Overview:

Kuali Coeus (KC) Budget has been pre-loaded with the current Monthly Institute rate for Tuition costs that must be included in the budget when Students are included in the proposed budget. This current enhancement provides the ability to:

1. Select the monthly Institute set rate for Tuition (rate representing 50% allowed to be charged to the Sponsor).
2. Multiply the Tuition rate times the number of months for which it's being requested and times the number of individuals from whom it’s being requested.

The following KC Cost Elements/Object Codes are set up with the pre-defined Tuition Institute rate:

- Tuition – Other – Not MTDC (422311)
- Tuition – RA – Not MTDC (422310)

Procedure:

Adding Tuition Costs to Budget

1. While in the Budget, navigate to the Non-Personnel Cost section and click on the Assign Non-Personnel... button.

2. In the Add Assigned Non-Personnel window that opens:
   a. Select the applicable Category from the Category drop-down (the category that the Tuition Cost Element falls under).
   b. Select the applicable Cost Element from the Object Code drop-down: either Tuition – Other – Not MTDC or Tuition – RA – Not MTDC.
   c. Click the Add Non-Personnel Item to 1 button.

Note: Since MIT subsidizes 50% of the Academic year tuition; the rate loaded in the KC Budget represents 50% of the monthly tuition cost allowed to be charged to the Sponsor.
Note: Leave the **Total Base Cost** field at **0.00**. The Cost field will be populated automatically by KC when you complete the steps outlined below.

3. The Tuition Cost Element is added to the **Non-Personnel** screen, click the **Details** button for this item.
The **Edit Assigned Non-Personnel** window will open.

![Edit Assigned Non-Personnel Window](image)

**Figure 4 – Edit Assigned Non-Personnel Window**

4. In the **Edit Assigned Non-Personnel** window, click on the **Formulated Cost** tab and then click the **+Add Formulated Cost** button.

![Formulated Cost Tab](image)

**Figure 5 – Formulated Cost Tab**

**Add Formulated Cost** window will open.
5. From the **Formulated Type** drop-down, select the option available: **Tuition**.

Once selected, the **Unit Cost** will automatically populate with the appropriate amount.

**Note:** The **Unit Cost** number represent the **50%** of the current Fiscal Year’s **monthly tuition rate** that can be charged to the Sponsor. This rate will be updated yearly, as the memo announcing new FY rates is published.
**Note:** In those cases where the **Unit Cost** automatically populates is incorrect or not the amount you want to use, you can also **manually overwrite the amount**.

To do so, simple click in the **Unit Cost** field, delete the populated amount, and enter the amount you want to use.

Then complete the remaining fields per the instructions below.

6. Complete the remaining fields as required based on the following instructions:
   a. **Count** field – enter the number of individuals you want to budget the tuition cost for. *For example, if you have 2 RAs included in your budget, you would enter 2 in the Count field.*
   b. **Frequency** field – enter number of months that you are requesting the tuition cost for during the Budget Period you are adding the cost to (e.g. Period 1). *For example, if you are requesting the tuition for the entire academic year during Period 1, you would enter 9 in the Frequency field.*
   c. Click the **Add Formulated Cost** button.
The **Tuition** calculated cost will be added to the **Formulated Cost** tab.

### Formulated Cost

<table>
<thead>
<tr>
<th>Formulated Type</th>
<th>Unit Cost</th>
<th>Count</th>
<th>Frequency</th>
<th>Calculated Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>2577.78</td>
<td>2</td>
<td>9</td>
<td>46400.04</td>
</tr>
</tbody>
</table>

![Figure 10 - Added Tuition Cost](image)

**Note:** KC performs the following calculation to arrive at the **Calculated Expenses**:  
\[
\text{Unit Cost} \times \text{Count} \times \text{Frequency}
\]

You can also use the **Details** button to display the **Add Formulated Cost** window and update the details for the added line (e.g. update Count and/or Frequency).

7. In the Edit Assigned Non-Personnel window, click the **Save Changes** button to save the information entered, and to return to the **Non-Personnel Costs** screen.

**Note:** In the **Non-Personnel Costs** screen, you will notice the **Total Base Cost** for the Tuition Cost Element added, automatically update with the **Calculated Expenses**.

![Figure 11 - Total Base Cost Automatically Updated](image)
Getting Help

For questions or problems using Kuali Coeus, email the RAS Support Team at ra-help@mit.edu. Include your Name, Contact Information, and the Proposal Number.