

Guide for Completing the Postdoctoral Letter of Agreement

The letter of agreement (LOA) is a document that outlines the research expectations. By signing this LOA, you are agreeing to the terms and conditions set forth by your supervisors.

IMPORTANT: This LOA is a binding contract between you and your supervisors.

	FROM:	TO:
--	--------------	------------

where possible.

and
 to the submission

Act

_____, the employer
 has one (1) month

FINANCIAL COMMITMENT			
TO:	INITIAL SALARY/STIPEND	AMOUNT:	FROM:
		\$	
TO:	SUBSEQUENT SALARY/STIPEND	AMOUNT:	FROM:
		\$	

x FINANCIAL COMMITMENT

- o Initial Salary/Stipend - This section should be completed with the initial salary/stipend amount for the first year of the LOA.
- o Subsequent Salary - This section should be completed with the subsequent salary/stipend amount for the second year of the LOA. If there is no change in annual salary this section should not be completed.
- o For Unionized Postdocs (Group C), the LOA must meet the minimum salary requirement.

Example 1

TO:	INITIAL SALARY/STIPEND	AMOUNT:	FROM:
31-Aug-2025		\$ 60,000/yr	01-Sep-2024
TO:	SUBSEQUENT SALARY/STIPEND	AMOUNT:	FROM:
		\$	

Example 2

TO:	INITIAL SALARY/STIPEND	AMOUNT:	FROM:
01-Sep-2024		\$ 25,000/yr	31-May-2026
TO:	SUBSEQUENT SALARY/STIPEND	AMOUNT:	FROM:
		\$	

- x BREAKDOWN OF SALARY/STIPEND
 - o Notice of Award

- o PI Grant

