Alternate payment methods for Research Grants on the SFB Form

To comply with employment legislation, a variety of collective agreements and/or University policies it’s essential that payments made to individuals are always classified appropriately, whether they are coming from a research grant or other sources. Due to this the current options of paying someone on the SFB form as a ‘Research Grant’ or a ‘Research Grant to Co-Researcher’ is no longer available effective April 1, 2017.

If you have previously used this option and need assistance with how to make your payments now please see the information below:

Employment Payment Options

1. **Student Research Assistant** – University or College students working in a position doing research in their area of study. The benefit of their service is both to the research project and to the student (in that it may fall in line with their thesis work or perhaps is simply on the job training in research techniques).

2. **Research Associate** – is a person who possesses the qualifications (generally a PhD) and expertise to conduct independent research activities in collaboration with faculty members and other researchers. The primary responsibility of the research associate is to carry out research, and in doing so duties may include supervision of other researchers and technical personnel and participation in various aspects of student research.

3. **Professional Associate** – is a researcher or scholar with a professional designation (e.g. Nurse, engineer, lawyer) whose primary responsibility is to conduct research or scholarly activities independently and/or in association with academic colleagues. Duties may include direction of other researchers and technical personnel and participation in various aspects of student research.

4. **Post-Doctoral Fellow** – is a recent PhD graduate who is hired full-time to do a research internship under the direction of a faculty member (or members) of the University of Manitoba. They should be doing progressively more complex research in their field during the post-doctoral period. The maximum length of a post-doctoral fellowship is 6 years from the time the PhD has been completed for most areas. Post-doctoral fellows have funding being paid through the University of Manitoba (although some of their funding may come from another source).

5. **AESES classified positions (or CUPE 1482 in the Faculty of Engineering)** – these are individuals who qualify as support staff working under the direction of a researcher and are working in positions that fall under the governance of the AESES or CUPE Engineering collective agreements. Please contact your HR consultant regarding questions you may have on this.

6. **Other types of employment** – If the person is providing a service of any kind to the University of Manitoba, or a member of our faculty, that service will need to be evaluated to determine if it legally constitutes employment. Please contact your HR consultant to discuss this in more detail.
Non-Employment Options

1. **Scholarship** – as per CRA rules to qualify as a ‘scholarship’ the payment must:
   - Be awarded to a post-secondary student for the purpose of enabling them to pursue their education. Scholarships are often won by a student on the basis of academic excellence.
   - NOT require any services be provided by the student as a condition of receiving the scholarship.

2. **Fellowship (for Educational Purposes)** – as per CRA rules to qualify as a ‘fellowship for educational purposes’ the payment must be:
   - generally awarded to a graduate student by a university, charity, or similar body for doctoral studies
   - primarily to further the education and training of the recipient in his or her individual capacity, such as studying for a doctoral degree
   - such that the payer does NOT have the right to exercise control over the worker, such as what research or clinical activities will be done and how and when they will be conducted
   - such that the benefit of any work is solely to the payee (the student) and not the payer

3. **Associate Post-Doctoral Fellow** - is a recent PhD graduate (generally within the previous 6 years) who will be doing a research internship under the direction of a faculty member (or members) of the University of Manitoba. They should be doing progressively more complex research in their field during the post-doctoral period. Associate post-doctoral fellowships have ALL funding paid directly the awarding agency, and are being hosted by a U of M faculty member. **No funds for these individuals flow through the University of Manitoba.**

Other Payment Options

For payment from a research grant that are not related to services being provided you can contact Colin Nicolson (Assistant Manager, Research and Special Fund Accounting Services) at 204-474-9421 or by email at colin_nicolson@umanitoba.ca.