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| R:\3 RSAO PROCEDURES\Forms & Templates\Office\Logos\VIU Standard.jpg | RESEARCH EMPLOYMENT/AWARD PAYMENT REQUESTTo be used in conjunction with the [Research Appointment/Award Matrix](https://research.viu.ca/sites/default/files/r_-_research_appointment_matrix_-_april_2019_1.pdf)  |

*Questions on the completion of this form or the* ***Research Appointment/Award Matrix*** *should be*

*directed to the* [*Scholarship, Research, and Creative Activity (SRCA)*](https://research.viu.ca/contact-us) *Office*

***To be completed by SUPERVISOR***

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| **Payee Last Name:**      | **First Name:**      |
| **SIN:**      | **Birthdate:** (yyyy/mm/dd)      | **Canadian Citizen:** **[ ]  Yes [ ]  No** |
| **Mailing Address:**      |
| **City:**       | **Province:**      | **Postal Code:**      |
| **Phone:**      | **E-mail address:**      |
| **Payee Status:** [ ]  Undergraduate [ ]  Masters [ ]  Doctoral [ ]  Not a Student***Note*:** *For students in a Diploma or Certificate program, use “Undergraduate” payee status.* ***There is a separate process for VIU student employment. Please contact the Financial Aid and Awards office for instructions and forms.*** |
| **Position Title:**       |
| **Choose One:**(students only): | [ ]  VIU Student – Provide Student Number #     [ ]  Other Student – Attach proof of enrollment (copy of letter of acceptance, unofficial transcript, etc.) |
| Employee computer account needed (i.e. ‘capitan’ account): Yes [ ]  No [ ]  |
| ***Any personal information provided is managed according to the British Columbia Freedom of Information and Protection of Privacy Act (FOIPPA). The information provided will only be used for payroll purposes and for reporting to government agencies. Questions about the collection and use of this information should be directed to the University Secretary at 250-740-6564.*** |

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| **EMPLOYMENT** - See the [Research Appointment/Award Matrix](https://research.viu.ca/sites/default/files/r_-_research_appointment_matrix_-_april_2019_1.pdf) for additional detail on Employment options. |
| [ ]  **Project Employee –** The individual is in an employee relationship with the supervisor. There are set tasks and directives given by the supervisor and hours of work are set. A certain skill set is required for the job and the work is done primarily for financial gain (e.g. does not help qualify the individual for a degree nor is it their thesis research). |
| **Start Date:** (yyyy/mm/dd)      | **End Date:** (yyyy/mm/dd)      |
| **Is employee currently contributing to the Municipal Pension Plan?**  Yes [ ]  No [ ] *For assistance in assessing an individual’s eligibility for Municipal Pension Plan enrollment, please contact the Human Resources Advisor who supports your Faculty/Department.* |
| **Choose One:** | [ ]  Timesheets | $      /hour |
| [ ]  Bi-Weekly | $     /hour      hours/day |
| [ ]  Other | Describe:       |
| ***Important******Notes:*** | ***Minimum wage rate for the Province of BC is $17.40/hour*** |
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| In addition to wages, 14.7% (approximately) for vacation and mandatory employer contributions (CPP, EI, WCB, Health Tax) will apply and be charged to the work order covering the wages. These are 4% and 10.7% respectively. If the employee is eligible for pension enrollment, an additional 9.31% in employer costs will apply. Some employees (project personnel) may be eligible for institutional health and welfare benefits. See [here](https://research.viu.ca/sites/default/files/research_personnel_-_employment_and_awards_-_nov_2019_0.pdf) for details. |
| **SELECT AWARD TYPE-** See the [Research Appointment/Award Matrix](https://research.viu.ca/sites/default/files/r_-_research_appointment_matrix_-_april_2019_1.pdf) for additional detail on Award options. |
| **Choose One:** | [ ]  **Research Grant –** The individual is in a relationship with a supervisor as a student to professor. The work done is not primarily for financial gain; rather, the individual is doing the work to complete their thesis or a student-led research project. The supervisor is on the individual’s thesis review committee or a primary supervisor for the research project. This category is primarily used for non-VIU students. |
| [ ]  **Research** **Fellowship –** Non-salaried competitive awards. This is a token amount and usually paid in one or two lump sums. Primarily intended for graduate students, VIU faculty, or external researcher/faculty/scholar (visiting fellow). The primary purpose of the fellowship is to carry out research for its own sake (e.g. to further knowledge in a particular field by discovering new facts, or by reinterpreting existing knowledge). This type of fellowship, based on CRA interpretation, is considered a research grant.*A Letter of Offer is required. A template is available from the SRCA Office and is processed through the Dean’s Office. Appointments are completed by SRCA. Exceptions may apply; contact* [*SRCA*](https://research.viu.ca/contact-us) *for assistance.* |
| [ ]  **Research Scholarship** - Students may receive a scholarship if it is made primarily to advance their education, there is no employee-employer relationship, the payment is not in consideration of services rendered, and the student is the primary beneficiary. Certain funding agencies will allow for scholarships. This category is used for VIU students only. |
| **Start Date:** (yyyy/mm/dd)      | **End Date:** (yyyy/mm/dd)      |
| Full amount to be paid: | $      | [ ]  Biweekly **OR** [ ]  Specific Dates |
| If you selected Specific Dates, please list the amount and date of the payments: |
| $      on      $      on       | $      on      $      on       |

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| **Work/Office Location:**      | **Faculty/Division:**      | **Department:**      |
| **Supervisor Name:**      | **Supervisor Local:**      |
| **Work Order and Activity:**      | **Work Order Authorizing Signature:** |

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| **Authorizing Signatures** |
| Supervisor:  | Date:  |
| Dean/Director:  | Date: |

**Processing Instructions:**

Supervisor – Keep a copy for your file. Direct the original to:

* **Employment** –email your Dean’s Office for signoff and processing. As noted above, forms for employment of VIU students must be obtained from the Student Aid and Awards office.
* **Grant/fellowship/scholarship/award** – email Scholarship, Research and Creative Activity Office (Building 305, Room 446) srca@viu.ca

Appointment Creator **– EI hours required – use appointment creator EI hours calculator or personnel costing worksheet located** [**https://research.viu.ca/personnel**](https://research.viu.ca/personnel)**.** Send copy of finalized appointment to supervisor.

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| **APPOINTMENT CREATOR REFERENCE ONLY** | **Position Number****11368 – Project Personnel (use for all non VIU students)****11362 – Postdoctoral Fellowship Research****11361 – Research award Doctorate student****11560 – Research Award Masters student****11561 – Research award Undergrad student****11530 - Research student Masters****11359 - Research student Undergrad****11858 – Research student Doctorate** |  |  |

Updated: Aug. 2024