Budget Help for Grant Applications
Salaried Staff
Memorial’s Faculty of Humanities and Social Sciences

Personnel Costs
In this document, “Salaried Staff” refers to personnel who you’d like to hire to assist with your project but who are not full-time students or postdoctoral fellows (PDFs).

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 Research Assistants/Associates 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.

General Considerations
- Research projects may plan to hire Salaried Staff instead of, or in addition to, PDFs and/or students, to carry out activities related to the funded research. Typically, such employees have qualifications that are often critical to the successful completion of a funded project.
- The most common salaried staff employed by research projects are Research Assistants (RAs).
  - In the budget, these salaried staff are typically listed as “RAs” as opposed to Undergraduate Research Assistants (URAs) or Graduate Research Assistants (GRAs).
  - If you plan to employ personnel who are Salaried Staff, provide a clear and detailed rationale in your budget justification explaining why these personnel are needed to meet the objectives of the project. 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) to manage, supervise, or carry out complex activities within a funded project.
  - Hiring an individual with a PhD as Salaried Staff rather than as a PDF depends on the nature and length of the work involved and experience required. Deciding between a senior RA, RAssoc, or a PDF position should take into account intellectual property implications and independent research work. 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.
  - 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.
- RAs and RAssocs would be considered non-bargaining employees at Memorial and their salaries, benefits and vacation are governed by CUPE 1615 Collective Agreement (CA).
- Memorial’s HR lists “Job Specifications” for various salaried positions. When choosing a job title and salary for your grant budget, you must determine which classification best reflects the nature of work, responsibilities, and qualifications of the position. RAs are classified as I, II, or III, each of which are assigned a Band level, with several salary steps within each Band. The decision as to which RA to hire should be made in consultation with your department’s administrative staffperson who can begin the process of evaluating a position’s specifications in consultation with HR. They will help determine the appropriate position title, band level, and step level. It is important to begin this process early as it takes time to assign the proper band for a position.
• **Base rate for RAs:** Although each position is placed in a specific Band level, there is flexibility as to the Step (and therefore salary) the RA is placed within. Most positions use Step 1 salary as the base rate; however, you may give a higher salary (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 those sections, 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 but it is best to consult the guidelines of the granting agency to confirm.
  o 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.
  o 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:
  o 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 $23.40/hr x 20% benefits = $28.08/hr
  o 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 $23.40/hr x 4% vacation x 7% benefits = $26.04/hr

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

<table>
<thead>
<tr>
<th>Classification</th>
<th>Band</th>
<th>Step</th>
<th>Base annual salary</th>
<th>Base hourly rate</th>
<th>Part-time hourly rate (incl. vacation &amp; benefits)</th>
<th>Full-time hourly rate (incl. benefits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>RA I</td>
<td>6</td>
<td>1</td>
<td>$42,585</td>
<td>$23.40/hr</td>
<td>$26.04/hr</td>
<td>$28.08/hr</td>
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<tr>
<td>RA II</td>
<td>7</td>
<td>1</td>
<td>$45,383</td>
<td>$24.94/hr</td>
<td>$27.75/hr</td>
<td>$29.93/hr</td>
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<tr>
<td>RA III</td>
<td>10</td>
<td>1</td>
<td>$54,631</td>
<td>$30.02/hr</td>
<td>$33.41/hr</td>
<td>$36.02/hr</td>
</tr>
<tr>
<td>Research Associate</td>
<td>10</td>
<td>1</td>
<td>$54,631</td>
<td>$30.02/hr</td>
<td>$33.41/hr</td>
<td>$36.02/hr</td>
</tr>
</tbody>
</table>