

Grant Employees

About Employees Hired Through Grant Funds

- In this document, “grant employees” refers to personnel who are hired to assist with your project but who are *not* full-time students, postdoctoral fellows (PDFs), or independent professionals or consultants. Memorial has [Grant Employee Guidelines](#) that are different to the typical staff, Non-Academic Employee Policy. This document outlines considerations only for grant employees.
- A grant employee refers to any person employed by the university within a staff position to provide research services and who is paid a minimum of 80% from grant funds.
- Grant employees may be appointed contractually without an advertised competitive process. Note: the appointee must still meet the qualifications required for the position.

Personnel Costs

The following Research Assistant I, II and III rates are based on the lowest salary (Step 1) allotted to each Band level within each position, based on the [Non Bargaining Staff scales](#). The Research Associate salary is based on the [Management and Professional scales](#), and as per Human Resources policy, starts at Step 12.

Effective April 1, 2024:

Classification	Band	Step	Base annual salary	Base hourly rate	Part-time hourly rate*	Full-time hourly rate*
RA I	6	1	\$56,212	\$30.89	\$36.19	\$37.38
RA II	7	1	\$59,901	\$32.92	\$38.56	\$37.57
RA III	10	1	\$72,109	\$39.63	\$46.42	\$47.96
RAssoc	10	12	\$72,832	\$40.02	\$46.88	\$48.43

Effective: April 1, 2025:

Classification	Band	Step	Base annual salary	Base hourly rate	Part-time hourly rate*	Full-time hourly rate*
RA I	6	1	\$57,336	\$31.51	\$36.91	\$38.13
RA II	7	1	\$61,099	\$33.58	\$39.34	\$38.32
RA III	10	1	\$73,551	\$40.42	\$47.35	\$48.91
RAssoc	10	12	\$74,288	\$40.82	\$47.82	\$49.40

*Includes vacation and benefits, and insurance as appropriate. Full time grant employees can opt into either single or family insurance, which will also be charges against your grant budget.

Therefore, be sure to add **annual insurance rates: for single, ~\$1,500.00 and for family, ~\$3,800.00.**

After 2025, we recommend increasing the base rate of salaries a minimum of 2.5% each year; more if these are continuing employees who will move up in Steps. You can increase your budget by more if you'd like to buffer it against even larger benefit, vacation, insurance or Step increases. See estimated, projected salaries at the end of this document which are based on the above table's bands and steps.

General Considerations

- **Base rates:** RAs are classified as I, II, III, each of which are assigned a Band level [by HR](#), with many salary Steps within each Band. It is assumed that new grant employees will be hired at the Band level stated by HR and at Step I (although there are exceptions).
 - There is some flexibility as to the Band and Step (and therefore salary) the RA is hired under; you may request a higher Band or Step 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). Note that RAssoc get an extra week of pay (extra 35 hrs).
 - Full time employees work 35 or 40 hours per week, depending on the bargaining unit. Part-time employees work under 35 hrs per week.
 - Full time grant employees can opt into either single or family insurance. **Annual insurance rates are: for single, ~\$1,500.00 and for family, ~\$3,800.00.**
- **Pay Raise:** Employees with satisfactory performance normally increase by 2 Steps on the scale per year. As such, any potential increases to the pay scales must be taken into account. *When budgeting multi-year grants, be sure to account for all of these increases.*
- It is important to take benefits into consideration when budgeting for a new hire. An employee is eligible for pension and benefits if the contract is at least 6 months in duration and 20 hrs/wk.
- **Vacation:**
 - A grant employee will earn vacation entitlements throughout the contract at a rate of 1.25 days per month or 15 days per year, so any remaining vacation at the end of the contract will have to be paid from the grant.
 - It would be good practice when employing short term contracts to ensure the employee uses their vacation during the contract so no unforeseen costs arise.
 - An employee is entitled to a vacation payout at the end of a contract if they do not use it during the life of the contract.
 - 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. If someone is working 10 hours per week, every week they would be entitled to leave but the accrual would be pro-rated.
 - Example: A person working 10 hrs/wk for 50 weeks is paid vacation for 500 hours.
- **Benefits:** All grant proposal budgets that include Memorial grant employees, either full- or part-time, *must* include benefits; this includes:
 - Full-time employees (20-40 hrs/wk) on a continuous contract of more than 6 months receive benefits at approximately 21% which includes Memorial's defined benefit pension plan, group benefits, and mandatory benefits.
 - Example: RA 1 Band Level 6, Step 1: Base rate of \$30.89/hr x 21% benefits (+ \$6.49) = \$37.38/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 6% vacation and then 10.5% benefits on top of that total.
 - Example: RA 1 Band Level 6, Step 1: Base rate of \$30.89/hr x 4% vacation (+ \$1.85) x 7% benefits (+ \$3.44) = \$36.19/hr

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- If the employee is not eligible for pension and benefits then the grant will still have to pay CPP, EI and workers compensation. This will be approximately 10.5% of the salary added to the total salary.
- If the employee is eligible for pension and benefits then the grant will have to cover pension and health and dental benefits and the rate will depend on whether the benefits are individual or family coverage. This is approximately 21% (employer proportion) added to the total salary.
- Note that RAs and RAssoc are not governed by the CUPE 1615 CA; therefore, leave and worker's compensation regulations do not apply.
- For most funding agencies, research projects may hire RAs or 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 \(GRA\)](#). At Memorial, each of these classifications of employees follow their own policies and regulations. Be sure to accurately budget for each.

Types of Grant Employees

- 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, RAs 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 an 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 information on [hiring PDFs](#).
- 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 Process

- Work with your departmental staff. Prior to appointing your grant employee, you will have to provide them with a brief overview of job duties that you require for the position.

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If these duties fit into an existing classification (for example, Research Assistant I, Science Technician II) and is approved by HR then you can proceed with the appointment.

- Make sure you complete the [hiring paperwork](#) and have approval to hire prior to the individual starting work. Your departmental admin can find the applicable “Recruitment forms” in the HR section of their [my.mun.ca](#) portal.
- If the duties do not fit into an existing classification, Human Resources may require additional information in order to properly classify the position.
- Once you know the appropriate pay scale (non-bargaining or management), band level of the position, and which benefits position will include, then you will be able to estimate how much you can pay the individual.
- **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.

Institutional-Specific Rates

Check sponsor guidelines to ensure which institutional rates should be used for your budget. For some Tri-Agency programs, you must use the rates for the institution where the Grant Employee will be hired; some require the rates of the Principal Investigator’s institution only, which may not match Memorial’s rates. Consult with research offices at other institutions for applicable hourly base wages and benefit rates.

Detailed Estimated, Projected Rates and Salaries

Important to note: the below rates and salaries are for *new* grant employees only who are entering their position at Step 1. Continuing employees with satisfactory performance from year to year will increase by 2 Steps on the scale per year, so their rates/salaries will be higher than those below. See the associated pay scales for more accurate pay rates/salaries in these scenarios: The RA I, II and III are based on the [Non Bargaining Staff scales](#); RAssoc is based on the [Management and Professional scales](#).

Position description		Projected rates/salaries				
RA I – Full-time hourly, incl. vacation and benefits (Band 6, Step 1)						
1-Sep-'24	1-Sep-'25	Year 3	Year 4	Year 5	Year 6	Year 7
\$37.38	\$38.13	\$38.32	\$39.27	\$40.26	\$41.26	\$42.29
RA I – Part-time hourly, incl. vacation and benefits (Band 6, Step 1)						
1-Sep-'24	1-Sep-'25	Year 3	Year 4	Year 5	Year 6	Year 7
\$36.19	\$36.91	\$37.09	\$38.02	\$38.97	\$39.94	\$40.94
RA I - Full-time salary, incl. vacation and benefits, annual single insurance (Band 6, Step 1)						
1-Sep-'24	1-Sep-'25	Year 3	Year 4	Year 5	Year 6	Year 7
\$69,516.52	\$70,876.56	\$71,216.94	\$72,959.86	\$74,746.36	\$76,577.52	\$78,454.45
RA I - Full-time salary, incl. vacation and benefits, annual family insurance (Band 6, Step 1)						
1-Sep-'24	1-Sep-'25	Year 3	Year 4	Year 5	Year 6	Year 7
\$71,816.52	\$73,176.56	\$73,516.94	\$75,259.86	\$77,046.36	\$78,877.52	\$80,754.45
RA II – Full-time hourly, incl. vacation and benefits (Band 7, Step 1)						
1-Sep-'24	1-Sep-'25	Year 3	Year 4	Year 5	Year 6	Year 7
\$39.84	\$40.64	\$40.83	\$41.85	\$42.90	\$43.97	\$45.07

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RA II – Part-time hourly, incl. vacation and benefits (Band 7, Step 1)						
1-Sep-'24	1-Sep-'25	Year 3	Year 4	Year 5	Year 6	Year 7
\$38.56	\$39.34	\$39.53	\$40.52	\$41.53	\$42.57	\$43.63
RA II - Full-time salary, incl. vacation and benefits, annual single insurance (Band 7, Step 1)						
1-Sep-'24	1-Sep-'25	Year 3	Year 4	Year 5	Year 6	Year 7
\$73,980.21	\$75,429.79	\$75,792.22	\$77,649.53	\$79,553.26	\$81,504.60	\$83,504.71
RA II - Full-time salary, incl. vacation and benefits, annual family insurance (Band 7, Step 1)						
1-Sep-'24	1-Sep-'25	Year 3	Year 4	Year 5	Year 6	Year 7
\$76,280.21	\$77,729.79	\$78,092.22	\$79,949.53	\$81,853.26	\$83,804.60	\$85,804.71
RA III - Full-time hourly, incl. vacation and benefits (Band 10, Step 1)						
1-Sep-'24	1-Sep-'25	Year 3	Year 4	Year 5	Year 6	Year 7
\$47.96	\$48.91	\$50.14	\$51.39	\$ 52.67	\$53.99	\$55.34
RA III - Part-time hourly, incl. vacation and benefits (Band 10, Step 1)						
1-Sep-'24	1-Sep-'25	Year 3	Year 4	Year 5	Year 6	Year 7
\$46.42	\$47.35	\$48.53	\$49.75	\$50.99	\$52.26	\$53.57
RA III - Full-time salary, incl. vacation and benefits, annual single insurance (Band 10, Step 1)						
1-Sep-'24	1-Sep-'25	Year 3	Year 4	Year 5	Year 6	Year 7
\$88,751.89	\$90,496.71	\$92,721.63	\$95,002.17	\$97,339.73	\$99,735.72	\$102,191.61
RA III - Full-time salary, incl. vacation and benefits, annual family insurance (Band 10, Step 1)						
1-Sep-'24	1-Sep-'25	Year 3	Year 4	Year 5	Year 6	Year 7
\$91,051.89	\$92,796.71	\$95,021.63	\$97,302.17	\$99,639.73	\$102,035.72	\$104,491.61
RAssoc - Full-time hourly, incl. vacation and benefits (Band 10, Step 12)						
1-Sep-'24	1-Sep-'25	Year 3	Year 4	Year 5	Year 6	Year 7
\$48.43	\$49.40	\$50.63	\$51.90	\$53.19	\$54.52	\$55.89
RAssoc - Part-time hourly, incl. vacation and benefits (Band 10, Step 12)						
1-Sep-'24	1-Sep-'25	Year 3	Year 4	Year 5	Year 6	Year 7
\$46.88	\$47.82	\$49.01	\$50.24	\$51.49	\$52.78	\$54.10
RAssoc - Full-time salary, incl. vacation and benefits, annual single insurance (Band 10, Step 12)						
1-Sep-'24	1-Sep-'25	Year 3	Year 4	Year 5	Year 6	Year 7
\$89,626.72	\$91,388.48	\$93,635.70	\$95,939.09	\$98,300.07	\$100,720.07	\$103,200.57
RAssoc - Full-time salary, incl. vacation and benefits, annual family insurance (Band 10, Step 12)						
1-Sep-'24	1-Sep-'25	Year 3	Year 4	Year 5	Year 6	Year 7
\$91,926.72	\$93,688.48	\$95,935.70	\$98,239.09	\$100,600.07	\$103,020.07	\$105,500.57