



**McGill University Graduate and Postdoctoral Studies
LETTER OF AGREEMENT FOR POSTDOCTORAL EDUCATION**

The Department of _____ recommends that the Management of Academic Records, Enrolment Services, register _____ under the supervision of _____.

Postdoctoral Status

POSTDOCTORAL STATUS (*Specify*)

- ___ **Postdoctoral Fellow** (Group A): postdoc who is not paid by McGill University
- ___ **Postdoctoral Scholar** (Group B): postdoc who comes to McGill with their own research award
- ___ **Postdoctoral Researcher** (Group C): postdoc who receives part or all of their remuneration from McGill funds (excluding MUHC)

Financial Commitment

INITIAL STIPEND

Amount (on an annual basis): \$ _____

Source (<i>Specify</i>):	Amount:	Source:
external (funding source is not McGill_Group A)	\$ _____	_____
external (funding source is postdoc's own research award_Group B)	\$ _____	_____
internal (funding source is a McGill fund (excluding MUHC)_Group C	\$ _____	_____
combined (funding source is a McGill fund (excluding MUHC)_Group C & other funding source not McGill)*	\$ _____	_____

*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. Other activities such as conference funding, applications for external/internal fellowships, office space, etc. should be specified.

Period of this Agreement

PERIOD OF THIS AGREEMENT: FROM: _____ **To:** _____

NB: This agreement could be considered legally binding. Should continued appointment be contingent on future funding that is not yet assured, this must be clear in the agreement; Example 1) Funding guaranteed from September 1, 20XX to August 31, 20YY. Example 2) Soft-funding: The agreement is from September 1, 20XX to August 31, 20YY. The agreement may be renewed for up to _____, contingent upon available funds, mutual agreement and eligibility for postdoctoral registration.

Note: appointment forms for payroll are processed separately by the department.

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): normally charged to your student fee account (if applicable).

Training Commitment

Postdoc and supervisor should complete sections A and B below jointly. If necessary, continue on 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:



**McGill University Graduate and Postdoctoral Studies
LETTER OF AGREEMENT FOR POSTDOCTORAL EDUCATION**

B) ADDITIONAL PROFESSIONAL SKILLS

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

*within spirit of the MESRS 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 MESRS definition of Postdoctoral Fellow.

Signing of this agreement attests to:

- 1) Compliance of the appointment with the MESRS definition of postdoctoral trainee 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:
 - Rights and responsibilities as postdocs established under the [Handbook on Student Rights and Responsibilities](#).
 - [General Guidelines](#) and [Regulations](#) as outlined in McGill's Graduate and Postdoctoral e-Calendar, including University policies on research ethics, intellectual property, conflict of interest, leaves of absence, vacation time and holidays.
 - [Supervisory Guidelines](#) established by Graduate and Postdoctoral Studies
 - Official [University Policies, Procedures and Guidelines](#) (including harassment policy)
 - *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:** _____

Please print name



McGill University Graduate and Postdoctoral Studies
LETTER OF AGREEMENT FOR POSTDOCTORAL EDUCATION

Note: *In conjunction with completing this form, please also consult:*

- [Registration information and forms for new and returning postdoctoral fellows](#)
- [General information governing postdoctoral studies](#)
- Detailed instructions for completing the [Letter of Agreement for Postdoctoral Education](#)
- Information for [Departments and Research Units](#)
- Information on [Appointment for payment of stipends](#)

APPENDIX (*Optional*)

Additional Training Commitments or Other Expectations:

For office use only:

FOAPAL: