

 BRANDON UNIVERSITY	Research Compensation and Research Personnel Payments Policy		
Administrative Policy	Policy Sponsor:	Vice-President (Research & Graduate Studies)	First Approved: <i>May 11, 2026</i>
	Primary Contact:	Research Compliance & Policy Officer	Last Updated: <i>May 11, 2026</i>
	Approved by	Vice-President (Research & Graduate Studies)	Effective Date: <i>June 1, 2026</i> Review Scheduled: <i>June 1, 2029</i>

1. PURPOSE

Brandon University establishes this policy to govern compensation expenditures charged to research accounts under the Research Financial Administration Framework.

This policy ensures that compensation expenditures are authorized, reasonable, appropriately documented, and directly connected to funded research activities.

2. SCOPE

This policy applies to compensation expenditures charged to research accounts administered by Brandon University.

Compensation includes payments to research personnel, students, contractors, honoraria recipients, research participants, volunteers, and visiting researchers where compensation or reimbursement applies.

3. DEFINITIONS

Compensation: means payments charged to research accounts for services, stipends, honoraria, participant payments, reimbursements, or other approved compensation-related activities

Grant Holder: means an individual authorized by Brandon University to hold and administer research funding

Honoraria: means modest one-time payments provided in recognition of contributions or knowledge shared for which fees are not normally charged

Research Participant: means an individual participating in a research study approved through appropriate research ethics review processes

Research Personnel: means individuals engaged in research-related activities supported through research funding, including students, staff, contractors, and other authorized personnel

University: means Brandon University

4. POLICY

a) General Requirements

All compensation expenditures must:

- Directly support research objectives;
- Represent reasonable and appropriate compensation;
- Comply with applicable funding agency requirements; and
- Comply with Brandon University Human Resources policies and procedures, payroll requirements, and applicable signing authority requirements under By-Law #8.

Compensation must not duplicate payment for activities already supported through another funding source or institutional compensation mechanism.

Compensation must not result in personal financial benefit to the grant holder.

b) Graduate Student Researchers

Compensation or stipends paid to graduate student researchers must:

- Relate directly to funded research activities;
- Reflect reasonable compensation for research duties; and
- Be consistent with institutional funding practices.

Where employment status applies, payments must be processed through Brandon University Payroll in accordance with Human Resources and Payroll procedures.

c) Undergraduate Student Researchers

Compensation for undergraduate student researchers must:

- Reflect defined research responsibilities;
- Be reasonable in relation to duties performed; and
- Be processed through appropriate employment mechanisms.

The following applies to all research personnel:

- Informal or undocumented payments are not permitted.
- Student employment arrangements must comply with Brandon University Human Resources policies and applicable employment standards legislation.

d) Professional and Technical Contractors

Payments to contractors must:

- Support research activities directly;
- Be supported by a written agreement describing services and compensation; and
- Be classified in accordance with Brandon University Human Resources policies governing employee versus independent contractor status, with appropriate documentation retained.

Where uncertainty exists regarding employment classification, Human Resources review should be sought prior to engagement.

Research funds must not be used to circumvent employment standards.

e) Honoraria

Honoraria may be paid for guest lectures, external expertise, or participation supporting research activities.

Honoraria must:

- Be modest and reasonable;
- Be supported by documentation describing contributions or knowledge shared; and
- Not duplicate compensation provided under another mechanism.

Where honoraria are provided to Indigenous Elders, Knowledge Keepers, or Indigenous community members, Brandon University recognizes that honoraria may represent culturally appropriate acknowledgement for the sharing of Traditional or community-based knowledge. Such arrangements must remain consistent with approved research ethics protocols, applicable funding requirements, and institutional financial controls.

Honoraria payments must be processed through Brandon University Payroll or Accounts Payable, as applicable.

f) Research Participant Payments

Payments, reimbursements, or incentives provided to research participants must:

- Be consistent with approved research ethics protocols;
- Reflect reasonable compensation or reimbursement; and
- Be supported by appropriate documentation.

Documentation requirements for participant payments must respect approved research ethics protocols.

Participant payment procedures must align with approved Research Ethics Board protocols and applicable privacy requirements.

g) Volunteers and Visiting Researchers

Where volunteers or visiting researchers receive reimbursement or honoraria, payments must:

- Support research activities directly; and
- Be properly documented and authorized.

Such arrangements must not create an employment relationship unless formally established through Brandon University Human Resources procedures.

h) Documentation Requirements

Brandon University requires that compensation expenditures be supported by appropriate documentation demonstrating purpose, duties or services provided, compensation amount, and authorization.

Incomplete documentation may result in denial of payment.

i) Financial Authorization and Controls

All expenditures must be approved by an authorized signing authority in accordance with Brandon University Approval and Signing Authorizations (By-Law #8).

No individual may approve their own expenditure.

j) Review and Oversight

Transactions governed by this policy are subject to review and oversight under the Research Financial Administration Framework.

Compensation arrangements may be reviewed as part of institutional oversight activities.

k) Conflict of Interest

Individuals involved in the authorization, administration, or review of expenditures must comply with the Brandon University Conflict of Interest Policy (Board By-Law #10). Any actual or perceived conflict must be disclosed and managed in accordance with that policy.

Compensation arrangements involving individuals with a personal or close relationship to the grant holder (e.g., spouse, partner, or immediate family member) require disclosure and independent review and must not be approved by the grant holder.

l) Responsibilities

Grant holders are responsible for ensuring that compensation expenditures comply with this policy and are directly connected to funded research activities.

The Office of the Vice-President (Research & Graduate Studies) coordinates interpretation of this policy to support consistent institutional application.

The Research Compliance & Policy Officer serves as the primary institutional contact for guidance on policy interpretation and supports consistent application across the institution.

The Office of the Vice-President (Research & Graduate Studies) holds final authority over the interpretation and application of this policy.

5. POLICY AUTHORITY

- **Policy Sponsor:** Vice-President (Research & Graduate Studies)
- **Primary Contact:** Research Compliance & Policy Officer
- **Approval Authority:** Vice-President (Research & Graduate Studies)

6. RELEVANT LEGISLATION

- Employment Standards Code (Manitoba)

7. RELATED POLICY DOCUMENTS

- Brandon University Research Financial Administration Framework

- Tri-Agency Guide on Financial Administration (TAGFA)
- Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2)
- Brandon University Human Resources Policies and Procedures
- Brandon University Payroll Procedures
- Brandon University Conflict of Interest Policy (By-Law #10)
- Brandon University Approval and Signing Authorizations (By-Law #8)
- Brandon University Research Ethics Committee (BUREC) Policies and Procedures (for participant payments)
- Brandon University Administrative Policies and Procedures – Finance
- Brandon University Collective Agreements