



**Purpose:** As demands for equipment related funding continue to increase, researchers are encouraged to budget for service contracts and maintenance costs of major pieces of multi-user equipment in all external funding opportunities. Applications to the Equipment Refresh/Replace Program may require documentation that funding from external sources, e.g. IOF has been inadequate or unsuccessful.

**Eligibility:**

For funding of repairs, maintenance, or replacement of equipment, the following criteria **must** be met:

- a) The equipment must be located at the IWK Health.
- b) Equipment must be shareable and available to IWK researchers in a collaborative manner.
- c) The equipment must have a major identifiable research component.
- d) Repair of the equipment must not be covered in whole by any other infrastructure support or cost recovery program.
- e) Documentation of appropriate care and maintenance of the equipment must be provided for up to a 5-year period prior to the Equipment Refresh/Replace application date.
- f) Funds are to maintain existing equipment or replacement, if necessary.
- g) Employees and IWK Researchers are eligible to apply. An IWK Researcher is defined as i) holding a current IWK MDSAS or staff position and ii) having primary research lab or primary clinical office at the IWK or conducts research at the IWK. Applicants who do not meet this criteria are asked to explain their affiliation with the IWK within the application.
- h) All equipment and material purchases must be in accordance with the current [IWK Procurement Policy](#).

**Account:** The account being reimbursed must be the account that was used to pay for the requested reimbursement. To be eligible, the account must be open as of the reimbursement date. An alternative account may be considered with appropriate justification.

**Terms Of Support:**

- Depending on funds available, the cost of repairs, maintenance, or purchase of equipment will be reimbursed.
- For reimbursements, a copy of the invoice or receipt must be included. For future purchase, quotations are required. These documents must be uploaded as an attachment within the application.
- Applications will be considered for expenses incurred within the last 12 months.
- Alternative sources of funding, e.g. users fees, will be taken into consideration when evaluating the amount awarded.
- If the demand on available funds is exceeded, reimbursement per item will be scaled back or determined on a priority basis.

**Application Process:**

Complete an *IWK Equipment Refresh/Replace Application Form* located on the [IWK Research Funding Opportunities webpage](#) and submit all documents in a **single** PDF to Research & Innovation Advancement at [research@iwk.nshealth.ca](mailto:research@iwk.nshealth.ca).

The application will be adjudicated by the Vice President Research and Innovation.

**Application Deadline Date: September 30<sup>th</sup>**

Should you have any questions, please contact Priya Damodaran, Research & Innovation Advancement Coordinator, Grants and Support Services at [priya.damodaran@iwk.nshealth.ca](mailto:priya.damodaran@iwk.nshealth.ca)

*NOTE: The IWK's financial contributions for this initiative are subject to availability of funds. Should our funding levels not be available or are decreased due to unforeseen circumstances the IWK reserves the right to reduce, defer or suspend financial contributions received as a result of this funding opportunity.*