

## Grant & Trust-Funded Positions

### Grant and Trust Standardized Job Classifications

The University of Guelph uses standardized classifications for Grant and Trust (G&T) funded positions to ensure consistency in responsibilities, complexity, and compensation. Please follow the steps below when creating or reviewing a Grant & Trust-funded position.

Review the standardized Grant & Trust job classifications below and select the category and level that most accurately reflects the position's primary responsibilities. Ensure the major duties and responsibilities assigned to the position align with those described in the selected classification. Each level builds on the complexity, knowledge, skill, and accountability of the previous level. Positions may include some duties from lower levels, depending on the needs of the research project.

Once the standardized job classification has been selected, review the list of [Job Class Codes](#) [1] and choose the appropriate job class code for the position.

Grant & Trust Administrative & Technical (GTAT) roles are paid using the GTAT salary grid. Grant & Trust Professional (GTP) roles are paid using the Professional and Managerial salary grid. Please see the [Employee Groups and Agreements website](#) [2] for details.

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#### Grant & Trust Administrative & Technical (GTAT)

##### Administrative

- [Administrative Clerk](#) [3]
- [Administrative Assistant](#) [4]
- [Coordinator I](#) [5]
- [Coordinator II](#) [6]

##### Communications

- [Communications Assistant](#) [7]

##### Finance

- [Financial Clerk](#) [8]

##### IT

- [IT Technician](#) [9]

##### Research

#### Grant & Trust Professional (GTP)

##### Communications

- [Communications Officer I](#) [14]
- [Communications Officer II](#) [15]
- [Communications Manager](#) [16]

##### Finance

- [Junior Accountant](#) [17]
- [Accountant](#) [18]

##### IT

- [IT Analyst II](#) [19]
- [IT Analyst III](#) [20]
- [Senior IT Analyst](#) [21]

##### Research

- [Research Associate I](#) [22]
- [Research Associate II](#) [23]
- [Research Associate III](#) [24]
- [Senior Research Associate I](#) [25]

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### Grant & Trust Administrative & Technical (GTAT)

- [Research Assistant/Technician I](#) [10]
- [Research Assistant/Technician II](#) [11]
- [Research Assistant/Technician III](#) [12]
- [Research Assistant/Technician IV](#) [13]

### Grant & Trust Professional (GTP)

- [Senior Research Associate II](#) [26]
  - [Project Manager](#) [27]
  - [Research Scientist I](#) [28]
  - [Research Scientist II](#) [29]
  - [Research Scientist III](#) [30]
  - [Senior Research Scientist](#) [31]
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## When a Standardized Job Classification Does Not Fit

If a position does not align with an existing standardized classification, submit a completed [Job Fact Sheet Summary](#) [32] to Job Evaluation for review and salary band determination.

## Grant and Trust Employment Handbooks

Employment Handbooks for GTAT and GTP staff can be found on the [Employee Groups and Agreements website](#) [2].

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**Source URL:** <https://www.uoguelph.ca/hr/managers/grant-trust-funded-positions>

### Links

[1] <https://www.uoguelph.ca/hr/system/files/Grant%20%26%20Trust%20Job%20Class%20Codes.pdf> [2] <https://www.uoguelph.ca/hr/hr-services-staff-relations/employee-groups-agreements/#Grant%20&%20Trust%20Funded> [3] [https://www.uoguelph.ca/hr/system/files/Administative%20Clerk\\_0.pdf](https://www.uoguelph.ca/hr/system/files/Administative%20Clerk_0.pdf) [4] [https://www.uoguelph.ca/hr/system/files/Administative%20Assistant%20I\\_0.pdf](https://www.uoguelph.ca/hr/system/files/Administative%20Assistant%20I_0.pdf) [5] [https://www.uoguelph.ca/hr/system/files/Coordinator%20I%20%28GTAT%20B%29\\_0.pdf](https://www.uoguelph.ca/hr/system/files/Coordinator%20I%20%28GTAT%20B%29_0.pdf) [6] [https://www.uoguelph.ca/hr/system/files/Coordinator%20II%20%28GTAT%20C%29\\_0.pdf](https://www.uoguelph.ca/hr/system/files/Coordinator%20II%20%28GTAT%20C%29_0.pdf) [7] [https://www.uoguelph.ca/hr/system/files/Communications%20Assistant\\_0.pdf](https://www.uoguelph.ca/hr/system/files/Communications%20Assistant_0.pdf) [8] [https://www.uoguelph.ca/hr/system/files/Financial%20Clerk%20%28GTAT%20B%29\\_0.pdf](https://www.uoguelph.ca/hr/system/files/Financial%20Clerk%20%28GTAT%20B%29_0.pdf) [9] [https://www.uoguelph.ca/hr/system/files/IT%20Technician\\_0.pdf](https://www.uoguelph.ca/hr/system/files/IT%20Technician_0.pdf) [10] [https://www.uoguelph.ca/hr/system/files/Research%20Assist%20-Technician%20I\\_1.pdf](https://www.uoguelph.ca/hr/system/files/Research%20Assist%20-Technician%20I_1.pdf) [11] [https://www.uoguelph.ca/hr/system/files/Research%20Assist%20-Technician%20II\\_0.pdf](https://www.uoguelph.ca/hr/system/files/Research%20Assist%20-Technician%20II_0.pdf) [12] [https://www.uoguelph.ca/hr/system/files/Research%20Assist%20-Technician%20III\\_1.pdf](https://www.uoguelph.ca/hr/system/files/Research%20Assist%20-Technician%20III_1.pdf) [13] [https://www.uoguelph.ca/hr/system/files/Research%20Assist%20-Technician%20IV\\_0.pdf](https://www.uoguelph.ca/hr/system/files/Research%20Assist%20-Technician%20IV_0.pdf) [14] [https://www.uoguelph.ca/hr/system/files/Communications%20Officer%20I\\_0.pdf](https://www.uoguelph.ca/hr/system/files/Communications%20Officer%20I_0.pdf) [15] [https://www.uoguelph.ca/hr/system/files/Communications%20Officer%20II\\_0.pdf](https://www.uoguelph.ca/hr/system/files/Communications%20Officer%20II_0.pdf) [16] [https://www.uoguelph.ca/hr/system/files/Communications%20Manager\\_0.pdf](https://www.uoguelph.ca/hr/system/files/Communications%20Manager_0.pdf) [17] [https://www.uoguelph.ca/hr/system/files/Junior%20Accountant%20%28GTP%203%29\\_0.pdf](https://www.uoguelph.ca/hr/system/files/Junior%20Accountant%20%28GTP%203%29_0.pdf) [18] [https://www.uoguelph.ca/hr/system/files/Accountant%20%28GTP%205%29\\_0.pdf](https://www.uoguelph.ca/hr/system/files/Accountant%20%28GTP%205%29_0.pdf) [19] [https://www.uoguelph.ca/hr/system/files/IT%20Analyst%20II\\_0.pdf](https://www.uoguelph.ca/hr/system/files/IT%20Analyst%20II_0.pdf) [20] [https://www.uoguelph.ca/hr/system/files/IT%20Analyst%20III\\_0.pdf](https://www.uoguelph.ca/hr/system/files/IT%20Analyst%20III_0.pdf) [21] [https://www.uoguelph.ca/hr/system/files/Senior%20IT%20Analyst\\_0.pdf](https://www.uoguelph.ca/hr/system/files/Senior%20IT%20Analyst_0.pdf) [22] [https://www.uoguelph.ca/hr/system/files/Research%20Assoc%20I\\_0.pdf](https://www.uoguelph.ca/hr/system/files/Research%20Assoc%20I_0.pdf) [23] [https://www.uoguelph.ca/hr/system/files/Research%20Assoc%20II\\_0.pdf](https://www.uoguelph.ca/hr/system/files/Research%20Assoc%20II_0.pdf) [24] [https://www.uoguelph.ca/hr/system/files/Research%20Assoc%20III\\_1.pdf](https://www.uoguelph.ca/hr/system/files/Research%20Assoc%20III_1.pdf) [25] [https://www.uoguelph.ca/hr/system/files/Sr%20Research%20Assoc%20I\\_0.pdf](https://www.uoguelph.ca/hr/system/files/Sr%20Research%20Assoc%20I_0.pdf) [26] [https://www.uoguelph.ca/hr/system/files/Sr%20Research%20Assoc%20II\\_0.pdf](https://www.uoguelph.ca/hr/system/files/Sr%20Research%20Assoc%20II_0.pdf) [27] [https://www.uoguelph.ca/hr/system/files/Project%20Manager\\_0.pdf](https://www.uoguelph.ca/hr/system/files/Project%20Manager_0.pdf) [28] [https://www.uoguelph.ca/hr/system/files/Research%20Scientist%20I\\_0.pdf](https://www.uoguelph.ca/hr/system/files/Research%20Scientist%20I_0.pdf) [29] [https://www.uoguelph.ca/hr/system/files/Research%20Scientist%20II\\_0.pdf](https://www.uoguelph.ca/hr/system/files/Research%20Scientist%20II_0.pdf) [30]

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[https://www.uoguelph.ca/hr/system/files/Research%20Scientist%20III\\_0.pdf](https://www.uoguelph.ca/hr/system/files/Research%20Scientist%20III_0.pdf) [31]

[https://www.uoguelph.ca/hr/system/files/Senior%20Research%20Scientist\\_0.pdf](https://www.uoguelph.ca/hr/system/files/Senior%20Research%20Scientist_0.pdf) [32]

[https://www.uoguelph.ca/hr/system/files/Grant%20Holders%20Job%20Fact%20Sheet\\_1.doc](https://www.uoguelph.ca/hr/system/files/Grant%20Holders%20Job%20Fact%20Sheet_1.doc)