



## **PARNL RESIDENT ENHANCEMENT FUND (REF) APPLICATION**

### **Part I – Organizer Information**

Name:

Phone:

Email:

Site:

Date of Application:

### **Part II – Project Proposal**

Please describe in detail the proposed project(s). This should include (but not be limited to) the specific use of the funds, why the project is needed, how it will benefit both current and future residents and what the projected volume use of the item(s) purchased will be.

*Attach additional sheets if necessary.*

**Part III – Funding**

Please outline the items for which funds will be used and dollar values attached to each item. Please also indicate if multiple quotes have been solicited.

Item	Quantity	Item Cost (incl. tax) <sup>1</sup>	Other Cost <sup>2/3</sup>	Total Cost	Multiple Quotes
				\$0.00	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>
Total				\$0.00	

1 – Please include tax and other item specific costs

2 – Please include shipping, delivery, set up etc.

3 – Please include assembly costs

Please describe if any alternate funding has been solicited and if so how much has been raised. If the expenditure is something that should be covered by the PARNL collective agreement, cost-sharing options with the hospital must have been explored, and the details and outcome of any discussions with the hospital should be outlined below.

Total\$0.00

Alternate Funding

Balance\$0.00

Amount Requested from PARNL:

Please explain any discrepancy between the balance and the amount requested from PARNL:

#### Part IV – Other Information

a) Will the project require regular upkeep and/or maintenance?

YES ☐

NO ☐

If so, how will this be paid for?

b) Will PARNL be recognized for its contribution?

YES ☐

NO ☐

If so, please specify how (plaque, poster, etc.)?

c) Does this project put PARNL at any increased liability?

YES ☐

NO ☐

If so, what steps have been taken to manage this risk – has the hospital agreed to indemnify PARNL and/or agreed to make the actual purchase?

Please email the completed form back to PARNL – [info@parnl.ca](mailto:info@parnl.ca).

For office use only:

REF Selection Committee Decision

Approved ☐

Rejected ☐

Date of Approval:

Comments:

## PARNL RESIDENT ENHANCEMENT FUND (REF) GUIDELINES

The Resident Enhancement Fund was a new initiative of PARNL for the 2023-2024 academic year. This fund is to be used in a way that augments the well-being of Newfoundland and Labrador medical residents.

In June 2023, the PARNL Board approved a document which clarified the terms of reference of the fund and set out criteria for accessing the fund and a process which could be followed to assess project proposals submitted to PARNL. There are two deadlines for the submission of applications: November 30 and April 30 of each academic year.

In evaluating a project proposal, the REF Team will consider the amount of previously funded projects at the same hospital and/or site and endeavor to distribute funds in a fair manner across the province.

The PARNL Board will designate a committee, chaired by the Finance Director, that will meet twice per year. This Committee will assess applications made to the fund, provide assistance to groups seeking to make an application, and make final recommendations to the PARNL Board regarding the suitability for funding of the various project proposals it receives.

The Selection Committee will use the following criteria to assess project proposals:

- The principal beneficiaries of the project must be members of PARNL, i.e. resident physicians working in Newfoundland and Labrador.
- The project must provide a long-term benefit to both existing and future residents.
- Memberships and consumable products are not eligible for the REF fund.
- Where a project will pay for items similar or superior to those which should be provided by a hospital according to the current PARNL collective agreement, cost-sharing with the hospital must be explored. The result of these discussions with the relevant hospital(s) must be documented in the project proposal. In this situation, the Committee shall seek to give stronger consideration to project proposals which include definite cost-sharing agreements.
- Where a project will require regular upkeep or maintenance, the proposal must document who will perform said maintenance and/or how funds to pay for this maintenance will be obtained in the future.
- No funds will be provided for ongoing upkeep or maintenance of previously funded projects.
- A small plaque, sign or poster (appropriate to the project) must accompany PARNL-funded projects and be duly noted in the project proposal.

The project **must not** place PARNL at any significantly increased legal liability.

Where a project has potential liability implications for PARNL:

The applicant to the fund should:

- Attempt to obtain a written indemnity from the hospital, agreeing to indemnify PARNL from any claims, etc. that might be brought against PARNL arising from the use of the proposed item, or, if this is not possible,

- Arrange for the money to be given to the hospital for the hospital to purchase and install the item, on the condition that the hospital will assume responsibility for all necessary on-going maintenance of the item.

The proposal will be approved only if, after due consideration, the Selection Committee feels the potential liability implications are insignificant.

Please note that project approval is based on the items requested. Although the final cost of the approved items may come under the budgeted amount, it does not allow for the remaining funds to be spent on items that were not approved.

If you have any questions, concerns or require assistance with your Resident Enhancement Fund project proposal, please do not hesitate to contact the PARNL office at [info@parnl.ca](mailto:info@parnl.ca). We will be happy to assist you in any way we can.

*Revised: September 2025*