’s concurrence with the Grey Book Technical Summary, the associated TEC, and the total estimated PoP.</p> <p>MIT-LL may facilitate this process by populating the checklist with applicable project data. The sponsor is responsible for signing and submitting the checklist to AFLCMC/AZS at AFLCMC.AZS.MIT.LL@us.af.mil.</p> <p>NOTE: The designed checklist facilitates review at an Unclassified level. If the checklist cannot be filled out or sent at an Unclassified level, AFLCMC Contracting representatives will arrange to review it in an appropriate location. Ensure the document is marked per the program’s Security Classification Guidance.</p>

Figure 2. Process Flowchart – Initiating Classified DoW R&D Projects



2. Processing Timeline - New Classified DoW R&D

AZS cannot begin the process to contractually incorporate the sponsor’s project until a complete package is received. Once a complete package (i.e., MIT-LL New Project Start documents, Government Technical Assessment (if applicable), sponsor [Special Checklist](#), sponsor Funding Document, and Justification of Funds (JoF) memo (if applicable)) is accepted, AZS will document, review, and obtain the necessary approvals (AZS PM, FM, Contracting, and Legal) to issue a task order/modification. This process includes two additional days for the AFLCMC/AZS Chief Financial Officer (CFO) to review Classified documents. Estimated processing timelines are provided in Section III below.

No work may begin before a project is awarded on contract.

Note: Projects with research involving the use of human subjects may require more time for additional government reviews and approvals.

3. Project Changes

An individual project’s contractual baseline is comprised of its technical scope, as detailed in MIT-LL’s Proposed Program Grey Book, its CLIN TEC, and its CLIN PoP date. Sponsor

requests to modify project baselines require issuance of a modification by the AFLCMC/AZS Contracting Officer.

- a. **CLIN TEC Change.** Requests to modify a project's estimated cost ceiling require an updated, Sponsor-signed Government Technical Assessment (GTA) as well as a completed Government Sponsor Special Projects Approval. It is required that Sponsors coordinate with MIT-LL to complete this documentation and to ensure requests reflect most current cost information.
- b. **CLIN PoP Estimated Completion Date.** Requests to modify a project's estimated completion date (with no associated cost changes) require written concurrence from the sponsor. Written concurrence may be provided directly to AFLCMC/AZS via email. It is required that Sponsors coordinate with MIT-LL to ensure requests reflect most current schedule information.
- c. **Grey Book Technical Summary.** It is required that Sponsors coordinate with MIT-LL prior to submittal of a TEC and/or PoP increase to determine if an update to the Grey Book is necessary. As part of the change request, the Sponsor must complete a Government Sponsor Special Checklist, provide it to MIT-LL through secure channels, and indicate whether the updated Special Checklist is considered Unclassified or Classified. If the completed Special Checklist is considered Unclassified, MIT-LL will send the updated document directly to AFLCMC/AZS. If considered Classified, MIT-LL will secure the updated Special Checklist in their program space for AFLCMC/AZS review.

4. Funding Classified Projects

For all DoW projects, the individual project sponsor is responsible for ensuring that their project and funding documents align with their specific financial management policies and regulations.

MIT-LL is an R&D FFRDC. Therefore, the predominant types of appropriated funds utilized are Research, Development, Test & Evaluation (RDT&E). However, circumstances may exist where funds other than RDT&E are appropriate for projects within the mission of MIT-LL.

The use of non-RDT&E funds is considered an exception that requires explanation, documentation, and justification before such funds can be accepted and obligated to the contract. When submitting other than RDT&E funds, the sponsor *must* complete and submit a justification in accordance with the AZS [Justification of Funds \(JoF\) Non-RDT&E Funds template](#) with their funding document(s), citing the specific DoD FMR authority and detailing the applicability of that authority. The sponsor *must* submit the JoF, with valid justification, to avoid the rejection of the funding document(s) and/or a delay in award and project execution. A government Financial Management representative (non-contractor) authorized to sign on behalf of the agency must sign the JoF.

A JoF applies at the project level and is always required with funding documents using non-RDT&E funds if/when:

- a. The broad requirements of the project change; or
- b. The JoF on file is not dated within the same fiscal year in which the funds are being provided; or
- c. The AFLCMC/AZS Contracting Officer deems an update is required.

DoW sponsors will ensure their funding documents comply with/include the following:

- d. AFI 65 – 118. All funding documents must contain:
 - 1) Project Period of Performance:
 - i. New Starts
 1. 01-OCT of current Fiscal Year
 - ii. Existing Projects/Incremental Funding
 1. awarded start date
 - iii. Funding PoPs are also acceptable to include provided the Project PoP and Funding PoP are clearly delineated
 - 1) Contract number (FA8702-15-D-0001 or FA8702-25-D-B002);
 - 2) Project number; and
 - 3) Amount certified on funding document
- e. MIPR or AF Form 9 forms stating, **“These funds are provided for obligation in support of MIT-Lincoln Laboratory Project Number _____. Project sponsor e-mail address for acceptance documentation is _____”** ;
- f. (For Air Force customers only) While AF Form 9 Purchase Requests may be put on contract, incrementally funding an MIT-LL project on an AF Form 9 amendment is highly discouraged due to contract reconciliation issues that may arise. If AF Form 9s are used for incremental funding, we request that each submission be a distinct PR number and not an amendment.
- g. All DoW documents will be obligated as Direct Cite (Category II);
- h. The project documents must not be attached to the funding document;
- i. Funding documents must contain a Project Element Code (PEC) in either the Line of Accounting (LOA) or elsewhere on the funding document. This information is essential and is required in FFRDC reports to the Government including the annual National Science Foundation FFRDC R&D Survey and the OSD end-of-year FFRDC STE obligation report;
- j. Funding documents citing Accounting Disbursing Station Number (ADSN) 503000 or 667100 must be posted to the financial system with Processing Center Code (PC) “B” for MOCAS;

- k. Funding documents must include the DODAAC of FA8702 and the Product Service Code (PSC) of AC61; unless the task orders are from FY23 or later, these will use AC31;
- l. If providing non-RDT&E funds, include a JoF;
- m. The Period of Performance must conclude on the last day of the month to align with MIT-LL's billing cycle;
- n. IAW DoDI 5000.77, for assisted acquisitions between DoD components for FFRDC work, Support Agreements are not applicable, nor will they be accepted. The correct form is the DD Form 448, Military Interdepartmental Purchase Request (MIPR), or Air Force Form 9, Request for Purchase; and,
- o. If the fund type is not the same as previous increments on the same program, a new project will need to be established to accept the new fund type. Contact AFLCMC/AZS before sending documents.

If the funding documents are **Unclassified**, submit to the AFLCMC/AZS Common Mailbox AFLCMC.AZS.MIT.LL@us.af.mil and cc: MIT-LL Funding Operations at resFundingOps@ll.mit.edu

The mailing address for AZS is:

AFLCMC/AZS
Attention: FFRDC Financial Management
20 Schilling Circle
Bldg. 1305, 3rd Floor.
Hanscom AFB, MA 01731-2800

If the funding document is **Classified**, sponsors should send the document through appropriate channels based on classification.

See Section V of this document, [FAQ #15](#), which addresses common reasons a funding document may not be accepted.

D. Deobligations (Deobs)

The AFLCMC/AZS financial system does NOT accept negative funding documentation to deobligate funds. The process for sponsors to initiate deobligations is as follows:

1. Sponsor submits request for deobligation of funds to MIT-LL or AFLCMC/AZS.
2. AFLCMC & MIT-LL will ensure requested deobligation amount does not exceed the current available balance remaining to deob. MIT-LL shall confirm ability to meet sponsor deob request or provide the sponsor with the available amount to be deobligated.

NOTE: The available balance remaining to deob includes pending vendor commitments that may have not been received, expensed and reflected in the most recent monthly financial statement provided to the Sponsor.

3. AFLCMC/AZS or MIT-LL shall obtain Sponsor concurrence on final deob value if it differs from original request.
4. AFLCMC/AZS Contracting Officer executes contract modification to effectuate deobligation.

The mailing address for AZS is:

AFLCMC/AZS
Attention: FFRDC Financial Management
20 Schilling Circle
Bldg. 1305, 3rd Floor
Hanscom AFB, MA 01731-2800

If the funding document is considered Classified, sponsors should send their documents through appropriate channels based on classification. AFLCMC/AZS will coordinate with sponsors and MIT-LL for concurrence with the deobligation request.

Note: Deobligation of funds does not mean the project is closed, as final billing and Administrative Contractive Officer (ACO) disposition of government property may still need to occur.

E. Annual Sponsor Evaluation

The DoD Sponsoring Agreement requires an annual sponsor evaluation of MIT Lincoln Laboratory to be completed. This evaluation of sponsored research intends to assure OUSW (R&E) of product quality and identify improvement areas. Each Government Program Manager sponsoring an MIT-LL project should complete an evaluation of contractor performance once a year. AFLCMC/AZS will send request(s) for the evaluation and instructions on how to provide

feedback. Once all feedback is received, the findings will be briefed to the Joint Advisory Committee (JAC) or the designee.

F. Facilities Modernization Charge (FMC)

MIT-Lincoln Laboratory was founded in 1951 on Hanscom AFB, MA. However, its facilities are now over 70+ years old, and many do not meet 21st-century design standards for research. This limits the laboratory's ability to perform state-of-the-art research, and space constraints further hamper its mission. The cost of repairing and maintaining these obsolete facilities is unsustainable, and failing to address this issue will lead to increased costs and delayed research. The DoD and MIT-LL developed a phased Facilities Maintenance Plan (FMP) that is currently being implemented.

Calculation of FMC per project

Each year the Joint Advisory Committee will approve the FMC amount for the coming FY IAW the Section H Clause on the Prime Contract. MIT-LL will divide the FMC for the Government's fiscal year into 12 monthly invoices. Each project's pro-rata share of the Modernization Charge for each month will be determined by dividing its allowable costs by the total allowable costs for all active projects. The monthly Facilities Modernization Charge for each project will be calculated by multiplying its pro-rata share by the monthly FMC amount.

III. Estimated Processing Timelines

Special Note: Timelines are contingent on receipt of a complete package, which includes the MIT-LL submission of all required documents. Refer to B1 Table 2.

Table 3. Estimated Processing Timelines

New Projects	Business Days
DoW (Non-Special / Unclassified)	23
DoW (Special / Classified)	25

PoP Change	Business Days
DoW (Non-Special / Unclassified)	17
DoW (Special / Classified)	19

Cost Changes	Business Days
DoW (Non-Special / Unclassified)	20
DoW (Special / Classified)	22

Incremental Funding	Business Days
DoW (Non-Special / Unclassified, Special / Classified)	20

Deobligations, Supplemental, and Administrative	Business Days
Deobligations All	21
Administrative All	20

IV. Points of Contact

For Unclassified Communication Only, please direct all inquiries to:

AFLCMC.AZS.MIT.LL@us.af.mil

MIT-LL Finance/Funding Operations Common Inbox: resFundingOps@ll.mit.edu

Classified communications should be in accordance with agency and Project Classification Guides.

V. Frequently Asked Questions (FAQ)

1. What is a Grey Book Technical Summary, and why does that get incorporated into the Prime Contract instead of the project Statement of Work?

The [Grey Book Technical Summary](#) describes the research project's long-term broad technical scope. The nature of R&D work requires flexibility in managing the technical requirements. A broad technical scope via the Grey Book Technical Summary is incorporated into the Prime Contract to give the sponsor and MIT-LL maximum flexibility in directly managing their research projects. This approach limits the need for numerous contract changes as the research requirements and technical approach evolve.

2. Why are the total estimated cost (TEC) and the total estimated period of performance (PoP) different from the schedule and cost detailed in the project Statement of Work?

The TEC and the total estimated PoP in the [Government Technical Assessment](#) (GTA) are estimated costs/schedules associated with the broad scope of work described in the [Grey Book Technical Summary](#). The GTA intends to capture the totality of the potential research effort to avoid the administrative burden of separately approving and contracting for short-term work segments. The TEC is the ceiling cost of the project. The sponsor is not committed to fully funding the TEC, unless full funding is required pursuant to the Financial Management Regulations.

3. What are the advantages of having a long-term, broad technical scope of work (i.e., Grey Book Technical Summary) with a total estimated cost and total estimated POP?

A longer-term technical scope of work, with an associated total estimated cost and total estimated POP, maximizes sponsor and MIT-LL flexibility in executing and managing their projects while minimizing the number of contractual actions/changes. Having a narrow scope of work with a short-term cost and schedule would result in additional processing, paperwork, and administration for all parties, which could lead to unnecessary project delays. The sponsor is only responsible for funding the current increment and may stop funding and, therefore, stop the research at any time.

If a sponsor elects to stop work, the following steps should be taken to ensure proper coordination and contractual compliance:

- **The Sponsor shall notify AFLCMC/AZS via email** and include the applicable program number.
- **Specify whether the stop work is temporary or permanent and whether the stop work applies to the entire program or only specific tasks.**
- **Indicate whether a final written report is requested** from MIT-LL.
- **For temporary stop work requests**, include the anticipated stop and restart dates.
- **Identify the desired effective date** of the stop work. *Note: The effective date cannot precede notification from the AFLCMC/AZS Contracting Officer to MIT-LL.*

Once the AFLCMC/AZS Contracting Officer has formally notified MIT-LL, work will be stopped in accordance with that direction. MIT-LL will not cease work based on sponsor

request alone and must receive formal notification from the Procuring Contracting Officer (PCO) before stopping work. Only the AFLCMC/AZS Contracting Officer has the authority to provide this contractual direction.

If the stop work is **permanent**, MIT-LL will conduct an analysis to determine whether any funds remain available for deobligation. Any excess funds identified may be returned to the sponsor in accordance with contract terms and applicable procedures. This analysis must include identification of any subcontracts associated with the program and allow sufficient time to negotiate and execute subcontract terminations if necessary. Sponsors shall state if they are seeking a full or partial termination of work and provide required documentation.

4. What is a Government Technical Assessment?

The [Government Technical Assessment](#) ensures and documents sponsor concurrence with the [Grey Book Technical Summary](#), including the associated total estimated cost and the total estimated period of performance. The AFLCMC/AZS Contracting Officer will use this assessment to determine a fair and reasonable cost.

5. Does signing the Government Technical Assessment obligate the sponsor to the total estimated cost and total estimated period of performance?

Signing the [Government Technical Assessment](#) is **not** a commitment of the sponsor to fund the entire estimated cost. As an incrementally funded, cost reimbursable contract vehicle, and IAW the Limitation of Funds clause, [FAR 52.232-22](#), the Government is not obligated to reimburse the Contractor for costs incurred in excess of the total amount allotted by the Government. The sponsor is only committed to the project to the extent funds have been obligated against the individual project contract line item.

6. How long does it take for a new project to go on contract?

Once completed packages including all required documentation, are submitted by MIT-LL and sponsor, AFLCMC/AZS takes approximately 23-25 business days to review, document, and obtain approval for a new project to go on contract. However, certain projects may require more time due to their specific nature, such as Classified projects or those involving research work with human subjects. In such cases, additional reviews, determinations, and approvals may be necessary, leading to a longer time frame. Similarly, special projects that require a Classified level Special Checklist may also take longer.

7. May the sponsor update the project's period of performance via a funding document?

Funding documents shall not be used to dictate the project schedule. Sponsor may initiate a period of performance change with an e-mail to AFLCMC.AZS.MIT.LL@us.af.mil detailing the preferred new period of performance end date and work with MIT-LL for their concurrence and update to the Grey Book Summary, if necessary.

8. If there are issues with MIT-LL's performance, whom should the sponsor contact?

First contact should be through direct communication with the MIT-LL Project Manager or Principal Investigator performing the specific project. If that fails to resolve the issue, the sponsor may email AFLCMC.AZS.MIT.LL@us.af.mil. AZS will conduct an Annual Sponsor Evaluation as described in Section E.

9. How should sponsors account for the acquisition or development of property related to research projects?

The purpose of the MIT-LL contract is to perform research and deliver research results to the project sponsor. MIT-LL is prohibited from competing with private industry and producing or delivering supplies or end items to Government customers. All equipment and other ancillary property acquired or developed by MIT-LL in the performance of sponsored research are U.S. Government property, solely accountable under the Laboratory's Prime Contracts with the Air Force. Equipment and other property are considered Contractor Acquired Property (CAP). CAP is a form of Government Furnished Property (GFP) and is administered and managed under the Air Force Contracts by the Administrative Contracting Officer (ACO). Therefore, it is unavailable to the project sponsor as there are no contract deliverables for supplies or equipment. **The only contract deliverable is the result of the sponsored research.** As per established procedures, if any items are essential to meet the requirements of field testing, operational evaluation, or data gathering, they may be transferred to the sponsor formally during or after the research project's completion, with any loan or transfer requiring written ACO approval.

Sponsors should direct questions to the AFLCMC/AZS ACO for inquiries regarding availability of property. CAP acquired during the performance of the project are potentially available for transfer to the sponsor, provided other sponsored research programs at MIT-LL do not require use of the CAP and transfer is approved by the ACO.

10. Can appropriated funds other than RDT&E be used for project performance?

The MIT-LL FFRDC is a research and development laboratory operating under an R&D contract issued by the U.S. Air Force (USAF). As a result, the majority of work is expected to be funded with RDT&E type appropriations. In some cases, funding other than RDT&E may be authorized if:

- a. The work falls within the general scope of the R&D contract;
- b. The use of non-RDT&E funding is adequately justified by the sponsor and approved by AFLCMC/AZS Contracting Officer and CFO; and
- c. The project can be structured and executed in accordance with the fiscal rules applicable to non-RDT&E appropriation.

- d. If a project is established with O&M or procurement dollars, all funding documents must be from an O&M or procurement source of funds

When submitting other than RDT&E funds, the sponsor must utilize the AZS-provided [Justification of Funds \(JoF\) template](#) with their funding document(s) citing the specific DoD FMR authority and detailing the applicability of that authority.

11. How can sponsors receive copies of contract modifications or funding acceptance documents?

Contract modifications and funding acceptances are disbursed **only** to the FM Points of Contact listed on the funding documents. Check Electronic Data Access (EDA) for copies of awards/modifications prior to submitting requests to AFLCMC/AZS.

DD448-2s will be provided by AFLCMC/AZS to the sponsor upon acceptance.

12. How can sponsors ensure the funding document will be accepted?

Avoid common errors regarding funding documents to include:

- a. missing or incorrect contract number; (FA8702-15-D-0001 or FA8702-25-D-B002)
- b. missing project number;
- c. missing or incorrect project period of performance; MM/DD/YYYY to MM/DD/YYYY
- d. incorrect appropriation in the line of accounting;
- e. sent as Cat I vs Cat II (reimbursable vs. direct cite); and
- f. hand-written, pen & ink, changes.

Errors on the MIPR or AF Form 9 may be rejected by AFLCMC/AZS for new ones to be processed. It is mandatory that sponsors correct mistakes and resubmit the MIPR or AF Form 9.

13. What are the codes required to be included in funding documents?

- a. Program Element Code (PEC) for each Line of Accounting (LOA) – This is generated by the sponsor on their line of accounting for DoW sponsors;
- b. Business Partner Number (BPN) - DODFA8702; and
- c. Product Service Code (PSC) – AC61 or AC31.

These codes are required by Defense Finance and Accounting Services (DFAS).

14. Does AFLCMC accept Treasury Form 7600A & 7600Bs?

Please note that AFLCMC/AZS is not projected to implement G-Invoicing until FY28. We understand that many DoW agencies are or soon will be utilizing G-Invoicing and require a signed 7600A. We are willing to sign this form to support your internal processes. However, be advised that this 7600A serves as an administrative document for your records and does not supersede or alter the existing legal agreements. The definitive and governing agreement between our organizations is the FFRDC contract held with MIT-LL, supplemented by the official funding authorization documents (MIPR or AF Form 9). We are, therefore, signing this 7600A without the inclusion of any supplementary terms and conditions. In the case of any discrepancies, the terms of the FFRDC contract and funding documents will prevail.

15. What are the options available to Sponsors whose funding documents have been deemed non-compliant?

- a. May resend funding document with amendment including the information required for compliance
- b. May request formal rejection via 448-2 be sent
 - i. New MIPR must have a new and distinct MIPR number

16. Does the DoW sponsor need to provide a contracting officer to oversee the sponsor's research project?

No. **Only the AFLCMC/AZS Contracting Officer(s) have contractual authority over the FFRDC contracts and only the AFLCMC/AZS Contracting Officer(s) can provide contractual direction to MIT-LL.** The DoW sponsor is responsible for technical and programmatic oversight of their individual research projects, but all contracting matters are solely the responsibility of the AFLCMC/AZS Contracting Officers.

VI. Attachments

Attachments Required for Initiating a New DoW R&D Project

Attachments	Unclassified Projects	Classified Projects
1. Grey Book Technical Summary	X	X
2. Government Technical Assessment	X	
3. Justification of Funds Memo	X	
4. Special Checklist for Classified R&D Projects		X