

## MEMORANDUM OF UNDERSTANDING

### BETWEEN

The Association of Part-Time Professors of the University of Ottawa (“**APTPUO**”)

and

The University of Ottawa (the “**University**”)

WHEREAS the COVID-19 pandemic has given rise to significant, unforeseen, changing, and uncertain circumstances (“**exceptional circumstances**”).

WHEREAS the exceptional circumstances have impacted and continue to impact conferences, research projects, and other scholarly activities since March 2020.

AND WHEREAS the Academic and Professional Development Fund awards grants for such scholarly activities in the months before they take place.

NOW THEREFORE, the parties agree to the following:

1. No new grant applications will be considered until current restrictions imposed by public health authorities are relaxed.
2. Members who have been awarded a grant for the Spring-Summer 2020 term must wait for such measures to be relaxed before incurring expenditures using their grant funds.
3. Members will attempt to recover any expenditures already incurred using all reasonable means available, including, but not limited to, travel insurance claims or requests for refunds from businesses.
4. Any expenditure that members cannot recover but that would have been reimbursed had the scholarly activity taken place will be reimbursed to members up to the maximum amount of the awarded grant.
5. Reimbursements will be paid for expenditures including, but not limited to, travel, accommodation, registration for scholarly activities, and any cancellation insurance.
6. Members must submit the attached sworn statement with any request for reimbursement.
7. Should a scholarly activity be postponed within one calendar year of its scheduled date, the payment of the awarded grant will automatically carry over.
8. Should a scholarly activity be cancelled or postponed to a date later than one calendar year after its scheduled date, the awarded grant will be rescinded. Affected members may submit a new grant application, which will be given priority consideration.

9. The University shall send an email to members who were awarded a grant for the Spring-Summer 2020 term to inform them of the terms of this memorandum of understanding.
10. This memorandum of understanding is without prejudice and creates no precedent.

**For APTPUO**

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**Jean-Sébastien Daoust**  
**Administrative Director**

May 12, 2020

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**Date**

**For the University of Ottawa**

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**René Houle**  
**Director, Labour and Faculty Relations**

May 12, 2020

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**Date**

**Sworn Statement**

I, \_\_\_\_\_, the undersigned, swear that I have not received any reimbursement from a third party (including, but not limited to, the organizations that have received payment for incurred expenditures, credit card insurers or my main employer).

I promise to advise the Fund's managers of any amounts received and to repay these amounts should I subsequently be reimbursed by a third party.

I understand that any false statement will be grounds for rejection of any future grant application made to the Fund.

\_\_\_\_\_  
**Name and signature**

\_\_\_\_\_  
**Date**