

AFLCMC/AZS Users' Guide

September 2016

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

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

Provides government 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 Contract issued 28 April 2015

Contents

I. Introduction	2
II. Project Initiation, Funding, and Changes	3
A. DoD Unclassified R&D Project Guidance	3
B. Non-DoD Unclassified R&D Project Guidance	7
C. Classified R&D Project Guidance for DoD and non-DoD	11
III. Funding Projects on the Legacy Contract (05C)	15
IV. Points of Contact	16
V. Frequently Asked Questions	17
VI. Attachments	20

I. Introduction

In accordance with the USD AT&L Sponsorship Agreement, all federally sponsored work (DoD and non-DoD) will be performed on the Air Force Prime Contract.

The Air Force Life Cycle Management Center (AFLCMC), Strategic Services Division (AFLCMC/AZS) at Hanscom AFB, is responsible for management and administration of the USAF/MIT-LL FFRDC contract.

The purpose of this guide is to provide individual government sponsor/users with the procedures for initiating, funding, and making changes to research and development (R&D) projects on Air Force/MIT-LL FFRDC contracts: FA8702-15-D-0001 (for initiating and funding new R&D projects authorized after 28 April 2015) and FA8721-05-C-0002 (for R&D projects on the Legacy Contract).

The established procedures are based on the:

1. Undersecretary of Defense Acquisition, Technology, and Logistics (USD AT&L) Sponsorship Agreement, which states “maximum technical freedom shall be afforded to MIT-LL and to individual project sponsors in formulating and executing projects”
2. Air Force/MIT-LL FFRDC Indefinite-Delivery Indefinite-Quantity (IDIQ) contract where terms and conditions are established, and all work is performed on a cost reimbursement, no fee basis
3. Federal policy on R&D contracting and the “special relationship” between the FFRDC and the government, in accordance with FAR 35.017

Questions related to this document or any of the procedures described herein may be directed to AFLCMC/AZS. Contact Information is provided in [Section IV](#) (Points of Contact) of this Guide.

II. Project Initiation, Funding, and Changes:

A. DoD Unclassified R&D Project Guidance

1. Initiating a new 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 basic documentation from MIT-LL and the project sponsor.

During the project formation stage MIT-LL will assign a unique project number (ex: MIT-LL Project Number 9999) to your project. The project sponsor shall use this project number in all correspondence with both AFLCMC/AZS and MIT-LL.

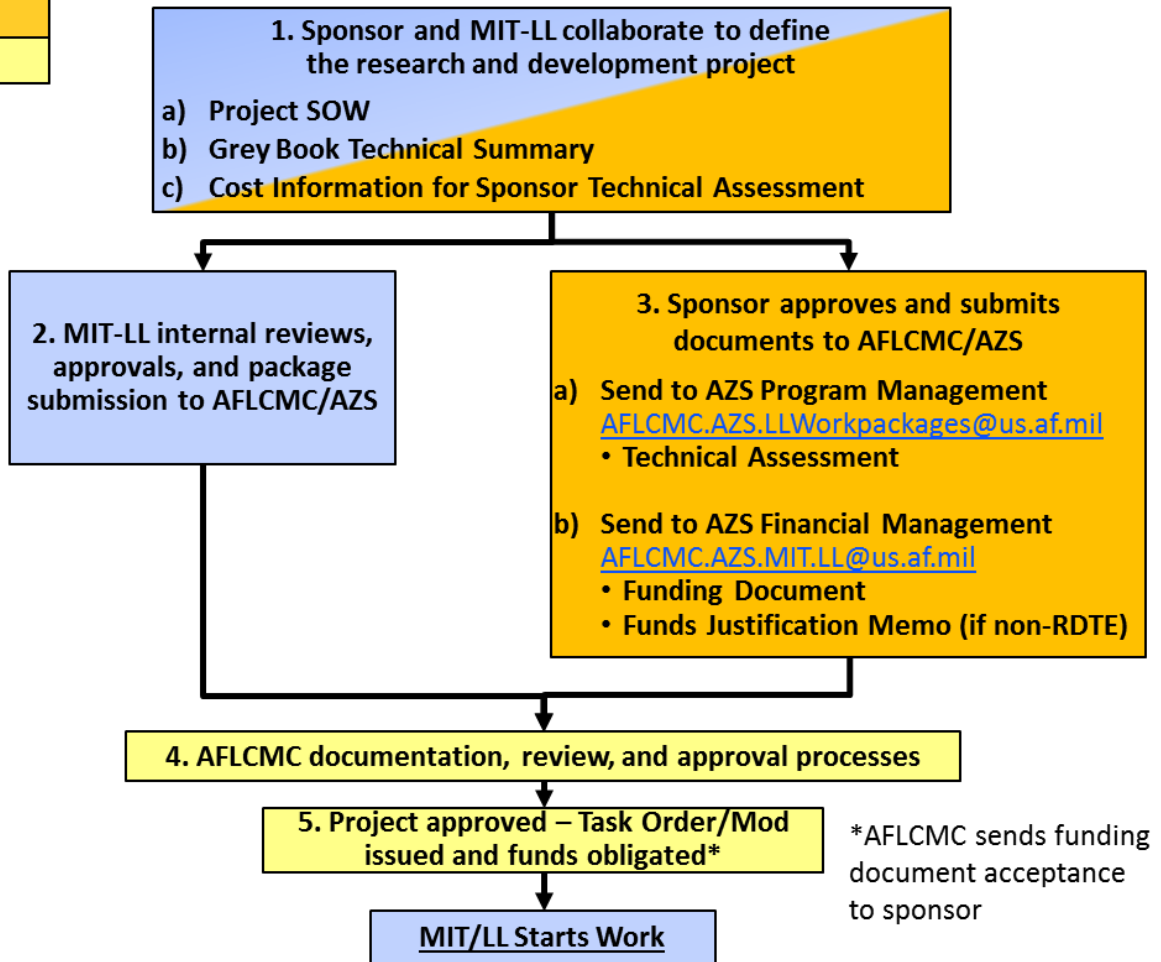
Any agency of the U.S. Government may request MIT-LL to undertake studies, research, or technology development projects. The following project documents relevant to the sponsor are required to initiate a new project:

Document	Description
Project Statement of Work	<p>Defines the specifically identifiable R&D work requirements. Document is typically near-term, and is formulated, managed, and maintained directly between the project sponsor and MIT-LL.</p> <p>Document is not contractual, therefore, it may be updated at any point between the sponsor and MIT-LL, provided that the changes are within scope of the Grey Book Technical Summary.</p>
<u>Grey Book Technical Summary</u>	<p>A document MIT-LL and the sponsor collaborate on to establish a broad technical scope, which will be an attachment to the Prime Contract,</p> <p style="text-align: center;">AND</p> <p>Fulfills the USD AT&L requirement for MIT-LL to develop a long term, strategic plan of the anticipated research area.</p>
<u>Government Technical Assessment</u>	<p>Documents sponsor concurrence with the Grey Book technical summary, including an associated total estimated cost, total estimated period of performance, MIT-LL cost information, and the sponsor’s severability determination. MIT-LL may provide and coordinate this document with the sponsor.</p>

Process Flowchart – Initiating new DoD Unclassified R&D Projects

Legend

MIT-LL
Sponsor
Air Force



AZS Processing Timeline/Sponsor Desired Start Date

AZS cannot begin the process needed to get your project on contract until a complete package is received. Once a complete package (MIT-LL New Start Documents, [Sponsor Technical Assessment](#), Sponsor Funding Document) is received, AZS requires ~24 business days (5 weeks) to document, review, and obtain the necessary approvals (AZS PM, FM, Contracting, and Legal) to issue a Task Order/Mod. Note: Projects with research involving the use of human subjects will require more time for additional reviews and approvals.

To better meet sponsor expectations, AFCLCMC/AZS requests the sponsor to establish a desired start date with MIT-LL. The desired start date must be no earlier than 24 business

days (5 weeks) from when the sponsor expects to send their [Technical Assessment](#) and Funding Document.

2. Changing an existing project

The following circumstances will require issuance of a task order modification by the AFLCMC/AZS PCO:

- Changes solely to the project's total estimated period of performance (no changes to total estimated cost) require written concurrence from the sponsor (email will suffice).
- Changes to the total estimated cost will require an updated and signed sponsor Government Technical Assessment, with revised cost information provided by MIT-LL.
- Changes to work beyond the broad scope described in the Grey Book technical summary will require a New Project to be initiated.

Note: Changes to the Project Statement of Work within scope of the Grey Book technical summary may be managed directly between the sponsor and MIT-LL.

3. Funding projects

For all 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 a research and development (R&D) FFRDC, therefore the predominant type of funds utilized are Research, Development, Test & Evaluation (RDT&E); however circumstances may exist where other than RDT&E funds 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 are accepted and obligated to the contract. When submitting other than RDT&E funds, the sponsor shall provide a [Justification of Funds \(JoF\)](#) with their funding document(s) citing the specific authority and detailing the applicability of that authority. At a minimum, each justification must include the following information. Failure to include this information may result in the rejection of the justification and delay in project execution.

- Brief but succinct description of the specific work to be performed as outlined in the Grey Book Technical Summary.
- Specific reference(s) to the Department of Defense Financial Management Regulation (DoD FMR) that allow for the use of the specific funds provided.
- A clear explanation of why the authority cited applies to the specific work being performed by MIT/LL under the project. A generic statement such as “our organization only receives O&M funding” is not an acceptable justification.
- The justification must be signed by an organic Government Budget/Financial representative (non-contractor employee) authorized to sign on behalf of the agency

Submit all funding documents to the AFLCMC/AZS Finance Common Mailbox AFLCMC.AZS.MIT.LL@us.af.mil. Mailing address for AZS FM is:

AFLCMC/AZS
 Attention: FFRDC Financial Management
 20 Schilling Circle
 Bldg. 1305, 3rd Floor
 Hanscom AFB, MA 01731-2125

Please ensure the following items are met on your DoD funding documents:

- All DoD documents must be obligated as Direct Cite (Category II).
- Funding document must contain the statement: “These funds are provided for obligation in support of MIT-Lincoln Laboratory Project Number _____. Project sponsor e-mail address for acceptance documentation is _____.”
- The project documents must not be attached to the funding document. Any reference made to the project documents should be phrased, “funding for work to be performed is provided under separate cover.”
- Funding documents must contain a Project Element Code (PEC) in either the Line of Accounting (LOA) or elsewhere on the funding document.
- 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.
- If providing non-RDT&E funds please ensure the [Justification of Funds \(JoF\)](#) has been provided.

II. Project Initiation, Funding, and Changes:

B. Non-DoD Unclassified R&D Project Guidance

1. Initiating a new 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 basic documentation from MIT-LL and the project sponsor.

During the project formation stage MIT-LL will assign a unique project number (ex: MIT-LL Project Number 99999) to your project. The project sponsor shall use this project number in all correspondence with both AFLCMC/AZS and MIT-LL.

Any agency of the U.S. Government may request MIT-LL to undertake studies, research, or technology development projects. The following project documents relevant to the sponsor are required to initiate a new project:

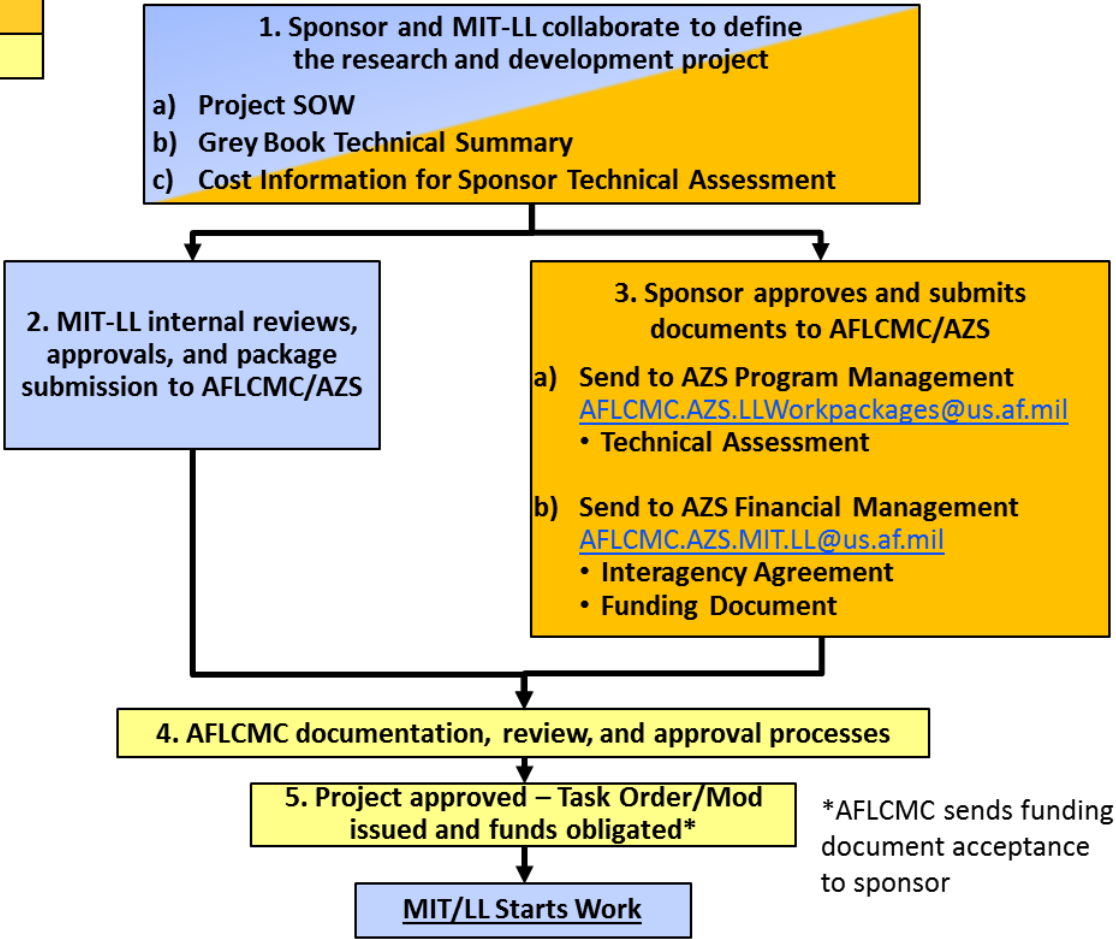
Document	Description
Project Statement of Work	<p>Defines the specifically identifiable R&D work requirements. Document is typically near-term, and is formulated, managed, and maintained directly between the project sponsor and MIT-LL.</p> <p>Document is not contractual, therefore, it may be updated at any point between the sponsor and MIT-LL, provided that the changes are within scope of the Grey Book Technical Summary.</p>
<u>Grey Book Technical Summary</u>	<p>A document MIT-LL and the sponsor collaborate on to establish a broad technical scope, which will be an attachment to the Prime Contract,</p> <p style="text-align: center;">AND</p> <p>Fulfills the USD AT&L requirement for MIT-LL to develop a long term, strategic plan of the anticipated research area.</p>
<u>Government Technical Assessment</u>	<p>Documents sponsor concurrence with the Grey Book technical summary, including an associated total estimated cost, total estimated period of performance, MIT-LL cost information, and the sponsor’s severability determination. MIT-LL may provide and coordinate this document with the sponsor.</p>
<u>Interagency Agreement</u>	<p>Documents the written agreement between the sponsor (“Requesting Agency”) and the AFLCMC/AZS (“Servicing Agency”) for the general terms and conditions governing the relationship</p>

between the parties, including roles and responsibilities. The agreement must be signed by the sponsor’s program/project manager who possesses the budget authority and bona fide need for the support/services, and the AFLCMC/AZS Administrative Contracting Officer (ACO). Sponsor may utilize the [Interagency Agreement template](#) or another agency approved format. Sponsor must have a signed Interagency Agreement on file to initiate or fund any project. Contact the AFLCMC/AZS ACO with any questions.

Process Flowchart – Initiating new non-DoD Unclassified R&D Projects

Legend

MIT-LL
Sponsor
Air Force



AZS Processing Timeline/Sponsor Desired Start Date

AZS cannot begin the process needed to get your project on contract until a complete package is received. Once a complete package (MIT-LL New Start Documents, [Interagency](#)

[Agreement](#) between the Sponsor and AFLCMC/AZS, [Sponsor Technical Assessment](#), Sponsor Funding Document) is received, AZS requires ~35 business days (7 weeks) to document, review, and obtain the necessary approvals (AZS PM, FM, Contracting, and Legal) to issue a Task Order/Mod. Note: Projects with research involving the use of human subjects will require more time for additional reviews and approvals.

To better meet sponsor expectations, AFLCMC/AZS requests the sponsor to establish a desired start date with MIT-LL. The desired start date must be no earlier than 35 business days (7 weeks) from when the sponsor expects to send their [Technical Assessment](#) and Funding Document.

2. Changing an existing project

The following circumstances will require issuance of a task order modification by the AFLCMC/AZS PCO:

- Changes solely to the project's total estimated period of performance (no changes to total estimated cost) require written concurrence from the sponsor (email will suffice).
- Changes to the total estimated cost will require an updated and signed sponsor Government Technical Assessment, with revised cost information provided by MIT-LL.
- Changes to work beyond the broad scope described in the Grey Book technical summary will require a New Project to be initiated.

Note: Changes to the Project Statement of Work within scope of the Grey Book technical summary may be managed directly between the sponsor and MIT-LL.

If an update or extension to the current Interagency Agreement is needed, the sponsor should contact the AFLCMC/AZS Administrative Contracting Officer (ACO) directly.

3. Funding projects

Reimbursable Authority (RBA) will be used for funding documents from non-DoD agencies. Costs/invoices shall be paid consistent with fiscal law.

The customer program office must be the subject matter expert on the type of non-DoD funds being provided. Funding documents submitted by non-DoD customers must:

1. Include the statement: "These funds are provided for obligation in support of MIT-Lincoln Laboratory Project Number _____. Project sponsor e-mail address for acceptance documentation is _____."
2. Identify the year and the obligation time of these funds. For example, "FY 15 - two year funds", or "FY15 - one year funds". If they are no-year funds, or the fund does not expire, that should be annotated.
3. Provide an Agency Location Code (ALC) and a Treasury Account Symbol (TAS) code for each Line Of Accounting (LOA). These codes are required by Defense Financial and Accounting Services (DFAS) to process reimbursements through the Intra-Government Payment and Collection (IPAC) System. In addition, the USAF is required to follow the DoD Financial Management Regulations when funding work in support of a non-DoD agency.
4. Include the statement: "By signing this document, the signatory hereby verifies that the funds are of a type appropriate for the particulars of this specific requirement".
5. Include payment for a cost recovery charge to support the assisted acquisition service and meet the intent of the Economy Act (31 USC §1535 and §1536). The most current [Assisted Acquisition Cost Recovery Charge Letter](#) details instructions and the cost recovery charge amount, which is tiered, based on the type of action. The cost recovery charge is assessed on every line of accounting, and can be a separate line item, or taken directly out of the funding lines on the funding documents submitted by the sponsor.
6. Provide a Determination and Findings (D&F) if citing authority under The Economy Act (FAR 17.502-2(c)). The D&F must be approved by a Contracting Officer of the requesting agency with authority to contract for the supplies or services to be ordered, or by another official designated by the agency head.

Submit all funding documents to the AFLCMC/MIT-LL Finance Common Mailbox AFLCMC.AZS.MIT.LL@US.AF.MIL. Mailing address for AZS FM is:

AFLCMC/AZS
Attention: FFRDC Financial Management
20 Schilling Circle
Bldg. 1305, 3rd Floor
Hanscom AFB, MA 01731-2125

II. Project Initiation, Funding, and Changes:

C. Classified R&D Project Guidance for DoD and non-DoD Sponsors

1. Initiating a new 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 basic documentation from MIT-LL and the project sponsor.

During the project formation stage MIT-LL will assign a unique project number (ex: MIT-LL Project Number 9999) to your project. This project number shall be used in all correspondence with both AFLCMC/AZS and MIT-LL.

Any agency of the U.S. Government may request MIT-LL to undertake studies, research, or technology development projects. The scope of the requested work must be within the scope of the overall USAF contract.

AFLCMC/AZS recognizes some research projects performed by MIT-LL have specific security requirements. If you cannot disclose the specifics of the work MIT-LL is performing, or if you cannot disclose the name of your agency, you must follow the following guidelines:

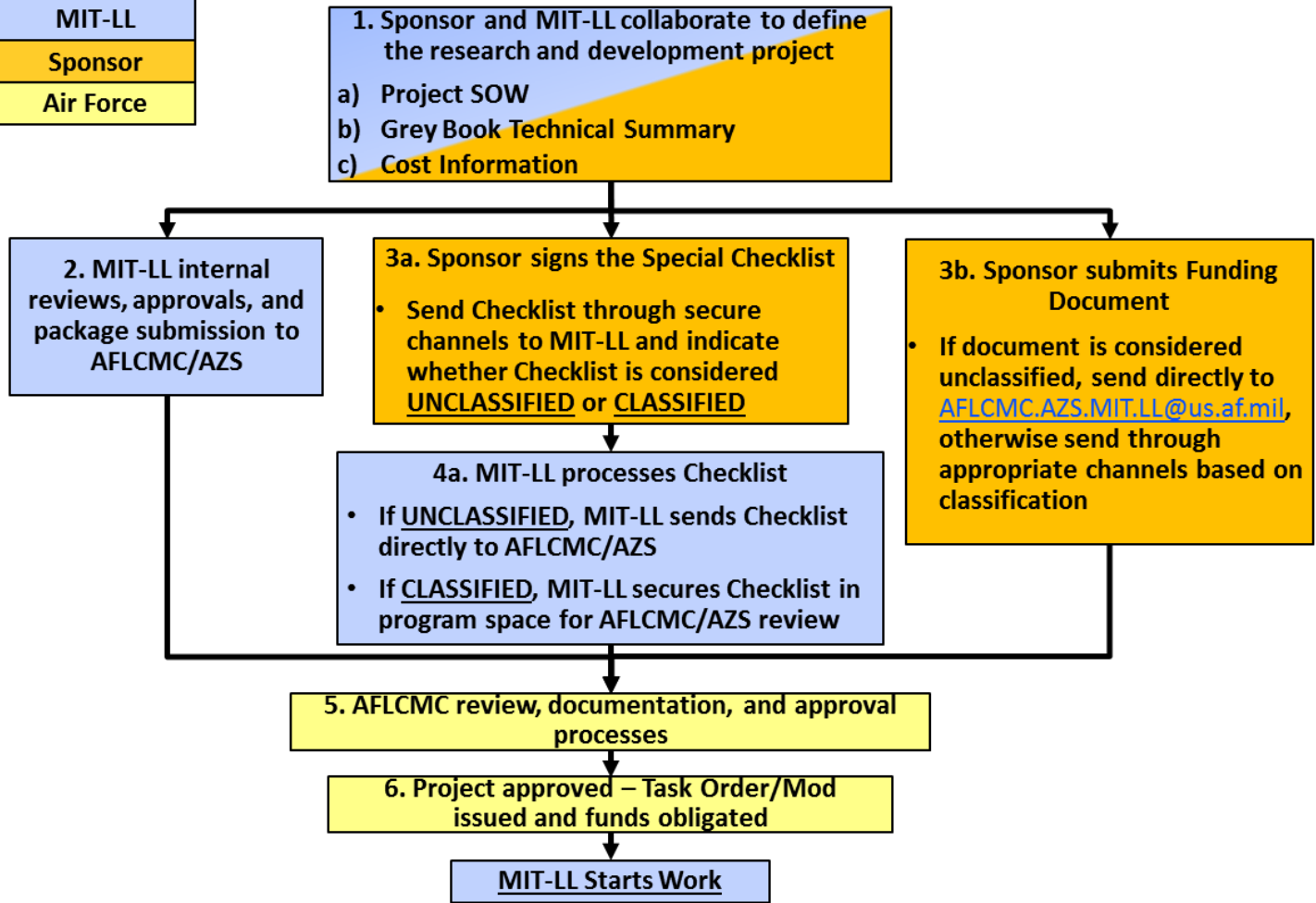
Document	Description
Project Statement of Work (SOW)	<p>Defines the specifically identifiable R&D work requirements. Document is typically near-term, and is formulated, managed, and maintained directly between the project sponsor and MIT-LL.</p> <p>Document is not contractual, therefore, it may be updated at any point between the sponsor and MIT-LL, provided that the changes are within scope of the Grey Book Technical Summary.</p> <p>Due to the classified nature of the work, a Project SOW is not required by AFLCMC/AZS; however the sponsor and MIT-LL shall work together to create a Project SOW that will be maintained at the appropriate classification level.</p>
<u>Grey Book Technical Summary</u>	<p>Developed collaboratively between MIT-LL and the sponsor, this document establishes a broad technical scope, including an associated total estimated cost and total estimated period of performance for the project, as an attachment to the Prime Contract.</p> <p style="text-align: center;">AND</p>

	<p>Fulfills the USD AT&L requirement for MIT-LL to develop a long term, strategic plan of 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 simply state the project number and “classified” as the description.</p>
<p><u>Special Checklist</u></p>	<p>Documents sponsor concurrence with the Grey Book technical summary, the associated total estimated cost, total estimated period of performance, and the sponsor’s severability determination,</p> <p style="text-align: center;">AND</p> <p>Confirms that the sponsor finds the R&D project to be within the scope, mission, and purpose of the FFRDC MIT Lincoln Laboratory.</p> <p>MIT-LL will provide and coordinate this document with the sponsor.</p>

Process Flowchart – Initiating Classified R&D Projects

Legend

MIT-LL
Sponsor
Air Force



AZS Processing Timeline/Sponsor Desired Start Date

AZS cannot begin the process needed to get your project on contract until a complete package is received. Once a complete package (MIT-LL New Start Documents, Sponsor [Special Checklist](#), Sponsor Funding Document) is received, AZS requires 30 business days (6 weeks) to document, review, and obtain the necessary approvals (AZS PM, FM, Contracting, and Legal) to issue a Task Order/Mod. Note: Projects with research involving the use of human subjects will require more time for additional reviews and approvals.

To better meet sponsor expectations, AFLCMC/AZS requests the sponsor to establish a desired start date with MIT-LL. The desired start date must be no earlier than 30 business days (6 weeks) from when the sponsor expects to send their [Special Checklist](#) and Funding Document.

2. Changing an existing project

Changes to the Grey Book Technical Summary, to include the total estimated cost or total estimated period of performance, require AFLCMC contracting action. When this occurs, sponsor shall complete a “[Changes Checklist](#)”, provide to MIT/LL through secure channels, and indicate whether the Checklist is considered Unclassified or Classified.

If the completed [Changes Checklist](#) is considered Unclassified, MIT-LL will send the Checklist directly to AFLCMC/AZS. If considered Classified, MIT-LL will secure the Checklist in their program space for AFLCMC/AZS review.

3. Funding projects

If document is considered unclassified, sponsor should send their funding document directly to the AFLCMC/MIT-LL Finance Common Mailbox: AFLCMC.AZS.MIT.LL@us.af.mil.

Mailing address for AZS FM is:

AFLCMC/AZS
Attention: FFRDC Financial Management
20 Schilling Circle
Bldg. 1305, 3rd Floor
Hanscom AFB, MA 01731-2125

If the funding document is considered classified, sponsor should send their document through appropriate channels based on classification.

III. Funding Projects on the Legacy Contract

The legacy contract vehicle is utilized for projects initiated prior to 28 April 2015. Existing work on this contract may continue through 31 March 2018.

The legacy contract vehicle consists of the original basic contract, as well as continuation contracts that were issued for funding and billing purposes only. The legacy contract vehicle includes the following contract numbers:

Original Basic Contract

FA8721-05-C-0002

Continuation Contracts

FA8721-10-C-0007

FA8721-11-C-0007

FA8721-12-C-0007

FA8702-13-C-0007

FA8702-14-C-0007

FA8702-15-C-0007

FA8702-16-C-0007

AFLCMC/AZS will accept any of these contract numbers on funding documents.

Funding Instructions

Instructions for submitting funding documents are the same, regardless of which contract your project is funded under (FA8721-05-C-0002, including continuation contracts; and FA8702-15-D-0001).

Funding instructions for Unclassified DoD R&D Projects ([Section II.A.3.](#)) and Unclassified non-DoD R&D Projects ([Section II.B.3.](#)) is contained in their respective sections.

Submit all funding documents to the AFLCMC/MIT-LL Finance Common Mailbox AFLCMC.AZS.MIT.LL@us.af.mil. Mailing address for AZS FM is:

AFLCMC/AZS

Attention: FFRDC Financial Management

20 Schilling Circle

Bldg. 1305, 3rd Floor

Hanscom AFB, MA 01731-2125

IV. Points of Contact

For unclassified communication only

AFLCMC/AZS Project Manager Common Inbox: AFLCMC.AZS.LLWorkpackages@us.af.mil

AFLCMC/AZS Financial Management Common Inbox: AFLCMC.AZS.MIT.LL@us.af.mil

AFLCMC/AZS Financial Management Fax: 781-225-2141

For unclassified communication only

MIT-LL Financial Services Common Inbox: LLFundingAdmin@ll.mit.edu

Classified communications should be in accordance with agency and project specific security requirements.

AFLCMC/AZS Personnel

Contract Management

Mr. Brian Milam, Procurement Contracting Officer (PCO), 781-225-1204

Mr. Gary Tutungian, Administrative Contracting Officer (ACO), 781-981-2331

Mrs. Jennifer Souza-Madura, Contract Specialist, 781-225-5170

Program Management

Mr. Matthew Deutsch, Lead Program Manager, 781-225-1253

Mr. Neil RiCharde, Program Manager, 781-225-1242

Ms. Veena Meer, Program Manager, 781-225-1249

Mr. Samuel Singh, Air Force Technical Representative, 781-981-2331

FFRDC Financial Management

Mr. Patrick Hanley, Financial Management, 781-225-1248

Mrs. Roberta Vanderkeyl, Financial Management, 781-225-0138

V. Frequently Asked Questions (FAQs)

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

The [Grey Book Technical Summary](#) is a high level description of the long term, broad technical scope of your research project. 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 provide the sponsor and MIT-LL with 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 is the total estimated cost and the total estimated period of performance (POP) different from the schedule and cost detailed in my project Statement of Work?

The total estimated cost and the total estimated POP in the [Technical Assessment](#) is an estimated cost/schedule associated with the broad scope of work described in the [Grey Book Technical Summary](#). It is intended to capture the totality of the potential research effort to again avoid the administrative burden of separately approving and contracting for short term segments of work. There is no commitment on the sponsor's part to fund the entire estimated cost, unless the project must be fully funded in accordance with 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?

Having a longer term, broad 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.

4. What is a Technical Assessment?

The [Technical Assessment](#) ensures and documents sponsor concurrence with the Grey Book technical summary, and the project/cost information, including the associated total estimated cost, the total estimated period of performance, MIT-LL cost information, and the sponsor's severability determination. MIT-LL may provide this document to the sponsor.

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

Signing the [Technical Assessment](#) is NOT a commitment of the part of the sponsor to fund the entire estimated cost. As an incrementally funded, cost reimbursable contract

vehicle, and in accordance with 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 appropriate funds have been obligated against the individual project contract line item.

6. What is the difference between a Severable and a Non-Severable project, and how does that impact the total estimated period of performance?

A non-severable project is one that produces a single or unified outcome, product, or report that cannot be subdivided for separate performance in different fiscal years. Non-severable projects have no period of performance limitation. As a research laboratory, the majority of MIT-LL projects are considered non-severable.

A severable project is one where the sponsor realizes a benefit at the time services are performed, even if the project has not been performed to completion.. Projects that are considered severable and are funded with other than RDT&E funds may have statutory limitations on the period of performance. The sponsor should verify with their agency Financial Manager/Budget Specialist if they are unsure as to the severability or Period of Performance restrictions based on the appropriation.

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

After MIT-LL and sponsor submission of all required documents, AFLCMC/AZS generally takes 24-35 business days to document, review, and obtain approval for a new project to go on contract. Certain projects require more time than others due to the project type (DoD Unclassified, non-DoD Unclassified, and Classified) and research work involved (e.g., projects with research involving the use of human subjects will require more time for additional reviews, determinations, and approvals).

8. Can I use my funding document to dictate the project schedule?

Funding documents shall not be used to dictate the project schedule. Any expected timelines in regards to the schedule of your project should be addressed in your project documents (i.e., Project SOW).

9. I submitted my funding documents to the legacy contract (05C), but the funding response from AFLCMC/AZS FM referenced a different contract number. Why is that?

The legacy contract (05C) utilizes continuation contracts, each of which has its own unique contract number. Continuation contracts are administrative in nature and are used for funding purposes only in support of the 05C.

10. Whom should I contact if I have issues with MIT/LL's performance?

Sponsor may email AFLCMC.AZS.LLWorkpackages@us.af.mil or call the AFLCMC/AZS Program Manager, Matt Deutsch (781-225-1253) for program management concerns. For contractual concerns, please contact Brian Milam (781-225-1204) or Jennifer Souza-Madura (781-225-5170).

11. What is this Annual Sponsor Evaluation I am receiving and when should I complete this document?

An annual sponsor evaluation for MIT Lincoln Laboratory is required by the Department of Defense Sponsorship Agreement. This evaluation of sponsored research is intended to assure the DoD of product quality and to identify areas of improvement. Each Government Program Manager sponsoring a MIT-LL project must complete an evaluation of service once a year. AFLCMC/AZS will send a request for the evaluation each October, with a response date of January (three months later).

12. How is property acquired or developed under my research project accounted for?

All equipment and other property items acquired or developed by LL in the performance of sponsored research are U.S. Government property and are accountable under the Laboratory's Prime Contract with the Air Force. As such, they are not available as deliverables to the funding sponsor. However, in accordance with established procedures, if such items are needed to fulfill requirements for field testing, operational evaluation and or data gathering, they may be available for formal transfer to the sponsor during the project or once the research project is completed.

Questions on how to initiate a property transfer may be addressed to the MIT-LL Technical Group and the AFLCMC/AZS ACO. Other items acquired under the project can be available for transfer to the sponsor provided other sponsored research programs at the Laboratory have no requirement for the property."

VI. Attachments

Attachments Required for Initiating a New R&D Project

Attachments	Unclassified DoD	Unclassified Non-DoD	Classified Projects
1. Grey Book Technical Summary	X	X	X
2. Government Sponsor Technical Assessment	X	X	
3. Non-RDT&E Justification Memo	X		
4. Interagency Agreement		X	
5. Special Checklist for Classified R&D Projects			X

Other Attachments

Attachments	Unclassified DoD	Unclassified Non-DoD	Classified Projects
6. Assisted Acquisition Cost Recovery Charge Letter		X	Non-DoD only
7. Changes Checklist for Classified R&D Projects			X