

CTN+ Community Compensation Guidelines

The CIHR Pan-Canadian Network for HIV and STBBI Clinical Trials Research (CTN+) recognizes the integral role community members play in informing, contributing to, and leading Network activities. We also recognize community members have many competing demands (work, volunteer, family, etc.). This document was created by the CTN+ Community Leadership Team to ensure transparency and support community members in making informed decisions about their involvement with CTN+ work. A “community member” in this context is defined as a self-identified person living with HIV, hepatitis C, and/or other sexually transmitted and blood-borne infections (STBBIs) and/or representing organizations fighting the epidemic.

Community members are compensated in the following roles:

- Elder¹
- Knowledge Keeper¹
- Community Chair
- Patient Partners
- Community Advisory Committee Members
- Invited Speaker or Panelist
- Invited Moderator or Facilitator
- Invited Reviewer
- Think Tank Co-Lead
- Knowledge Mobilization Hub Liaison
- Indigenous Guidance Circle
- Community Representative

¹ \$50–\$200 per session (in addition to practicing appropriate Indigenous protocols e.g., Tobacco offering/gift; this rate may vary depending on the Elder, community norms, and session length)

The following table lists various CTN+ activities that occur on an ongoing basis and describes whether these are volunteer or paid activities. In accordance with the CIHR (Canadian Institutes of Health Research) guidelines, the following payment structures ensure that patient partners and community members are compensated fairly for their ongoing involvement, reflecting CIHR’s commitment to fair and transparent compensation practices.

Activity	Honorarium Amount/Rate
Meeting: Any type (i.e., in-person, teleconference, virtual/video, etc.)	\$50/hour (includes meeting + pre and post work)
Panel discussion	\$100
Invited presentation	\$200 (includes preparation, facilitation & presentation)
Feedback on grant proposals	\$25/hour
Feedback on 1–3 pages (e.g., agendas, abstracts, summaries)	\$25
Feedback on 4–10 pages (e.g., reports, proposals)	\$50
Feedback on 1–30 presentation slides	\$50
Feedback on 31–50 presentation slides	\$100

Invited in-person CTN+ Meeting or conference attendance	\$300/day (includes meeting + pre and post work)
Invited virtual CTN+ Meeting or conference attendance	\$250/day (includes meeting + pre and post work)
Feedback on study materials for meetings (posters, social media)	\$75
CTN+ Spring Annual Meeting attendance	\$500 (includes reviews), \$250 without reviews
Full day consultation	\$500 (includes meeting + pre and post work)
Primary reviewer for study submissions by teleconference	\$150 for each study reviewed
Attend a teleconference for study review purposes	\$50/hour (includes meeting + pre and post work)

Base rates adjusted only with prior agreement and process transparency, and where there is a clear justification.

Other important considerations

In addition to the honoraria listed above, there are other important considerations that should be considered when engaging community members in research activities. Volunteers should be provided reimbursement for out-of-pocket expenses related to their engagement in research activity, including travel, private vehicle usage, accommodations, and meal per diems.

Income and/or disability benefits: Income and/or disability benefits: Honorariums can have implications for entitlement amounts and eligibility for benefits received by people on government financial support programs, such as income and/or disability assistance. Rules and amounts may vary from province to province and change over time. Community members should be aware of the impact of honorariums before accepting compensation.

CRA and income taxes: Officially, amounts of \$500 and over in a calendar year are considered taxable income, and are subject to usual tax rules according to the CRA. A T4A will be issued.

