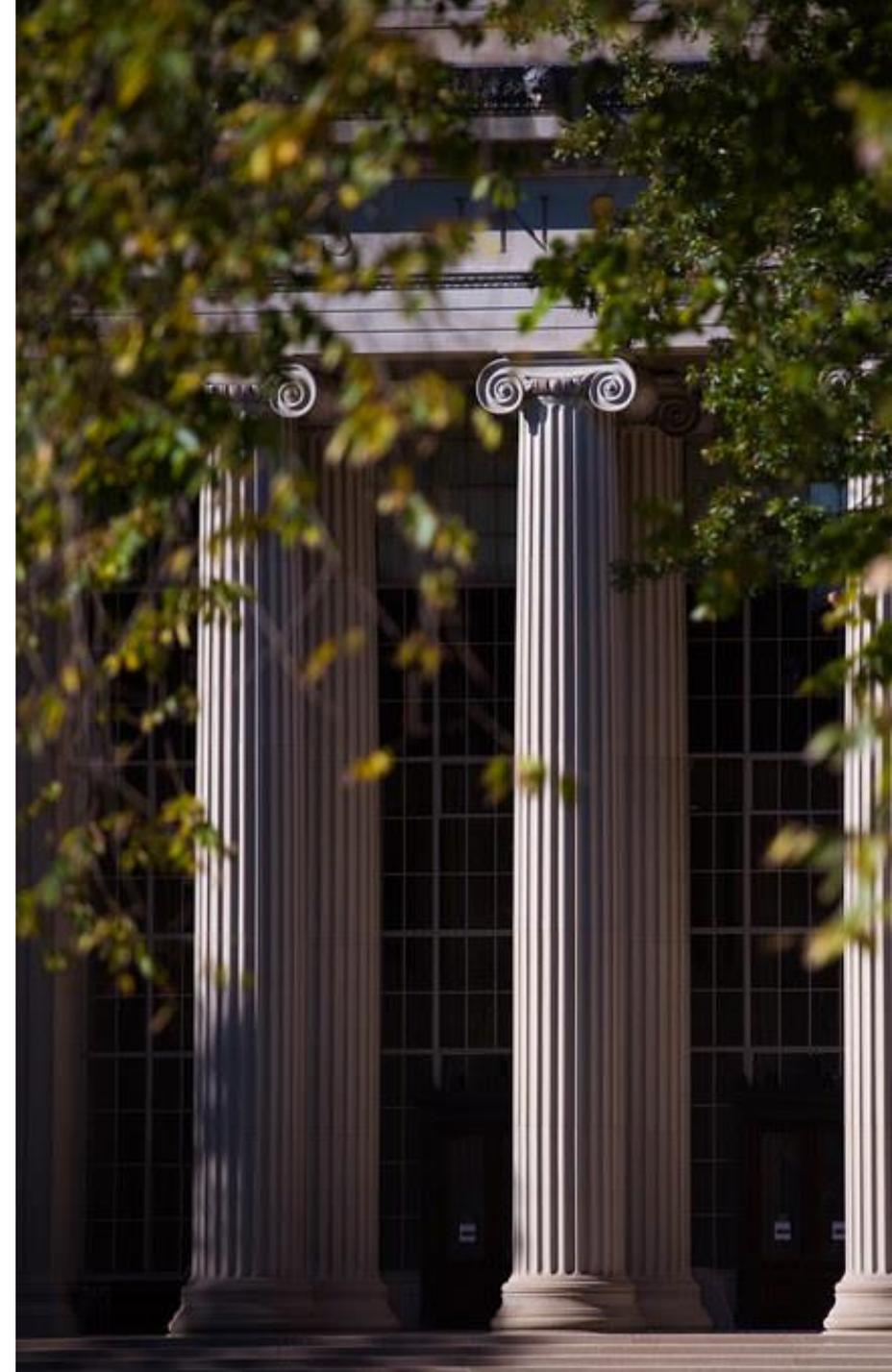


VPF Controllership 101 Sponsored Accounting

What we do,
Who we are,
How we can help you.



What We Do

Work Breakdown Structure (WBS) Account Auditing and Closeouts

- Review posted expenditures for allowability and verify that the correct secondary rates have been applied to the associated direct expenditures.
- Process needed Journal Vouchers (Secondary, Overrun removals, Fixed Price Entries, etc.)
- Reconcile Billings to Expenditures – Refund or Final Invoice
- Prepare all final financial documents
- Submit WBS Closeout Request and the financial documents to RAS.

Financial Reporting – over 3,000 per year

- Quarterly
- Semi-Annual
- Annual
- Final Financial
- Contract Releases



What We Do

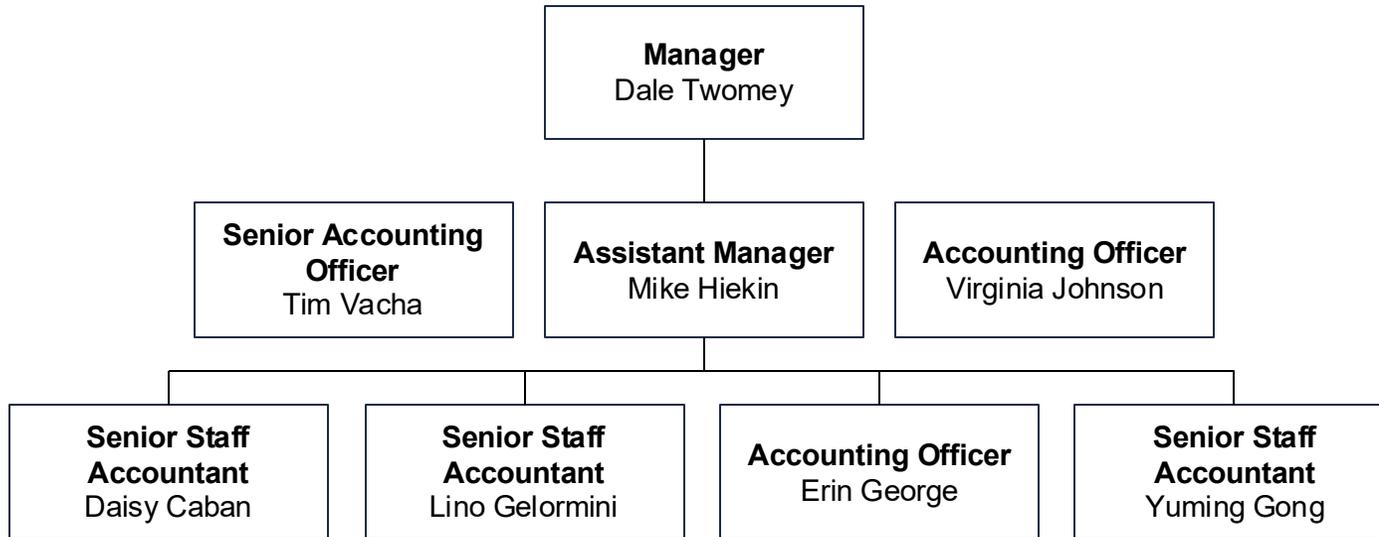
- WBS Journal Voucher (JV) Review – more than 800 per month
- Cost Sharing Funding Entries
- NIH Excess Salary Removal
- Secondary expense adjustments during the life of award
- Federal draw downs (NSF, NIH, DOE, NASA, USGS, USDA, FDA)
- Late Salary Change and Summer Session Review ~ 80 per month

*Note: Most sponsored research billing is now managed by the **Accounts Receivable** team*



Who We Are

Our team reports to **Assistant Controller Rachel Arons**



How We Can Help You

- To request **WBS closeout** → wbscloseouts@mit.edu
 - **NIH Excess Salary** issue → vacha@mit.edu
 - To request **Secondary Expense Adjustments** during life of award → ur-issues@mit.edu
 - Questions about **Late Salary Changes** → late_change@mit.edu
 - Questions about **Cost Sharing Funding** entries → yumingg@mit.edu
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- For other questions, please email sponsored-accounting@mit.edu
 - For **Sponsored Billing issues** contact **Accounts Receivable Sponsored Accounting Billings** team at billing-issues@mit.edu
 - Please visit <https://vpf.mit.edu/sponsored-accounting> for Sponsored Accounting training, links and forms.



How We Can Help You

For questions about **Federal Agencies** (including Financial Reports), please contact the following:

- Department of Defense (**DOD**) – dmcaban@mit.edu
- National Institutes of Health (**NIH**) - vacha@mit.edu
- National Science Foundation (**NSF**) – egeorge@mit.edu
- National Aeronautics and Space Administration (**NASA**) - linog@mit.edu
- U.S. Department of Energy (**DOE**) - linog@mit.edu
- U.S. Department of Agriculture (**USDA**) - linog@mit.edu
- U.S. Geological Survey - linog@mit.edu
- U.S. Department of Education - linog@mit.edu
- Environmental Protection Agency (**EPA**) – johnsov@mit.edu
- U.S. Department of Commerce (**DOC**) – johnsov@mit.edu
- U.S. Department of Transportation (**DOT**) - johnsov@mit.edu
- National Oceanic and Atmospheric Administration (**NOA**) - johnsov@mit.edu
- National Endowment for the Humanities (**NEH**) - johnsov@mit.edu
- Miscellaneous federal accounts - johnsov@mit.edu

