



MEOPAR Honorarium Policy – Research Management Committee & External Reviewers

Policy ID	FAR-POL006	Revision No	1
Responsible Committee	Finance, Audit and Risk Management (FARM)	Approver	Board
Effective Date	2026-01-21	Approval Date	2026-01-20
Related Policy, Procedures and/or Additional Information	<ul style="list-style-type: none">• <i>Travel & Hospitality Policy and Plan</i>		
Review Cycle	Annual	Next Review Date	Jan 2027

1 Purpose

This policy establishes guidelines for providing honoraria as an ex-gratia payment of appreciation for individuals who contribute their time, expertise, or services to MEOPAR without expectation of payment. Additionally, this policy ensures compliance with MEOPAR's Funding Agreements.

2 Scope

This policy applies to:

- External reviewers recruited/invited by MEOPAR to review proposals, progress reports, or other materials, whether or not they attend Research Management Committee (RMC) meetings; and
- RMC members participating in meetings and related review activities



- From time-to-time external reviewers for specific subject matter expertise (e.g., Marine Carbon Dioxide Removal)

For clarity, this policy **does not extend** to the following:

- MEOPAR's staff or contractors
- Scientific Directors
- Government of Canada employees
- Members of the Board or its committees

3 Definitions

External Reviewer	an individual who is not a MEOPAR employee and who is recruited/invited to provide expert review or advice (e.g., on proposals, reports, or other materials), and who may or may not attend RMC or related meetings.
Research Management Committee (RMC) Member	means an officially approved member of the Research Management Committee as defined in the RMC Terms of Reference.
Honorarium	is a voluntary payment made to an individual for services where no formal fee is required. It is not a salary, wage, or contractual payment, and is typically modest in amount.

4 Authorization and Approval

4.1 Authorization Process

All honoraria must be authorized in advance.



4.2 Approval request

An **Honorarium Request Form, see Appendix A** must be completed prior to the meeting, event or review activity wherever feasible, including:

- Name and contact details of recipient
- Role (RMC member or external reviewer)
- Description of the meeting, event or assignment
- Required approvals/signatures

4.3 Signatories

- Scientific Director / Executive Director
- Program Manager

4.4 Conflict of Interest

Any decision-makers must declare any actual or perceived **Conflict of Interest** related to honoraria decisions or payments, in line with this policy.

5 Honorarium Rates, Caps and Reporting

5.1 Flat rate per meeting/assignment

- Honoraria will normally be provided as a **flat rate per meeting** for RMC members and for external reviewers attending RMC or related meetings.
 - \$250 half day
 - \$500 for full day (over 3 hours)
- Where external reviewers and/or RMC Members conduct work outside of meetings (e.g., detailed scoring of proposals), a separate **flat rate of \$50 per proposal** will be paid for primary or secondary reviewers.

5.2 Tax Reporting

- Honoraria are considered **taxable income** under Canada Revenue Agency (CRA) rules.
- Information required to issue a **T4A** (e.g., legal name, address, and other CRA-



- required details) must be collected as part of the Honorarium Request Form.
- MEOPAR will issue T4As for honoraria where required by law.

5.3 Payment Method

- Honoraria will be paid only in Canadian dollars (CAD) through direct deposit process.
- The Honorarium Request Form must collect necessary direct deposit information to enable payment.

6 Roles and Responsibilities

6.1 Board

- Ensuring alignment of this policy to funding agreements, MEOPAR's Conflict of Interest Policy and other relevant policies.
- Understanding and adhering to this policy and related procedures.
- Approval and support of this policy.

6.2 Finance, Audit & Risk Management (FARM) Committee

- FARM to review and make recommendations for board approval when required.

6.3 Executive Director or designate

- Ensures honoraria are presented in accordance with this policy.
- Approves honoraria requests when exceptions to this policy occur and provides a report and rationale to the relevant committee/board meetings.
- Ensures this policy is available to the MEOPAR Network including researchers receiving funding from MEOPAR.

6.4 Honorarium Recipients

- Provide accurate information required for payment and tax reporting.
- Declare any potential conflicts of interest, where applicable.



7 Review

This Policy will be reviewed annually or as required. Final approval of any changes will be made by the Board of Directors.

MODIFICATION/REVISION HISTORY

Rev No	Approval Date	Effective Date	Key Updates
1	20 Jan 2026	21 Jan 2026	



Appendix A

MEOPAR INC. | HONORARIUM REQUEST FORM – EXTERNAL REVIEWERS & RMC MEMBERS

This form is to be completed **before** the activity wherever possible. Once fully approved, please submit to Finance for processing.

A. Recipient Information

Full Name		Organization/Affiliation	
Email		Phone Number	
Mailing address			
Role	<input type="checkbox"/> External Reviewer	<input type="checkbox"/> RMC Member	<input type="checkbox"/> Other (specify)

B. Direct Deposit / Banking Information

Honoraria will be paid in **CAD** by direct deposit.

Account Holder Name		Financial Institution Name	
Transit Number		Institution Number	
Account Number			

Void cheque / direct deposit form attached (recommended)

C. Tax and T4A Information

Honoraria are **taxable income** and may be reported on a **T4A** slip as required by the Canada Revenue Agency (CRA). Please provide the following details for tax reporting purposes:

Full Legal Name (as on tax records)		Date of Birth (YYYY-MM-DD)		Tax Identification (e.g., SIN or other)	
Mailing Address (if different to above)					



D. Activity Details

1. RMC meeting (select all that apply):

Full Day <i>(over 3 hours)</i>		Half Day		Other <i>(specify)</i>	
Date(s)			Location <i>(Virtual, in-person, Hybrid)</i>		
Brief description of contribution/comments					
MEOPAR contact person					

2. Proposals Reviewed (select all that apply):

Primary Reviewer		#No Proposals Reviewed	
Secondary Reviewer		#No Proposals Reviewed	
Brief description of contribution/comments			
MEOPAR contact person			

E. Recipient Acknowledgement

I acknowledge that:

1. This honorarium is a **token of appreciation**, not employment income or a consulting fee.
2. The honorarium is **taxable**, and MEOPAR may issue a **T4A** or equivalent slip in accordance with CRA requirements.
3. I am responsible for reporting this income on my personal tax return.

Recipient Name <i>(print)</i>			
Signature		Date:	

Prepared By:

Name: _____ | Position: _____

Signature: _____ |

Date: _____

Approved:

Name: _____ | Position: _____

Signature: _____ |

Date: _____



END OF SECTION

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