CanVECTOR Patient Partners Compensation Policy

Introduction and Objectives

The Patient Partners Compensation Policy aims to recognize the valuable contribution of patient partners in research, while enacting key principles of Canada’s Strategy for Patient-Oriented Research (SPOR) Patient Engagement Framework. In particular, the principles of inclusiveness and support mean that:

- A diversity of patient perspectives are integrated, and that barriers to participating in research are minimized
- Support and flexibility are provided to ensure that patient partners can contribute fully to discussions and decisions.

Note: This policy distinguishes compensation from reimbursement. Compensation is defined as fair recognition to a patient partner for their engagement in a CanVECTOR activity that is commensurate with and reflective of the value of their time and effort. Reimbursement is defined as expenses incurred by patient partners related to their engagement in CanVECTOR and can include travel, parking, accommodations, and meals. CanVECTOR reimbursement policies are determined by the Canadian Institutes of Health Research, as well as policies in effect within the local research institutes administering CanVECTOR funds. Please refer to the separate CanVECTOR Patient Partner Reimbursement Policy.

The CanVECTOR compensation policy was written in consultation with CanVECTOR patient partners and following the ‘Recommendations on Patient Engagement Compensation’ prepared by the SPOR Networks in Chronic Disease and the PICHI Network: and the CIHR’s publication: ‘Considerations when paying patient partners in research’.

Important Considerations

- The recommended model for CanVECTOR patient partner compensation is the payment of monetary honorarium. According to the Canada Revenue Agency (CRA), an honorarium is a voluntary payment made to a person for services for which fees are not legally or traditionally required. An honorarium is typically used to help cover costs for volunteers or guest speakers.
- Compensation above $500 per year is considered taxable income. If total compensation (cash, cheque or funding equivalent, e.g., gift card) exceeds this amount the patient partners social insurance number will be required and a T4A form will be issued and the patient partner will be required to supply his/her social insurance number for this. Social insurance numbers and all personal information will be kept confidential and used and
stored by the Ottawa Hospital Research Institute’s payments and payroll department. The patient partner will be required to report this income to the Canada Revenue Agency (CRA).

- **Canada Pension Disability** requires disclosure of compensation above a specific amount that varies from year to year (recently $5,500).
- Compensation may alter the benefits status for individuals on disability, pension or social welfare etc.
- Patient partners are encouraged to make an informed choice about accepting compensation (or not). Patient partners should consider their individual circumstances and may wish to consult with an accountant or the CRA to decide if they are willing to receive compensation.
- Patient partners have the ability to refuse payment without impacting their ability to participate in CanVECTOR research projects.

## Rates of Compensation

The following activities are common examples of research activities patient partners are involved in that are associated with compensation. Other research activities not appearing here can be added to the list, according to the needs of a project, so long are they are agreed to in advance by (i) the patient partner, (ii) the principle investigator or project lead and (iii) a patient partner platform co-lead:

- Reviewing documents: e.g. grants, consent forms
- Writing letters of support
- Teleconferences or webinars (including steering committee meetings, patient partner council calls, or one-on-one conversations that are scheduled and directly related to a CanVECTOR project)
- In-person meetings

### Compensation by unit of time:

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Rate</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Hourly rate</td>
<td>$50.00</td>
<td>For activities more than 1 hour and less than 4 hours</td>
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<tr>
<td>Half day rate</td>
<td>$200.00</td>
<td>+/- 4 hour commitments</td>
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<tr>
<td>Full day rate</td>
<td>$400.00</td>
<td>+/- 8 hour commitments</td>
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Compensation for the time spend travelling to attend in-person CanVECTOR meetings will be at a rate of $25.00 dollars/ hour
Distribution and Frequency of Payments

- The distribution of payments to patient partners will occur on a quarterly basis.
- A request for compensation, using the attached compensation request form, should be submitted by the patient partner to info@canvector.ca by April 1st, July 1st, October 1st and January 1st, for each fixed payment period.
- Following receipt of patient partner compensation request, email approval will be obtained from the principle investigator/project lead as appropriate.
- Cheques will be mailed directly to the patient partner’s home address and distributed from the Ottawa Hospital Research Institute.
- When appropriate individual projects may be billed by the CanVECTOR patient partner platform to recover costs.
- Cheques should be mailed to patient partners within 30 days following above submission deadlines.
CanVECTOR Compensation Request Form

Name:____________________________________________
Date of submission:_______________
Home address (for mailing):__________________________
_________________________________________________
_________________________________________________

Description of activity qualifying for compensation.

<table>
<thead>
<tr>
<th>Date</th>
<th>Project</th>
<th>Hours</th>
<th>Description</th>
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Patient Partner:______________________________________________________________
Approval by Project lead:_______________________________________________________
Approval by Platform co-lead:___________________________________________________