

Youth Researcher Reimbursement Guidelines

External Booking Process

Thank you for considering the engagement of an Explore Youth Researcher. We have created this guideline to provide information and clarity around reimbursement costs for youth researchers.

Cost

The cost of engaging a Youth Researcher will depend on the range of activities you wish the Youth Researcher to be involved in. CMY suggest paying the Youth Researchers an hourly rate for the outlined tasks in line with [SCHADS Award - Casual level 2 pay point 1 - Youth Facilitator rates](#) as a minimum. If your organisations falls under a different payment award, we suggest you pay them in line with a Casual Research Assistant or similar.

The following guide provides an example of the range of activities Youth Researchers might be engaged in. **One off/stand-alone engagements** (Youth Researcher engaged as a once off or on an ad hoc basis)

Research consultation	Design/co-design of research question, methods, tools, recruitment	\$36.40 p/h *or in line with organisation payment award	Min 2 hours of work which should include pre reading or planning work
Facilitation - To be supported by employee of organisation	Recruitment, review research tools, co-facilitation & data collection:	\$350 (min) per group/interview/focus group	Proportionate saving in costs for multiple focus groups/interviews/youth facilitators.
Facilitation Only - To be supported by employee of organisation	Co-facilitation of session only, not including planning, interviewing, data collection.	\$150 for first hour of delivery and \$100 every subsequent hour	Inclusive of pre/post preparation
Data analysis or co-analysis	Analysis of data that has already been collected	\$36.40 p/h *or in line with organisation payment award	Min 2 hours of work which should include pre reading or planning work
Youth engagement	Recruit & support other young people to be involved in the study	To be negotiated	
Knowledge translation and presentation	Author/co-author lit review, paper, report, policy brief/recommendations, present/co-present findings	To be negotiated	
Consultation	One off engagement - testing a data collection tool, offering feedback on focus group questions, participating in a focus group	\$36.40 p/h *or in line with organisation payment award	

Youth Researcher Reimbursement Guidelines

Ongoing/multiple engagements (Youth researcher engaged in an ongoing capacity or across multiple points of the research process, recommended minimum hourly rate.)

- ✚ **Research Assistant: \$36.40 per hour** *or in line with organisation payment award
- ✚ **Advisory group member: \$36.40 per hour** *or in line with organisation payment award, plus travel costs (if applicable)

Payment

There are two options of payments for the youth researchers.

Youth researchers as casual staff

This is the preferred method of payment. CMY staff will work with you to suggest a Youth Researcher who will best suit your request. You will onboard the Youth Researcher as a casual staff member and reimburse accordingly. This includes you overseeing the recruitment, recording hours of employment and payment.

This method provides the youth researcher with valuable employment experience they can add to their resume, and helps build their professional networks and opportunities.

Fee for service booking

If the above is not possible, CMY are able to organise the payment of the Youth Researcher however this will incur a 30% booking fee to cover CMY's administration costs. CMY will recruit the Youth Researcher as a casual CMY staff member, and organise payment of the Youth Researcher on your behalf.

What can you expect from CMY?

CMY will provide ongoing support to the Explore Youth Researchers throughout their engagement with you. This includes providing a key support person who will be available for the Youth Researcher when needed.

The Youth Researchers will also attend monthly meetings with CMY and other Explore youth researchers, a space designed for the Youth Researchers to continue their learning and apply content learning through different research projects they are involved in.

Booking form

If you are interested in engaging an Explore Youth Researcher, we would love for you to complete the booking form on our website. Your request will be sent through to the Explore Senior Project Officer, who will get in touch to discuss your request further.