**Digital Health Innovation Fund**

**Full Application Guide**

### **IMPORTANT**

**Deadline:** November 15, 2025, at 11:59 pm PT. No extensions will be granted due to timeline constraints.

**Submissions written in French** will be accepted and translated into English if necessary for review by non-bilingual individuals. *Nous acceptons les demandes rédigées en français, mais elles seront traduites en anglais à l’interne au besoin pour que le personnel non bilingue.*

**Purpose of Full Applications:** A DHDP Selection Committee will select eligible projects to use the Platform to share data for their intended use cases, contributing to advancements in research, technological development, and commercial potential. See “Application Review Process” on page 7-8 of the [**RFA**](https://www.dhdp.ca/funding-opportunities/digitalhealthinnovationfund)for the selection criteria.

**Expectation:** Full application submission must be complete, providing all required documents in the checklist below, using templates where required, and digitally submitting through TerryFoxTrack by the deadline. Submissions should continue to meet the [**RFA**](https://www.dhdp.ca/funding-opportunities/digitalhealthinnovationfund) eligibility and requirements. Submissions should also incorporate and address comments provided with the invitation to full application.

**Submit on TerryFoxTrack:** Designated representatives of teams invited to full applications will receive an email to log back into [**TerryFoxTrack**](https://tfri.smartsimple.ca/). Other team members may be invited if needed. Refer to the [TerryFoxTrack Application Guide](https://www.dhdp.ca/docs/default-source/digital-health-innovation-fund/tft-full-app-guide-oct25.pdf) “Inviting Co-applicants” section or email [**dhdp@tfri.ca**](mailto:dhdp@tfri.ca)for support. Please ensure all 3 tabs including “Full Application”, “Partners”, and “Budget” are fully complete as shown.



### **CHECKLIST**

Prepare for your submission of the required documentation listed in the table below. Further questions and fields can be found on TerryFoxTrack.

**Contents from the LOI may be reused, updated and expanded upon to develop required documents where appropriate. Information in your LOI is not considered part of this full application so ensure all relevant information from your LOI is included in your full application. See the key information column for more information.**

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| **Done?** | **Required Documents** | **Templates** | **Key Information** |
|  | **Statement of Work (SOW)** | * [SOW template](https://www.dhdp.ca/docs/default-source/digital-health-innovation-fund/sow-template.docx) (required). * [Gantt chart](https://www.dhdp.ca/docs/default-source/digital-health-innovation-fund/gantt-chart-template.xlsx) (template required unless a pre-existing template capturing relevant information including TRL is used). | LOI ‘Background’ (Project Title, Goals, Alignment with DHDP etc.) may be drawn upon and updated for defining the final SOW scope and timeline for the collaborative team project SOW. |
|  | **Each partner is required to have a workplan and budget** | Required from each partner to be eligible for funds.   * [Workplan template](https://www.dhdp.ca/docs/default-source/digital-health-innovation-fund/partner-workplan-template.docx) (required). * [Partner Budget template](https://www.dhdp.ca/docs/default-source/digital-health-innovation-fund/eligible-costs-full.xlsx) (required).   **Requirement:** If there are 2 SMEs in a team there should be 1 SOW but 2 workplans and 2 budgets. Partner budgets must be digitally input into TerryFoxTrack to automatically calculate and display the project-level budget associated with the SOW. | **SOW vs. Workplan:** While the SOW should detail the overall collaborative project, there is no project-level budget spreadsheet required. Instead, a workplan and budget is required from each partner in the team to provide information on organization-level work activities and the associated budget. See the [TerryFoxTrack application guide](https://www.dhdp.ca/docs/default-source/digital-health-innovation-fund/tft-full-app-guide-oct25.pdf) and contact [dhdp@tfri.ca](mailto:dhdp@tfri.ca) for support. |
|  | **Data Access Protocol** | * [Data Access Protocol template](https://www.dhdp.ca/docs/default-source/digital-health-innovation-fund/data-access-protocol.docx) (required). | LOI ‘Methodology’ may be helpful for completing the template. |
|  | **Evaluation Plan** | * [Evaluation Plan template](https://www.dhdp.ca/docs/default-source/digital-health-innovation-fund/evaluation-plan.docx) (required). | LOI ‘Anticipated Outcomes’ may be helpful for completing the template. |
|  | **IP and Commercialization Plan** | * [IP and Commercialization Plan template](https://www.dhdp.ca/docs/default-source/digital-health-innovation-fund/ipandc-1.doc) (required). | The LOI ‘IP and Commercialization Plan’ can be drawn upon and further detailed to complete the template. Guiding questions on the template should be answered. |
|  | **Term Sheet or Partnership Agreement** | * [Partner Term Sheet template](https://www.dhdp.ca/docs/default-source/digital-health-innovation-fund/dhifpa-1.doc) (required unless a pre-existing Term Sheet or Partnership Agreement capturing the relevant information is used).   You may contact [dhdp@tfri.ca](mailto:dhdp@tfri.ca) if you are unsure if a pre-existing template is acceptable and captures all relevant information. | Due to the multi-entity collaboration required, the Term Sheet is intended to be a simplified bullet-list of key terms agreed to by all entities in the application. Signing of the Term Sheet is intended to ensure every party involved in the project is in agreement about major elements of the partnership. The **Term Sheet is NOT legally binding.** **However, the fully signed Partnership Agreement must be submitted within 45 days of the award announcement date.** |
|  | **Network Member Agreement (if not yet submitted)** | Required from each partner to be eligible for funds.   * The Network Member Agreement can be downloaded from TerryFoxTrack. Email [dhdp@tfri.ca](mailto:dhdp@tfri.ca) for support. | Requires a signing authority from each partner in project team. For example, a team with 2 SMEs requires 1 Network Member agreement with each SME. |
|  | **One (1) Curriculum vitae (CV) for academic/healthcare partners (if applicable)** | * No template available; length of CV, or combined PDF, should not exceed 2 pages. | May be re-uploaded from LOI submission. CV can reflect the lead representative of a research group or, alternatively, a combination of resumes. Industry partners are not required to submit a CV. |

**Key considerations for your submission:**

* **See** [**RFA**](https://www.dhdp.ca/funding-opportunities/digitalhealthinnovationfund) **for more details on:**
* **Fulfilling the RFA requirements (page 3-4)**
* **DHDP Background and DHIF purpose** for scope alignment with DHDP objectives, funding purpose, and technical approach.
* **Selection Criteria (page 7-8)** to outline project contributions and impact.
* **Funding Opportunity (page 5)** - read about stacking funds to support financial planning.
* **See Digital Health Innovation Fund webpage in** [**EN**](https://www.dhdp.ca/funding-opportunities/digitalhealthinnovationfund) **or** [**FR**](https://www.dhdp.ca/fr/opportunites-de-financement/fonds-d'innovation-en-sant%C3%A9-num%C3%A9rique) **for important and supporting documents.**

Have questions? Email us at [dhdp@tfri.ca](mailto:dhdp@tfri.ca).