

Overview Guide of Compensation for PEDSnet Family & Youth Partners

Last Updated: March 2025

People Compensated

- **Family Partners:** Members of the PEDSnet Family Advisory Council
- **Youth Partners:** Members of the Youth Advisory Council
- **Parent Co-Investigator:** Family partner selected by PEDSnet to serve a 2-year term, particularly working as the parent partner liaison within PEDSnet and for PEDSnet. The *PEDSnet Co-I will be paid for all activities by CHOP and should reach out to CHOP (Ellen McQuaid or Colleen Byrne) for more details.*
- **Engagement Lead:** PEDSnet employee who leads all family and youth engagement across PEDSnet. Currently, the Engagement Lead is Beth Bollinger at Seattle Children's Hospital.

Compensation Activities

1. Advisory Council Participation

- a. **Description:** PEDSnet FAC & YAC members are expected to attend a total of 6 advisory council meetings each year. Attendance at these meetings will be one hour of "work" and your attendance/hours will be recorded by the Engagement Lead (Beth Bollinger). Any additional work/time spent on these meetings outside of the hour for the meeting should be recorded by the FAC/YAC member and those hours submitted to Beth when requested (twice a year - see Payment Schedule for more information). Compensation will occur twice a year in May/June and November/December of each year.
- b. **Compensation Amount:** Parent and Youth partners are compensated \$60/hour
- c. **Cost:** N/a - no costs are incurred by the FAC/YAC for attending these meetings
- d. **Who Compensates:** Engagement Lead site (Seattle Children's)
- e. **Compensation Notes:** Each partner will need to let the Engagement Lead (Beth Bollinger) know the following in order to be paid:
 - i. Are you an employee at your institution? (e.g., are you an employee of Seattle Children's and being a member of the FAC will cover some of your FTE?) – please answer Yes or No
 - ii. Payment preference (Check or Amazon Gift Card)
 1. If you prefer Check, you will need to provide your Social Security Number (SSN) and this money will be taxable. An Amazon Gift Card is not taxed and you do not need to provide your SSN.
 - iii. Mailing Address
 - iv. Email Address

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- v. Youth only: Payment will be emailed to a caregiver so please provide you caregiver address and email address as well
- vi. Additional Note: If you are an employee of your institution, you will continue to be paid by your institution and will not be paid by the Engagement Lead site. your payment is coming in the form of your FTE working on PEDSnet.

2. PEDSnet Committee, Sub-Committee, or Workgroup meetings and work

- a. *Description*: PEDSnet has additional committees, sub-committees, and workgroups outside of the traditional advisory council participation that FAC/YAC members may have the opportunity of working on (e.g., PEDSnet Research Committee, PEDSnet FCC Workgroup). If you are someone who is a part of one of these groups, record any time spent (attending meetings, pre or post meeting work, etc.). Report these hours to the Engagement Lead when requested (see invoice example below for reporting example). Compensation will occur twice a year (in May/June and November/December of each year). Please ensure you label your committee hours on your invoice form clearly so you can be paid accordingly.
- b. *Compensation Amount*: \$60/hour
- c. *Cost*: N/a - no costs are incurred by the FAC/YAC for this work
- d. *Who Compensates*: Engagement Lead site (Seattle Children's)/PEDSnet Coordinating Center (CHOP)
- e. *Compensation Notes*: The Engagement Lead site will submit these hours to the PEDSnet Coordinating Center who will be reimbursing for these hours
 - i. *Note: CHOP requires a W9 on file to reimburse collaborators. If you have not received payment from CHOP to date, you should also send Beth a W9 with your hours. Please make sure to have your SSN filled out in the W9.*

3. PEDSnet Scholars Work

- a. *Description*: Some FAC/YAC members may participate in work outside of Advisory Council participation that is for the PEDSnet Scholars Program. Record any time spent working for PEDSnet Scholar work and submit those hours to the Engagement Lead (Beth) when she requests for your PEDSnet work hours. Be sure to note the hours that are allotted for Scholar Work. The Scholars Program/CHOP will be compensating for this work - make sure they have a W9 for you on file so they can compensate you properly and in a timely manner. See instructions below (3.d.i., for more details). Compensation will occur twice a year in May/June and November/December of each year.
- b. *Compensation Amount*: \$60/hr
- c. *Cost*: N/a - no costs are incurred by the FAC/YAC for this work

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- d. *Who Compensates:* You will send your Scholars hours to the PEDSnet Engagement Lead (Beth Bollinger) who will then submit it to the PEDSnet Scholar Program (current program lead is Jeanhee Moon (moonj1@chop.edu)/PEDSnet Coordinating Center (CHOP)
 - i. Please note: CHOP requires a W9 on file to reimburse FAC/YAC members. If you have not received payment from CHOP before, you should send the Engagement Lead (Beth) a filled out W9 for her to submit to CHOP. Please make sure to have your SSN filled out on the W9.

4. PEDSnet Annual Meeting

- a. *Description:* Attending the PEDSnet annual meeting (typically occurring every year in October at rotating PEDSnet institution locations). Your travel and lodging will be booked and paid by CHOP. You will be paid a set \$500 amount per day for your participation. For example, if you travel on Monday to the meeting, attend the meeting on Tuesday, and travel home on Wednesday, you would be paid for 3 days at \$1,500. If your travel or meeting attendance is for half a day or less, you can indicate that in your total Annual Meeting hours tracked and you will be paid for half a day of time (e.g., \$250 for half a day). If you have any questions about how to track your hours for this meeting, reach out to the Engagement Lead (Beth Bollinger)!
- b. *Compensation Amount:* You will be compensated per day at a rate of \$500. This includes travel days and days at the annual meeting. You can track and bill for half days of work as well. All lodging and transportation will be covered and booked by CHOP prior to the annual meeting.
- c. *Who Pays:* PEDSnet Coordinating Center (CHOP) will cover all travel and lodging expenses. Meals should be covered as well while attending the annual meeting. You may incur costs related to travel or food that are unforeseen and in those events, save your receipts to be reimbursed by the PEDSnet Coordinating Center (CHOP).
- d. *Who Compensates:* PEDSnet Coordinating Center (CHOP)
 - i. Please note: CHOP requires a W9 on file to reimburse FAC/YAC members. If you have not received payment from CHOP before, you should send the Engagement Lead (Beth) a filled out W9 for her to submit to CHOP. Please make sure to have your SSN filled out on the W9.

5. PEDSnet-related Travel

- a. *Description:* Any travel asked of you for a PEDSnet reason that does NOT include the Annual meeting (for PEDSnet Annual Meeting information, please see the #4). Please work with the individual asking you to travel to understand who will be paying and how they will be compensating you. This is conducted outside of the Advisory Councils so it is up to you to ensure you understand how

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you will be paid, who will be paying, and if applicable, how you will be reimbursed.

- b. Compensation Amount: Varies (see Description details)
- c. Who Pays: Varies (see Description details)
- d. Who Compensates: Varies (see Description details)

6. PEDSnet One-Time Asks or Extra Chosen Projects

- a. *Description*: Sometimes there may be opportunities for YAC/FAC members to join additional research studies within and outside of PEDSnet. If you join one of these studies, be sure to track your hours. However, the study you are working for should be compensating you for your time. Make sure you have a discussion with them before you begin so you know at what rate, when, and how they will be compensating you.
- b. *Compensation Amount*: Varies based on study/project
- c. *Who Pays*: N/a - no costs are incurred by the FAC/YAC for this work
- d. *Who Compensates*: The study/project you may work for (i.e., if the study is being run by the PEDSnet site Texas Children's, compensation will be organized and come from Texas Children's). If you have any problems with compensation, reach out the PEDSnet Engagement Lead who can help broker these conversations on your behalf.

Payment Schedule

All FAC/YAC members will be paid for their participation on their PEDSnet advisory councils, PEDSnet scholar work, and any sub-committee/work group work twice a year: in June/July and December/January of each year. You will be paid in one lump sum, for every hour of work you complete in the payment method you indicated you preferred. Council meeting attendance will be recorded by the Engagement Lead (Beth Bollinger). You will be asked to submit an invoice for the hours you have worked at two points throughout the year (in June/July and December/January). A template for this invoice will be provided. Please fill it out and submit it to the Engagement Lead (Beth Bollinger) when requested. Please also specify which projects you worked for which hours, using the invoice template below as an example:

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Example of Using Invoicing Template:

Name: Beth Example Contact Email: beth.bollinger@example.org Submission Date: June 6, 2025			
Activity Name	Activity Description (if applicable)	Date	Hours
FAC Meetings			
	February 2025 FAC meeting attended	2/6/25	1
	April 2025 FAC meeting attended	4/15/25	1
Total FAC Meeting Hours			2
Scholars Work	Prep work done for PEDSnet Scholars Presentations	3/12/25	1.75
Total Scholars Work Hours			1.75
Annual Meeting	Attended PEDSnet annual meeting 2025	10/4/25-10/6/25	2.5 days
Total Annual Meeting Hours			2.5 days
Steering Sub-Committee	Meetings and work done for the PEDSnet Steering Sub-Committee in May	5/1/25	3.5
	Meetings and work done for the PEDSnet Steering Sub-Committee in April	4/1/25	2
	Meetings and work done for the PEDSnet Steering Sub-Committee in October	10/2/25	1.5
Total Steering Sub-Committee Hours			7

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PEDSnet Invoicing Template to use:

Name:			
Contact Email:			
Submission Date:			
Activity Name	Activity Description (if applicable)	Date	Hours
FAC Meeting			
Total FAC Meeting Hours			
Scholars Work			
Total Scholars Work Hours			
Annual Meeting			
Total Annual Meeting Hours			
Steering Sub-Committee			
Total Steering Sub-Committee Hours			

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Frequently Asked Questions (FAQs)

How should I be logging my hours for the work I've done in PEDSnet? How do I report those hours?

- You should log any hours you work for PEDSnet in the “PEDSnet Invoicing Template.” Ideally, you’ll be recording and tracking your time worked as you complete it, so you should always have an account of the time spent working on PEDSnet work.
- You will track these hours as you complete them, for all PEDSnet related activities, labeling the correct activity for the hours worked. For example, if you attend a 60-minute FAC meeting, you would record 1 hour on your PEDSnet invoice template under “FAC Meetings.” Remember, any pre or post meeting work also counts towards your hours worked!
- The PEDSnet invoice template can be found in this document
- The PEDSnet Engagement Lead (Beth Bollinger) will request your invoice for hours worked twice a year (in June/July and December/January). You will submit your hours to her then, and she will submit it on your behalf for payment.

What are the tax implications for receiving payment for my PEDSnet work?

- Typically, if you choose to receive a gift card for your payment, you do not have any tax implications for that payment. If you choose to receive a check, that money will be taxable, and you will also need to provide your Social Security Number and possible W-9 form.

What do I do if I'm an employee at my PEDSnet institution?

- If you are an employee at your PEDSnet institution, you do not receive compensation from the PEDSnet Engagement Lead. Typically, your institution will have a plan worked out with you to have PEDSnet cover a percentage of your FTE – this is considered your payment. Please let the PEDSnet Engagement Lead know if you are an employee of your institution and will be receiving your compensation via FTE.

How long will it take for me to receive payment and when should I expect to receive it?

- You will be paid twice a year. After you submit your invoice to the PEDSnet Engagement Lead (who will reach out to you in June/July and again in December/January to initiate this process), it should take around 3-4 weeks to receive payment, depending on which payment type you selected when onboarding with PEDSnet.
- You will receive an orientation meeting when beginning your work with PEDSnet, and onboarding for compensation and the process for submitting your invoices for compensation will be detailed in this orientation meeting.

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Who is my point of contact if I have any questions related to PEDSnet Compensation?

- If you have *any* questions about anything compensation related, please reach out to the PEDSnet Engagement Lead, Beth Bollinger (beth.bollinger@seattlechildrens.org). She will be able to answer your question or connect you with the appropriate resources.

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