

The CDPP 2.0 Guidelines for Compensation and Recognition of Contributions to Research Activities. April 2024 v.2

*(Adapted from the Child-Bright Network. October 2022 v.5 and
CIHR Institute for Genetics Patient-Partner Compensation Guidelines. December 2022 v.3)*

Introduction

The Canadian Disability Participation Project 2.0 (CDPP 2.0) will be successful when *physical activity is a quality experience for people with a disability living in Canada*. To meet its goals, CDPP 2.0 meaningfully engages academic partners, community partners and people with lived experience of disability in the conduct, dissemination, and implementation of its research. CDPP 2.0 is committed to authentic and respectful engagement of all who contribute.

The purpose of these guidelines is to enable engagement of a broad range of “contributors” to thought leadership within CDPP 2.0 research activities. The guidelines are not intended to encompass individuals engaged only as research participants in specific research studies (e.g., persons experiencing disability who complete a 10-minute questionnaire).

This document provides clarification on principles and general processes of compensation utilized across CDPP 2.0 initiatives. CDPP 2.0 Team Leads and Working Group Leads (research leaders) will employ these guidelines in engagement of contributors, noting that they will also be subject to specific policies and procedures of the Partner organization or institution issuing payment(s). The guidelines are intended to be shared with prospective and current contributors, to be openly available through the CDPP 2.0 website, and to be revised as needed on a regular basis by CDPP 2.0 Operations Management team.

Types of contributions

There are many ways to engage with CDPP 2.0 work: providing input on specific projects or initiatives, attending advisory panels, meetings or events, speaking publicly, being part of a committee, writing newsletter articles, and more. Some individuals will engage at a single point, while others may engage on an ongoing basis, participation may involve advance preparation, travel, or follow-up activities (e.g., providing feedback in writing, or leading an initiative). Example roles and levels of engagement are included in the table that follows.

Who is a Contributor

- Those with lived experience of disability engaged in CDPP 2.0 thought leadership activities. This includes youth, and adults living with disabilities and/or parents, caregivers, or family members of children, youth and adults living with a disability, and select knowledge users.
- Not an individual participating in CDPP 2.0 activities on behalf of a named CDPP 2.0 Partner organization.
- Not an individual who is already compensated for a contribution (as part of their professional role, for example).
- Not an individual engaging in a CDPP 2.0 research project with the sole role of research participant.

Compensation

- The hourly rate of compensation is ~\$35 per hour CAD.
- Compensation for a contribution is reflective of the estimated level of engagement in an activity.
- Payment for expenses (e.g., travel) are not considered to be compensation and are reimbursed separately.
- Compensation payments and/or expense reimbursements may come from CDPP 2.0 directly, or from a Partner organization/institution, depending on circumstance.

Expenses

- Additional expenses related to travel, childcare, and support persons, etc., that enable participation or contribution are eligible for reimbursement and determined on an ad-hoc basis dependent upon the circumstance of the activities.
- Expenses related to childcare or support persons will be reimbursed at a rate of \$20 per hour CAD.
- All additional costs must be agreed to in advance, between the research leader and the contributor before activities may begin.
- Travel expenses (e.g., airfare, ground transportation, hotel, food) must be reasonable and necessary for participation in activities (e.g., face-to-face conference, meetings, or events).

Terms

- Contributors can stop taking part in activities or withdraw from committees at any time. Compensation will reflect participation up to the point of withdrawal.
- CDPP 2.0 welcomes contributions from persons of all ages. In the case where a contributor is under the age of majority in their province, research leaders may need permission from parent or guardian to communicate directly or include them in specific activities. Where appropriate, CDPP 2.0 research leaders will arrange to include parents or guardians in activities.
- CDPP 2.0 will review its budget annually and reserves the right to change compensation rates or levels of contributions that are funded, as needed.
- The guidelines will be applied to all contribution activities; exact amount and eligibility of compensation for a given activity will be determined in advance in consultation with the individual/individual's guardian and CDPP 2.0 research leader(s).

- Contributors will not be compensated for an activity for which they are already being compensated by another organization or individual.
- Contributors may request a preferred form of compensation (cash, gift-cards, or recognition); the mode of compensation will be determined in consultation with the CDPP 2.0 research leader and may depend on the institution/organization issuing payment. Requests of forms of payment will be accommodated where possible.
- Contributors can decline compensation.

Process

In order for individuals and caregivers to make an informed choice to participate, research leaders (CDPP 2.0 Team Leads / Working Group Leads) should provide contributors the best estimate of time and effort required specific to the project or activity. Expectations of attendance and contribution, as well as recognition, designated compensation, financial considerations and any other implications (e.g., privacy) should also be communicated in advance of engagement.

- At project development stages, research leaders will assess needs and associated costs related to contributions and compensation; estimated costs will be included as part of annual research team budgets submitted to research Team Leads for approval. The method of cost coverage is dependent on the nature of activities, and the organization/institution issuing funds, and will be confirmed between research leaders and CDPP 2.0 operations management.
- Before work begins, the contributor and CDPP 2.0 research leader will discuss the scope of work, expected time commitment, and expected compensation. Communication will be ongoing and adjustments can be made if, for example, more time is required to complete the work.
- The method of payment for a given activity will be determined on a case-by-case basis. Possible methods include: gift cards, e-transfers, cheques, or direct deposit (in some cases, personal details such as social insurance number [SIN], address, phone number, or banking-related information may be required). *Note that processes will vary depending on the Partner organization or institution that is making the payment.
- The primary point of contact from the CDPP 2.0 team (research Team Lead, Working Group Lead, or other staff member) will advise of the specific process or options in a given activity, and will provide payment directly or follow up with CDPP operations management to facilitate payment.
- Unresolved questions or concerns regarding compensation can be raised by a contributor to either a research Team Lead or CDPP 2.0 Operations Management; issues will be addressed in a timely and discrete manner and can be directed to cdpp2@queensu.ca.

What can be expected of CDPP 2.0:

- Respect for all contributors' time, experiences, knowledge, and the recognition of the vulnerability that participation may bring;
- Meetings scheduled at times and locations that accommodate the majority of participants;
- Attendance and participation in meetings through virtual options will be available when requested and where possible;
- Meeting materials provided with enough time in advance for review and reflection;

- Timely provision of post-hoc meeting materials (minutes, notes, documents and/or recordings) to contributors who are unable to attend;
- Accommodations for disability and/or health requirements as requested;
- Openness and willingness to listen to and consider contributors' feedback;
- Ask questions and solve problems in an open and collaborative manner;
- Commitment to work with and learn from contributors;
- Understanding that sometimes health and life will not allow a contributor to participate fully;
- Training and support where/if required;
- Addressing and responding to questions and concerns;
- Compensation for time, efforts, and expertise (if wished to be accepted);
- Upfront payment, where possible, or reimbursement, of expenses to participate in meetings and events (e.g., travel and dependent care).

Considerations for CDPP 2.0 Team Leads and Working Group Leads

Financial

Research leaders are expected to plan and seek advance approval for contribution activities and their associated costs, as well be aware of relevant payment processes and procedures within their own organization/institution. When planning activities, research leaders should consider additional costs related to participation such as childcare or support persons for those participating, or how financial compensation may be necessary for parents to enable their child to engage. CDPP 2.0 recommends a rate of compensation of \$20 per hour for roles outside of those defined for direct contributors. Further, travel costs for the contributor, the parents of a contributor, or a support person may need to be reimbursed where appropriate. Research leaders are encouraged to direct questions related to atypical costs to CDPP 2.0 Operations Management.

Should the scope of an activity and/or planned cost increase unexpectedly and/or significantly from what was originally estimated, the research leader must connect with CDPP 2.0 Team Leads and/or operations management to discuss and approve additional spending before moving forward with planned activity.

Research leaders or committee chairs should inform contributors that compensation has the potential to impact a contributor's financial situation (in relation to tax obligation, or social benefits) and inform them that it is their responsibility to determine whether payment is the right fit for them.

Contributors should also be aware that they may participate while declining compensation, should they choose to do so.

In order to provide information to potential and current contributors, research leaders will be aware of relevant payment processes and procedures within their own Partner organization or institution if issuing payment. Specific details may include who at the Partner organization/institution oversees payment processes, what key information contributors will need to provide to receive payment, etc.

Recognition & Privacy

In addition to compensation, research leaders should also carefully consider what recognition would be appropriate for their contributors (e.g., to be named on grant applications, websites, presentations, and research articles).

It is also important for research leaders to clearly inform contributors that anonymity may not be possible when being part of a research team, unlike when they are a participant in a research project. Being a member of a research team means names may be included in various project materials, grant applications, websites, etc.

Research leaders should keep track of where contributors agree to have their names released and should collect consent prior to publishing or disclosing any details shared by the contributor about their family or personal journey.

When discussing recognition, research leaders should ensure that contributors understand what may be required and if/how they will be compensated.

Considerations for individuals contributing (contributors) to CDPP 2.0 research activities

Financial

- Compensation for these activities is generally considered taxable income by Canada Revenue Agency (where valued at \$500/year or greater) and it is recommended that this compensation be reported as such by the individual.
- Individuals who are receiving disability payments are advised to investigate how compensation may or may not affect these payments.
- Contributors cannot request payment for an activity if they work for an organization that also pays them for those same hours worked.
- As compensation has the potential to impact a contributor's financial situation, it is the contributor's responsibility to determine whether payment is the right fit for them.
- Individuals may decline compensation but continue to participate in activities should they so choose.

Recognition & Privacy

Contributors are advised that anonymity may not be possible when being part of a research team, unlike when they are a participant in a research project. Being a member of a research team means names may be included in grant applications and/or project materials. Contributors should consider this carefully as public recognition may hold ethical implications for their family, since it often reveals personal health information about their child or family members.

Examples of Roles

Varying example contributions (Roles), along with their respective commitment, responsibilities, and remuneration are described in the table below. The table is not an exhaustive list of the ways in which an individual may contribute to CDPP 2.0 research activities. Roles and compensation may be additive depending on a contributor's involvement in various activities. The examples contained in the table are intended to be used in consultation between research leaders and potential contributors.

Role	Commitment	Responsibility	Scope	Suggested Compensation*
Member of the CDPP 2.0 Advisory Committee	Contributing member of the Advisory Committee (includes preparing for and attending meetings, providing feedback, follow-up actions, etc.)	Advisory: providing feedback, guidance, and opinions on strategy, direction-setting and decision-making.	Activity has a governing mandate for CDPP 2.0; Partnership-level.	\$500 per year (preparation and attendance at ~4 meetings/year – 10-12 hrs/year).
Member of the CDPP 2.0 Leadership Team	Contributing member of the Leadership Team (includes preparing for and attending meetings, providing feedback, follow-up actions, etc.)	Advisory; joint responsibility for decision making; mobilizes initiatives and leads activities.	Activity has a governing mandate for CDPP 2.0; Partnership-level.	\$500-\$1,000.00 per year (preparation and attendance at up to 10 monthly meetings/year – up to 20-25hrs/year, depending on role).
Member of a CDPP 2.0 Research Team	Commitment to a CDPP research Team (includes preparing for and attending meetings, follow-up actions, etc.)	Participates in decision making by providing feedback, options, and recommendations.	Activities will relate to a specific Team (e.g., Sport, Exercise, Play, Dissemination, Mentorship, Partnership, Biennial Survey).	Up to \$500 per year (\$35 per hour for preparation, meeting attendance, follow-up activities, depending on role).

Member of a CDPP 2.0 Research Team Working Group	Commitment to a group or group project stemming from a Research Team	Collaborates with group members towards team goals or outputs (varies); provides feedback on decision-making.	Activity has a Working Group or project-based mandate.	\$600-\$1,000.00 per year (preparation, attendance, and follow-up for ~10 monthly meetings/year – 20-25hrs/year depending on project).
Member of a Research Team Working Group as a Lead or Co-Lead	Commitment to a group or group project stemming from a Research Team	Leads group members and decision-making in support of team goals or outputs.	Activity has a Working Group or project-based mandate.	\$200 for time in addition to compensation of Working Group membership (~5 hours of additional work per year).
Additional duties on a research project	Review and provide feedback on written materials; Interview participants; Other work	Varies	Depends on the work and project.	\$35 per hour, up to an additional maximum of \$600 per year.
Presenter	Preparing presentation and materials (e.g., slides) and delivering a presentation	Preparation and delivery of a formal presentation, in-person or virtual; works with organizers to ensure alignment with objectives.	Making a formal presentation, e.g., at a training/knowledge mobilization session.	\$100 - \$200 - dependent on length of presentation and preparation required.
Panelist or small group facilitator	Preparing for and performing the role of facilitator or moderator	Participation in an informal panel or small group event as facilitator.	Active role of facilitator at a single event.	\$35 per hour for preparation, meetings prior, and event itself.
Event Attendee – as CDPP representative	Representing CDPP at an event	Attending an event and reporting on it to the appropriate CDPP members.	Active participation at an external event as a representative	\$150 per ½ day \$300 per full day
Panelist or small group participant	Providing opinions or feedback	Attending an event	Active participation at an event.	\$35 per hour for preparation, meetings prior, and event itself.
Caregiver (Childcare) or Support Person	\$20/hour paid to contributor as reimbursement for an expense enabling participation. Amounts to be determined on an individual basis between research team lead and contributor, dependent on circumstance.			

*In cases where a research leader and contributor determine in advance that a contribution substantially exceeds what may be included here under “Commitment,” “Responsibility,” or “Scope,” any additional compensation should be calculated at approximately \$35 per hour and must be included / approved in advance by the Research Team Lead as part of annual project budgeting. Unusual circumstances should be queried to CDPP 2.0 Operations Management.