

TO: All research grant and contract applicants
SUBJECT: Compensation estimates for grant and contract funded research proposals

Faculty research support recipients have control of their grant and contract funds and have the freedom to select and retain the best qualified staff to support their research initiatives. At the same time, the University is committed to ensuring that all of its employees are treated fairly, and that statutory requirements governing our activities as an employer are met.

Ontario's *Pay Equity Act* requires that all University jobs must be evaluated using an acceptable gender-neutral job evaluation scheme, (such as the Aiken Plan jointly agreed to by most University employee groups). The intent of this legislation is to help ensure equal pay for work of equal value.

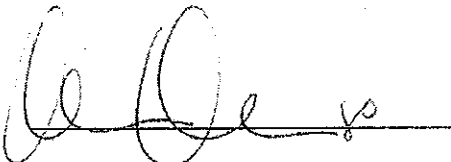
Regular full-time jobs are formally evaluated by joint union/management committees. Temporary and part-time positions are evaluated using the same evaluation scheme, but in a less formal manner, usually by your Human Resources Service Coordinator. Grant and contract funded employees are University employees. Accordingly, their positions must also be evaluated and banded to determine appropriate salary rates and they must be paid no less than the minimum of the assigned band. This is the process currently in place at most Ontario universities.

Of course, the amount and duration of funding for research proposals is at the discretion of external funding agencies. To prevent difficulties at the time of hiring staff, those applying for research grants or contracts should know appropriate rates of pay before they apply for funding. This allows for preliminary estimates of salary and benefits costs to be submitted with research proposals.

All research proposals that include personnel must contain preliminary estimates of total salary and benefit costs appropriate for the duties to be performed.

Grant and contract applicants are encouraged to hire for the longest duration possible. This will maximize benefit eligibility, increase security for employees and help attract better qualified job applicants.

Human Resources will be pleased to assist you in obtaining the necessary information. For more information, please call ext. 53374, or your HR Service Coordinator.



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