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## CanVECTOR Patient Partners Compensation Policy

### Version 3.1

#### 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 Partner's social insurance number will be required and a T4A form will be issued. 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 (In 2021, this amount is \$6,100).
- 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 will request compensation
- Patient Partners can 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 as they are agreed to in advance by (i) the Patient Partner, (ii) the principal investigator or project lead and (iii) a Patient Partner platform co-lead:

- Reviewing documents: e.g., grants, consent forms
- Writing letters of support
- Participating in virtual or in-person meetings: including steering committee meetings, Patient Partner Council meetings, or one-on-one conversations that are scheduled and directly related to a CanVECTOR project
  - This excludes in-person attendance at CanVECTOR's annual conference (see flat rate information below)
- Attending webinars

Timeframe	Rate	Details
1-4 hours	\$50.00 per hour	Calculated at an hourly rate
Less than 1 hour	\$50.00 pro-rated	Units of time used will be rounded to the nearest quarter of an hour, e.g. 15 minutes = 0.25 hours (\$12.50) 30 minutes = 0.5 hours (\$25.00) 45 minutes = 0.75 hours (\$37.50)



*In-person CanVECTOR Annual Conference flat rate:* for in-person network conferences, Patient Partners will be offered a flat rate of \$200 to attend the conference and all meetings associated with the conference in-person. This is in-lieu of the hourly rate. Reimbursement for costs associated with traveling and attending the conference will also be offered, as detailed in the [Patient Partner Reimbursement Policy](#).

- Additional compensation for traveling to the conference will be available for Patient Partners traveling from further away to attend the conference. This will be determined on a yearly basis, based on the conference location.

### **Annual Compensation Limit** (fiscal year April 1<sup>st</sup> through March 31<sup>st</sup>)

To ensure equal opportunities between Patient Partners and platform sustainability, the amount of compensation that each Patient Partner can claim for network-specific commitments or projects (e.g., Patient Partner Council meetings, Scientific Steering Committee meetings, Annual Conference planning, etc.) will be capped at \$1,500 per Patient Partner, per year, unless special permission is granted by the Platform Co-Leads. There is no limit to what the Patient Partner can claim for individual research project commitments that are to be recouped from each individual research project's Principal Investigator. This includes costs associated with grant applications, even if the grants are not successful.

- Compensation to attend the in-person CanVECTOR Annual Conference will be considered outside of the Annual Compensation Limit

### **Distribution and Frequency of Payments**

- The distribution of payments to Patient Partners will occur on a quarterly basis.
- A request for compensation, using the [compensation request form](#), should be submitted by the Patient Partner to [info@canvector.ca](mailto:info@canvector.ca) by the latest 15 days following the last day of the previous quarter.
- Following receipt of the Patient Partner compensation request, e-mail approval will be obtained from the principal investigator/ project lead as appropriate.
- Payments will be made by electronic transfer or cheque, according to the patient partner's preference. Payments will be processed and distributed by the Ottawa Hospital Research Institute according to their schedules and procedures.
  - Cheques will be mailed directly to the Patient Partner's home address
  - Electronic Fund Transfers (EFT) can be set up by completing an EFT Form. Payments will be directly deposited into the bank account provided by the Patient Partner
- When appropriate, individual projects may be billed by the CanVECTOR Patient Partner platform to recover costs.
- Cheques should be mailed to Patient Partners within 6 weeks following submission deadlines.



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<b>Compensation Period</b>	<b>Submission Deadline</b>
October 1- December 31 <sup>st</sup>	January 15 <sup>th</sup>
January 1- March 31 <sup>st</sup>	April 15 <sup>th</sup>
April 1- June 30 <sup>th</sup>	July 15 <sup>th</sup>
July 1- September 30 <sup>th</sup>	October 15 <sup>th</sup>