

Grant Employees

Personnel Costs

In this document, “Grant Employees” refers to personnel who are hired to assist with your project but who are *not* full-time students or postdoctoral fellows (PDFs) and who have a minimum of 80% of their salaries covered by grant funds. Memorial has [Grant Employee Guidelines](#) that are different to the typical Non-Academic Employee Policy. This document outlines considerations only for Grant Employees.

Institutional-Specific Rates

Check sponsor guidelines to ensure which institutional rates should be used for your budget. For Tri-Agency budgets, you must use the rates for the institution where the Grant Employee will be hired. Consult with research offices at other institutions for applicable hourly base wages and benefit rates. The below information is based on Memorial’s rates, policies, and guidelines.

The following rates are based on the lowest salary (Step 1) allotted to each Band level within each position.

Classification	Band	Step	Base annual salary	Base hourly rate	Part-time hourly rate (incl. vacation & benefits)	Full-time hourly rate (incl. benefits)
RA I	6	1	\$44,310	\$24.35/hr	\$27.10/hr	\$29.22/hr
RA II	7	1	\$47,222	\$25.95/hr	\$28.88/hr	\$31.14/hr
RA III	10	1	\$56,844	\$31.23/hr	\$34.75/hr	\$37.48/hr
RAssoc	10	1	\$56,844	\$31.23/hr	\$34.75/hr	\$37.48/hr

General Considerations

- Research projects may hire Research Assistants (RA) or Research Associates (RAssoc) to carry out activities related to the funded research instead of, or in addition to, [Postdoctoral Fellows \(PDF\)](#) and/or students, [Undergraduate Research Assistants \(URA\)](#) or [Graduate Research Assistants \(GRA\)](#).
- The most common Grant Employees hired by research projects are **Research Assistants (RAs)**. In the proposal, these employees could be listed as “RAs” to differentiate from URAs or GRAs.
 - Typically, RA have qualifications that are often critical to the successful completion of a funded project. If you plan to employ RAs, provide a clear and detailed rationale in your budget justification explaining *why* these personnel are needed to meet the objectives of the project and why this need cannot be fulfilled by PDFs, URAs or GRAs (as applicable). This is because many funding agencies expect the project to train students as highly qualified personnel (HQP).

- In some cases, a project may wish to hire a **Research Associate (RAssoc)** (who often has a PhD) to manage, supervise, or carry out complex activities within a funded project. As with RAs, if the work and experience requires a RAssoc position, it should be clearly justified why this is the case. Compensation should be commensurate with qualifications such as graduate training, degrees, work experience, etc.
 - Hiring an individual with a PhD as a Grant Employee rather than as a PDF depends on the nature and length of the work involved, intellectual property considerations, and experience required.
- Deciding between an RA, RAssoc, or a PDF position should take into account intellectual property (IP) implications and independent research work. As well, PDFs who are independent researchers are governed by Faculty Relations, whereas RAs and RAssoc fall under the purview of Human Resources (HR) and are not regarded as independent researchers. See HSS's budget help document for [hiring PDFs](#).
- RAs and RAssocs would be considered non-bargaining employees at Memorial and as such, their salaries, benefits, and vacation are governed by [CUPE 1615 Collective Agreement](#) (CA).
- HR lists "[Job Specifications](#)" for various salaried positions. When choosing a job title and salary for your grant budget, determine, to the best of your abilities, which classification best reflects the nature of work, responsibilities, and qualifications of the position.
 - If your grant is awarded, you may need to go through the "[Job Evaluation Process](#)" with HR to determine the exact title and salary. Note that it is important to **begin this process early** as it takes time to assign the most appropriate title and salary for a position.
- **Hiring:** Selection and employment of Grant Employees is at the discretion of the grant holder, in keeping with grant and relevant University regulations. Note that unlike Non-Academic Employees, Grant Employees may be appointed contractually without an advertised competitive process.
- **Base rate for RAs:** RAs are classified as I, II, or III, each of which are assigned a Band level, with several salary Steps within each Band. It is assumed that Grant Employees will be hired at Band I.
 - There is flexibility as to the Band (and therefore salary) the RA is hired under; you may assign a higher Band (that remains within the range designated by the Band level) with approval by the Dean. See the [Guidelines for Employment of Grant Employees](#), especially section 1.d.
 - **Hourly rates** are determined by taking the stated per annum salary and dividing by **1820 hours** (this is the total working hours per year), then adding either full- or part-time vacation and benefits (see below).
- **Pay Raise:** Employees with satisfactory performance will increase by 2 steps on the scale per year. In addition, any increases that might be covered within the CA must be taken into account. *When budgeting multi-year grants, be sure to account for all of these increases.*
- **Vacation:** for both part-time and full-time staff, vacation typically needs to be used *before* the employee's contract ends, i.e. they must use their vacation during the term of the contract. Usually, vacation cannot be paid out after the contract has expired. It's best to consult the guidelines of the granting agency to confirm.
 - Full-time employees *do* receive regular pay while on vacation, so calculate rates based on time worked *plus* vacation allotment (will be pro-rated for those working less than 35 hrs/wk).
 - Example: A person working 35 hrs/wk for 49 weeks, and vacationing for 3 weeks, is paid vacation for the full 52 weeks, so 1820 hours. Vacation is accrued at the rate of 4.038 hours per pay period.

- Part-time employees do *not* receive pay while on vacation, so calculate rates based on actual time worked.
 - Example: A person working 10 hrs/wk for 50 weeks is paid vacation for 500 hours.
- **Benefits:** All grant proposal budgets that include Memorial employees, either full- or part-time, *must* include benefits, this includes:
 - Full-time employees (20-35 hrs/wk) on a continuous contract of more than 6 months receive benefits at approximately 20% which includes Memorial's defined benefit pension plan, group benefits, and mandatory benefits.
 - Example: RA 1 Band Level 6, Step 1: Base rate of \$24.35/hr x 20% benefits (+ \$4.87) = \$29.22/hr
 - Part-time employees (less than 20 hrs/wk) and/or employees who are on a continuous contract that is less than 6 months (less than or equal to 35 hrs/wk) receive 4% vacation and then 7% benefits on top of that total.
 - Example: RA 1 Band Level 6, Step 1: Base rate of \$24.35/hr x 4% vacation (+ \$0.97) x 7% benefits (+ \$1.77) = \$27.10/hr