

Guide for Completing the Postdoctoral Letter of Agreement



The [letter of agreement](#) (LOA) clarifies the status of the Postdoc as well as research expectations. By signing this agreement, the parties agree to abide by the University regulations and guidelines governing Postdocs and their supervisors.

IMPORTANT: Always use the latest version of the [letter of agreement template](#).

PERIOD OF THIS AGREEMENT:	FROM:	TO:
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• PERIOD OF THIS AGREEMENT:

- The minimum period of a letter of agreement should be 12 months.
- Start and end dates should match the academic year dates (Sept 1 – Aug 31), where possible.
 - If the start date must be before Sept 1, the end date should still be August 31.
- **Start date must be at least 8 weeks after the submission of the postdoctoral application** and supporting documents for registration purposes. The start date cannot be retroactive to the submission of the postdoctoral application.
- For Postdocs paid by McGill (Groups B and C), as per the [Quebec Labour Standards Act](#), the employer has one (1) month from the start date to give the worker their first paycheck.

FINANCIAL COMMITMENT: <i>If a unionized postdoc, annual increase must comply with the minimum salary requirement</i>			
INITIAL SALARY/STIPEND	AMOUNT: \$	FROM:	TO:
SUBSEQUENT SALARY/STIPEND	AMOUNT: \$	FROM:	TO:

• FINANCIAL COMMITMENT

- **Initial Salary/Stipend** - annual salary for the start and end dates indicated. If there is no change in annual salary, the start/end dates should match the start/end dates of the Letter of Agreement.
- **Subsequent Salary** - if the initial annual salary changes during the period of the LOA, e.g. Postdoc is getting an increase, the new annual salary should be indicated here for the period it takes effect. If there is no change in annual salary this section should not be completed.
- **For Unionized Postdocs (Group C)**, this section must reflect and comply with the [minimum salary requirement](#) as per the Collective Agreement.

Example 1

FINANCIAL COMMITMENT: <i>If a unionized postdoc, annual increase must comply with the minimum salary requirement</i>			
INITIAL SALARY/STIPEND	AMOUNT: \$ 60,000/yr	FROM: 01-Sep-2024	TO: 31-Aug-2025
SUBSEQUENT SALARY/STIPEND	AMOUNT: \$	FROM:	TO:

Example 2

FINANCIAL COMMITMENT: <i>If a unionized postdoc, annual increase must comply with the minimum salary requirement</i>			
INITIAL SALARY/STIPEND	AMOUNT: \$ 45,000/yr	FROM: 01-Sep-2024	TO: 31-May-2025
SUBSEQUENT SALARY/STIPEND	AMOUNT: \$ 48,000/yr	FROM: 01-Jun-2025	TO: 31-Aug-2025

BREAKDOWN OF SALARY/STIPEND: A copy of the Notice(s) of Award (NOA) must be attached to this Agreement		
PERSONAL POSTDOC AWARD: <input type="checkbox"/> YES <input type="checkbox"/> NO	SOURCE: _____ END DATE: _____	AMOUNT (\$): _____ % of the total salary: _____
PI GRANT: TOP-UP? <input type="checkbox"/> YES <input type="checkbox"/> NO	SOURCE: _____ END DATE: _____ GRANT NUMBER: _____	AMOUNT (\$): _____ % of the total salary: _____
OTHER (specify): <input type="checkbox"/> POSTDOC AWARD <input type="checkbox"/> PI GRANT	SOURCE: _____ END DATE: _____ GRANT NUMBER: _____	AMOUNT (\$): _____ % of the total salary: _____
OTHER SUPPORT: The supervisor is responsible for providing access to sufficient resources for the postdoc's research project.		

• BREAKDOWN OF SALARY/STIPEND

○ Notice of Award (NOA) – Required

- This document confirms the award, the period it covers and validates the Postdoc category. For awards from granting agencies, a Notice of Award is issued. For funding or awards from an external organization or institution, an official confirmation (on letterhead) indicating the name of the Postdoc, the start/end dates of the award and the amount paid during this period would be considered the Notice of Award.

○ Personal Postdoc Award

- Select YES, if the Postdoc is the named recipient of a research grant/award.
 - Source: indicate the name of the research grant/award.
 - End Date: specify the end date of the grant/award.
 - Amount (\$): specify the total annual amount of the grant/award.
 - % of the total salary: specify the percentage of the total salary that the grant/award covers.

Example 3

BREAKDOWN OF SALARY/STIPEND: A copy of the Notice(s) of Award (NOA) must be attached to this Agreement		
PERSONAL POSTDOC AWARD: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	SOURCE: FRQ END DATE: 31-Aug-2025	AMOUNT (\$): 40,500/yr % of the total salary: 70

- Select NO, if the Postdoc is receiving funding from an external organization or institution but not as a named grant/award.
 - Source: indicate the name of the organization or institution.
 - End Date: specify the end date of the funding.
 - Amount (\$): specify the total annual amount of the funding.
 - % of the total salary: specify the percentage of the total salary that the funding covers.

Example 4

BREAKDOWN OF SALARY/STIPEND: A copy of the Notice(s) of Award (NOA) must be attached to this Agreement		
PERSONAL POSTDOC AWARD: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	SOURCE: University of X END DATE: 31-Aug-2025	AMOUNT (\$): 45,000/yr % of the total salary: 100

○ **PI Grant**

- Select YES for the TOP-UP, if the Postdoc is receiving a top-up amount.
 - Source: indicate the PI's grant name.
 - End date: specify the end date of the PI's grant.
 - Grant Number: indicate the McGill Fund number associated with the PI's grant.
 - Amount (\$): specify the total annual amount of the top-up to be paid to the Postdoc.
 - % of the total salary: specify the percentage of the total salary that the top-up covers.

Example 5

BREAKDOWN OF SALARY/STIPEND: A copy of the Notice(s) of Award (NOA) must be attached to this Agreement			
PERSONAL POSTDOC AWARD: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	SOURCE: FRQ	AMOUNT (\$): 45,000/yr	
	END DATE: 31-Aug-2025	% of the total salary: 70	
PI GRANT: TOP-UP? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	SOURCE: PI Fund	AMOUNT (\$): 20,000/yr	
	END DATE: 31-Aug-2025	% of the total salary: 30	
	GRANT NUMBER: 123456		

- Select NO for the TOP-UP, if the Postdoc is receiving full funding from the PI.
 - Source: indicate the PI's grant name.
 - End date: specify the end date of the PI's grant.
 - Grant Number: indicate the McGill Fund number associated with the PI's grant.
 - Amount (\$): specify the total annual amount that would be paid to the Postdoc.
 - % of the total salary: specify the percentage of the total salary that the PI grant covers.

Example 6

PI GRANT: TOP-UP? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	SOURCE: NSERC	AMOUNT (\$): 50,000/yr	
	END DATE: 31-Aug-2025	% of the total salary: 100	
	GRANT NUMBER: 123456		

Example 7

FINANCIAL COMMITMENT: If a unionized postdoc, annual increase must comply with the minimum salary requirement			
INITIAL SALARY/STIPEND	AMOUNT: \$ 45,000/yr	FROM: 01-Sep-2024	TO: 31-May-2025
SUBSEQUENT SALARY/STIPEND	AMOUNT: \$ 48,000/yr	FROM: 01-Jun-2025	TO: 31-Aug-2025
BREAKDOWN OF SALARY/STIPEND: A copy of the Notice(s) of Award (NOA) must be attached to this Agreement			
PERSONAL POSTDOC AWARD: <input type="checkbox"/> YES <input type="checkbox"/> NO	SOURCE:	AMOUNT (\$):	
	END DATE:	% of the total salary:	
PI GRANT: TOP-UP? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	SOURCE: PI Fund 1	AMOUNT (\$): 20,000/20,000	
	END DATE: 31-Aug-2025	% of the total salary: 44.44/41.67	
	GRANT NUMBER: 123456		
OTHER (specify): <input type="checkbox"/> POSTDOC AWARD <input checked="" type="checkbox"/> PI GRANT	SOURCE: PI Fund 2	AMOUNT (\$): 25,000/28,000	
	END DATE: 31-Aug-2025	% of the total salary: 55.56/58.33	
	GRANT NUMBER: 999999		

- **Other (specify)**

- This section should be used if the Postdoc salary/stipend is coming from 3 sources.

Example 8

BREAKDOWN OF SALARY/STIPEND: A copy of the Notice(s) of Award (NOA) must be attached to this Agreement			
PERSONAL POSTDOC AWARD: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	SOURCE: University of X	AMOUNT (\$): 30,000/yr	
	END DATE: 31-Aug-2025	% of the total salary: 50	
PI GRANT: TOP-UP? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	SOURCE: PI Fund 1	AMOUNT (\$): 15,000/yr	
	END DATE: 31-Aug-2025	% of the total salary: 25	
OTHER (specify): <input type="checkbox"/> POSTDOC AWARD <input checked="" type="checkbox"/> PI GRANT	SOURCE: PI Fund 2	AMOUNT (\$): 15,000/yr	
	END DATE: 31-Aug-2025	% of the total salary: 25	
	GRANT NUMBER: 123456		
	GRANT NUMBER: 999999		

POSTDOCTORAL STATUS	
POSTDOCTORAL STATUS (Specify) <input type="checkbox"/> Postdoctoral Fellow (Group A): Postdoc whose salary is not paid by McGill, i.e. external funding source (non-unionized) <input type="checkbox"/> Postdoctoral Scholar (Group B): Postdoc with own personal award/research funding paid via McGill (non-unionized) <input type="checkbox"/> Postdoctoral Researcher (Group C): Postdoc paid equal to or less than 25% of salary from McGill funds (excluding affiliated institutions) (non-unionized) <input type="checkbox"/> Postdoctoral Researcher (Group C): Postdoc paid more than 25% of salary from McGill funds (excluding affiliated institutions) (unionized)	
SIGNATURE OF HR ADVISOR (OR EQUIVALENT) – CONFIRMATION OF POSTDOCTORAL STATUS	
HR ADVISOR NAME	SIGNATURE
MANDATORY DEDUCTIONS AND FEES	

- **POSTDOCTORAL STATUS**

- Determined by the specifics of how a Postdoc receives their funding.
- The Postdoc status or category must be validated by the Faculty HR Advisor or equivalent.

- **SIGNATURE OF HR ADVISOR (OR EQUIVALENT)**

- By signing the Letter of Agreement, the HR Advisor (or equivalent) is confirming the Postdoc category/status and funding.

SIGNATURES			
POSTDOC:		DATE:	
SUPERVISOR(S):		DATE:	
UNIT HEAD:		DATE:	
UNIT HEAD NAME:			

- **SIGNATURES**

- The Letter of Agreement must be signed by the Postdoc, their PI, and the unit head confirming and acknowledging all the sections of the form.