

**Suggested NUCATS Compensation Guidelines
for Community & Stakeholder Engagement**
(Adopted May 2017)



The following guidelines apply to participation of community members who provide a service to the Northwestern University Clinical and Translational Sciences (NUCATS) Institute.

Community members are defined as individuals who do not have an academic faculty or staff appointment at Northwestern University, Lurie Children's Hospital or Shirley Ryan AbilityLab. This may include representatives from community- and faith-based organizations, patient advocacy organizations, public agencies, community-based clinicians, community residents, patients, caregivers or other stakeholders.

1. Community members providing service to NUCATS will be compensated up to \$50/hr.

- This rate of compensation should apply to the full range of community member service to NUCATS.
- This includes:
 - i. NUCATS Pilot Grant or other Review: Grant review service currently involves participation in a review orientation session, reviewing 3-4 grants, and participation/transportation in a two hour in-person meeting, as well as email communication related to the review. If the expectations for service increase, community member compensation should also increase proportionally.
 - ii. Consultation on NUCATS programs/activities: These services may include assistance in designing, reviewing, implementing, and delivering NUCATS programs and capacity-building materials and sessions. E.g. NUCATS' Center for Community Health (CCH) is engaging several community members who have served on community or stakeholder advisory boards to help us develop workshops and materials for investigators and research staff who are initiating or supporting advisory boards. Another example: NUCATS' Center for Education & Career Development (CECD) recently engaged two community stakeholders in helping to develop and prepare a recent NIH proposal.
 - iii. Serving on CCH Stakeholder-Academic Resource Panels (ShARPs): These services include participation in ShARP orientation activities, review of materials in advance of session, participation in ShARP session, email communication and evaluation related to the ShARP.
- If a community member is providing ongoing long-term service to NUCATS (e.g. serving on a Steering Committee for a two-year term), community member compensation may be paid as an annual honoraria (instead of at an hourly rate). This amount will be based on the estimated expected hours of participants as agreed to in advance by NUCATS and the community member. This compensation should be paid twice a year, for service during the previous six months. A bi-annual payment schedule will enable community members and/or their organizations to budget appropriately for their time.

2. If community members are asked to participate in a conference to represent or present on the behalf of NUCATS, they should be offered comprehensive travel support, and if relevant, \$200/day compensation to participate.

Definition of "comprehensive travel support":

- Comprehensive travel support includes registration, airfare, ground transportation, lodging, per diem (meals & incidentals), and any other expenses required for conference participation.

Related:

- Per diem expenses will be paid at the federal rate.

- Expenses incurred prior to a conference (e.g., airline tickets, conference registration fees) should be paid by NUCATS at the time these expenses are incurred. Community members may not have the financial resources to pay for these expenses themselves and wait for reimbursement after travel is completed.
- Community members may be requested to use cost-effective means of transportation that are the same as those used by university faculty/staff. If community members have special needs (e.g., direct flights required for health, mobility or other reasons), these should be accommodated.
- Community members are eligible for the daily rate of compensation if they are required by their employer to take vacation or unpaid leave to participate in the conference. Daily compensation should cover the time spent at the meeting/conference and associated travel time.
- All travel support must be approved by NUCATS leadership in advance of booking travel.

Northwestern University Expense Compensation guidelines should be followed as relevant:

<http://www.northwestern.edu/financial-operations/policies-procedures/travel/planningexpensereimbursements.html>