

## Overview:

When a budget is created, rates are established based on the project start and end dates and the related Institute rates for the proposal type and lead unit. These rates can be seen in the **Proposal Budget > Rates** screen. The different rate class types (F&A, Fringe Benefits, Inflation, Vacation, Other, Lab Allocation-Salaries, and Lab Allocation-Other) will appear in separate tabs in the Rates screen. At times, you will need to refresh the established rates.

### Examples of why you would need to refresh the rates in your proposal:

- ❖ You are working with a proposal that was created before an OSP announcement of newly negotiated Institute rates or Lab Allocation rates.
- ❖ You changed the start date, end date, or both dates in your Proposal Details.

The impact to your budget is the need to synchronize your rates; commonly referred to as “syncing rates”. This “sync” action retrieves the centrally maintained rates and updates (synchronizes) them in your budget.

Please review the steps to learn how to **sync all (institute & applicable)** rates, or **sync one tab (institute only)**, in your proposal budget.

## Procedure:

### Sync All Rates to apply announced rate maintenance.

1. Search for and open your proposal in Edit mode.
2. Navigate to your budget:
  - a. Toolbar Budget Versions > In the window, click the Name of the budget version to open.
  - b. Budget navigation button > In the screen, click on the name of budget version to open.
3. Click Open Budget Document in the Open Version window.
4. Click on Rates in the left navigation bar to open the Rates screen.
5. **To synchronize ALL rates:** (F&A, Fringe, Vacation, etc.) Click the **Sync All Rates** button in the upper right corner of the Rates screen. This action updates **all** the rate types and columns. The Institute Rate column will refresh with the currently maintained Institute Rates and the Applicable Rate will revert to default (equal to Institute rate). *All* columns in *all* rate tabs are updated. Click **OK** in the confirmation window when it appears.
6. Click **SAVE** in the budget footer.

### Notes:

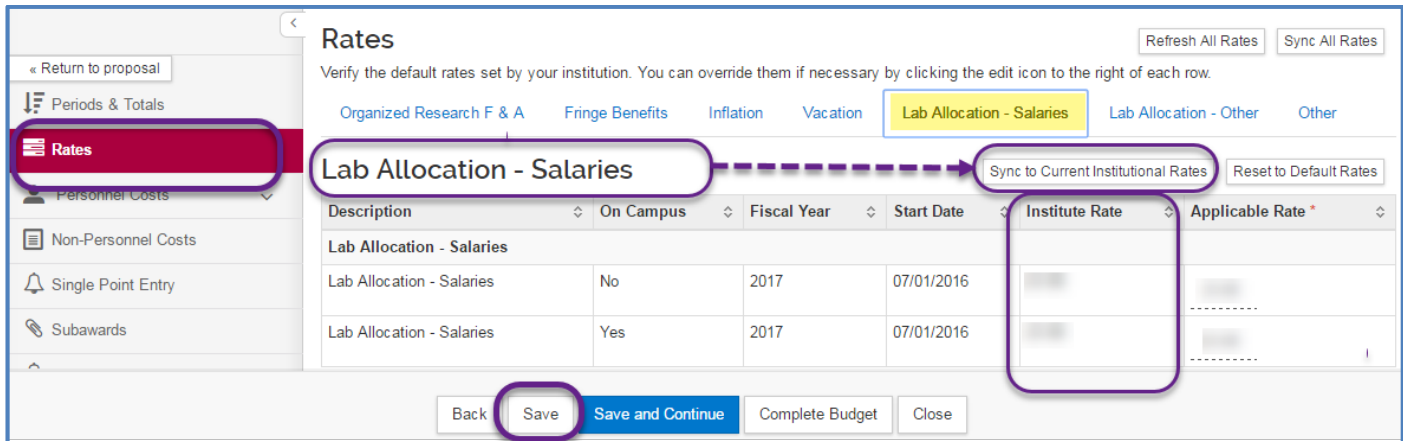
**Sync Rates** repopulates **ALL Columns** (institute *and* applicable rates) in ALL rate tabs.

**Refresh All Rates** will only repopulate the **Applicable Rate** column in **all** rate tabs.

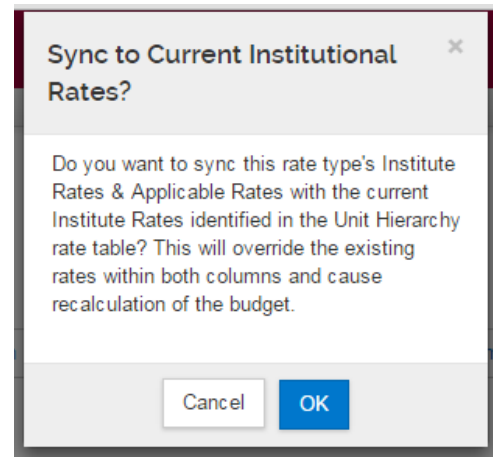
Description	On Campus	Fiscal Year	Start Date	Institute Rate	Applicable Rate *
MTDC	No	2016	07/01/2015	5.20	5.20
MTDC	Yes	2016	07/01/2015	56.00	56.00
SPW	No	1990	07/01/1979	0.00	-----

## To Sync One Rate Tab:

Sometimes, you only need to update one rate type, for example, to synchronize the **Lab Allocation – Salaries**, **Lab Allocation – M&S** and **Lab Allocation – Utilities** rates. You may wish to do this tab-by-tab sync method if you've already made changes to any of the Applicable Rate columns (ex. You've edited the applicable inflation rates). Using this discreet tab-based method will **ONLY** sync the institutional rate and not reset the applicable rate column.



1. While in the Budget, click the **Rates** panel on the **Navigation** panel; The **Rates** screen will open displaying five tabs across the top.
2. Select the **Lab Allocations - Salaries** tab.
3. Click on the **Sync to Current Institutional Rates** button on **within** the Lab Allocation rate tab. Click **OK** in the confirmation window.
4. Click **Save** in the budget footer.
5. Repeat steps 1-4 for the **Lab Allocation- Other** tab.
6. Navigate to the **Non-Personnel Costs** and select **Details** for a line item that is subject to LA to confirm that the Lab Allocation – Salary and Lab Allocation – M&S calculation have been updated.



While this example highlights the Lab Allocation rates, this tab-level Sync to Current Institutional Rate button appears on every rate tab and can be used to discreetly update one rate type tab at a time to retain any changes you've made in the Applicable Rate column.

## Getting Help

For questions or problems using Kuali Coeus Sync Budget Rates Quick Reference Card, email the Support Team at [kc-help@mit.edu](mailto:kc-help@mit.edu) Include your **Name**, **Contact Information**, and the **Proposal Number**.