

# Budget Help for Grant Applications

## Hiring Student Research Assistants: URAs and GRAs

### Memorial's Faculty of Humanities and Social Sciences

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#### Personnel Costs: Students hired with hourly wages

##### Undergraduate Research Assistants (URAs)

- Keep in mind that pay rates change yearly; please make sure your figures are up-to-date. To obtain current pay rates, consult the [Student Employment Rates](#).
- Student Employment policy is found here: [www.mun.ca/policy/site/policy.php?id=171](http://www.mun.ca/policy/site/policy.php?id=171).
- The maximum number of hours a full-time undergraduate student may work in on-semester employment is 19 hrs/wk.
- During off-semester employment, a student may work a maximum of 40 hrs/wk.
  - Additional hours beyond 40 hrs/wk are billed at an overtime rate of 1.5x the normal pay.
- To calculate costs, add 4% vacation pay to the base pay rate, then add 7% benefits.
  - Example using April 1, 2020 rate: \$14.30/hr + 4% vacation = \$14.87/hr + 7% benefits = \$15.91/hr.
- It is encouraged to add 2% per year for inflation when budgeting. This would make the rates increase to the following hourly wages for your grant-budget projections:
  - Y1 = \$15.91/hr (including vacation and benefits)
  - Y2 = \$16.22/hr
  - Y3 = \$16.54/hr
  - Y4 = \$16.87/hr
  - Y5 = \$17.21/hr
  - Y6 = \$17.55/hr
  - Y7 = \$17.90/hr

##### Graduate Research Assistants (GRAs)

- As per the [2017 Tri-Agency Financial Administration Guide](#), "Trainees may be hired as research personnel on a grant (normally on a part-time basis, i.e., hourly) and/or be paid a stipend from a grant (in which case the work done is part of the training of the student and constitutes the thesis or comparable academic requirement)."
  - Therefore, work GRAs do for an hourly wage may *not* be part of their thesis work, course work, internship, etc.
- Full-time graduate students can work no more than 24 hrs/wk (part-time work) inclusive of other GRAs or other positions and a total of 60 hours during the 14-week semester.
  - Graduate students should be classified as "Graduate Research Assistants" (as opposed to "Research Assistants")

- Part-time graduate students can work more than 24 hrs/wk (full-time work)
  - In this case, the student must be hired through a staff position. See the document “Budget Help - Salaried Staff: Research Assistants”
- The number of hours that full-time international students may work per week is stated on their study permit and varies from student to student. It is usually between 20-24 hrs/wk.
- Keep in mind that pay rates change yearly; **please make sure your figures are up-to-date. Graduate Research Assistant wages are determined by the TAUMUN agreement.** To obtain current pay rates, see the latest [Collective Agreement \(which expires Aug. 31, 2020\)](#) (Article 29, Wages). 4% vacation pay is included in the base pay rate. 7% benefits must be added.
  - Rate snapshot:
    - Starting Sept. 1, 2019: \$22.22/hr (**\$23.78/hr** after benefits)
    - For Sept. 2019 onwards assume an increase of 2% per year, similar to inflation:
      - Y2, Sept. 2020: \$22.66/hr (**\$24.25/hr** after benefits)
      - Y3, Sept. 2021: \$23.11/hr (**\$24.73/hr** after benefits)
      - Y4, Sept. 2022: \$23.57/hr (**\$25.22/hr** after benefits)
      - Y5, Sept. 2023: \$24.04/hr (**\$25.72/hr** after benefits)
      - Y6, Sept. 2024: \$24.52/hr (**\$26.24/hr** after benefits)
      - Y7, Sept. 2025: \$25.01/hr (**\$26.76/hr** after benefits)
      - Y8, Sept. 2026: \$25.51/hr (**\$27.30/hr** after benefits)
  - Based on the above hourly rates, if the student were working 24 hrs/week (312 hours over 13 weeks), you should budget the following totals for a one semester GAship:
    - Y1: \$7,419.36
    - Y2: \$7,566.00
    - Y3: \$7,715.76
    - Y4: \$7,868.64
    - Y5: \$8,024.64
    - Y6: \$8,186.88
    - Y7: \$8,349.12
    - Y8: \$8,517.60