

# COFFRE - Patient Partner Remuneration Guide

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## Purpose of this Guide

This guide is intended to help research teams plan and offer fair and consistent compensation to patient partners (PP) who participate in their projects. It is based on best practices and considers institutional realities. It serves as a reference tool to facilitate discussions on compensation with PPs.

### Important to note

- COFFRE does not compensate the patient partners. Each research team is responsible for planning, managing, and offering financial compensation (or other forms of recognition) to the PPs involved in their projects.
- Compensation may include payment for time and expertise, as well as reimbursement of expenses (e.g., travel, meals, child care, etc.).
- PPs may accept, decline, or redirect their compensation (e.g., as a donation to a charitable organization).

## Guiding Principles

- Equity: Equivalent contributions deserve equivalent recognition.
- Flexibility: Amounts may vary depending on the duration, complexity, and role of the PP.
- Clarity: Compensation terms must be clearly communicated at the beginning of the engagement.

## Compensation Reference Table

Type of Activity	Level of Engagement	Examples	Suggested Range	Justification
One-time consultation	Low (1-2h)	Reviewing a document, one-off meeting	\$25-40/hour	Recognizes the time and preparation required
Occasional contributor	Low to moderate	Targeted support (writing, interview, review)	\$25-40/hour	Flexible and on-call engagement
Event participation	One-time (½ or full day)	Conference, panel, webinar	\$150-250 (½ day) \$300-500 (full day)	Preparation time, presence, and contribution

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Event presentation	One-time	Conference, co-presentation	\$300–500 per presentation + attendance compensation	Includes preparation, delivery, and Q&A
Committee or working group member	Sustained (6–12 months)	Regular meetings, document review	\$600–1,800/year	Structured and recurring engagement
Governance committee member	High (1–3 years)	Strategic orientation, key decisions	\$1,000–2,000/year	Leadership and decision-making influence

## Practical Reminders

- Reimbursements (e.g., transportation, meals) must be processed separately from the remuneration.
- PPs should be informed about tax implications (T4A issued if >\$500/year).
- It is recommended to clarify the type and amount of compensation from the start and put it in writing (e.g., agreement letter or project info sheet).
- The research team must respect the PP's preference if they choose not to be compensated or to receive another form of recognition.

## Tax Implications

- Compensation constitutes taxable income and may affect government benefits (e.g., disability).
- A T4A slip will be issued if annual compensation exceeds \$500.
- PPs are encouraged to seek advice on personal tax implications if needed.

## References

This document draws heavily from the compensation guidance documents from the Canadian Institutes of Health Research (CIHR)'s [Institute of Genetics](#) and [Institute of Musculoskeletal Health and Arthritis](#). It also uses amounts for compensation that are found in the Strategy for Patient-Oriented Research's (SPOR) [Evidence Alliance policy](#) and the [guidelines on compensation for patient partners](#) developed by the CIHR.

*This guide was redacted with the help of artificial intelligence (ChatGPT, OpenAI) to structure and formulate the content in a clear, coherent manner and aligned with existing reference documents.*

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This brief was developed in partnership with the Ontario SPOR Support Unit Francophone Initiative. Visit us at <https://savoirmontfort.ca/initiative-francophone/>.