



MATCHING FUNDS PROGRAM GUIDELINES

PURPOSE: Numerous funding programs now require institutional matching funds (in-kind or cash). IWK Research & Innovation Advancement (RIA) offers matching funds for grant proposals to government and non for profit organizations when part of the grant applications.

ELIGIBILITY: The applicant must be applying to an external funding program which requires institutional matching funds. The applications for both the funding agency and this program must be led by a IWK Researcher which 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.

TERMS OF SUPPORT: Funding will be considered for a maximum of 10% of the total project budget, which must not exceed \$100,000 per year (maximum support of \$10,000 per year). If the total project budget is greater than \$100,000 per year, please see the following link for a multi-institutional matching request:

https://www.dal.ca/dept/research-services/opportunities/opportunities-announcements-news/news/2016/07/04/vpr_matching_funds_guidelines_and_request_form.html

- Matching funds are provided for durations between 1 and 5 years depending on funder requirements.
- The research must be conducted at the IWK and project funding held at the IWK.
- Matching funds are not guaranteed as each request is assessed in relation to need, program requirements, external funding levels, and align with the IWK Strategic Plan.
- Funding will not be considered after the project has been awarded.
- Applicant must request matching funds from their department and/or faculty prior to seeking IWK matching funds.
- Matching fund commitments are non-transferable.
- Recipients must agree to follow any stipulations set by IWK policies and/or procedures, e.g. IP, travel and procurement, and any other applicable guidelines.

APPLICATION PROCESS: Applications may be submitted at any time during the fiscal year (April 1st – March 31st) but no later than one month prior to the funding agency's application deadline. Complete an *IWK Matching Funds Request Application Form* located on the [IWK Research Funding Opportunities webpage](#) and submit in PDF format to Research & Innovation Advancement at research@iwk.nshealth.ca.

The application will be adjudicated by the Vice President of Research and Innovation (VPRI). If the application is approved, the VPRI will provide a commitment letter to the applicant to accompany the proposal to the funding agency. This commitment pertains to the specific proposal and remains in effect until the agency acts upon it. If the proposal is declined, the commitment is void. If the same proposal is submitted to another program within the agency, or to a different agency, a new *IWK Matching Funds Request Application Form* must be submitted.

Should you have any questions, please contact Saqueeb Noor, RIA Coordinator, Grants and Support Services at saqueeb.noor@iwk.nshealth.ca.

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.