**Guidelines & Application**

**IWK Centre for Research & Innovation**

Recipients of a Phase 1 - Centre Development Grant are eligible to apply to become an established IWK Centre for Research & Innovation. Centres satisfy a desire to provide a specific focus for research, innovation and educational activities to allow for direct application of research expertise to solve problems. Please review the following guidelines before completing the application form.

**Membership**

To be recognized as a Centre for Research & Innovation in the IWK Health Centre, the unit shall have a membership comprising at least three IWK members, at least one of whom is a primary investigator or research expert in the subject matter of the Centre and, at minimum, mid-career researcher; other Stakeholders member(s) who have research interests and expertise related to those of the Centre’s primary focus may also be part of the Centre membership. An IWK member 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. Centre members must comply with the [IWK Research Jurisdiction policy](https://policy.nshealth.ca/Site_Published/IWK/document_render.aspx?documentRender.IdType=6&documentRender.GenericField=&documentRender.Id=98848). Each Centre shall have a senior advisory board.

# Application Guidelines

The proposed Centre must work effectively within the IWK and with its partner communities to the benefit of all. The application shall address all of the following criteria:

* 1. Demonstrated excellence in research recognized at a national level through grants and awards;
	2. Possesses a governance which facilitates effective interaction, with regular meetings, minutes and an annual report. The governance structure shall include a senior planning committee that meets at least annually. The IWK VP Research & Innovation shall be an ex-officio member of the senior committee;
	3. Demonstrate their role and contribution to fulfill the vision, missions and values of the IWK.
	4. Must be submitted within one (1) year of Phase 1 – Centre Development Grant award letter.
	5. If awarded, will be given six (6) months to become operational. NOTE: All Centre related funding must be held at the IWK.

Applications are to be submitted to the Lead, Program Development at research@iwk.nshealth.ca. The Vice President Research & Innovation, in consultation with the Research Committee of the IWK Board of Directors, shall recommend to Senior Executive approval of applications that meet the goals expected of a Centre.

**APPLICATION**

**ESTABLISHING AN “IWK CENTRE FOR RESEARCH & INNOVATION”**

**GENERAL INFORMATION**

Please cut and paste or type directly on the shaded boxes.

1. Name and Address of Proposed Centre:
2. Name and Affiliations of Primary Investigator/Centre Expert:
3. Name(s) and Affiliations of Centre Members:
4. Name of Proposed Director (if different from Primary Investigator/Centre Expert):
5. Name and role of external Stakeholders, Department(s) and/or Program(s) involved, if applicable:
6. Space and any other infrastructure impact on the IWK with the creation of this Centre:

**STRUCTURE OF PROPOSED CENTRE**

1. What are the objectives of the proposed Centre?
2. How do the Centre’s objectives, programs/activities relate to the [IWK Mission & Values/Strategy](https://www.iwk.nshealth.ca/strategy/)?
3. What regional needs would the Centre meet?
4. What national needs would it meet?
5. Outline the programs/activities the Centre will undertake in its first five years?
6. How will the Centre measure its success in year 1, 3 and 5?
7. Will the Centre engage with external entities other than Stakeholders listed above? If yes, how will the Centre engage with these entities?
8. Outline the proposed governance structure for the Centre (e.g., anticipated meetings, reports, minutes, etc.).
9. Please attach a CV for each Centre Member.

**DEMONSTRATION OF RESESARCH EXCELLENCE**

List national or international level grants and awards received in the past five (5) years for each proposed member of the Centre using the following format, *append pages as necessary*:

Name:

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| Name of Award/Granting Agency | Value of Award | PI, Co-PI orCollaborator | Duration of Award |
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**APPROVAL**

Stage 1 – VPRI Approval

Approval recommended: Yes ­­­­ No ­­­­ ­­­­

Approval not recommended: Why

­­­­ Date: ­­­­ ­­­­­­­­

Frank MacMaster

VP Research and Innovation

IWK Health Centre

Stage 2 – IWK Executive Approval

Approval recommended: Yes ­­­­ No ­­­­ ­­­­

Approval not recommended: Why

­­­­ Date: ­­­­ ­­­­­­­­

Krista Jangaard

President & CEO

IWK Health Centre