Office of the Vice President for Research
Research Administration Services

Kuali Coeus
EB and Vacation Rates Sync

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.

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.

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Related Documentation:

[Sync Budget Rates](#)

Getting Help

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