



IWK PROJECT GRANT GUIDELINES

Purpose: The Project Grant is to support projects that will empower IWK researchers to become increasingly competitive for external funding, and to complete high-quality projects of a more limited scope that will have significant scientific or clinical impact.

Eligibility: The applicant must be an IWK staff member or an 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.

NOTE: Applications where the research is only indirectly related to the IWK mandate are not eligible for funding. Internal Program funding is to encourage and support research at the IWK. Applicants with expired or overdrawn accounts and outstanding final reports are not eligible to apply unless resolved prior to competition deadline date.

Terms Of Support:

- A maximum amount of **\$25,000** in funds for 1 year (with 1 year no-cost extension).
- Only one Project Grant can be held by the applicant at a time.
- An IWK Project Grant may not be held by a mentee holding an IWK Mentored Grant.
- Successful applicants must adhere to the terms and conditions of the [IWK Research Jurisdiction Policy](#) which includes funds being held at the IWK.
- The application must meet the criteria of one of the following categories:
 - Seed/Preliminary Data:
 - The study will provide preliminary data that will support an upcoming application for an external grant.
 - New Area:
 - The study is in an area that is distinct from the applicant's current area of research and is not an incremental progression in their current research program. The study will provide the applicant an opportunity to delve into a new area of research.
 - Stand-Alone Project:
 - The study can be completed within the allocated budget, and yield findings of sufficient originality and import to make an independent and impactful contribution to the literature or practise.
- Recipient must complete and submit a [Final Report](#) no later than six (6) weeks after the end of their project. Failure to do so may affect the applicant's eligibility for future funding from the IWK.

- 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.

Budget Considerations:

- Eligible expenses include personnel (please remember to include 21% benefit to salaries), materials, supplies (including disposables and consumables), third party provider, participant cost reimbursement and incentives, knowledge translation and dissemination costs.
- Allowable knowledge translation and dissemination costs cannot exceed 10% of the total budget combined.
- Travel costs will only be considered if it is a required as part of the research e.g. travel expenses for participants or nurse/research staff travelling to participant's home.
- Ineligible expenses include student stipends, equipment over \$5,000 taxes included (multiple items may be purchased, however the total value cannot exceed \$5,000), travel costs for meetings e.g. to present findings of research or to attend a conference.
- Up to 20% of the approved budget may be reallocated within the same budget category. Reallocation of more than 20% of the approved budget must be approved by RIA by completing a [Budget Change Request Form](#). All variances between approved and actual budgets must be outlined in progress and final reports.

Application Process:

Applications must be submitted online through the ROMEO Researcher Portal. **If this is a resubmission**, please provide a cover letter outlining how previous committee concerns were addressed. A copy of the cover letter must be uploaded under the attachment tab. The ROMEO Researcher Portal and registration instructions can be found on the IWK Research Funding webpage <https://iwkhealth.ca/research/support-researchers/iwk-research-funding-opportunities>.

The application will be adjudicated by the IWK Scientific Review Committee.

APPLICATION DEADLINE DATE: October 15th

Should you have any questions, please contact Saqeeb Noor, Coordinator, Grants and Support Services at saqeeb.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.