Project Sponsor Guide

MIT Lincoln Laboratory (MIT-LL)

Federally Funded Research & Development Center (FFRDC)

November 2018

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

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I. Introduction

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 the Air Force/MIT-LL FFRDC contract FA8702-15-D-0001. In accordance with the DoD Sponsoring 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.

These established procedures are based on the:

1. DoD Sponsoring 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 III (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.

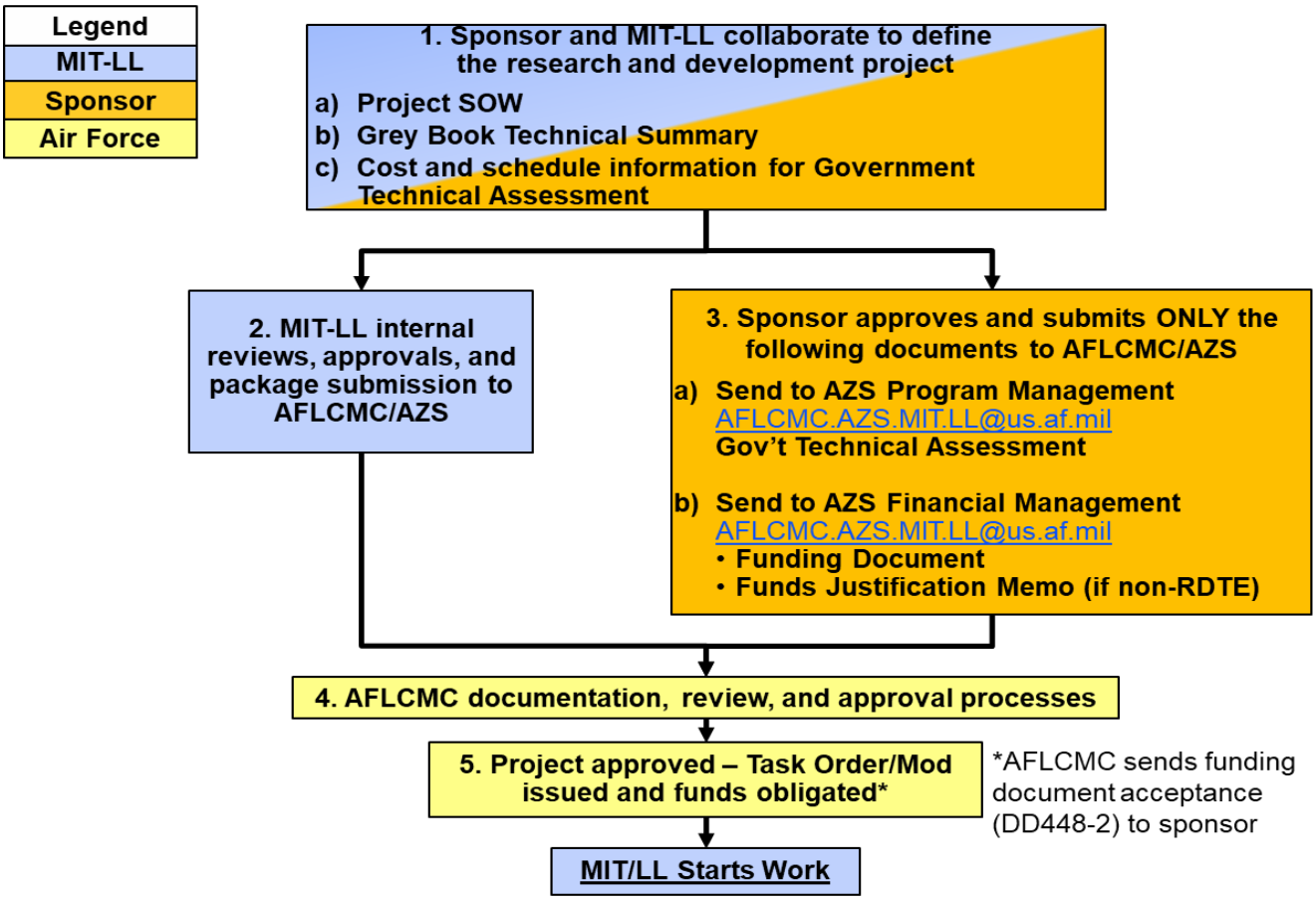
During the project formation stage MIT-LL will assign a unique project number (ex: MIT-LL Project Number 9999). ***The project sponsor shall use this project number in all correspondence with both AFLCMC/AZS and MIT-LL***. The Sponsoring Agreement authorizes the project requirements to be established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

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. The following project documents relevant to the project sponsor are required to initiate a new project:

Document	Description
Project Statement of Work	Defines the specifically identifiable R&D work requirements. This document is typically near-term, may evolve over time, and is formulated, managed, and maintained directly between the project sponsor and MIT-LL. This document is not contractually binding, therefore, it may be updated at any point between the sponsor and MIT-LL, provided that the updates are within the broad scope of the Grey Book Technical Summary.
Grey Book Technical Summary	A document MIT-LL and the sponsor collaborate on to establish the broad contract technical scope of the project, which will become an attachment to the applicable Task Order issued under the Prime Contract, AND Fulfills the Sponsoring Agreement requirement for MIT-LL to develop a long term, strategic plan of the anticipated research area.

Government Technical Assessment	Documents the Government sponsor concurrence with the Grey Book technical summary, the associated total estimated cost, total estimated period of performance, and if applicable, the sponsor's severability determination. MIT-LL may facilitate this process by populating the Government Technical Assessment (GTA) with basic project data. The sponsor has the responsibility to sign and submit the GTA to AFLCMC AZS at AFLCMC.AZS.MIT.LL@us.af.mil and cc'd MIT-LL Funding Operations at resFundingops@ll.mit.edu (MITLL)

2. Process Flowchart – Initiating new DoD Unclassified R&D Projects



3. Processing Timeline -New DoD Unclassified R&D Projects

AZS cannot begin the process to contractually incorporate the Sponsor project until a complete package is received. Once a complete package (MIT-LL New Project Documents, Government Technical Assessment, Sponsor Funding Document, Funds Justification Memo (if applicable)) is received, AZS requires ~23 business days to document, review, and obtain the necessary approvals (AZS PM, FM, Contracting, and Legal) to issue a Task Order/modification. Note: Projects with research involving the use of human subjects may require more time for additional Government reviews and

approvals. ***No work may begin prior to a project being awarded on contract by AFLCMC/AZS.***

4. Changing an existing project's Cost or Period of Performance/Estimated Completion Date

All changes to an existing project require the sponsor to coordinate with MIT-LL. The following circumstances will require issuance of a modification by the AFLCMC/AZS PCO:

a) Cost - Changes to the total estimated cost require an updated and sponsor signed Government Technical Assessment, based on revised cost information provided by MIT-LL.

b) Period of Performance/Estimated Completion Date - Changes to the project's total estimated period of performance/estimated completion date (no changes to total estimated cost) require written concurrence from the sponsor. Written concurrence may be provided directly to MIT-LL (email will suffice).

c) Grey Book Technical Scope of Work - Changes within the broad scope described in the Grey Book Technical Summary may require an updated Grey Book Technical Summary be coordinated between the sponsor and MIT-LL. New work beyond the scope of the Grey Book Technical summary will normally 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 and updated as necessary.

5. 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 is required to 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. Failure to

submit the required JoF, with valid justification, may result in the rejection of the justification and a delay in award and project execution. The JoF must be signed by an organic Government Budget/Financial representative (non-contractor employee) authorized to sign on behalf of the agency. The JoF needs only to be accomplished on the project level, and not on an incremental funding basis, unless a drastic change occurs on the project or the PCO deems an update is required.

Submit all funding documents to the AFLCMC/AZS Finance Common Mailbox AFLCMC.AZS.MIT.LL@us.af.mil and cc'd MIT-LL Funding Operations at resFundingops@ll.mit.edu

Mailing address for AZS FM is:

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

The sponsor must ensure the DoD funding documents comply with the following:

a) All DoD documents must be obligated as Direct Cite (Category II).
b) 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____."
c) 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."
d) Funding documents must contain a Project Element Code (PEC) in either the Line of Accounting (LOA) or elsewhere on the funding document.
e) 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.
f) Funding documents must include the DODAAC of FA8702 and the PSC of AC61.
g) If providing non-RDT&E funds please ensure the Justification of Funds (JoF) has been provided.
h) Period of Performances will conclude at the end of a month to align with MIT-LL's billing cycle.

II. Project Initiation, Funding, and Changes:
B. Non-DoD Unclassified R&D Project Guidance

1. Initiating a new project

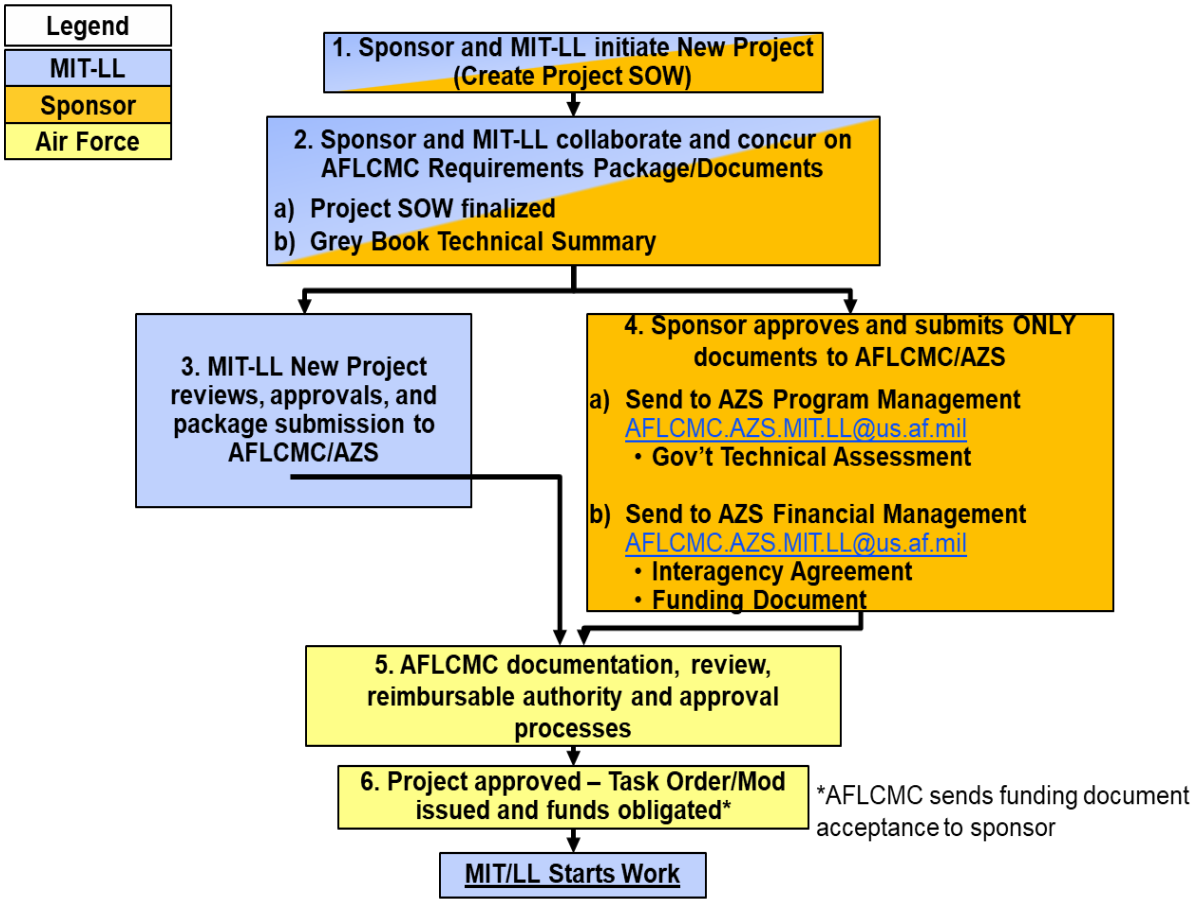
Due to the imprecise and evolving nature of R&D work, the "special relationship" between the FFRDC and the Government, and the need for efficient operation, AFLCMC/AZS designed a streamlined and flexible process requiring basic documentation from MIT-LL and the project sponsor.

During the project formation stage MIT-LL will assign a unique project number (ex: MIT-LL Project Number 99999). ***The project sponsor shall use this project number in all correspondence with both AFLCMC/AZS and MIT-LL***. The Sponsoring Agreement authorizes the basic project requirements to be established by direct communication between the project sponsor and MIT LL. However, all contractual direction and authorization must come from the AFLCMC Contracting Officer.

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

Document	Description
Project Statement of Work	Defines the specifically identifiable R&D work requirements. This document is typically near-term, may evolve over time, and is formulated, managed, and maintained directly between the project sponsor and MIT-LL. This document is not contractually binding, therefore, it may be updated at any point between the sponsor and MIT-LL, provided that the updates do not change the broad scope of the Grey Book Technical Summary.
Grey Book Technical Summary	A document MIT-LL and the sponsor collaborate on to establish a broad contract technical scope, which will become an attachment to the applicable Task Order issued under the Prime Contract, AND Fulfills the Sponsoring Agreement requirement for MIT-LL to develop a long term, strategic plan of the anticipated research area.
Government Technical	Documents sponsor concurrence with the Grey Book technical summary, including an associated total estimated cost, total estimated period of performance, and the sponsor's severability

Assessment (GTA)	determination. MIT-LL may facilitate this process by populating the Government Technical Assessment with basic project data but signature and submittal to AFLCMC is the responsibility of the sponsor. Submit the GTA to AFLCMC AZS at AFLCMC.AZS.MIT.LL@us.af.mil and cc'd MIT-LL Funding Operations at resFundingops@ll.mit.edu
Interagency Agreement	Documents the written agreement between the sponsor ("Requesting Agency") and AFLCMC/AZS ("Servicing Agency") that governs the Requesting Agency's requirement and the assistance to be provided by the Servicing Agency. Utilization of the Servicing Agency's contract with MIT- LL assumes that the sponsor's needs can be met utilizing the existing terms and conditions of the AFLCMC contract. The agreement must be signed by the sponsor's program/project manager who possesses the budget authority and authority to determine the 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. Submit the Interagency Agreement to AFLCMC AZS at AFLCMC.AZS.MIT.LL@us.af.mil and cc'd MIT-LL Funding Operations at resFundingops@ll.mit.edu NOTE***: Sponsor is responsible for ensuring the period of performance on the IA and the period of performance for an individual research project identified on the Government Technical Assessment are consistent.***



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

3. Processing Timeline- Non-DoD Unclassified R&D Projects

AZS cannot begin the process needed to get the 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, Government Technical Assessment, Sponsor Funding Document) is received, AZS requires ~35 business days to document, review, and obtain the necessary approvals (AZS PM, FM, Contracting, and Legal) to issue the Task Order/modification. Note: Projects with research involving the use of human subjects may require more time for additional Government reviews and approvals. ***No work may begin prior to a project being awarded on contract by AFLCMC/AZS.***

4. Changing an existing project's Cost or Period of Performance/ Estimated Completion Date

All changes to an existing project require the sponsor to coordinate with MIT-LL. The following circumstances will require issuance of a modification by the AFLCMC/AZS PCO:

a) Cost - Changes to the total estimated cost require an updated and sponsor signed

Government Technical Assessment, based on revised cost information provided by MIT-LL.

b) Period of Performance/Estimated Completion Date - Changes to the project's total estimated period of performance/estimated completion date (no changes to total estimated cost) require written concurrence from the sponsor. Written concurrence may be provided directly to MIT-LL (email will suffice).

c) Grey Book Technical Summary - Changes within the broad scope described in the Grey Book Technical Summary may require an updated Grey Book Technical Summary be coordinated between the sponsor and MIT-LL. New work beyond the scope of the Grey Book Technical summary will normally 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 and updated as necessary. If an update or extension to the current Interagency Agreement is needed, the sponsor should contact the AFLCMC/AZS Administrative Contracting Officer (ACO) directly (See section III Points of Contact).

5. Funding projects

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

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

a) ***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 ____."***

b) Identify the year and the obligation time of these funds. For example, "FY 19 - two year funds", or "FY19 - one year funds". If they are no-year funds, or the fund does not expire, that should be annotated.

c) 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.

d) 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".

e) 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.

f) 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.

g) Period of Performances will conclude at the end of a month to align with MIT-LL's billing cycle.

Submit all funding documents to the AFLCMC/MIT-LL Finance Common Mailbox AFLCMC.AZS.MIT.LL@US.AF.MIL and cc'd MIT-LL Funding Operations at resFundingops@ll.mit.edu

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.

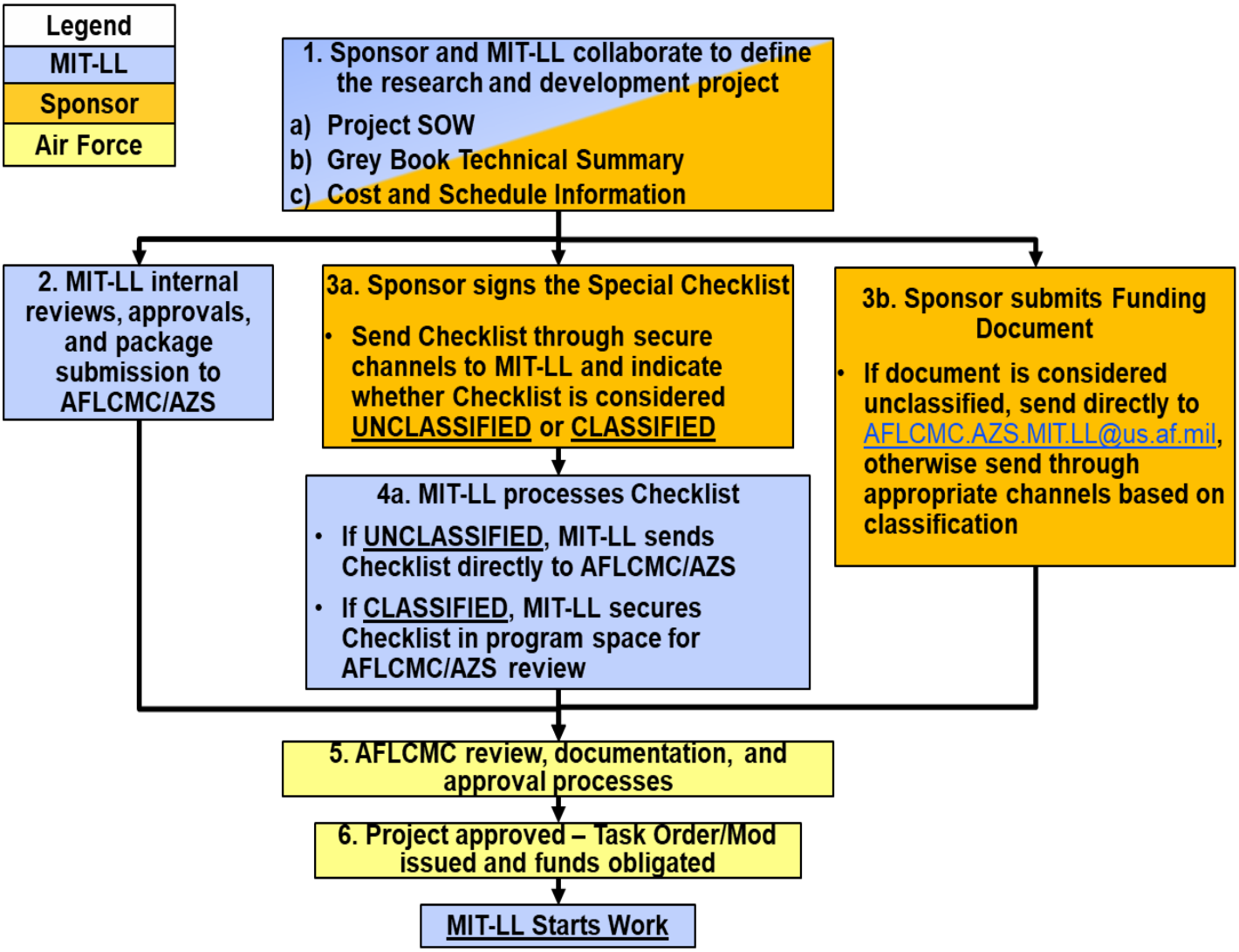
During the project formation stage MIT-LL will assign a unique project number (ex: MIT-LL Project Number 9999). ***This project number shall be used in all correspondence with both AFLCMC/AZS and MIT-LL***. The Sponsoring Agreement authorizes the project requirements to be established by directly between the project sponsor and MIT LL. However, all contractual direction and authorization must come from the AFLCMC Contracting Officer.

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. The following project documents relevant to the project sponsor are required to initiate a new project:

Document	Description
Project Statement of Work (SOW)	Defines the specifically identifiable R&D work requirements. This document is typically near-term, may evolve over time, and is formulated, managed, and maintained directly between the project sponsor and MIT-LL. This document is not contractually binding, 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. If the SOW itself is classified MIT-LL and the project sponsor shall work together to create a Project SOW that will be maintained at the appropriate classification level.
Grey Book Technical Summary	Developed collaboratively between MIT-LL and the sponsor, this document establishes a broad contract technical scope which will be an attachment to the applicable Task Order issued under the Prime Contract. AND Fulfills the Sponsors requirement for MIT-LL to develop a long term, strategic plan of the anticipated research area.

	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.
Special Checklist	Documents the project sponsor concurrence with the Grey Book technical summary, the associated total estimated cost, total estimated period of performance, and if applicable, the sponsor's severability determination, AND Confirms that the sponsor finds the R&D project to be within the scope, mission, and purpose of the FFRDC MIT Lincoln Laboratory. MIT-LL may facilitate this process by populating the checklist with basic project data. The sponsor is responsible for signing and submitting the checklist to AFLCMC AZS at AFLCMC.AZS.MIT.LL@us.af.mil. NOTE: The checklist is designed to facilitate review at an unclassified level. If the checklist cannot be reviewed at an unclassified level AFLCMC Contracting representatives will have to make arrangements to review in an appropriate classified location.

2. Process Flowchart – Initiating Classified R&D Projects



3. Processing Timeline- New Classified R&D

AZS cannot begin the process to contractually incorporate the Sponsor project until a complete package is received. Once a complete package (MIT-LL New Project Start Documents, Sponsor Special Checklist, Sponsor Funding Document, Funds JoF Memo (if applicable)) is received, AZS requires ~25 business days to document, review, and obtain the necessary approvals (AZS PM, FM, Contracting, and Legal) to issue a Task Order/modification. Note: Projects with research involving the use of human subjects may require more time for additional Government reviews and approvals. The desired start date must be no earlier than 30 business days from when the sponsor expects to send their Special Checklist and Funding Document. ***No work may begin prior to a project being awarded on contract by AFLCMC/AZS.***

4. Changing an existing project's Cost or Period of Performance/ Estimated Completion Date

All changes to an existing project require the sponsor to coordinate with MIT-LL. The following circumstances will require issuance of a modification by the AFLCMC/AZS PCO:

a) Cost - Changes to the total estimated cost require a Changes Checklist, with revised cost information provided by MIT-LL.

b) Period of Performance/Estimated Completion Date - Changes to the project's total estimated period of performance/estimated completion date (no changes to total estimated cost) require written concurrence from the sponsor. Written concurrence may be provided directly to MIT-LL (email will suffice).

c) Grey Book Technical Summary
   1- Changes within the broad scope described in the Grey Book Technical Summary may require an updated Grey Book Technical Summary be coordinated between the sponsor and MIT-LL. New work beyond the scope of the Grey Book Technical summary will normally require a new project to be initiated.
   2- 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 for Classified R&D Projects**, provide to MIT-LL through secure channels, and indicate whether the Checklist is considered Unclassified or Classified.

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 and updated as necessary.

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

If the completed **Changes Checklist for Classified R&D Projects** 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.

5. Funding projects

Please 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 ____."
If the funding 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 and cc'd MIT-LL Funding Operations at resFundingops@ll.mit.edu

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.

II. Project Initiation, Funding, and Changes:
D. De-obligations, Administrative Guidance

If de-obligation of funds is required or line of accounting adjustments by sponsor should be needed, send appropriate funding documents for your de-obligations or line of accounting changes directly to AFLCMC Common Mailbox: AFLCMC.AZS.MIT.LL@us.af.mil and cc'd MIT-LL Funding Operations at resFundingops@ll.mit.edu

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. AFLCMC AZS will coordinate with MIT-LL for concurrence with de-obligation request. Please note that de-obligation of funds doesn't mean that the project is closed as final billing may still need to occur as well as ACO disposition of Government property.

II. Estimated Processing Timelines

Special Note: This is contingent on receipt of complete packet. This doesn't include MIT-LL processing time.

New Projects	Business Days for AZS Actions
DoD (Non Special / Unclass)	23
DoD (Special / Classified)	25
Non DoD (Non Special / Unclass)	35
Non DoD (Special / Classified)	35

PoP Change	Business Days for AZS Actions
DoD (Non Special / Unclass)	17
DoD (Special / Classified)	19
Non DoD (Non Special / Unclass)	20
Non DoD (Special / Classified)	19

Cost Changes	Business Days for AZS Actions
DoD (Non Special / Unclass)	20
DoD (Special / Classified)	22
Non DoD (Non Special / Unclass)	32
Non DoD (Special / Classified)	34

Incremental Funding	Business Days for AZS Actions
DoD (Non Special / Unclass , Special / Classified)	20
Non DoD (Non Special / Unclass , Special / Classified)	37

De-Obligations, Supplemental, and Administrative (Delete? Really as required)	Business Days for AZS Actions
De-Obligations All	21
Supplemental Agreement All	18
Administrative All	20

III. Points of Contact

For unclassified communication only

AFLCMC/AZS Program Manager Common Inbox: AFLCMC.AZS.MIT.LL@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: resFundingops@ll.mit.edu

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

AFLCMC/AZS Personnel

https://www.ll.mit.edu/media/8006

IV. 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 the 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 Government Technical Assessment is an estimated cost/schedule associated with the entire 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. The sponsor is only responsible for funding the current increment and may stop funding and therefore stop the research at any time.

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, the total estimated period of performance based on MIT-LL cost and schedule information. The AFLCMC Contracting Officer will use this assessment in performing a fair and reasonable cost determination.

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

Signing the **Government 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 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 an annual appropriation (e.g. O&M funds) have statutory limitations on the period of performance. Projects that are non-severable do not have period of performance limitations but must be fully funded at award. It is also important to note that severability is based on the nature of the work not the budget available. 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. The Requesting Agency and Servicing Agency must coordinate on the severability of the work.

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 23-35 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 may require more time for additional reviews, determinations, and approvals.. Also, special projects that are unable to process a special checklist at an unclassified level may require additional time).

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 the project should be addressed in the project documents (Government Technical Assessment).

9. **Whom should I contact if I have issues with MIT-LL's performance?**
   The first contact should be through direct communication with the MIT-Project manager or principle researcher performing your individual project. If that fails to

resolve the issue the Sponsor may email AFLCMC.AZS.MIT.LL@us.af.mil or call the AFLCMC/AZS Program Management or Contracting POCs identified in Section III.

10. 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 Sponsoring 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 contractor performance once a year. AFLCMC/AZS will send a request for the evaluation each October, with a response date of January (three months later).

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

The purpose of the MIT-LL contract is to perform research and deliver the results of that research to the project sponsor. MIT-LL is prohibited from competing with private industry and producing or delivering supplies or end items to Government customers. As such all equipment and other property items acquired or developed by LL in the performance of sponsored research are U.S. Government property which remains accountable under the Laboratory's Prime Contract with the Air Force. As such, they are not available as contract deliverables to the project 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 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.

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

The MIT-LL FFRDC is a research and development laboratory operating under an Air Force issued R&D contract. It is therefore expected that the vast majority of work will be properly funded with RDT&E type appropriations. In unusual circumstances, other than RDT&E funding may be authorized if: the work is within the general scope of the R&D contract: the use of non-RDT&E funding is properly justified by the sponsor and agreed to by AFLCMC PCO and CFO; and the project is able to be structured and executed IAW the fiscal rules applicable to the non-RDT&E appropriation (e.g. full funding). When submitting other than RDT&E funds, the sponsor is required to 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.

V. 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 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