

DEPARTMENT	
POSTDOC NAME	
MCGILL ID	
SUPERVISOR NAME	

POSTDOCTORAL STATUS

POSTDOCTORAL STATUS (Specify)

- Postdoctoral Fellow (Group A):** Postdoc whose salary is not paid by McGill (non-unionized)
- Postdoctoral Scholar (Group B):** Postdoc with own personal award/research funding paid via McGill (non-unionized)
- Postdoctoral Researcher (Group C):** Postdoc paid less than 25% of salary from McGill funds (excluding affiliated institutions) (non-unionized)
- Postdoctoral Researcher (Group C):** Postdoc paid more than 25% of salary from McGill funds (excluding affiliated institutions) (unionized)

PERIOD OF THIS AGREEMENT

PERIOD OF THIS AGREEMENT:	FROM:	TO:
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NB: This agreement could be considered legally binding. The agreement may be renewed for up to _____, contingent upon available funds, mutual agreement, and eligibility for postdoctoral registration.

NOTE: employee/payroll status is processed separately by the department in Workday, if applicable.

FINANCIAL COMMITMENT

INITIAL SALARY/STIPEND	AMOUNT: \$	FROM:	TO:
INITIAL SALARY/STIPEND	AMOUNT: \$	FROM:	TO:
SOURCE	External (Group A) Funding source is external to McGill	AMOUNT: \$	SOURCE:
	External (Group B) Funding source is postdoc's own salary award paid via McGill	AMOUNT: \$	SOURCE:
	Internal (Group C) Funding source is a McGill fund, excluding affiliated institutions	AMOUNT: \$	SOURCE:
	Combined* (Group C) Funding source is a McGill fund, excluding affiliated institutions, AND external funding	AMOUNT: \$	SOURCE:
		AMOUNT: \$	SOURCE:
*If the total stipend derives from multiple funding sources, specify the annual amount from each source in the spaces provided above.			

OTHER SUPPORT: The supervisor is responsible for providing access to sufficient resources for the postdoc's research project.

MANDATORY DEDUCTIONS AND FEES

PGSS FEES: mandatory for Postdoctoral Fellows (Group A) & Scholars (Group B) and automatically charged to your student fee account in the fall and winter terms.

PGSS HEALTH AND DENTAL PLAN INSURANCE FEES for Postdoctoral Fellows (Group A) and Scholars (Group B): To be eligible for the PGSS Health & Dental Plan you must have valid province insurance (i.e. RAMQ or equivalent) and must register by the withdrawal and refund date. Eligible Postdocs are automatically enrolled in the Health & Dental Plan.

STATUTORY DEDUCTIONS AND APPLICABLE UNION DUES: mandatory for Postdoctoral Researchers (Group C – non-unionized and unionized) as per the [Postdoc Collective Agreement](#).

TRAINING COMMITMENT

Postdoc and supervisor should complete sections A and B below jointly. If necessary, continue in the Appendix (p.3).

A) RESEARCH

Brief Description of the Research Project:

State how conducting this research project will contribute to the professional development of the Postdoc:

B) ADDITIONAL PROFESSIONAL SKILLS

List additional practical training (e.g. teaching*, conference presentations, manuscript/grant application writing)

*within spirit of the [Quebec Ministry's definition](#)

Individual Training Goals of the Postdoc:

Activities to Achieve Training Goals:

OTHER EXPECTATIONS

Any other expectations or duties to be performed by the postdoc or supervisor should be specified here. These duties must be in line with the [Terms & Conditions of Postdoctoral Appointment](#) according to the Quebec Ministry's definition of a postdoctoral trainee.

SIGNING THIS AGREEMENT ATTESTS TO:

- 1) Compliance of the appointment with the Quebec Ministry's definition of a postdoctoral trainee, conditions stipulated in the [Postdoc Collective Agreement](#), if applicable, and other regulations/conditions of eligibility as documented at www.mcgill.ca/gps/postdocs/fellows
- 2) Compliance with University Regulations and Guidelines Governing Postdoctoral Fellows and Supervisors:
 - Postdocs as students are subject to McGill's [Student Rights and Responsibilities](#).
 - [Research Guidelines](#) and [Regulations](#) as outlined in McGill's Graduate and Postdoctoral e-Calendar.
 - [Responsibilities](#) established by Graduate and Postdoctoral Studies
 - Official [University Policies, Procedures and Guidelines](#) (including McGill's Policy on Harassment and Discrimination)
 - *Unit policies and procedures:* It is the responsibility of the academic unit to inform postdocs and supervisors.
- 3) Compliance with the general principles governing the trainee-supervisor relationship that is necessary for a high quality training experience (see [Commitments of Postdoctoral Scholars and Supervisors](#)).
- 4) Compliance with policies and regulations on ethical conduct of research. If the postdoc is working with human subjects, animal models, radioactive or biohazardous material, lasers or other hazards, the supervisor will ensure that all ethics certifications and training will be obtained and appropriate safety protocols are followed.
- 5) Commitment to regular performance review and completion of progress reports at minimum annually and/or at the expiration of the agreement.

SIGNATURES

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

NOTE: In conjunction with completing this form, please also consult:

- [General information governing postdoctoral studies](#) including [registration information](#) for new and returning postdocs
- Detailed instructions for completing the [Letter of Agreement for Postdoctoral Education](#)
- Information for [Departments and Research Units](#)

APPENDIX (Optional)

Additional Training Commitments or Other Expectations:

FOR OFFICE USE ONLY

FOAPAL:	FUND	ORG	ACCOUNT	PROGRAM	ACTIVITY	LOCATION
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