**LETTER OF AGREEMENT**

**GRADUATE ASSISTANT TRAINING FUND**

1. Effective September 1, 2024, the University will offer a Graduate Assistant Training (“GAT”) Fund that will support the incentivization of research at the University and the provision of high-quality training opportunities in research for graduate students working with a faculty member or course director. In every academic year, 80 individual allocations to faculty members or course directors who make an application under this fund will be provided, covering the full cost of hiring the selected Graduate Assistant.
2. In order to receive the GAT Funds, principal investigators, hiring units, or organized research units must
   1. Commit to hiring a Graduate Assistant to have the GATF provisionally identified for their use.
   2. Commit to prioritizing the hiring of qualified Master’s students where available.
   3. Have executed a contract for a Graduate Assistant to receive the GATF award.
3. The University will provide CUPE 3903 Unit 3 with a report on GAT Fund allocations by no later than November 1 for the Fall term, March 1 for the Winter term and July 1 for the Summer term, commencing on November 1, 2024.
4. The GAT Fund shall be administered by the Faculty of Graduate Studies and the Faculty Relations Office, which have established a non-competitive equitable process for the distribution of the GAT Fund in accordance with the criteria for receiving funds per Paragraph 2 a, b, and c above. The allocation process is as follows:
   1. An invitation to apply for the GAT Fund will be issued from the Faculty of Graduate Studies (“FGS”) to all faculty members and course directors with the advice that the GAT Fund is first come, first serve.
   2. Faculty members and course directors will be required to complete an application form and submit the form to FGS.
   3. FGS will review applications for eligibility.
   4. Successful applicants shall execute a contract for a Graduate Assistant.
   5. Following the execution of the contract between the successful applicant and the Graduate Assistant, FGS shall transfer funds to the successful applicant.
5. GAT Funds per this letter will be distinct from the allocations made pursuant to the Memorandum of Settlement on the mismanagement of GATF funds within the 2017-2022 and 2020-2023 collective agreements.
6. GAT Funds will not be used to offset the cost of a GAship offered as a workplace accommodation.

*Note: Agreement to this proposed Letter of Agreement is conditional upon the resolution of the Union policy grievance dated October 17, 2023, alleging a violation of Articles 1, 2, 3, 10, 14, the “Letter of Understanding: Graduate Assistant Training Fund.”*