

# FY25 NIMBUS Budget Submission Overview

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VPF  
Budget and Financial Analysis



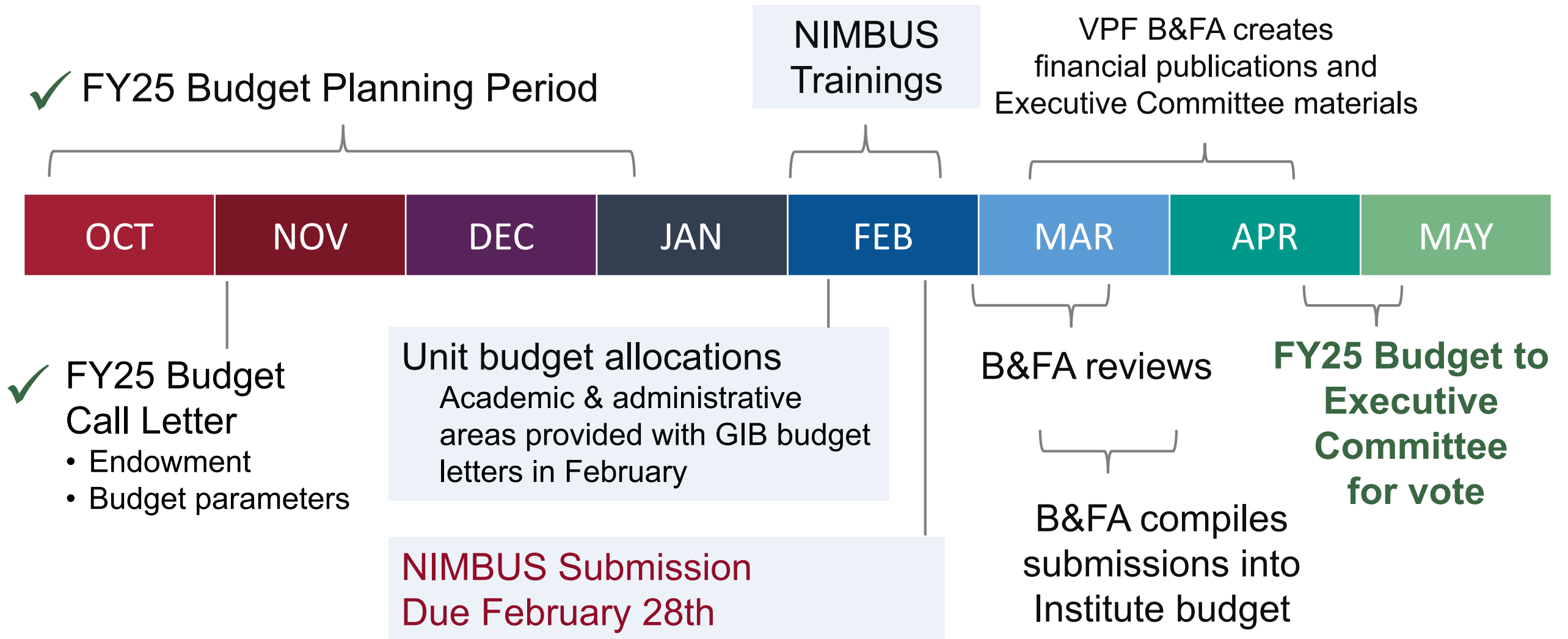




# Agenda

1. Team Introductions
2. Budget Submission Timeline
3. MIT's Budget Structure
4. Budget Mechanics
5. Additional Resources

# Budget Submission Timeline



*See appendix for timeline on full-year budget cycle*

# Structure of MIT operating budget

\$4.7B in consolidated budgeted revenue across four distinct funding categories (FY24B)

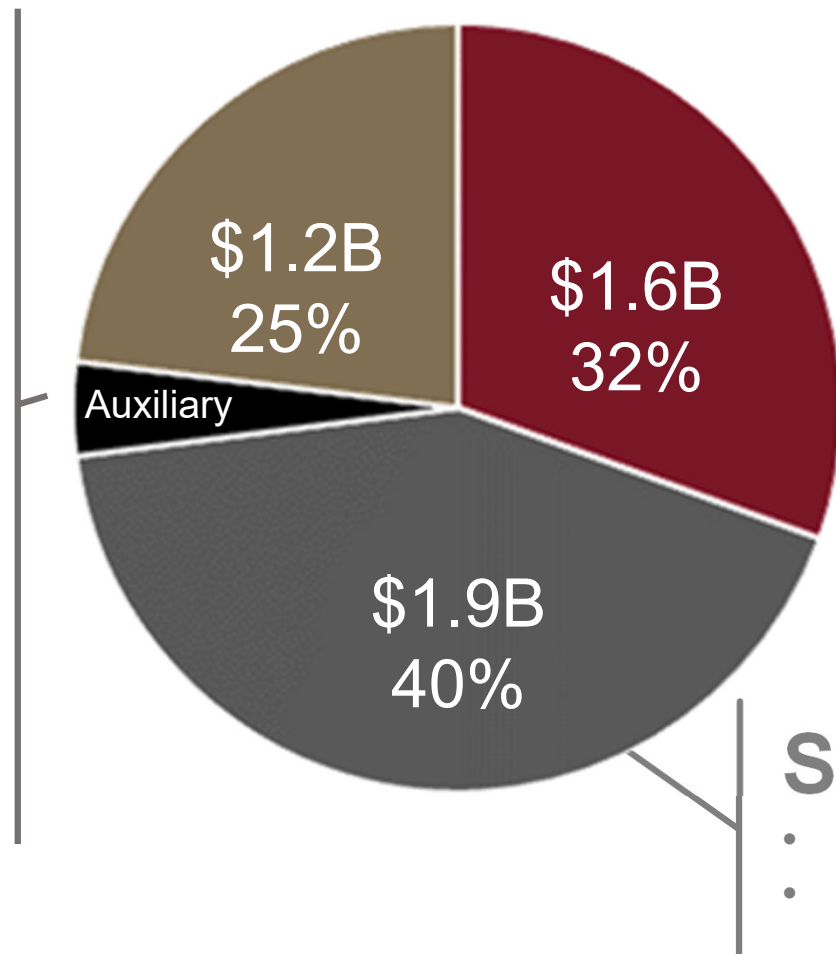
## Restricted

- **Non-Sponsored funds**
- Often referred to as “designated”
- Revenue from designated expendable and endowed philanthropic support, as well as Sloan degree tuition, departmental fees & services, and other support
- Supports non-sponsored expenses

## Auxiliary

\$0.2B / 3%

- Standalone revenue (primarily Housing/Dining)



## The **GIB** is an allocation of **unrestricted revenues**

MIT's unrestricted revenues from most degree tuition, unrestricted investment support, and other sources ultimately fund DLC **GIB allocations** to support (where restricted funds cannot):

- Salaries, wages, EB
- Other operating expenses
- Additionally supports central URR, interest & depreciation

## Sponsored support

- Research and sponsored funds
- (Campus \$0.7B; Lincoln \$1.2B)

Notes: GIB revenue sources in the chart include net tuition, unrestricted support from philanthropy and investments, indirect cost recovery, and fees & services. Excluded from GIB revenue in this chart is department support of operations, a part of GIB revenue in the form of transfers of mostly designated sources, but which is net neutral to consolidated MIT revenue as a whole.

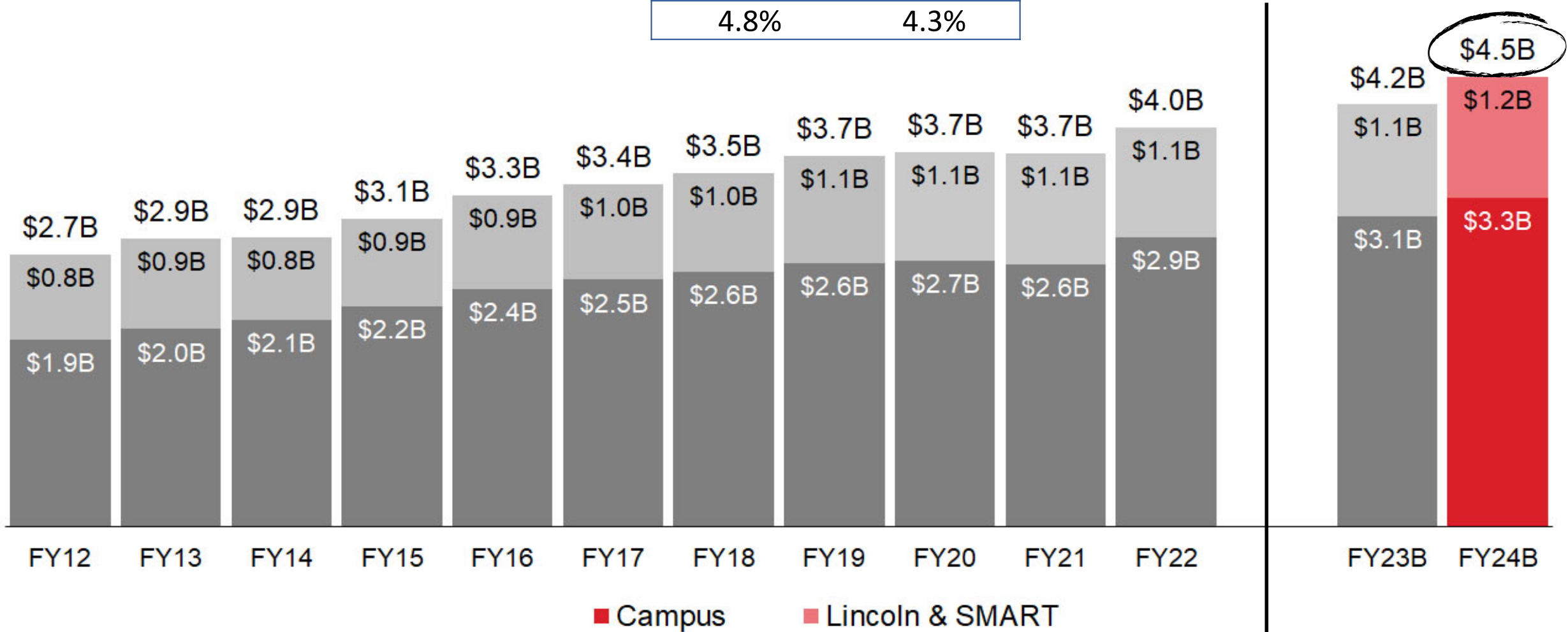
# Consolidated budget is the GIB plus forecasts of restricted activity

## MIT's Consolidated FY24 Budget: \$4.7B

General Institute Budget (GIB)	Sponsored Support	Auxiliary Revenues	Other Designated (non-sponsored)
\$1.9B	\$1.9B	\$0.2B	\$0.8B
<i>Central focus of budgeting process</i>	<i>But need expense forecasts of these items as well to complete the consolidated budget</i>		

# Expenses

FY12-FY24B CAGR	
Campus	Total
4.8%	4.3%

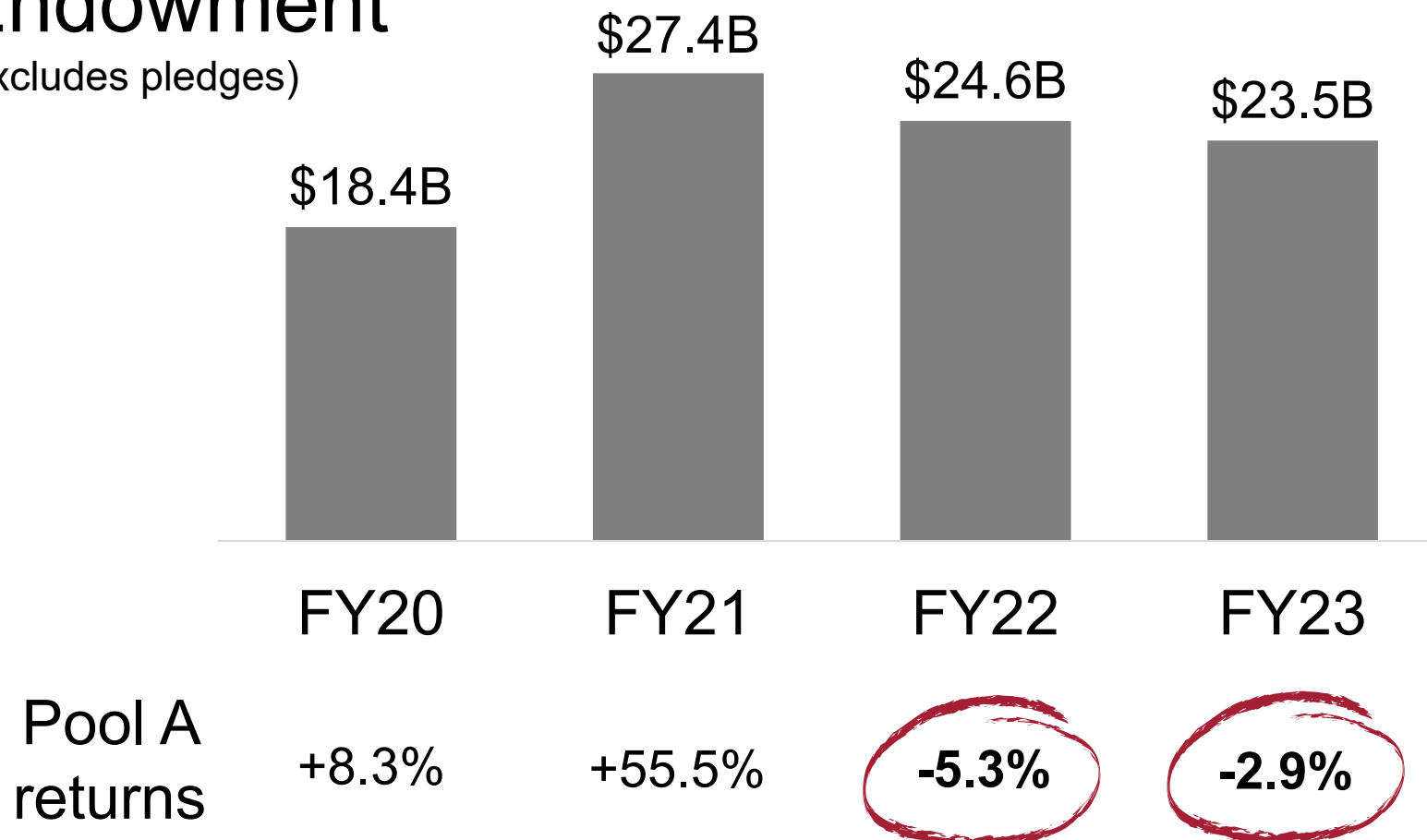


Expenses include all components of net periodic benefit costs

# A reminder of the FY25 budget framework: constraints on our GIB enhanced by market/other pressures

## Endowment

(excludes pledges)







# Budget Mechanics



# NIMBUS Budgeting Quick Card

## General Institute Budget (GIB)


### RECURRING BUDGET

1. **Copy current year recurring budget** into next fiscal year and refine existing G/L allocation, as necessary.
2. Include 100% of **T/A tuition** (no T/A SHIP) at current year levels. (VPF will make any necessary adjustments to reflect updated rates at the onset of the next fiscal year via the Global Budgeting process).
3. Incorporate **new allocations** granted by the EVPT, the Provost, or Deans' Offices (may vary by department).

### NON-RECURRING BUDGET

1. Incorporate **55%** of **R/A tuition** (spring/ fall terms only – do not include summer) and 100% of **R/A SHIP** at current fiscal year rates. (VPF will make any necessary adjustments to reflect updated rates at the onset of the next fiscal year via the Global Budgeting process).
2. Incorporate any **new allocations** granted by the EVPT, the Provost, or Deans' Offices (may vary by department).
3. Incorporate material (over \$500k) expenses (using expense G/Ls) to be supported by **drafts**. Do not budget the draft *support*, instead email your budget officer with the internal order accounts (non-sponsored funds) to be used as a funding source.
4. **Do not budget carryforwards**; carryforwards will be added by VPF, where applicable, at the beginning of the next fiscal year.

## Direct Sponsored Research

 = Academic areas only

### Budget (forecast) anticipated spending for next fiscal year

1. Provide expense forecast for the next fiscal year using internal analysis (known grants, anticipated project closures, etc.).
2. Analyze expense forecast against historical actuals and provide budget office with commentary on any major variances.
3. Budget 100% of **R/A salaries** and **45%** of **R/A tuition** (the remaining spring/fall term portion not budgeted to GIB) at next year's rates.
4. Utilize a single "volume" WBS account for entire DLC, if desired – prefixed with a "999" (continue to break out forecasted spending by G/L account).

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## Sponsored and Non-Sponsored Funds

### Budget (forecast) anticipated spending for next fiscal year

1. Provide expense forecast for the next fiscal year using internal analysis (known grants, anticipated project closures, etc.).
2. Analyze forecast against historical actuals and provide budget office with commentary on any major variances.
3. Utilize a single forecast or suspense account for entire DLC, if desired (continue to break out forecasted spending by G/L account).

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## Auxiliary Activities

### Budget (forecast) anticipated spending for next fiscal year

1. Budgeted revenue/ drafts should match or exceed budgeted expenses. Budgeted deficits (when expenses exceed revenue) must be authorized by the Provost, the EVPT, and/or an academic-area department head.

## Budget Area Groups (BAGs)

Upon accessing [NIMBUS](#), the first screen will default to a Budget Area Group (often abbreviated to “BAG” or “BG”) view. A BAG is a three-digit group of cost objects (often aligned to the DLCI or profit center level) that represent specific DLCIs from a management perspective.

When reviewing and managing your BAGs, keep an eye out for the following:

1. BG is missing a cost center
2. BG has the incorrect name
3. Missing a BG from my profile


To resolve any issues please contact your [Budget Officer](#) or the NIMBUS Administrator at [leungj@mit.edu](mailto:leungj@mit.edu)

# NIMBUS Mechanics

## Managing your BAGs

The BAG is the highest level in NIMBUS, reflected as a three-digit code. You will typically only see one BAG for your area.



 **NIMBUS SUBMISSION** Fiscal Year: 2025 ▾

**SELECT BUDGET GROUP** Category: All ▾

HELP PRINT EXIT

Select Budget Group by clicking on the ID# or use one of the buttons above.

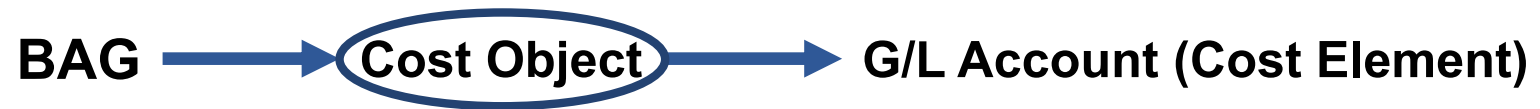
ID#	Status	24 Base	24 NonBase	25 Base	25 NonBase	25 Totals
<a href="#">01T</a> Dept. Overhead	Unsubmitted	11,092,431	1,668,256	0	0	0
<a href="#">02T</a> Department of Technical Overhead	Unsubmitted	140,000	186,810	0	0	0
<a href="#">10T</a> Department of Turfgrass Science	Unsubmitted	0	17,441	0	0	0
<a href="#">11T</a> Department of Turfgrass Science	Unsubmitted	7,209	382,060	0	0	0
<a href="#">12T</a> Department of Turfgrass Science	Unsubmitted	0	1,918,676	0	0	0
<a href="#">13T</a> Department of Turfgrass Science	Unsubmitted	0	0	0	0	0
<a href="#">14T</a> Department of Turfgrass Science	Unsubmitted	39,030,273	3,775,949	0	0	0
<a href="#">15T</a> Department of Turfgrass Science	Unsubmitted	0	0	0	0	0
<a href="#">16T</a> Department of Turfgrass Science	Unsubmitted	0	0	0	0	0
<a href="#">17T</a> Department of Turfgrass Science	Unsubmitted	0	0	0	0	0
<a href="#">18T</a> Department of Turfgrass Science	Unsubmitted	0	0	0	0	0
<a href="#">19T</a> Department of Turfgrass Science	Unsubmitted	0	0	0	0	0
<a href="#">46T</a> Department of Cultural Engineering	Unsubmitted	0	0	0	0	0
<a href="#">67T</a> Department of Grand Exploration	Unsubmitted	0	0	0	0	0
<b>Total</b>		<b>50,269,913</b>	<b>7,949,192</b>	<b>0</b>	<b>0</b>	<b>0</b>




# NIMBUS Mechanics

## Entering your Cost Objects

The Cost Object is the second level in NIMBUS





**NIMBUS**

**SELECT COST OBJECT**  
BG: 01T, Dept. Overhead

Fiscal Year: 2025

Status: Unsubmitted

Category: All

Rights: Submitter

Select Cost Object by clicking on the ID# or use one of the buttons above.


ID#	24 Base	24 NonBase	25 Base	25 NonBase	25 Totals
<b>Cost Centers (General and Auxiliary)</b>					
<a href="#">1630500T</a> Test Description for 1630500TT	2,729,000	75,000	0	0	0
<a href="#">1630700T</a> Test Description for 1630700TT	0	3,017	0	0	0
<a href="#">1632500T</a> Test Description for 1632500TT	0	866,854	0	0	0
<a href="#">1642000T</a> Test Description for 1642000TT	0	115,357	0	0	0
<a href="#">1642200T</a> Test Description for 1642200TT	0	25,000	0	0	0
<a href="#">1642600T</a> Test Description for 1642600TT	2,222	678,385	0	0	0
<a href="#">1642700T</a> Test Description for 1642700TT	0	323,333	0	0	0
<a href="#">1642800T</a> Test Description for 1642800TT	0	3,573	0	0	0
<a href="#">1643600T</a> Test Description for 1643600TT	1,229	-512	0	0	0
<a href="#">1647000T</a> Test Description for 1647000TT	1,227	614	0	0	0
<a href="#">1647700T</a> Test Description for 1647700TT	0	0	0	0	0
<a href="#">1647800T</a> Test Description for 1647800TT	0	0	0	0	0

# NIMBUS Mechanics

## Entering your G/L Accounts

The G/L account (cost element) is the most granular level in NIMBUS





**NIMBUS**

▼

**Edit Budget Items**

BG: 01T, Dept. Overhead

Cost Object: Test Description for 1630500TT (1630500T)

Fiscal Year: 2025 ▼

Status: Unsubmitted

Rights: Submitter

Enter or change values below. Click **RECALC** to update totals and secondary costs.  
Click **SAVE** to save your changes, or use one of the other buttons above.

ID#	24 Base	24 NonBase	25 Base	25 NonBase	25 Totals
<b>Salaries</b>					
400250 Administrative Staff-On	1,250,000	0	0	0	0
400602 Support Staff-On	750,000	0	0	0	0
<b>Total Salaries</b>	<b>2,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
ID#	24 Base	24 NonBase	25 Base	25 NonBase	25 Totals
<b>Employee Benefits</b>					
600204 EB On	464,000	0	0	0	0
<b>Total Employee Benefits</b>	<b>464,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Adding New G/L Accounts

BAG → Cost Object → **G/L Account (Cost Element)**

1. Select Insert
2. Select desired G/L Account
3. Select Save

NIMBUS  
SELECT NEW COST ELEMENTS  
BG: 01T, Dept. Overhead  
Cost Object: Test Description for 1630500TT ( 1630500T )

Help SAVE Open Short List Sort by Name Cancel Print

Full List. - Check off the cost elements you wish to add to the cost object.

Salaries

- 400005 Summer Faculty-On
- 400006 Summer Faculty-On - Reduced EB
- 400007 Faculty Renewal Supple-On- Reduced EB
- 400025 Faculty Salaries Tenured-On
- 400026 Faculty Salaries Tenured-On-Reduced EB
- 400040 Faculty Salaries Non-Tenured-On
- 400041 Faculty Salaries Non-Tenured-On-Reduced EB
- 400050 Summer Other Academic-On
- 400051 Summer Other Academic-On-Reduced EB
- 400065 \*Summer Faculty Special-On
- 400070 Summer Faculty-Off
- 400071 Summer Faculty-Off-Reduced EB
- 400090 Faculty Salaries Tenured-Off
- 400091 \*Faculty Salaries Tenured-Off-Reduced EB
- 400105 Faculty Salaries Non-Tenured-Off
- 400106 \*Faculty Salaries Non-Tenured-Off-Reduced EB
- 400107 Spec Prog Comp Teaching - On

NIMBUS  
Mechanics



# Inputting your Budgets by G/L Account

BAG → Cost Object → **G/L Account (Cost Element)**

Before:

**NIMBUS** Edit Budget Items  
 BG: 01T, Dept. Overhead  
 Cost Object: Test Description for 1630500TT (1630500T)  
 Fiscal Year: 2025  
 Status: Unsubmitted  
 Rights: Submitter

Help Back Refresh Copy Insert Rates RECALC SAVE Print Exit

Enter or change values below. Click **RECALC** to update totals and secondary costs.  
 Click **SAVE** to save your changes, or use one of the other buttons above.

ID#		24 Base	24 NonBase	25 Base	25 NonBase	25 Totals
<b>Salaries</b>						
400140	Other Academic Staff-On	0	0	0	0	0
400250	Administrative Staff-On	1,250,000	0	0	0	0
400602	Support Staff-On	750,000	0	0	0	0
<b>Total Salaries</b>		<b>2,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Employee Benefits</b>						
600204	EB On	464,000	0	0	0	0
<b>Total Employee Benefits</b>		<b>464,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

After:

**NIMBUS** Edit Budget Items  
 BG: 01T, Dept. Overhead  
 Cost Object: Test Description for 1630500TT (1630500T)  
 Fiscal Year: 2025  
 Status: Unsubmitted  
 Rights: Submitter

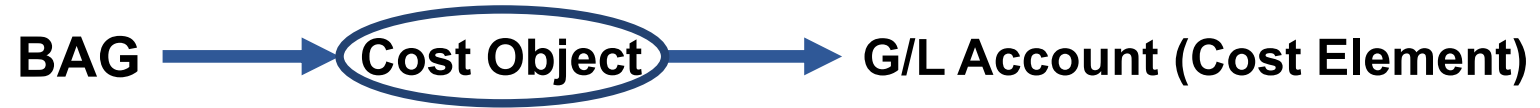
Help Back Refresh Copy Insert Rates RECALC SAVE Print Exit

Enter or change values below. Click **RECALC** to update totals and secondary costs.  
 Click **SAVE** to save your changes, or use one of the other buttons above.

ID#		24 Base	24 NonBase	25 Base	25 NonBase	25 Totals
<b>Salaries</b>						
400140	Other Academic Staff-On	0	0	75,000	0	75,000
400250	Administrative Staff-On	1,250,000	0	1,250,000	0	1,250,000
400602	Support Staff-On	750,000	0	750,000	0	750,000
<b>Total Salaries</b>		<b>2,000,000</b>	<b>0</b>	<b>2,075,000</b>	<b>0</b>	<b>2,075,000</b>
<b>Employee Benefits</b>						
600204	EB On	464,000	0	481,400	0	481,400
<b>Total Employee Benefits</b>		<b>464,000</b>	<b>0</b>	<b>481,400</b>	<b>0</b>	<b>481,400</b>

NIMBUS  
Mechanics

# Final Budget by Cost Object



## NIMBUS Mechanics

**NIMBUS**  
SELECT COST OBJECT  
BG: 01T, Dept. Overhead

Fiscal Year: 2025  
Status: Unsubmitted  
Category: All  
Rights: Submitter

Help Back COPY VIEWS SUBMIT Print Exit

Select Cost Object by clicking on the ID# or use one of the buttons above.

ID#	24 Base	24 NonBase	25 Base	25 NonBase	25 Totals
<b>Cost Centers (General and Auxiliary)</b>					
<a href="#">1630500T</a> Test Description for 1630500TT	2,729,000	75,000	2,821,400	0	2,821,400
<a href="#">1630700T</a> Test Description for 1630700TT	0	3,017	0	0	0
<a href="#">1632500T</a> Test Description for 1632500TT	0	866,854	0	0	0
<a href="#">1642000T</a> Test Description for 1642000TT	0	115,357	0	0	0
<a href="#">1642200T</a> Test Description for 1642200TT	0	25,000	0	0	0
<a href="#">1642600T</a> Test Description for 1642600TT	2,231	678,385	2,231	0	2,231
<a href="#">1642700T</a> Test Description for 1642700TT	0	323,333	0	0	0
<a href="#">1642800T</a> Test Description for 1642800TT	0	3,573	0	0	0
<a href="#">1643600T</a> Test Description for 1643600TT	1,229	-512	1,514	0	1,514
<a href="#">1647000T</a> Test Description for 1647000TT	1,232	614	1,232	0	1,232
<a href="#">1647700T</a> Test Description for 1647700TT	0	0	0	0	0
<a href="#">1647800T</a> Test Description for 1647800TT	0	0	0	0	0
<a href="#">1648400T</a> Test Description for 1648400TT	0	0	0	0	0
<a href="#">1710700T</a> Test Description for 1710700TT	0	0	0	0	0
<a href="#">1710900T</a> Test Description for 1710900TT	0	0	0	0	0
<a href="#">1711200T</a> Test Description for 1711200TT	0	0	0	0	0
<a href="#">1711500T</a> Test Description for 1711500TT	0	0	0	0	0
<a href="#">1718900T</a> Test Description for 1718900TT	0	0	0	0	0
<a href="#">1719100T</a> Test Description for 1719100TT	0	0	0	0	0
<a href="#">1719600T</a> Test Description for 1719600TT	0	0	0	0	0
<a href="#">1763600T</a> Test Description for 1763600TT	0	0	0	0	0
<a href="#">1764000T</a> Test Description for 1764000TT	8,272,543	-422,365	8,272,543	0	8,272,543
<b>Total Cost Centers (General and Auxiliary)</b>	<b>11,006,235</b>	<b>1,668,256</b>	<b>11,098,920</b>	<b>0</b>	<b>11,098,920</b>



NIMBUS  
Budget  
Demo









# Additional Resources

# Pool A Payout Rates

- Each endowed fund invested in Pool A receives an annual distribution based on the payout rate recommended by MIT administration and voted on by the Executive Committee.
- The Fiscal 2025 voted Pool A endowment payout per unit is shown below, and represents a **4.2% increase over Fiscal 2024**, this follows a 30.3% increase in Fiscal 2023 and 5.6% increase in Fiscal 2024.

Fund Type	Fiscal 2022	Fiscal 2023	Fiscal 2024	Fiscal 2025
Undergraduate Scholarships	\$90.52	\$117.97	\$124.63	<b>\$129.81</b>
Graduate Fellowships	\$76.94	\$100.27	\$105.94	<b>\$110.34</b>
All Other	\$67.89	\$88.48	\$93.47	<b>\$97.36</b>

Note: While Pool A endowed distribution can be added automatically to your NIMBUS budget/forecast submission by selecting the Pool A button, it is not necessary to do so (Pool A distribution is budgeted centrally). But please consider this payout increase when inputting your forecasted expenses for the year as these rates may provide guidance on future spending patterns.



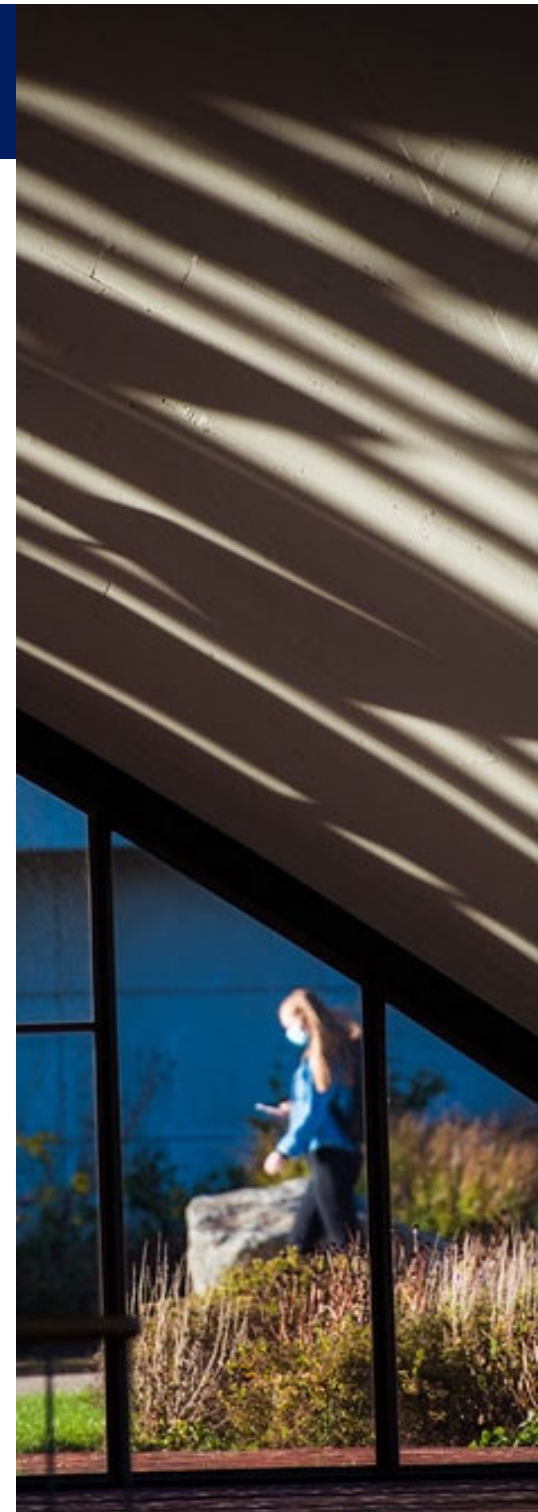
# Entering RA and TA budgets

Expense	Research Assistant (RA)	Teaching Assistant (TA)
➤ Salary	<ul style="list-style-type: none"> <li>○ 100% forecasted to the sponsored WBS account               <ul style="list-style-type: none"> <li>- Use next year's rates</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ 100% forecasted to the GIB cost center assigned to your Department               <ul style="list-style-type: none"> <li>- Use this year's rates. B&amp;FA will true-up DLC budgets to reflect next year's rates via the Global Budgeting process in August.</li> </ul> </li> </ul>
➤ Tuition	<ul style="list-style-type: none"> <li>○ <b>55% forecasted to the GIB</b> cost center assigned to your dept               <ul style="list-style-type: none"> <li>- Use this year's <u>current</u> tuition rate. B&amp;FA will true-up DLC budgets to reflect next year's rates via the Global Budgeting process in August.</li> <li>- Non-Base</li> </ul> </li> <li>○ <b>45% forecasted to research</b> the sponsored WBS account               <ul style="list-style-type: none"> <li>- Use next year's rates</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ 100% forecasted to the GIB cost center assigned to your Department               <ul style="list-style-type: none"> <li>- Use this year's current rate. B&amp;FA will true-up DLC budgets to reflect next year's rates via the Global Budgeting process in August.</li> </ul> </li> </ul>
➤ SHIP	<ul style="list-style-type: none"> <li>○ Budget 100% to the General Cost Center used when budgeting the GIB portion of RA tuition.               <ul style="list-style-type: none"> <li>- Use this year's <u>current</u> rate. B&amp;FA will true-up DLC budgets to reflect next year's rates via the Global Budgeting process in August.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ DO NOT forecast SHIP for TAs</li> <li>○ These costs will be a direct allocation from the Provost's office in the first half of the fiscal year.</li> </ul>
➤ Summer Tuition	<ul style="list-style-type: none"> <li>○ Thesis / Pre-Thesis: Do not budget</li> <li>○ Non-Thesis / Non Pre-Thesis: 100% forecasted to WBS/Internal order at next year's rates.</li> </ul>	<ul style="list-style-type: none"> <li>• If applicable, treat like TA tuition (uncommon).</li> </ul>

# Budgeting for research and funds

Unlike the GIB, budgeting for *research, sponsored and non-sponsored funds* employs a **forecasting** methodology using DLCI best estimates.

1. Estimates for these budgets are consolidated to help project the Institute's expense trends.
2. As submissions are reviewed, B&FA may ask for commentary around deviations from trends and other key drivers in your research and fund budgets.
3. Additionally:
  - a) You do not have to budget each cost object (fund / research WBS account).
  - b) You may utilize a single cost object for each funding category: a WBS volume account for research (prefixed with a "999"), or a suspense account for sponsored/non-sponsored funds
    - i. For each funding category, continue to break out expenses by G/L account
  - c) We recommend examining prior-year trends for your DLCI, and consider adding on any additional amounts for expected activity in the new year to generate high-level view of your expense budget.
  - d) **B&FA has built academic trend reports that may help:**  
<https://vpf.mit.edu/academic-trend-reports>
4. See the "NIMBUS Budgeting Quick Card" (slide 9) for other information.



# Example of VPF Trend Reports

\$ thousands	Annual Financial Trend (actuals)					YTD annlzd	CAGR	Budget	
	FY'19A	FY'20A	FY'21A	FY'22A	FY'23 YTD	month of Actuals:	FY'19A to FY'22A	FY'22B	FY'23B
						Jan			
<b>Revenue</b>									
Internal Income	119	239	270	47	87	149	-26%	-	-
External Income	74,714	85,997	85,727	106,030	86,947	149,051	12%	12,359	11,332
<b>Total Revenue</b>	<b>74,832</b>	<b>86,236</b>	<b>85,997</b>	<b>106,077</b>	<b>87,033</b>	<b>149,200</b>	12%	<b>12,359</b>	<b>11,332</b>
<b>Expenses</b>									
Salaries (ungroup for detail)	74,786	79,365	79,943	83,344	50,207	86,069	4%	75,975	82,842
Employee Benefits	17,104	19,372	19,594	19,133	10,669	18,290	4%	17,687	17,734
Salaries & Employee Benefits	91,890	98,737	99,537	102,478	60,876	104,359	4%	93,662	100,576
Temporary Help	1,205	1,131	1,176	891	648	1,111	-10%	164	298
Travel	7,592	5,227	527	4,341	4,251	7,288	-17%	5,498	3,453
Professional Services	6,895	7,038	7,464	9,262	6,949	11,912	10%	897	1,447
Materials & Svcs (ungroup for d	22,950	24,220	24,125	26,180	24,104	41,322	4%	30,928	29,781
Equipment	702	846	852	1,038	585	1,003	14%	148	171
Software	166	255	264	277	227	390	19%	5	6
Subrecipient Agreements	10,010	11,477	11,599	16,406	11,047	18,938	18%	8,281	8,412
Carryforward	-	-	-	-	-	-	n/m	22,840	25,785
Depreciation	-	-	-	-	-	-	n/m	-	-
Interest Expense	-	-	-	-	-	-	n/m	-	-
Indirect Expenses	9,135	8,948	10,259	11,378	8,193	14,046	8%	6,520	6,791
Capital Projects Funding	-	488	463	1,021	96	164	n/m	-	-
<b>Total Expenses (ex Settlements)</b>	<b>150,544</b>	<b>158,366</b>	<b>156,266</b>	<b>173,272</b>	<b>116,977</b>	<b>200,532</b>	5%	<b>168,943</b>	<b>176,719</b>
<b>Transfers, Drafts &amp; Settlements</b>									
Transfers & Drafts (negative = t	(16,548)	(10,849)	(17,324)	(17,195)	(11,344)	(19,447)	1%	1,242	658
Draft Transfers	(697)	(1,178)	(2,203)	(359)	(546)	(936)	-20%	(353)	(513)
Transfers	(15,713)	(9,437)	(15,089)	(16,784)	(10,821)	(18,551)	2%	1,595	1,171
Sharing	(138)	(234)	(32)	(52)	23	40	-28%	-	-
ts	(2,622)	6,217	559	8,638	3,959	6,787	n/m	-	-
<b>Transfers, Drafts &amp; Sett</b>	<b>(19,170)</b>	<b>(4,633)</b>	<b>(16,765)</b>	<b>(8,558)</b>	<b>(7,385)</b>	<b>(12,659)</b>	-24%	<b>1,242</b>	<b>658</b>
<b>Total for actual</b>	<b>(56,541)</b>	<b>(67,497)</b>	<b>(53,504)</b>	<b>(58,637)</b>	<b>(22,559)</b>	<b>(38,672)</b>	1%	<b>(157,826)</b>	<b>(166,045)</b>

## Guidance

- Visit the VPF website to download either the macro-enabled Excel query or Brio-generated version of the tool
- Execute the query and confirm the data is populated correctly, then move on to the Output tabs which format the data as shown
- The report can be executed by DLCI, and you can limit the results to a particular funding category or a particular subset of cost objects
- These should help with budgeting for research, funds, and auxiliary cost categories

Detailed guidance provided on the VPF website:

<https://vpf.mit.edu/academic-trend-reports>



# Budgeting GIB Expenses Supported by Drafts

- **Increases to your net GIB budget submission should always tie to your budget letter**
- You may also anticipate significant **non-base** expenditures charged to your GIB *apart from your GIB “authorized” net spend*. Where you expect those additional expenses to be **supported by a fund** via a draft transfer during the fiscal year.
  - *Where such material (>\$500k) expenses are anticipated, please add them to your non-base GIB expense submission.*
    - If you do so, your net budget submission will no longer tie to your budget letter.
    - So please communicate this to your budget officer by providing the amounts, anticipated fund ID that will support the costs, and if this is an *actual* draft transfer or a *placeholder* until you know more.
    - B&FA can then either enter the actual draft (effective 7/1/24) or input “placeholder” revenue to your budget submission until you effectuate the actual draft in FY25.





# Your Input is Critical!

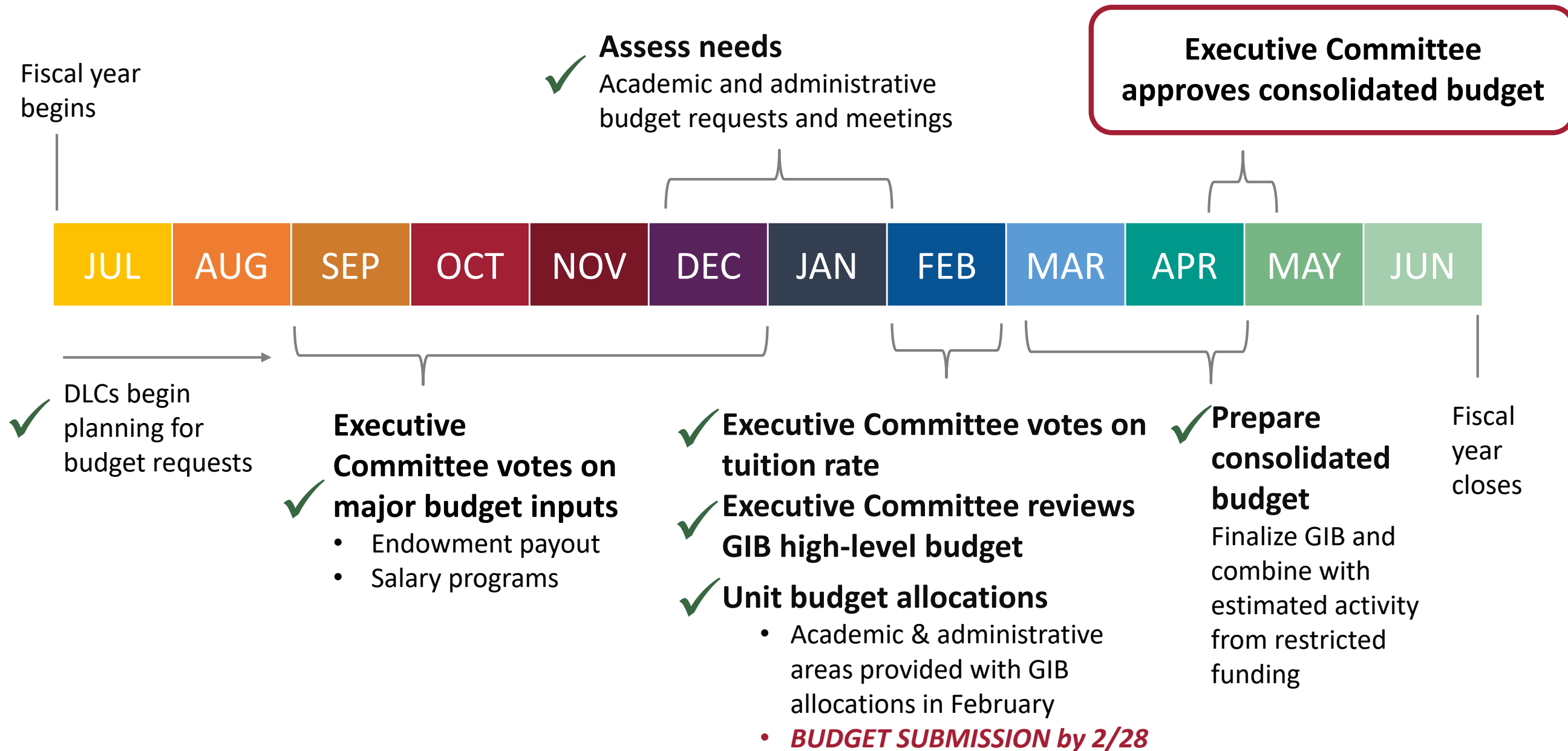
- We reference budgets in NIMBUS throughout the year, and pull budget data regularly for reporting purposes
- Realistic spending forecasts provide valuable information
  - Reliable bottoms up forecasts inform accurate Institute level reporting
  - **You are the experts, and your judgement is better than ours**
  - Spending forecasts related to funds and research are solely used for informational purposes, and are not intended to create limits or authorizations to spend, but should still be accurately budgeted
  - GIB budget allocations are considered authorizations to spend, and should be budgeted in full
- Please reach out to your [Budget Officer](#) with any questions throughout the process



# Appendix



# Full-year budget cycle



# GIB Base vs. Non-Base

**Base:** Recurring expenditures that are budgeted every fiscal year. Base budgets typically encompass the following categories:

- Salaries (Filled and Unfilled)
- EB
- Supplies
- Scholarships
- Equipment
- Other Operating Expenses

**Non-Base:** Non-Base expenditures are one-time expenses that are typically either funded by an internal order, transferred from another department's GIB allocation, or approved from the EVPT, Provost, or Dean's Office. Other non-base expenditures may include:

- **55%** RA tuition (Do not include summer tuition. This is both budgeted and incurred centrally)
- NIH Training Grant Fellows (Departments are encouraged to supplement with a part-time RA appointment. Use G/L account #422311)



# Revenue

When forecasting revenue, please distinguish between internal and external.

- **External Revenue** is money that comes in from a source that is not wholly owned or affiliated with MIT (not in SAP).
  - Students, employees, and alumni clubs, although affiliated with MIT, are almost always external customers.
    - 800303 (Other Receipts)
    - 800600 (Sponsored Billings)
    - 801018 (Income – Outside Services)
    - 801035 (Income – Sales)
- **Internal Revenue** is money from an exchange for goods or services provided between Institute units.
  - 801046 (Internal Billings – Services)
  - 801062 (Internal Billings - Sales)





# Drafts vs. Transfers vs. Settlements

## **Drafts (Non-Sponsored Fund → GIB cost center); GLs 800705/706**

- General Institute Budget (GIB)
  - Budget the expense in the proper GL account. (Typically non-base, with exceptions).
  - Budget the “draft transfer in” revenue to GL account 800705.
  - At submission, please communicate the offsetting funds to the budget team.
- Funds
  - Do not budget the “draft transfer out” at submission.
  - Communicate to your Budget Officer the offsetting funds related to the “draft transfer in” that you entered to the GIB.

## **Transfers; GLs 800325/326**

- General Institute Budget (GIB)
  - Not necessary to budget transfers as they will net to zero across the GIB
- Funds/Research:
  - Budget where necessary, although the focus of the Funds/Research budget is on expense.

## **Settlements**

- Typically only applies to Funds/Research. Not necessary to budget.

