



IWK MENTORED GRANT GUIDELINES

Purpose: The purpose of this award is to support projects that will build capacity in research at the IWK while also facilitating the development of the applicant's research efficacy by enhancing research skills through actual involvement in research. Trainee, early career faculty, or clinical and administrative staff who are building research expertise are encouraged to apply.

Eligibility:

- The **applicant** can be an IWK staff member, trainee, early career faculty member (within 5 years of their first faculty appointment), who identifies an established IWK researcher to serve as their mentor. Fellows, graduate students, Research in Medicine (RIM), and undergraduate students are eligible to apply.
- The **mentor** must be 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:

- \$5,000 over a two (2) year period.
- Only one Mentored Grant can be held at a time.
- Applicant cannot serve as a mentor on one application and apply as a mentee on another.
- Applicant cannot concurrently hold an IWK Project Grant or Postdoctoral Fellowship.
- An IWK Researcher can serve as mentor on more than one 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.
- Evaluation of applicants will be based on the quality of the proposed project, the applicant's role within the proposed project and the likelihood that the mentorship relationship will lead to further proficiency and professional development.
- Recipient must complete and submit a [Final Report](#) no later than three (3) months 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, 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.
- Ineligible expenses include student stipends, travel costs for meetings, and equipment over \$2,500.
- Up to 20% of the approved budget may be reallocated within the same budget category. Reallocation of more than 20% of the 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 by the Mentee as Principal Investigator. (**NOTE:** Project Sponsor Information tab does not need to be completed).
- The ROMEO Researcher Portal and registration instructions can be found on the IWK Research Funding Opportunities webpage: <https://iwkhealth.ca/research/support-researchers/iwk-research-funding-opportunities>.
- 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 application will be adjudicated by the IWK Scientific Review Committee

APPLICATION DEADLINE DATE: November 1st

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.