Budget Tips – Employment

Wherever possible for agencies that emphasize the training of Highly Qualified Personnel (HQP) like the Tri-Council, use students rather than non-students, and if non-students are needed, provide a clear rationale.

The employment category for "research assistants/associates" has the widest flexibility in pay levels and is the most difficult in which to determine appropriate levels. Colleagues, your department, or Human Resources can be a good source of information. Take into account the level of expertise your project requires, what skills the RA needs and the tasks he/she is being asked to perform.

The budget justification should include a description of the duties of the personnel requested, the required qualifications, and an explanation as to why the position is necessary to the project. Workload should be shown to justify the amount of time the person will be employed on the project.

**Graduate Student Research Assistants (GRA):**

It is up to the discretion of the grant holder how much to pay a GRA.

An hourly rate can be used – this is especially well-suited to instances where graduate students will be responsible for specific tasks.

If a doctoral student is envisaged as the research assistant you may wish to match the rate of pay to match that of current full funding in the faculty – but this is not required.

The current rate (January 2015) is $26.25 per hour plus 4% vacation pay; therefore, the hourly rate should be $27.30 inclusive of the 4%. The benefits area should have 13% as additional expense on the $27.30 per hour. This represents CPP, tax etc. The hourly rate including all benefits/vacation would be approximately **$30.85 per hour.**

It might be easier to employ graduate students on a monthly basis as we currently pay them as teaching assistants. If you wish to hire a graduate student on a monthly basis at 10hrs/wk, the above translates to $1,137.50 per month plus 4% and then additional 13% for a total of **$1337.00 per month.**

**Benefit Rates:**

Western will be the employer of any staff hired using project funds; therefore researchers must pay appropriate wages and include benefits at established rates.

Include benefits for employees that are paid a salary or an hourly rate.

- Full-time Appointments – 27.5%
- Part-time and contract Appointments – 13%

For further information contact Human Resources, [http://www.uwo.ca/humanresources/](http://www.uwo.ca/humanresources/).

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