

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.

The screenshot shows the 'Rates' interface with the 'Fringe Benefits' tab selected. The table below displays the data for Employee Benefits.

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
UROP Rate	No	2004	07/01/2003	0.00	0.00
UROP 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

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.

The screenshot shows the 'Rates' interface with the 'Fringe Benefits' tab selected. The table below displays the updated data for Employee Benefits.

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

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.