

LEARNING THE ROPES

01

Researchers are not often fluent in the ways their employer structures financial transactions. As a first step, we recommend meeting with a financial administrator you trust to talk about methods and requirements for transferring funds to those outside the university. There are likely avenues you haven't considered.

HONOURARIA

02

There are well-developed methods for providing honoraria for guest speakers at universities, whether they present on-line or in-person. You can use these forms if community involvement can be framed as a workshop, presentation, consultation. It is also easier to use industry-standard rates (e.g. \$1000 per talk, an existing academic standard rate for one guest lecture by an expert).

RETAINER

03

Where hiring community members as employees (e.g. research associates) is desirable and possible you can structure employment "on retainer" by contracting them for a year but only pay when hours are submitted. It makes payments easy and fast after the initial paperwork.

INDEPENDENT CONTRACTOR

04

Universities have a process for paying independent contractors (artists often fall into the latter category). Often you have to do a bit of paperwork for the university to determine someone's status as a contractor. Then they send you invoices and you can pay them via whatever approved ways exist (we've used PayPal).

GOODS

05

Pay for goods, not services using an invoice you write up and they sign (ie, for samples, not hunting; for beadwork, not beading lessons). Some of us have had success with this using direct etransfers and getting a receipt rather than the invoice route.

DURING TRAVEL

06

During fieldwork travel, there is often more ways to pay for someone giving you a ride, guiding you, sharing knowledge, or similar activities so it can be easier to pay regular collaborators during travel using those norms. These are often counted on travel claims rather than separate requests for payment

VENDOR

07

For formalized sole proprietorships like artists or organizations, you can often pay them as a vendor. There is a formal system for having a vendor added to the university approved vendor list. After that, it is usually fast and easy to pay an invoice.

?

08

Do you have another way you have found to pay community members from grants (not from your pocket)? Do you have forms, examples, templates, or other resources that would make it easier for others to pay community members? Please get in touch!

GIFT CARDS, RAFFLES, AND DOOR PRIZES

01

make sure you are aware of all the rules around gift cards, raffles, and door prizes, as many finance procedures focus on these areas as needing more oversight/surveillance. Sometimes you need to provide names, social security/SIN numbers, and recipients might get a tax form. Often universities will have a cut-off amount of money above which they need more information and below which they need less or no personal information.

FEAST

02

While it can be difficult to buy a jar of jam to gift someone, it can be easier to get permission to “host” and have a community feast that people can drop into. You can bundle up leftovers and bring plates to anyone who couldn’t make it. Note some universities require separate paperwork for hosting (buying food)

SWAG

03

With some funding it can be easier to buy promotional material than a jar of jam to give away. Make your SWAG gear giftable. Hoodies, hats, book bags, tea towels, blankets, and, of course, branded jars of jam.

COMMUNITY HIRE

04

If you have ample funding (it happens), hiring someone through your university but who works for the community can be a great community-scale gift. A youth position at the community freezer, band office, voting drive, or pow wow benefits the community, including those who may not be able to participate in research.

COMMUNITY GOODS

05

A grant often supports materials like laptops, software, books, translations of texts, microphones and webcams, video cameras, and outdoor gear that your lab may own, but which you can store at a common community center.

ACADEMIC STANDARDS

01

If you are paying someone for a talk, workshop, consultation, prayer, or other speaking role you can use academic standards for experts. Based on my (Max's) experience all over the world, general standards are \$1000 and all accommodations for a talk or workshop; \$500 for an online talk or response/intro; \$3,000-15,000 for a 3-5 day teach-in or "camp".

NATION RATE + 15-20%

02

For land guides, Observer/steward consultations, and similar roles that an Indigenous Nation or community council would hire, use the community rate plus 15-20%. Internal government rates are often low, so adding more is good but you don't want to show up the council.

INTERVIEWS OR FOCUS GROUPS

03

Your university will have a standard rate for compensating interviewees or focus group participants for 1-2 hour sessions. If your finance administrator doesn't know, your ethics board chair might. In my (Max's) experience, it's \$100.

ARTISTS AND ILLUSTRATORS

09

Artists and illustrators should be able to set their usual rates, but if they don't or haven't done it before, there are a few ways to pay: an hourly rate (mainly for commissioned pieces); a flat rate (e.g. \$300-800 each for small pieces); a logo design with two or three versions is \$4000 standard; and CARFAC (union for artists) has rates for using reproductions/royalties. Check their website for current rates

?

10

Do you use other ways to set rates that are equitable? Please get in touch!