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| **Research Trainees & Students** | **Will they receive academic credit?** | **Are they Paid by St. Michael's?** | **If Paid by St. Michael's - Type of Tax Slip** | **St. Michael's Employee?** | **Hiring/Engagement Instructions**  |
| **New Student/Trainee** | **Amendment to Current Student/Trainee** |
| **Graduate Students** are registered in a recognized University Masters or PhD Program and who are at St. Michael’s under a formal arrangement between St. Michael's and the University. The graduate students are completing their graduate studies thesis/research while at St. Michael's, which is a requirement of their graduate studies education. Their university graduate studies thesis supervisor is a St. Michael's investigator.  | Yes | Yes and No. Graduate students typically receive an annual stipend from either the University or St. Michael's hospital directly. If the funds being used to pay the graduate student are held at St. Michael's then the graduate student will be paid their stipend directly from St. Michael's.  | T4A | No  |

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| [Engage a new Graduate Student](http://stmichaelshospitalresearch.ca/staff-services/research-employment/create-new-position-graduate-students/)\*If individual is international – please see below |

 | [Contract extension](http://stmichaelshospitalresearch.ca/staff-services/research-employment/create-new-position-graduate-students/) [Change Stipend Amount](http://stmichaelshospitalresearch.ca/staff-services/research-employment/create-new-position-graduate-students/) [Accounting Unit and Activity Number Change](http://stmichaelshospitalresearch.ca/staff-services/research-employment/create-new-position-graduate-students/) |
| **Post Doctoral Fellows** are provided with a learning experience in a specific research field, either as part of the individual’s continuing education or as a prerequisite to obtaining necessary credentials. The individual must have obtained either a PhD or medical degree within the previous six years in order to qualify as a Post Doctoral Fellow. The post-doctoral fellowship provides an important stage in the transition from graduate student to independent scholar.  | No. St. Michael's is not a degree- granting institution | Yes and no. Post Doctoral Fellows typically receive a salary from St. Michael’s Hospital directly. On occasion, the Post Doctoral Fellows’ funding may come directly from a granting agency or other source besides St. Michaels.  | T4 | Yes |

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| [New Post Doctoral Fellow](http://stmichaelshospitalresearch.ca/staff-services/research-employment/create-new-position-post-doctoral-fellows/) \*If individual is international – please see below |

 | [Contract extension](http://stmichaelshospitalresearch.ca/staff-services/research-employment/create-new-position-post-doctoral-fellows/)[Accounting Unit and Activity Number Change](http://stmichaelshospitalresearch.ca/staff-services/research-employment/create-new-position-post-doctoral-fellows/) |
| **Undergraduate Students at St. Michael's for Academic Credit**Students registered in a undergraduate university program and at St. Michael's for academic credit (e.g., co-op students). The work/duties being performed by these students at St. Michael's is a requirement of their education.  | Yes | Yes and No. There are both paid and volunteer academic placements available. Paid or volunteer is at the discretion of the hiring St. Michael's Researcher.  | T4 | Yes - if paid by St. Michael'sNo - if position is volunteer |

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| [New Paid Academic Student](http://stmichaelshospitalresearch.ca/staff-services/research-employment/create-new-position-undergraduate-students-credit/) (e.g., co-op, practicum) [New Volunteer Academic Student](http://stmichaelshospitalresearch.ca/staff-services/research-employment/create-new-position-undergraduate-students-credit/) (e.g., co-op, practicum) \*If individual is international – please see below |

 | [Contract extension](http://stmichaelshospitalresearch.ca/staff-services/research-employment/create-new-position-undergraduate-students-credit/)[Accounting Unit and Activity Number Change](http://stmichaelshospitalresearch.ca/staff-services/research-employment/create-new-position-undergraduate-students-credit/) |
| **Keenan Research Summer Students (KRSS) (April - August)**The Keenan Research Summer Student (KRSS) Program provides opportunities for full-time undergraduate students, high school graduates who are enrolled in relevant undergraduate program and full-time medical students to conduct research in a laboratory and/or clinical setting at St. Michael's under the supervision of a St. Michael's Researcher. Please also see Other Undergraduate Summer Students.  | No | Yes and No. There are both paid and volunteer positions available within the program. The decision to pay a student is at the discretion of the St. Michael's Researcher. Paid students are paid an hourly wage plus vacation pay for the term of their employment.  | T4 | Yes | [Engage a KRSS Summer Student](http://stmichaelshospitalresearch.ca/staff-services/research-employment/create-a-new-position-keenan-research-summer-student-krss/) | [Engage a KRSS Summer Student](http://stmichaelshospitalresearch.ca/staff-services/research-employment/create-a-new-position-keenan-research-summer-student-krss/) |
| **Other Undergraduate Summer Students (ineligible for the KRSS program) (April - August)**Students who are registered in a non-St. Michael's summer student program, (such as but not limited to; Banting & Best Diabetes Centre, CREMS/IMS, Canadian Blood Services, University of Toronto Undergraduate Student Research Opportunity Program, Ontario Genomics Institute, etc.,) where a St. Michael's Researcher is the Supervisor. | Yes and No. Depends on program.  | Yes and No - depends on program.  | T4A | No  |

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| [New CREMS/IMS & Other University Student Instructions](http://stmichaelshospitalresearch.ca/staff-services/research-employment/create-new-position-undergraduate-crems-ims/) \*If individual is international – please see below |

see below | [Contract extension](http://stmichaelshospitalresearch.ca/staff-services/research-employment/create-new-position-undergraduate-crems-ims/) [Accounting Unit and Activity Number Change](http://stmichaelshospitalresearch.ca/staff-services/research-employment/create-new-position-undergraduate-crems-ims/) |
| **Research Visitors & Volunteers** | **Will they receive academic Credit?** | **Are they Paid by St. Michael's?** | **If Paid by St. Michael's - Type of Tax Slip** | **St. Michael's Employee?** | **Engagement Instructions**  |
| **New Visitor/Volunteer** | **Amendment to Current Visitor/Volunteer** |
| **Research Visitors:**  visiting scientists or visiting students, including internationals, who come to the Hospital to further their own or their supervisor’s research projects.   Research visitors can also be visiting staff (employees) who are part of an active collaboration with a St. Michael’s Researcher and are NOT visiting from a Canadian public institution (see the Research Affiliate Visitor definition below). **Research Affiliate Visitors:** are visiting staff (employees) from a Canadian public institution (such as a hospital, non-profit agency, university, government organization etc.) who are part of an active collaboration with a St. Michael’s Researcher. **Study Monitors:**  Are typically external representatives of the Sponsor who oversee the progress of a clinical study, and ensure that it is conducted, recorded, and reported in accordance with the protocol, Standard Operating Procedures, Good Clinical Practice and applicable regulatory requirement(s). **Service Providers:**  A service agreement exists between the hospital and the service provider for certain research services to be provided to the St .Michael’s Researcher. Service Providers do not typically require access to hospital resources. If your Service Provider requires hospital access please contact the Research Employment Coordinator to discuss exceptions. **iBEST Affiliates:**  Individuals (affiliate scientists, engineers, clinicians, students and trainees) who are part of the Institute for Biomedical Engineering, Science & Technology (iBEST) partnership between St. Michael's Hospital and Ryerson University.  | No | No | N/A | No | [New Visiting Instructions](http://stmichaelshospitalresearch.ca/staff-services/research-employment/create-new-position-visitors-volunteers/) \*If individual is international – please see below  | [Contract extension](http://stmichaelshospitalresearch.ca/staff-services/research-employment/create-new-position-visitors-volunteers/) |
| **Research Volunteers**Research Volunteers are individuals, including students, who apply to a St. Michael's Supervisor to volunteer their time for a hospital-based research project or program. Students who are in a placement at the hospital for academic credit or under an approved placement program are not considered Research Volunteers (see Trainees and Students above). Research Volunteers must be at least 18 years of age.  | No | No | N/A | No | [New Research Volunteer](http://stmichaelshospitalresearch.ca/staff-services/research-employment/create-new-position-visitors-volunteers/) | [Contract extension](http://stmichaelshospitalresearch.ca/staff-services/research-employment/create-new-position-visitors-volunteers/) |

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| **Research Personnel** | **Will they receive academic Credit?** | **Are they Paid by St. Michael's?** | **If Paid by St. Michael's - Type of Tax Slip** | **St. Michael's Employee?** | **Hiring Instructions**  |
| **New Position** | **Amendment to Current Employee** |
| **Research Employees (e.g., coordinators, technicians, managers etc. )**There are standard job descriptions for Research employees including assistants, technicians, co-ordinators and managers. If you do not see the job you are looking for please contact the Research Employment Coordinator as we may have a job description already on file or we can assist you in creating a new research job description.  | No  | Yes - paid an hourly wage plus vacation.  | T4 | YesAccess to health benefits and pension depending on the type of engagement (permanent vs. contract vs. casual).  | [New Research Employee](http://stmichaelshospitalresearch.ca/staff-services/research-employment/create-new-position-research-employees/) | [Change a Supervising PI](http://stmichaelshospitalresearch.ca/staff-services/research-employment/amend-existing-position-research-employees/)[Change Job Position or Status](http://stmichaelshospitalresearch.ca/staff-services/research-employment/amend-existing-position-research-employees/)[Contract Extension  Leaves (including Maternity)](http://stmichaelshospitalresearch.ca/staff-services/research-employment/amend-existing-position-research-employees/)[Accounting Unit and Activity Number Change](http://stmichaelshospitalresearch.ca/staff-services/research-employment/amend-existing-position-research-employees/) |

**\*INTERNATIONAL TRAINEES, STUDENTS & VISITORS -** Immigration Canada is now requiring a new process for all Foreign Workers – [*St. Michael’s Research Guide to completing Immigration Canada’s Online Form*](http://stmichaelshospitalresearch.ca/wp-content/uploads/2015/10/St-Michaels-Research-Guide-to-completing-Immigration-Canadas-Online-Form-v2-Jan_7_2016.pdf)

**\*INTERNATIONAL POST DOCTORAL FELLOWS** – Immigration Canada is now requiring a new process for all Foreign workers – [*St. Michael’s Research Guide to completing Immigration Canada’s Online Form (v3 August\_21\_2017) – Post Doctoral Fellow*](http://stmichaelshospitalresearch.ca/wp-content/uploads/2017/12/St.-Michaels-Research-Guide-to-completing-Immigration-Canadas-Online-Form-v3-August_31_2017-Post-Doctoral-Fellow.pdf)