

To update your KC proposal rates to synchronize the institute rates for only the **Employee Benefit** and **Vacation** rates (and not altering any manual edits to Inflation, F&A, etc.) do the following:

1. While in the Budget, click the **Rates** panel on the **Navigation** panel.

The **Rates** screen will open displaying five tabs across the top.

Rates Refresh All Rates Sync All Rates

Verify the default rates set by your institution. You can override them if necessary by clicking the edit icon to the right of each row.

Organized Research F & A **Fringe Benefits** Inflation Vacation Lab Allocation - Salaries Lab Allocation - Other Other

Fringe Benefits Sync to Current Institutional Rates Reset to Default Rates

Description	On Campus	Fiscal Year	Start Date	Institute Rate	Applicable Rate *
Employee Benefits					
Research Rate	No	2016	07/01/2015	20.00	20.00
Research Rate	Yes	2016	07/01/2015	23.00	23.00
UROF Rate	No	2004	07/01/2003	0.00	0.00
UROF Rate	Yes	2004	07/01/2003	0.00	0.00
EB on LA	No	2016	07/01/2015	23.00	23.00
EB on LA	Yes	2016	07/01/2015	23.00	23.00
Reduced Rate	No	2016	07/01/2015	8.50	8.50
Reduced Rate	Yes	2016	07/01/2015	8.50	8.50

Back Save **Save and Continue** Complete Budget Close

2. Select the **Fringe Benefits** tab.
3. Click on the **Sync to Current Institutional Rates** button on that tab.

The FY 2017 EB rates will be pulled in.

Rates Refresh All Rates Sync All Rates

Verify the default rates set by your institution. You can override them if necessary by clicking the edit icon to the right of each row.

Organized Research F & A **Fringe Benefits** Inflation Vacation Lab Allocation - Salaries Lab Allocation - Other Other

Fringe Benefits Sync to Current Institutional Rates Reset to Default Rates

Description	On Campus	Fiscal Year	Start Date	Institute Rate	Applicable Rate *
Employee Benefits					
Research Rate	Yes	2017	07/01/2016	25.00	25.00
Research Rate	No	2017	07/01/2016	22.00	22.00
Reduced Rate	No	2017	07/01/2016	8.00	8.00
Reduced Rate	Yes	2017	07/01/2016	8.00	8.00
EB on LA	No	2017	07/01/2016	25.00	25.00
EB on LA	Yes	2017	07/01/2016	25.00	25.00
Research Rate	Yes	2016	07/01/2015	23.00	23.00
Research Rate	No	2016	07/01/2015	20.00	20.00

Back Save **Save and Continue** Complete Budget Close

4. Save.

Repeat steps 2 through 4 for the **Vacation** tab.

5. Navigate to the **Budget Personnel** > **Assign Personnel to Periods** to confirm that the Fringe Benefit calculation has been updated.