

Overview:

This Quick Card will demonstrate how to update your KC proposal rates to synchronize the Institute rates for only the **EB (Fringe)** and **Vacation** rates (and not altering any manual edits to Inflation, F&A, etc.)

Procedure:

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

The current EB rates will be pulled in.

The screenshot shows the 'Rates' interface. On the left is a navigation menu with 'Rates' selected (marked with a red circle 1). The main area has tabs for 'Organized Research F&A' (marked with a red circle 2), 'Fringe Benefits' (selected), 'Inflation', 'Vacation', and 'Other'. Below the tabs, the 'Fringe Benefits' section has a 'Sync to Current Institutional Rates' button (marked with a red circle 3 and a blue arrow) and a 'Reset to Default Rates' button. A table below lists various rates with columns for Description, On Campus, Fiscal Year, Start Date, Institute Rate, and Applicable Rate. At the bottom, there are buttons for 'Back', 'Save', 'Save and Continue' (marked with a red circle 4), 'Complete Budget', and 'Close'.

Description	On Campus	Fiscal Year	Start Date	Institute Rate	Applicable Rate *
Employee Benefits					
Reduced Rate	Yes	2024	07/01/2023	8.40	8.40
Research Rate	Yes	2024	07/01/2023	23.20	23.20
Reduced Rate	No	2024	07/01/2023	8.40	8.40
EB on LA	Yes	2024	07/01/2023	23.20	23.20
EB on LA	No	2024	07/01/2023	23.20	23.20
UROP Rate	Yes	2004	07/01/2003	0.00	0.00
Research Rate	No	2024	07/01/2023	20.70	20.70
UROP Rate	No	2004	07/01/2003	0.00	0.00

4. Save.

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

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

Related Documentation:

[Sync Budget Rates](#)

Getting Help

For questions regarding Kualii Coeus Quick Reference Cards, email the Support Team at ra-help@mit.edu.