

Students: Hiring URAs & GRAs

Personnel Costs: Students hired with hourly wages

Institutional-Specific Rates

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

Undergraduate Research Assistants (URAs) at Memorial

- You **MUST** include benefits in your grant budgets for URAs. To calculate total URA costs (base + benefits), add 4% vacation pay to the base rate, then add 7% benefits.
 - Example:** using the Apr. 1, 2022 rate: \$15.85/hr + 4% vacation (+ \$0.63) = \$16.48/hr + 7% benefits (+ \$1.15) = \$17.63/hr.
- It is encouraged to add 2% per year for inflation when budgeting. This results in the following hourly wages for your grant's budget projections, based on the Apr. 1, 2022 rate:

Y1: \$17.63/hr (includes vacation and benefits)	Y5: \$19.08
Y2: \$17.98	Y6: \$19.46
Y3: \$18.34	Y7: \$19.85
Y4: \$18.71	

- Keep in mind that Memorial URA pay rates usually update two times a year (spring and fall); make sure figures on grant applications are up-to-date. To obtain current base pay rates, consult the [Student Employment Rates](#) webpage and note that these rates do *not* include benefits.
- According to the [Student Employment Policy](#), the maximum number of hours a full-time undergraduate student may work in *on-semester* employment is **19 hrs/wk and a semester is 14 weeks long**.
- 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.

Graduate Research Assistants (GRAs) at Memorial

- Memorial GRA rates may change with new [TAUMUN Collective Agreements](#); ensure your rates are up-to-date (the latest CA expired Aug. 31, 2020).
- Note that 4% vacation pay is included in the base pay rate, so you only need to add 7% benefits.
 - Example:** using the 2020 CA rates: \$22.22 + 7% benefits (+ \$1.56) = **\$23.78/hr**.
- It is encouraged to add 2% per year for inflation when budgeting. This would make the rates increase to the following hourly rates for your grant's budget projections:

Y1: \$23.78/hr (including vacation and benefits)	Y5: \$25.72
Y2: \$24.25	Y6: \$26.24
Y3: \$24.73	Y7: \$26.76
Y4: \$25.22	Y8: \$27.30

- In addition, the TAUMUN Collective Agreement states that, “[a standard GRA shall consist of 60 hours of work within a 14-week semester,](#)” although exceptions can be made.
- Based on the above hourly rates, if a GRA worked 60 hrs/semester (a semester is 14 weeks), you should budget the following totals for a one-semester GRAship (2%/year increase):

Y1: \$1,427	Y5: \$1,543
Y2: \$1,455	Y6: \$1,574
Y3: \$1,484	Y7: \$1,606
Y4: \$1,513	Y8: \$1,638

- At Memorial, [full-time graduate students can be employed no more than 24 hrs in any 1 week period](#) (i.e. part-time work) which ensures that hours do not exceed the maximum number of hours permitted to maintain full-time status as a graduate student ([unless otherwise approved by the Dean of Graduate Studies](#));
 - Note: these numbers of hours per week is *inclusive* of other GRAs and other positions.
- The number of hours that full-time international students may be employed per week is stated on their study permit and varies from student to student. It is usually between 20-24 hrs/wk.
- Graduate students should be classified as “Graduate Research Assistants” (as opposed to “Research Assistants (RA)” which are non-students, see [Grant Employee Budget Help Doc](#))
- *Part-time* graduate students *can* be employed more than 24 hrs/wk (full-time work)
 - In this case, the student must be hired through a staff position; see [Grant Employee Budget Help Doc](#)
- **GRA vs stipend:** The work GRAs do for an hourly wage is *not* normally part of their thesis work, course work, internship, etc. *GRAs are not the same as stipend support.*
 - According to the [Tri-Agency Guide on Financial Administration](#) a stipend is, “Financial support given to a recipient of a training award, or provided by a grant recipient to a trainee, to support them while they are working on their research thesis and/or gaining research experience.”
 - Based on SSHRC and [Memorial policies](#) and guidelines, deciding on whether a student is listed as a GRA (research personnel) or a thesis fellowship/stipend student should depend on the type of activities they will be doing and for whom. See HSS’s Budget Help Doc [Baseline & Stipends Budget Help Doc](#)
 - Note that if students are being paid hourly rates, then GRAs do not own any resulting Intellectual Property (IP) that is produced by the project (see Memorial’s document, [Intellectual Property of Graduate Students](#), 6.1B, and [Intellectual Property](#) policy). Alternatively, students *do* own IP if they are being supported by a stipend.