Statement of Work (SOW)

**Purpose of Document:** Describe the collaborative team project and support agreement execution for the Digital Health Innovation Fund.

**Note:** **You do not need to prepare a project-level (SOW-level) budget** as a consolidated roll-up table will be generated from the individual partner budget submissions. Partner budgets should be completed in the required [Excel template](https://www.dhdp.ca/docs/default-source/digital-health-innovation-fund/eligible-costs-full.xlsx) by each partner for their own eligible cost activities. Eligible costs are limited - refer to the [Eligible Costs Table](https://www.dhdp.ca/docs/default-source/digital-health-innovation-fund/ised-eligible-costs-table_march_2025.pdf?sfvrsn=276da4ec_2) for guidance.

## **PROJECT TITLE AND LEADERSHIP**

|  |  |
| --- | --- |
| **Project Title** |  |

**Project Leadership**

List the primary contacts involved in the project and their corresponding organizations. This information should also be entered in the TerryFoxTrack ‘Partner’ tab.

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization** | **First and Last Name** | **Title** | **Email** |
| E.g., Organization Name | Bob Smith | CEO |  |
|  |  |  |  |
|  |  |  |  |

Insert or delete rows as needed (delete the grey text when completing the template).

## **PURPOSE AND OBJECTIVES**

Please describe the purpose and objectives of the project including details on how it will contribute to the DHDP.

|  |  |
| --- | --- |
| **Project Goal Summary** (max 1 page) | What are the specific project goals?  Consider: To what extent is this research important for its domain? How does the project contribute to addressing research gaps in health AI and/or data sharing? What real-world problem(s) does this address and who might benefit? |
| **Project objectives, plan, location(s), justification, and description** (should demonstrate use and alignment with DHDP)  **Up to 5 pages not including references or figures (2 maximum).** | Please describe the background, goals, choice of partners and planned execution of your project. Explain how your project’s goals will use and align with the DHDP mission, purpose, and technical approach (FAIR, OMOP, Flower AI) and how collaboration between your partners (and DHDP) is envisioned. |
| **List the key deliverables.** |  |
| **Financial Planning (1 page max)** | Describe your financing and management plans to oversee the project under this reimbursable cost model. |

## **TIMELINE AND RISKS**

Note: Digital Health Innovation Fund recipients are anticipated to start their projects in January 2026. Projects scheduled to start in January 2026 may take up to ~15 months to complete, up until March 31, 2027.

|  |  |  |  |
| --- | --- | --- | --- |
| **Start Date**  **(Month Day, Year)** |  | **End Date**  **(Month Day, Year)** |  |
| **Period (months)** |  |  |  |

|  |  |
| --- | --- |
| **Technology Readiness Level (TRL) upon anticipated project start date.**  See [RFA](https://www.dhdp.ca/docs/default-source/digital-health-innovation-fund/1_dhdp-rfa---digital-health-innovation-fund_en.pdf?sfvrsn=b37eb430_10) definitions for TRL definitions. |  |
| **Briefly explain TRL progression over time.** |  |
| **List any project or technical dependencies and assumptions.** |  |

**Gantt chart**

Though the [Gantt chart template](https://www.dhdp.ca/docs/default-source/digital-health-innovation-fund/gantt-chart-template.xlsx) is optional, please complete the template or review to ensure important information (TRL progression over time, key dates, and deliverables) is captured in pre-existing template.

|  |
| --- |
| Insert a snippet of the Gantt chart timeline here. |

**Risks**

For each major risk and issue, indicate the associated corrective action or mitigation plan.

|  |  |
| --- | --- |
| **Risk** | **Mitigation Strategy** |
|  |  |
|  |  |
|  |  |

Insert more rows as needed.

## **CONTRIBUTION TO DHDP DEVELOPMENT**

**Please specify how deliverables use and align with the development of DHDP.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Deliverables**  Describe the deliverables shown on the Gantt chart to implement the use case. | **Projected Date of Completion** | **DHDP Functionality**  Examples:   * Data discovery * Data access * Data standardization * Data science * Machine learning | **Description** |
| E.g., Privacy and legal requirements document |  | Data access | Provide site documentation required and complete with DHDP team. |
| E.g., Data transformation into structured data |  | Data standardization | Plan resources and execute ETL processes to structure data into OMOP. |
| E.g., Data discovery interface |  | Data discovery | Leverage DHDP existing data discovery functionalities and produce user needs document for customizations. |
|  |  |  |  |
|  |  |  |  |

Insert more rows if needed.

**SOW CHANGES**

Project team leads are responsible for providing prompt written notice to TFRI of any changes which may have an impact on timely delivery for this SOW.