

FHS Guide to Research Policies and Procedures

Updated: February 2022

Table of Contents

Key Contacts for SFU Researchers.....3

Pre-Award: Applying For External Funding

Who Can Apply For Research Funding?	4
Grant Application Support Available.....	4-5
Finding Research Funding Opportunities.....	5
Tri Council Grants versus Contracts.....	5-6
Obtaining Institutional Signatures.....	6-7
Faculty-Specific Research Policies.....	8
Ethics, Biohazards & Animal Care Certificates.....	9

Post-Award: Using Your External Funding

Setting Up Research Accounts.....	10
Support For Managing Your Projects.....	10-11
Ordering Equipment and Supplies.....	12
Information Technology (IT) Support.....	13-18
Hiring Research Personnel.....	19-21
Communicating Your Research.....	22

Key Contacts

Pre-Award:

FHS Research Support (Grants Facilitation; Research Coordination)

- Cecilia Kalaw ckalaw@sfu.ca 778.782.7037
- Katrina Salvante fhsres@sfu.ca 778.960.2752

Institutional Signatures and E-submissions:

All signature requests require an SFU Signature Sheet and should be directed to ckalaw@sfu.ca for Dean's signature; these are then forwarded to: ors@sfu.ca

SFU Institutional Signing Authority for Research Grants/Contracts: Aniko Takacs-Cox, Director ORS, ata26@sfu.ca, 778-782-5457

SFU Institutional Financial Authority for Research Grants/Contracts: Leann Liew, Manager Res. Accounting, lhliew@sfu.ca, 778-782-8092

Research Services Contacts for Tri-Council Grants

- Gabriella Por gabriella_por@sfu.ca 778-782-9218
- Nicholas Mudry nmudry@sfu.ca 778-782-4120
- Jelena Damljanovic Jdaljan@sfu.ca 778-782-4705

Research Services Contacts for Non-TriCouncil Grants/Contracts

- Nataliya Karpenko nkarpenk@sfu.ca 778-782-6684
- Michael J. Thurgood Michael_thurgood@sfu.ca 778-782-6770
- James Pai james_pai@sfu.ca 778-782-6816
- Norm Deeb norm_deeb@sfu.ca 778-782-5717

Post-Award:

FHS Research Accounts Support

- Barbara Karlen barbara_karlen@sfu.ca 778.782.9209
- Maggie Yeung maggie_yeung@sfu.ca 778.782.9472
- Jennifer Balenzano jen_balenzano@sfu.ca 778.782.4484

Pre-Award: Applying For External Funding

Who Can Apply For Research Funding?

- a) SFU Continuing Faculty (faculty members holding academic appointments (with or without tenure) at SFU that include research activities, and no specified end date). Lecturers, lab instructors and sessional appointments typically are not able to apply for and hold research funding at SFU.
- b) Limited Term Faculty [faculty members with academic appointments that have a specified end date and include time for research; appointments must span entire term of funding application]
- c) Adjunct Faculty [Qualified persons whose professional work leads them into a close working association or a community of professional interest with the research or other academic pursuits of an academic unit at SFU]
- d) University Research Associates, Postdoctoral Fellows, and Graduate students may apply for grants and external awards which provide stipends to highly qualified research trainees. Graduate students and Postdoctoral Fellows cannot hold research accounts independently and require supervisor oversight and signing authority on these accounts.

***Limited Term faculty, Adjunct faculty, University Research Associates, Postdoctoral fellows will need to complete and submit a signed [Eligibility Form](#) if they are submitting a funding application as Principal Investigator.

Grant Application Support Available

The FHS Research Grants Facilitator is Cecilia Kalaw (2-7037) and she assists research faculty (a, b, or c from the above list) and their teams with pre-award application processes, including:

- Identifying research funding opportunities
- Planning their programs of research
- Preparing FHS Dean's Office research funding activity reports and documents for institutional support required for funding applications

- Interpreting funding agencies rules and regulations for applications and submission
- Assisting faculty members and their investigative teams during the application development, proposal writing, and submission stages
- Liaising with funding agencies on individual application issues
- Liaising with Office of Research Services on research contracts
- Assisting researchers disseminate and communicate research

Additional supports available: VPRI's [Institutional Strategic Awards Office \(ISA\)](#) provide additional assistance on institutional grants such as Canadian Foundation for Innovation, Canada Research Chairs, SSHRC Partnership Grants. Check with Cecilia for more information. ISA also offers access to [Research Project Managers](#) on a cost recovery basis.

Finding Research Funding Opportunities

SFU's Office of Research Services distributes all research funding opportunity information it receives throughout the year via email; this information includes the name of the competition, deadlines, and links to the funders' websites for more information. To receive these funding opportunity emails directly:

1. Subscribe to the Office of Research Services' (ORS) new [Funding and Award Opportunities Notification Service](#).

This service requires researchers to subscribe and manage the email notifications they receive by selecting relevant funding topics.

Applying for Tri-Council Grants vs. Contracts

At SFU, external research funding that comes from Canada's [Tri-Council granting organizations \(NSERC, SSHRC and CIHR\)](#) are considered "grants" at SFU and are governed by a common set of policies and procedures.

[Research funding provided by almost all other organizations](#) are typically treated as "contracts" at SFU (even if they are called grants by the funding organization). Research funding from other universities (subgrants), government ministries or

departments, private foundations, funding agencies outside of Canada such as National Institutes of Health (NIH) all require contract negotiation and legal review at SFU.

A contract agreement typically takes longer to finalize and to release funds, and is subject to overhead costs. Researchers must contact ORS to determine the appropriate overhead rates that have been negotiated by all BC universities that may apply to their application.

Office of Research Services – Coordinators

Alec Allen	778-782-5616 ors@sfu.ca
Andrea Laguna Galvez	778.782.9280 research_contract@sfu.ca

Please review ORS website for an overview of SFU policies on research contracts:
<https://www.sfu.ca/research/resources/proposal-development/you-start/grants-contracts-and-donations>

Obtaining Institutional Signatures for Funding Applications

Office of Research Services (ORS) is responsible for signing and authorizing all applications for research funding. All external funding applications requiring institutional signature or authorization must be submitted first to the Dean's Office, and then to ORS with an SFU Signature Sheet.

The SFU Signature Sheet is signed by at least three parties: the researcher/s, the researcher's department chair or head, and Dean.

FHS Signature Procedures:

1. Determine internal deadlines for signatures. Note that funding applications should be submitted for institutional signatures approximately one week in advance of agency deadlines.
2. Prepare and submit (by email or hard copy) a SFU Signatures Package no less than one week before agency deadline to Cecilia Kalaw, FHS Grants Facilitator (ckalaw@sfu.ca).

A complete SFU Signatures package includes:

- a) a completed SFU Signature Sheet that is signed by the FHS researchers involved (To download: [SFU Signature Sheet – PDF version](#))
 - o finalized budget for each year of funding requested
 - o specifying which certificates will be required for the proposed research (ethical review, biohazard safety, animal care),
 - o indicating any conflicts of interest,
 - o any commitments for teaching release, budgeted salary recovery, space and financial or in-kind commitments expected from FHS or SFU.
 - b) any agency forms that require signature
 - c) a draft proposal or research abstract
 - d) budget justification (all line items for expenses need to be included)
 - e) **[For Adjuncts and Limited Term Faculty]** – Appointment Forms that indicate your research appointment spans the term of the grant or contract you are applying for. If you will require an extension of your appointment, this process needs to be done well in advance of submitting your funding application.
 - f) For research contracts, ORS will also request signatures for Contract Approval Memos to be signed by the Dean. These are typically signed after SFU Signature Sheet and the contract has been approved by all parties.
3. Dean's Office personnel will obtain the FHS Dean's signature (only one signature required for both Dean and Dept Head/Chair) and return the SFU Signature Sheet to the researcher. Researchers are then responsible for sending the SFU Signature Sheet to ORS for institutional signature.
 4. FHS Dean's Office will keep a scanned copy of the signed SFU Signature Sheet for research account tracking purposes.

****In 2022, the SFU Signature Sheet Process is being revamped as part of the Research Enterprise System and will evolve into an electronic work-flow process.**

FHS-Specific Research Policies

FHS Tenure and Promotion Committee - Criteria for Renewal and Promotion (Updated August 31, 2018) is available for download at FHS Info Central, Standing Committees, Tenure and Promotion Committee:

<https://www.sfu.ca/fhs/Infocentral/committees/standing-committees/tpc.html>

FHS Internal Peer Review Policy

Summary:

Voluntary peer review of grant applications: FHS encourages all researchers, who wish to do so, to invite internal peer review of their grant applications to any funding body. This process should be undertaken prior to submission, in order to strengthen the application or, when proposals are not funded, for resubmission purposes.

Internal peer review to determine eligibility for bridging funds (For Tri-Council Funds): FHS requires all applications for SFU Office of the Vice President Research bridging funds, in some cases matched by FHS funds, to undergo internal peer review before submission. Please consult FHS Grants facilitator for questions related to SFU's bridging funds (CIHR, NSERC and SSHRCC4A).

Full policy can be viewed online at FHS Info Central:

<https://www.sfu.ca/fhs/Infocentral/fhs-policies-and-procedures.html>

FHS Salary Award Policy

Summary:

Adopted in 2012, this policy specifies FHS' process for how salary awards (Canada Research Chairs, CIHR New Investigator Awards, MSFHR Career Investigator Awards, and others) are administered, including incentive honoraria, the assessment of teaching buyout and loads, applying for other types of salary recoveries, etc.

Full policy can be viewed online at FHS Info Central:

<https://www.sfu.ca/fhs/Infocentral/fhs-policies-and-procedures.html>

SFU Research Policies

All research conducted by SFU researchers and students are governed by SFU Research policies. Please consult SFU's policy manual:

<http://www.sfu.ca/policies/gazette/research.html>

Ethics, Biohazards, and Animal Care Certificates

At the time of application, researchers must indicate on the SFU Signature Sheet whether their application will require review and approval by SFU committees responsible for the safe and ethical conduct of research done at SFU.

If you are moving an active grant from your institution to SFU, you will also need to apply for the appropriate approvals to conduct research at SFU.

- Researchers who intend to work with human subjects must comply with Research Policy R 20.01 (<http://www.sfu.ca/policies/gazette/research/r20-01.html>). Before beginning work, they will need to submit an application to the Research Ethics Board. For further information and application guidelines, see the Office of Research Ethics (<http://www.sfu.ca/ore.html>).
 - Obtaining ethical approval may take an extended period of time. Researchers need to initiate this process as soon as they receive approval of funding for their projects, or even sooner if they are doing any pilot or preliminary data collection. To start:
 - Register for an on-line account that manages all your ethics applications at SFU (<http://researchethics.its.sfu.ca:8181/>).
 - You will need: an SFU email address; A SFU faculty supervisor, if you are a graduate student or post-doctoral fellow; and a supervisor, if you are SFU staff. Contact: dore@sfu.ca
- Researchers who intend to carry out research with animals should consult Research Policy R 20.03 (<http://www.sfu.ca/policies/gazette/research/r20-03.html>)

03.html) and submit an application to the Animal Care Committee. For further information, see Animal Care (<http://www.sfu.ca/vpresearch/acs>).

- The SFU Biosafety Policy R20.02 (<http://www.sfu.ca/policies/gazette/research/r20-02.html>) defines biohazards, outlines responsibilities of users and administrators, and provides procedures regarding permits for biohazardous work. Researchers whose work falls under the policy are required to apply for a Biosafety Permit following the process described on the Biosafety Program website (<http://www.sfu.ca/srs/ehs.html>).
- The SFU Radiation Safety Policies R 20-04 (<http://www.sfu.ca/policies/gazette/research/r20-04.html>) and R 20-05 (<http://www.sfu.ca/policies/gazette/research/r20-05.html>) and govern the use of radiological non-iodizing radiation safety at SFU. For further information, see the Radiation Safety Office (<http://www.sfu.ca/radiation-safety>).

Post-Award: Using Your External Funding

Researchers who are successful with a funding application will receive a Notice of Award (NoA) from the funding agency. Depending on the funding agency, this NoA may also be sent to SFU's ORS.

After receiving your NoA, researchers should:

1. Notify and congratulate your research team and cc the FHS grants facilitator, (who will then notify the FHS Deans, ORS, and include this information in the FHS semi-annual newsletter). For non-Tri Council funding, contract approval memos (CAM) will be generated by ORS and will need FHS Dean's signatures (pls send to the FHS grants facilitator);
2. Set up a meeting with our FHS Finance Manager, Jennifer Balenzano and/or FHS Budget Clerk Maggie Yeung for any orientation required to set up and manage research accounts, and for setting up grant-funded staff appointments.
3. Research Accounting will send a signing authority form to the researcher and the FHS Finance Manager to complete. The researcher uses this form to delegate signing authority to their research assistants. Once this form is completed, it needs to be returned to the Budget Clerk.

Setting Up Your Research Accounts

Setting up a new research account for existing grants (moved to SFU) or for new grants requires

Approval certificates (ethics, biohazards, animal care)

Typically, researchers will be the first to receive notification about their grant applications directly from the funding agency. The transfer of funds between the funding agency and SFU may take a number of weeks. Despite the agency's approval of funding, **no research account can be created until all required certificates (Ethics, Biohazard, or Animal Care) have been approved at SFU.**

Support For Managing Your Projects

Account and Expense Tracking

- FAST is the University's on-line financial accounting system. This program is also available to researchers for tracking funds and expenses related to specific research grants and/or contracts. To receive a tutorial sessions on using FAST, please contact the faculty's Finance Manager.
- Access to FAST is given to the Principal Investigator (PI) (and others as designated by the PI) once a project number has been assigned to the grant/contract.
- All expenses charged to research accounts are approved by Research Accounting personnel, who are responsible for ensuring SFU's accounting compliance for funds 25, 31, 32, and 36. Please contact FHS' Budget Assistant with any questions.

Eligible Expenses

Tri-Council granting agencies financial guidelines titled "USE OF GRANT FUNDS" apply to most research contract and grant funding arrangements at SFU (unless specifically stated otherwise in the terms of the contract or grant researchers may assume the Tri-Council rules apply). [https://www.nserc-crsng.gc.ca/InterAgency-
Interorganismes/TAFA-AFTO/guide-guide_eng.asp](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp)

Financial Reporting for Grants:

- All reporting on Tri-Council grant funded projects is administered centrally by Research Accounting
- Specific grants or contracts from other funding agencies may require additional reporting by the principal investigator
- For interim tracking of fund balances and transactional detail may be obtained from FHS Budget Assistant or Finance Manager as required

Research Record Keeping:

While the FHS Finance Manager will be maintaining financial records pertaining to all FHS research accounts, neither this position nor Research Accounting typically keep copies of the full proposal. It is often valuable for the Finance Manager to have access

to application documents (Agency's Notice of Award or Authorization of Funding form, 1 pg abstract or proposal, budget justification, project timeline) to help manage the financial accounts. If required, the Finance Manager will contact you for details pertaining to these documents.

If funded, researchers are advised to maintain hard copy files of:

- their complete grant application/research contract including budget pages, and copy of their SFU signature sheet
- approval letters and/or other funding authorization documents from the granting agency or funder

Originals of all expense claims and approved research assistant payroll appointment forms must be forwarded to the Budget Clerk for compliance and audit purposes who will in turn send them to Research Accounting for approval and payment.

Ordering Equipment And Supplies

All ordering of supplies and equipment must be completed using the on-line purchasing system set up by SFU's Procurement Services.

- Upon arrival at the University, the faculty member is advised to obtain access to the on-line purchasing system by contacting SFU's Major Purchasing Contracts Officers Paul Dhaliwal (778.782.6840) or Laura Simonsen (778-3295).

Please note the following when purchasing supplies and equipment from research accounts:

- All stationary and general office supplies are purchased by the Dean's Office receptionist on a bi-weekly basis. If you require supplies for your research projects, please advise the receptionist in advance to ensure proper chargeback to the research account.

Research-related copying, courier and shipping charges related to supplies and equipment acquired for research purposes will be charged back to the research account automatically by FHS's financial personnel.

Information Technology

Help Points of Contact

At the university-wide level, SFU Information Technology Services (SFU ITS) provides IT services which include email, calendaring, web publishing, and web-based instructional tools. Accessing IT support varies depending on which campus you are located.

IT Support at SFU Surrey:

<http://www.sfu.ca/surrey/campus-services-resources/it-services.html>

IT Support for at SFU Vancouver:

<http://www.sfu.ca/itservices/about/vancouver.html>

IT Support at SFU Burnaby:

At SFU Burnaby, Faculty of Health Sciences IT (FHS IT) staff are available to help with all aspects of your computing needs and will facilitate your equipment purchases including advice, ordering, delivery and setup. When your computer equipment arrives, IT staff will do the initial set up and configuration, including the installation of a standard software suite (see Appendix I) and joining your computer to the campus network, i.e. Active Directory (AD). AD provides access to network printers, shared and personal file spaces provided through secure FHS managed servers, as well as, background services that ensure your operating system and software receive patches & security updates automatically. Help point contacts are as follows:

FHS Burnaby IT - Key Contacts

Ted Seto, Desktop Support	fhs-help@sfu.ca
Darrin Grund, IT Services Manager	fhs-help@sfu.ca
SFU IT Services, Burnaby Help Desk	778.782.3230 or help@sfu.ca

FHS IT at the Burnaby campus manage and provide direct user support with access to university email and calendar systems, hardware and software in the FHS IT platform, FHS network file spaces & printing, and the FHS web server:

IT Services Available on All Three Campuses

SFU Computing ID for Grant Funded Personnel

An SFU computing ID is needed to access all IT resources on all three SFU Campus's.

Your SFU Computing ID is automatically created for you when you appear in Payroll. You will receive an email to your non-SFU email address saying that your SFU computing ID is ready for online activation. Use the link provided in the email to activate your computing ID (You will need to know your 9-digit SFU ID number). Alternatively you can visit any SFU ITS information point with picture id. (On Burnaby campus this is in SCP 9300, Southeast corner of AQ, phone 778-782-4828).

E-mail

SFU ITS currently supports the entire university with email accounts and mail infrastructure, called 'SFU Mail'. The Faculty of Health Sciences leverages email services provided by SFU ITS and does not manage its own mail server.

Your SFU computing ID is also used as your email address. An email alias may be setup to automatically forward all emails to your computing ID. Please speak to SFU ITS help desk for more information about aliases.

While SFU ITS runs the university-wide mail infrastructure and provides email accounts, FHS IT staff provides end-user support. You can access your email via the SFU Connect web client at <https://mail.sfu.ca>. Each user is initially provided 5GB storage quota. Use of a desktop email client such as Microsoft Outlook is not supported.

All users can access their SFU email, calendars, and contacts in the palm of their hand using their mobile devices.

Instructions on how to setup your mobile device can be found at

<https://www.sfu.ca/sfumail/using-sfu-mail/getting-started/mobile-devices.html>

Please note that mobile clients are not officially supported by SFU, and that the [SFU Mail web client](#) is the only officially supported client.

Please contact FHS IT Staff when you receive notifications about your quota.

Calendar

Calendaring is built-in to the SFU Mail web interface. The system also allows members to view each other's calendars to facilitate scheduling. You can set permissions for certain people to see your calendar as well as enable another calendar user to manage your schedule.

Web Presence

Research group sites can be created in with SFU computing ID's:

http://www.sfu.ca/itservices/publishing/publish_howto/who_can_publish.html

Wireless Computer Network Connections

SFU has a wireless network for all faculty, staff and students to use. To access the network you need to login with your SFU ID and password to the wireless network using your computer's web browser.

SFUNET-SECURE is the preferred wireless network (as opposed to SFUNET) to use as it is more secure and can be configured for automatic login. SFU is part of the eduroam network, allowing you to log onto member institution's wireless network with your SFU username and password. More information can be found at:

<http://www.sfu.ca/itservices/technical/wireless.html>

Additional services for Research Personnel located at the Burnaby Campus

File Space

All FHS Faculty have personal file space managed by FHS IT. There is also a shared file space accessible by everyone (all faculty and staff). In addition, there is a shared faculty file space. This is only accessible by FHS Faculty members.

Users are assigned space quotas on the file server. Please speak to the IT Services Manager if you have a concern regarding these quotas.

All file spaces are closely integrated with your SFU computing ID and your computer. They are accessible to you through My Computer. Your personal file space is accessible through the My Documents folder or through P: in My Computer. All shared file spaces

are accessible through S: in My Computer. All faculty have access to the shared Everyone folder. FHS faculty members and staff can read most files/folders in the Everyone folder, but can only write files to their own folder and folders owned by their functional group. There is also a shared Faculty folder, where only faculty can read and write to file/folders. Remote file access from anywhere off campus is available for your Personal (P:) drive only.

Files stored in these file spaces are stored remotely on a server managed by FHS. The server is located in a secure location and is backed up daily. Users also have the ability to restore deleted files themselves.

FHS IT can also setup project-specific file space for collaboration.

Research-Related Printing

A number of network printers and multifunction printer-copiers are centrally located in work rooms on each floor of Blusson Hall (rooms 11501, 10501, and 9501) and are available for your use. Printing from your office will be setup for you by IT staff when your computer is initially configured. For unmanaged machines (e.g., personal computers/laptops), instructions for setting up printing can be found here: <https://www.sfu.ca/itservices/technical/sfu-print/how-to-guides/>. Instructions on releasing your print job by fob/card or logging in can be found at <https://www.sfu.ca/itservices/technical/sfu-print/how-to-guides/getting-started.html>.

There is a Ricoh Multifunction printer-copier in the work room on each floor (BLU 11501, 10501, 9501). In addition to printing, these devices can perform black & white photocopies, faxing and scan documents to PDF in colour. Printing operates on a cost-recovery model and each page printed is tracked so you will be periodically asked to provide an allocation of your printing usage (admin/teaching/research) and account number(s) to charge. You can check your usage at any time at: <https://papercut.fhs.sfu.ca:9192/app>

A fob is required to make copies using the multifunction copier. Please see the receptionist in the Dean's Office (BLU 11300) to have one assigned to you.

Audio / Visual Equipment and Video Conferencing for Research

FHS has both built-in and portable Audio / Visual equipment for use by research teams or research-related events at SFU Burnaby.

Video Conferencing: SFU provides access to Zoom for Faculty, Staff and Students and you will need your SFU Computing ID and password to access a full zoom membership. Faculty and staff can request for Zoom Webinar or Zoom Large Meeting for classes or events with more than 300 participants.

For details and how-to guides: <https://www.sfu.ca/information-systems/services/zoom.html>

Hiring Research Personnel

Under SFU policy (R 50.02) research personnel are employees of the researcher, which means:

- Researchers recruiting for a research personnel position may advertise positions electronically (via email) or via the FHS website's "Job Openings" page. Please send research related job postings to fhscomm_asst@sfu.ca.
- As of September 2021, grant-funded research personnel are being transitioned to become SFU employees and to receive rights and benefits similar to other SFU employee groups. The [Research Personnel Initiative \(rp_info@sfu.ca\)](mailto:rp_info@sfu.ca) provides Human Resources support for research employees during this transition. It is expected that research employees at SFU may in future be eligible to join bargaining units that represent other SFU employees (i.e., unions or professional associations) and therefore, their employment (working hours, minimum wage rates, provisions for sick/vacation/overtime). Currently, their supervisor (Researcher) determines pay rate and working conditions and provides employees with a formal Offer of Employment that is subject to provincial (BC) Employment Standards Act.
- Researchers are required, by law, to provide **non-discretionary benefits** to each research employee (Unemployment Insurance (UI), workers compensation (WCB) and Canada Pension Plan (CPP) contributions) – these amounts will be charged to a research account (researchers typically budget a **minimum of 14%** of estimated salary/wages to cover this amount)
- It is typical for research assistants that are paid hourly, to be paid an additional **4%** in addition to their salary/wages, in lieu of vacation pay. Research assistants paid on a bi-weekly salary will have their 4% vacation pay out included in their gross pay.
- Researchers can, if they choose and have adequate grant funds, opt to provide additional benefits through the University to grant employees who meet eligibility requirements (**if the grant terms permit the charging of related costs**). Please see the Finance Manager or the Budget Assistant for further information on these extended health benefits.
- The duration of the appointment and grant should be examined **at least one month prior to expiration**, and FHS Budget Assistant, the employee and Payroll

must all be advised in writing if the appointment is to be extended or terminated, otherwise the employee's pay will cease on the end date specified at the time of hiring.

- Researchers are advised to speak to FHS Director of Administration regarding their research personnel's space and infrastructure needs (i.e., access to computers, wireless connectivity, telephones, etc). Space dedicated for grant-funded research personnel in Blusson Hall is based on an open-plan design.

Statutory Holidays (General Holidays, Employment Standards Act Regulations)

The following minimum general holidays will be observed without loss of pay. To be eligible for pay, the employee must have worked 15 of the last 30 calendar days before the general holiday occurs. Additionally, the general holiday must be after the first 30 days of employment and occur while the individual is still an employee.

- New Year's Day (Jan 1)
- Family Day (Feb)
- Good Friday (Mar or April)
- Victoria Day (May)
- Canada Day (July 1)
- B.C. Day (Aug 1)
- Labour Day (Sept)
- National Day for Truth and Reconciliation (Sept 30)
- Thanksgiving Day (Oct)
- Remembrance Day (Nov)
- Christmas Day (Dec 25)

Please check (<https://www.sfu.ca/human-resources/forms-resources/holidays.html>) for actual dates.

The Finance Manager provides researchers with assistance in hiring research staff for funded projects by advising and assisting with preparation of appointment forms and terms of employment.

FHS Guidelines for Rates of Pay and Benefits for Research Personnel

SFU's Policy **R 50.02** places individual researchers responsible for hiring research personnel and determining pay rates, depending on their funding, disciplinary norms, and qualifications required. Neither the university nor faculties set pay rates for grant-funded personnel.

Typical salary range for health research personnel are offered below as guidelines:

	Undergraduate	Masters	PhD
Minimum	\$16/hr	\$18/hr	\$20/hr
Maximum	\$23/hr	\$31/hr	\$36.50/hr
Mandatory Benefits Rate	14%	14%	14%
With optional health benefits	varies	-varies	-varies
Other pertinent comparisons			
BC Provincial Minimum Wage	B.C.'s general labour minimum wage is \$15.21 per hour (as of June 2021)		
<u>BC Living Wage</u>	Living Wage Rate for Metro Vancouver is \$20.52 per hour (as of 2021)		

Communicating Your Research

The Faculty of Health Sciences supports research engagement with the general public, with health stakeholders at all levels. To facilitate sharing faculty research with the broadest possible audience, we encourage you to maintain appropriate, up-to-date information about your research activities on the FHS website. In addition, many SFU and FHS faculty members maintain their own personal websites which can be linked to the FHS website.

Key Contacts:

FHS Communications Officer:

Sharon Mah

Email: fhscomm@sfu.ca

Tel: 778-782-9947

FHS Communications Assistant:

Geron Malbas

Email: fhscomm_assist@sfu.ca

SFU University Communications:

Media Relations:

Email: MediaRelations@sfu.ca

Tel: 778.782.3210

University Communications & Marketing:

Email: Comms_Marketing@sfu.ca

Tel: 778.782.3035

Marianne Meadahl

Email: marianne_hamilton@sfu.ca

Tel: 778.782.9017 (Surrey)