**Digital Health Innovation Fund**

**Letter of Intent Checklist**

### **IMPORTANT**

**Letter of Intent deadline extension** from August 15 to September 15, 2025, at 11:59 pm ET.

**Full application deadline has been adjusted to November 15, 2025, at 11:59 pm ET**, to allow time for project selection prior to holiday break.

**Expectation:** LOI submissions should be constructed with a project team that meets the [RFA](https://www.dhdp.ca/funding-opportunities/digitalhealthinnovationfund) minimum requirements: 2 Canadian Small- and Medium- sized Enterprises (SMEs) and access to data (real or synthetic) necessary to carry out the proposed project. This includes general alignment planning for project scope, budget, data access procedures, IP, and commercialization.

## **CHECKLIST**

Prepare for your LOI submission in advance of September 15, 2025:

* Assign a designated representative who will submit the documents listed below, on behalf of the team, through TerryFoxTrack.
* Fully populate the LOI. Click [here](https://www.dhdp.ca/docs/default-source/digital-health-innovation-fund/loi-template---final-clean-for-web---july-15-2025.docx) for the template.
  + Includes company profiles, pilot protocol, IP and commercialization plan.
* Budget estimate. Click [here](https://www.dhdp.ca/docs/default-source/digital-health-innovation-fund/dhdp-loi-budget-final.xlsx) for the template.
  + Outline a high-level budget and budget narrative in accordance with [Eligible Costs table](https://www.dhdp.ca/docs/default-source/digital-health-innovation-fund/ised-eligible-costs-table_march_2025.pdf?sfvrsn=276da4ec_4) to demonstrate overall financial capacity to carry out a $1-7-million CAD project (e.g., stacking of funds).
* CV/resume from each academic/healthcare collaborator (where applicable).
  + Length of CV, or combined PDF, should not exceed 2 pages.
  + 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 as company profile information must be reported in the LOI template.
* Signed DHDP Network Member Agreements.
  + Requires a signing authority from each collaborating party. For example, a team with 2 SMEs requires 1 agreement per SME.
  + EOI survey respondents will be notified via email with access to the DHDP Network Member Agreement.
* Prepare to answer high-level questions regarding data (e.g. how a data point is defined, dataset size) and use case upon digital submission.

### **WHERE TO SUBMIT LOI**

The LOI must be submitted through TerryFoxTrack, a digital application management system designed to standardize the application process. All EOI respondents will be notified when the system is open for applications as of **August 15, 2025. You are encouraged to upload elements of the LOI early (between August 15-Sept 1)** if you wish to request feedback before the final LOI submission deadline. The designated representative should submit the LOI on behalf of the team.

**What makes a strong 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.

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