

# Budget Help for Grant Applications

## Salaried Staff: Non-student RAs

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

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#### Personnel Costs - Salaried Staff: e.g. Research Assistants (RAs) who are non-students, non-Postdoctoral Fellows (PDFs), OR part-time students

- For your grant application, you may plan to hire salaried staff instead of, or in addition to, students and/or PDFs. This could include non-students, non-PDFs, or part-time students.
  - **Please note:** if you are applying to a Tri-Council competition, these agencies want you to train highly qualified personnel. If you are applying to such an agency, and plan to employ personnel who are not students or postdoctoral fellows or are part-time students, provide a clear and detailed rationale for this choice in your budget justification. Carefully explain why these personnel are needed to meet the objectives of the research.
  - Hiring an individual with a PhD as Salaried Staff, rather than as a Postdoctoral Fellow, depends entirely on the nature of the work involved, and the experience required.
  - Deciding between a senior RA position and a Postdoctoral Fellow position should take into account intellectual property implications, and independent research work. Postdoctoral Fellows, who are held to be independent researchers, are governed by Faculty Relations, whereas Research Assistants and Associates fall under the purview of Human Resources, and typically are not regarded as independent researchers.
- The salaries of non-bargaining employees at Memorial are the same as those Memorial employees whose salaries are determined by [http://www.mun.ca/hr/services/my\\_employment/CUPE\\_1615\\_Agreement.pdf](http://www.mun.ca/hr/services/my_employment/CUPE_1615_Agreement.pdf) (Appendix B-2).
- Memorial's Human Resources (HR) lists the "[Job Specifications](#)" for various salaried positions. For your budget, you must determine which classifications best reflect the nature of work, responsibilities, and qualifications of the position before choosing a job title and salary. This decision should be made in consultation with your department. Consult your department's administrative staffperson to begin the process of evaluating a position's specifications.
  - Further consultation will occur between your departmental administrative staffperson and HR. They will determine the appropriate position title, band level, and suggest a step level. The Department may also seek advice from the Dean's office.
  - **Please note:** it is important to begin this process early as it takes time to assign the proper band for a position
- The most common personnel included on research grants are Research Assistants (RAs) which must be assigned a classification of I, II, or III.
  - In the budget, these salaried staff are typically listed as "RAs" (as opposed to Undergraduate Research Assistants, URAs, or Graduate Research Assistants, GRAs).
- **Base rate for RAs:** The values below reflect the most common base pay rates that are still in effect as of March 31, 2016. You should note that although each position is placed in a specific band level, there is flexibility what salary the grant will pay the employee. Most positions use a step 1 salary base rate, however, you may give a higher salary (that remains with the range

designated by the band level) with approval by the Dean<sup>1</sup>. The following rates are based on the lowest salary allotted to these band levels (Note: do *not* use these rates in your grant proposal's budget – you must add vacation and benefits to this rate – see below):

- Research Assistant I, Band Level 6, Step 1: \$42,585 (\$23.40/hr base rate only)
- Research Assistant II, Band Level 7, Step 1: \$45,383 (\$24.93/hr base rate only)
- Research Assistant III, Band Level 10, Step 1: \$54,631 (\$30.02/hr base rate only)
- Research Associates, Band Level 10, Step 1: \$54,631 (\$30.02/hr base rate only)
- If the work and experience required demands a Research Associate position, it should be clearly justified how and why this is the case and compensation should be commensurate with qualifications such as graduate training and degrees, etc. A Research Assistant III or Research Associate positions may be attractive to PhD holders who do not desire a Postdoctoral Fellowship, for instance, but who may have the desired experience and expertise for a particular position within your project.
- Hourly rates can be determined by taking the stated per annum salary and dividing by 1820 hours, and adding either part-time or full-time benefits.
- 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 but it is best to consult the guidelines of the granting agency to confirm.
- **Benefits for part-time staff:** If the employee is part-time (less than 20 hours per week) and/or is on a continuous contract that is less than 6 months (less than or equal to 35 hours per week) add 4% vacation and then 7% benefits.
  - RAI Band Level 6 Step 1:
    - $\$23.40/\text{hr} \times 1.04 \text{ for vacation} \times 1.07 \text{ for benefits} = \mathbf{\$26.04/\text{hr}}$
  - RA II Band Level 7, Step 1:
    - $\$24.93/\text{hr} \times 1.04 \text{ for vacation} \times 1.07 \text{ for benefits} = \mathbf{\$27.74/\text{hr}}$
  - RA III Band Level 10, Step 1:
    - $\$30.02/\text{hr} \times 1.04 \text{ for vacation} \times 1.07 \text{ for benefits} = \mathbf{\$33.41/\text{hr}}$
  - **Note: Part-time employees do not** receive pay while on vacation, so calculate rates based on actual time worked.
    - Example: A person working for 50 weeks at 10 hours/week would be paid for 500 hours.
- **Benefits for full-time staff:** If the employee is full-time (20-35 hours per week), and is on a continuous contract of more than 6 months, benefits are approximately 20%, which includes Memorial's defined benefit pension plan, group benefits, and mandatory benefits.
  - RAI Band Level 6 Step 1 example:
    - $\$23.40/\text{hr} \times 1.20 \text{ for benefits} = \mathbf{\$28.08/\text{hr}}$
  - RA II Band Level 7, Step 1:
    - $\$24.93/\text{hr} \times 1.20 \text{ for benefits} = \mathbf{\$29.92/\text{hr}}$
  - RA III Band Level 10, Step 1:

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<sup>1</sup> Please consult the [Guidelines for Employment of Grant Employees](#) for more information, especially 1.d which states: "Salary allocation above the maximum of the salary scale may be permitted in exceptional circumstances such as the critical recruitment and/or retention of a specialized individual. Approval for any payment above scale maximums must be approved by the relevant Dean or Director and submitted to the Department of Human Resources. Human Resources may conduct further analysis and will forward a recommendation to the Vice-President Research for review and response."

- $\$30.02/\text{hr} \times 1.20 \text{ for benefits} = \mathbf{\$36.02/\text{hr}}$
  - **Note: 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 hours/week).
    - Example: A person working 35 hours/week for 49 weeks, and vacationing for 3 weeks, would be paid for the full 52 weeks, so 1820 hours. Vacation is accrued at the rate of 4.038 hours per pay period.
- Employees with satisfactory performance will increase by 2 steps on the scale per year. In addition, any increases that might be covered within a Collective Agreement must be taken into account. **When budgeting multi-year grants, be sure to account for all of these increases.**