



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) Funds are to maintain, or if necessary to replace, existing equipment that is currently located at the IWK Health Centre. The repaired/replaced equipment must also be located at IWK. The precise location (e.g. room number) must be indicated in the Application Form.
- 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) 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.
- g) All equipment and material must be purchased through IWK Procurement and in accordance with the current [IWK Procurement Policy](#).

Account: The account being reimbursed must be the IWK Research account that was used to pay for the requested reimbursement. To be eligible, the account must be open as of the reimbursement date.

Terms Of Support:

- 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.

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

Application Deadline Date: September 30th

Should you have any questions, please contact Saqeeb Noor, Research & Innovation Advancement Coordinator, Grants and Support Services at Saqeeb.Noor@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.