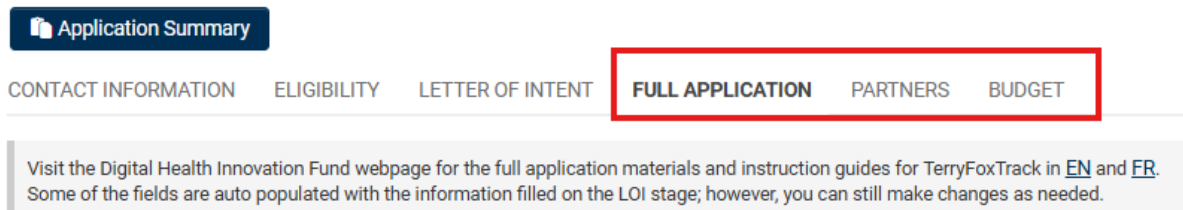


DHIF Full Application Guide (TerryFoxTrack)

Purpose of the guide: How to digitally submit your Digital Health Innovation Fund full application on [TerryFoxTrack](#).

Important Notes:

- 1) On TerryFoxTrack, the Full Application process has three tabs: *Full Application*, *Partners*, and *Budget*. Complete all required fields in each tab before submitting. For all PDF document attachments, please use either 11pt Arial or Times New Roman font. Applications in French are allowed an additional 20% in page space where applicable.



- 2) For any queries within TerryFoxTrack, please contact dhdp@tfri.ca; the Notes section (in TerryFoxTrack, left-hand menu) is unmonitored as shown below.

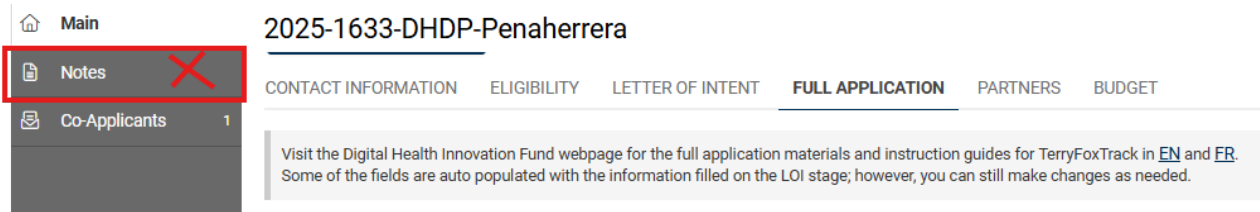
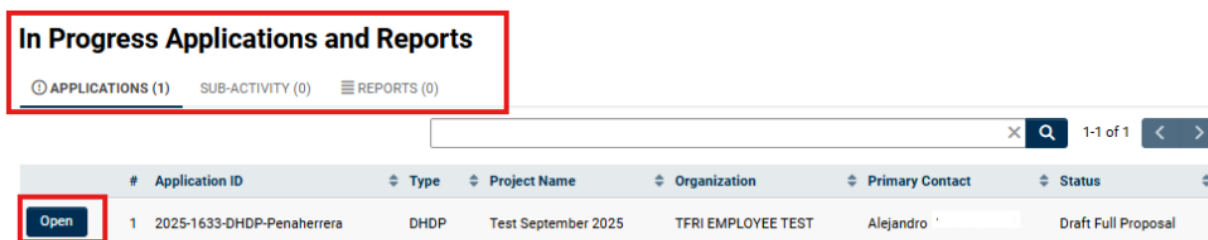


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Full Application tab

1. **Login to TerryFoxTrack** - Once you have been invited to proceed to a full application, you will receive an email with the link to [TerryFoxTrack](#) to start your full application on the system. Find and open your application under the “In Progress Applications and Reports section”



2. **Background Section:** Some of the full application tab fields are auto populated with the information filled on the LOI stage; however, you can still make changes as needed.
 - Editable fields from the LOI stage:
 - a. Project Title
 - b. Disease Area
 - c. Category (or categories) that best represent the project
 - d. Approximate number of data points your team will have access to share through the Platform
 - e. Brief description of a data point in this context
 - f. Brief description of data sources and intended use for the project
 - g. Type of data

CONTACT INFORMATION ELIGIBILITY LETTER OF INTENT **FULL APPLICATION** PARTNERS BUDGET

Background

* Project Title (as stated on SOW)
Test September 2025

* Disease Area (as stated on Data Access Protocol)
 Oncology
 Neurology
 Other

* Please select the category (or categories) that best represents the project:
 Data science and machine learning
 Federated analytics and privacy-preserving methods
 Data-focused use cases (e.g., data wrangling, data augmentation)
 Other

* Enter the number of data points (synthetic or real) your team will have access to and approved to share through the Platform by January 2026.
Enter as stated in Data Access Protocol.
100000

* Briefly describe where the data is being sourced and how it is intended to be used for the project?
Describe as stated in Data Access Protocol.
Test
296 characters left

* Indicate the type of data
Indicate as stated in Data Access Protocol.

< BACK (includes EHR/EMR)

3. Fill out the remaining fields including project keywords and changes since LOI.

CONTACT INFORMATION ELIGIBILITY LETTER OF INTENT **FULL APPLICATION** PARTNERS BUDGET

* Keywords

Maximum 5 keywords. E.g., #machinelearning #wearables

#machinelearning #wearables

72 characters left

∨ Changes since LOI

* Does your team attest "Yes" to all eligibility questions asked upon prior to LOI submission?

Eligibility questions:

1. The project team LOI submission includes at least two (2) Canadian small and medium sized enterprises (SMEs).
2. The proposal has appropriate access to data necessary to advance the use cases relevant to the project (e.g., data for federated learning use cases).
3. Are all components of the LOI addressed, including the presence of a commercialization plan and data access procedure?
4. The proposed project will be conducted in Canada, with all IP rights and Eligible Project IP remaining in Canada for a minimum of 4 years after the end of the funding agreement.
5. Have you represented access to the Background IP necessary to carry out the Eligible Project?
6. Do you confirm to having the financial resources to support the proposed project?
7. Applicants are able to execute agreements and the project will launch in January 2026.

Yes

* Please indicate any notable changes since LOI submission.

For example, changes related to eligibility, data, or team composition. If no notable changes have occurred, please write N/A.

Test

* Proposed Project Duration - Number of Months

Report as stated in SOW. All funding ends March 31, 2027.

12 Months

4. **Document Uploads:** Please make sure you use the [Full Application Checklist](#) for templates in your application to upload the following (PDF unless otherwise noted):

- a. SOW and a **spreadsheet version** of project Gantt chart
- b. Data Protocol
- c. Evaluation Plan
- d. IP and Commercialization Plan
- e. Term Sheet or Partner Agreement

The screenshot shows a navigation bar with tabs: CONTACT INFORMATION, ELIGIBILITY, LETTER OF INTENT, FULL APPLICATION (selected), PARTNERS, and BUDGET. Below the navigation bar, there is a section titled '> Changes since LOI'. A red box highlights a list of document requirements: '> Statement of Work (populated template required)', '> Data Access Protocol (populated template required)', '> Evaluation Plan (populated template required)', '> IP and Commercialization Plan (populated template required)', and '> Term Sheet or Partnership Agreement'. Below this list is a checkbox for 'DHDP Network Membership (if not yet uploaded)'. On the right side, there is a 'JUMP TO' sidebar with a list of items: Background, Changes since LOI, Statement of Work (populated template required), Data Access Protocol (populated template required), Evaluation Plan (populated template required), IP and Commercialization Plan (populated template required), Term Sheet or Partnership Agreement, DHDP Network Membership (if not yet uploaded), and CV Upload. A red box highlights the 'Statement of Work' and 'Term Sheet or Partnership Agreement' items in the sidebar.

5. **DHDP Network Member Agreement:** complete this section or update it if already filled at the LOI stage.

- a. Download the Network Member Agreement if needed by clicking the link.
- b. Share it with all your partners in your project team. This agreement should be signed by a signing authority from each team partner's organization.
- d. Upload the signed Network Member Agreements as PDFs and add signee to table.

DHDP Network Membership (if not yet uploaded)

Each collaborating party will need a signing authority to sign the DHDP Network Member Agreement to be eligible for funds. For example, a team of 2 SMEs requires 1 agreement per SME. For more information on membership refer to [DHIF FAQs](#)

[Download Network Member Agreement](#)

Upload - Network Member Agreement

Drop files here or [browse files](#)

Maximum file size: 2 GB | Allowed file types: PDF, XLS, XLSX

6. **Add or update the Network Member Agreement table** with signee information by clicking **Add/Update** under **“Network Agreement Tracking”**

Network Agreement Tracking

Complete the table to include details for the signees shown in the newly uploaded Network Member Agreements.

Add/Update

First Name	Last Name	Role	Category	Organi
Test	Testing	CEO	Canadian SME	TestSN
Test2	Testing2	CEO	Canadian SME	TestSN

7. Click the **“+” sign** to enter the signee information, and then click **“Save”**.

Network Member Agreement

SME (Small- and Medium- sized Enterprise) is defined as fewer than 499 employees.

First Name	Last Name	Role	Category	Organization Name	Email of Signee
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select One	<input type="text"/>	<input type="text"/>

+

Save **Clear**

8. **Upload the CV/resume**, if applicable, as PDF for academic/healthcare collaborators. CVs/resumes submitted at the LOI stage will appear here; you may add or update as needed.





CV Upload

One (1) CV/resume is required per academic/healthcare collaborator. There is a 2-page maximum. Industry partners are not required to submit a CV. Note: You may re-use the CV previously uploaded during LOI submission or provide an updated version.

CV Upload PDF (if applicable)

Drop files here or [browse files](#)

Maximum file size: 2 GB | Maximum number of files: 1 | Allowed file types: PDF

9. Click “**Save Draft**” to continue working on your application later, click “**Validate**” to check all mandatory fields have been filled, or “**Submit**” when you are ready to send your Full Application to the DHDP team. Note that for the Full Application, a few additional steps must be completed before submission.



Partners Tab

Add or edit partnering organizations and their primary contacts.

Note: You must list **all partners and their primary contacts** for your application to be considered complete. A minimum of **2 Canadian SMEs** is required. Only include partners eligible for funds and exclude international affiliates.

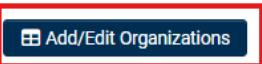
CONTACT INFORMATION ELIGIBILITY LETTER OF INTENT FULL APPLICATION **PARTNERS** BUDGET

Information should include 'Project Leadership' stated in SOW. State each partnering organization and a primary contact; a minimum of 2 SME partners is required.

Partnering Organizations

* List each partnering organization in your project team.


Organization	Legal Organization Category	Registered CRA or NFP number	Year Incorporated	Size (number of employees)	Address	Canadian Province or Territory	Postal Code	Website
TestSME1	SME	123456789	2010	50	111 Test	British Columbia	V1Z1P1	test.com
TestSME2	SME	123456780	2012	75	222 Test	British Columbia	V1Z1P1	



Partnering Organizations Contacts


* List each partnering organization's primary contact within the project team.

Organization	Role	Prefix	First Name	Middle Name	Last Name	Suffix	Email	Secondary Email	Phone
TestSME1	CEO	MD	Test	T	Test1	Jr	test@test.ca	testceo@test.ca	1111111111
TestSME2	CEO		Test		Test2		test@test2.ca		2222222222




1. Partnering Organization:
 - a. Click **“Add/Edit Organization”** to add each partner in your project team.
 - c. After entering details, click **“Save”** to confirm.

Partnering Organizations Information

 A minimum of 2 SME partners is required. Only include partners eligible for funds (excludes international affiliations).

Organization	Legal Organization Category	Registered CRA or NFP number	Year Incorporated	Size (number of employees)	Address	Canadian Province or Territory	Postal Code	Website
<input type="text" value="TestSME1"/>	<input type="text" value="SME"/>	<input type="text" value="123456789"/>	<input type="text" value="2010"/>	<input type="text" value="50"/>	<input type="text" value="111 Test"/>	<input type="text" value="British Columbia"/>	<input type="text" value="V1V1V1"/>	<input type="text" value="test.com"/>
<input type="text" value="TestSME2"/>	<input type="text" value="SME"/>	<input type="text" value="123456780"/>	<input type="text" value="2012"/>	<input type="text" value="75"/>	<input type="text" value="222 Test"/>	<input type="text" value="British Columbia"/>	<input type="text" value="V1V2V2"/>	<input type="text" value="test2.com"/>



2. Contact Information

- a. Click **“Add/Edit Contacts”** to enter at least one contact for each partner organization.
- b. Click **“Save”** to confirm.

Please include the contact information of at least 1 representative per co-applicant. If you are the designated representative submitting the application on behalf of the team, you should be listed.

Organization	Role	Prefix	First Name	Middle Name	Last Name	Suffix	Email	Secondary Email	Phone
	CEO	M/D	Test	T	Test1	Jr	test@test.ca	test000@test.ca	1111111111
	CEO		Test		Test2		test@test2.ca		2222222222

Budget Tab

Important Notes:

- **Each partner must have one Workplan Budget.** The Lead Applicant may complete all Workplans if needed or invite co-applicants to complete their own. See the [“Invite to Collaborate on Workplan Budget”](#) section for details.
- **After completing all three Full Application tabs, click “Submit.”** Once all fields are validated, you will receive a confirmation email for your Full Application. If you do not receive this email within one business day, contact dhdp@tfri.ca.
- Budget fields below are copied over from the LOI with the exception that **Total Project Cost** will auto-populate from the roll-up total cost calculated from partner budgets.

CONTACT INFORMATION ELIGIBILITY LETTER OF INTENT FULL APPLICATION PARTNERS **BUDGET**

*** What is the total project cost?**

This field will auto-populate, calculated from partner's budget.

*** Are any government funds (federal, provincial, tax credits, etc.), other than DHDP funds, anticipated or required to cover your total project costs?**

Report on any additional government sources of funding towards the total project costs from Federal, Provincial, Territorial or Municipal departments.

*** Can you confirm that you are within your maximum governmental assistance ratio and funds are eligible for stacking**

Project teams must attest that the combined level of financial assistance from all governmental sources does not exceed each collaborator's maximum governmental assistance ratio, which is seventy five percent (75%) of Eligible Supported Costs incurred by any Industry Collaborator and one hundred percent (100%) of Eligible Supported Costs incurred by any Academic Collaborator.

Project-Level Budget Narrative / Justification

*** Budget Narrative / Justification**

The LOI budget narrative may be updated to complete this section.

Add a Partner Workplan and Budget

1. Click the “+” sign to add a Partner Workplan.

CONTACT INFORMATION ELIGIBILITY LETTER OF INTENT FULL APPLICATION PARTNERS **BUDGET**

Visit the Digital Health Innovation Fund webpage for templates and instruction guides for TerryFoxTrack in [EN](#) and [FR](#).

▼ Partner Workplan and Budget

Each partner must complete the Partner Workplan and Partner Budget templates to be eligible for funds. 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.

• Click the + button to add a new workplan and budget for a partner.

+ < >

2. After clicking the “+” sign to add a Partner Workplan:
 - a. Fill all **mandatory fields** (marked with *).
 - b. Click “**Save Draft**” to continue with the workplan and upload the Timeline/Gantt Chart.

New Activity

WORKPLAN WORKPLAN BUDGET

* Title of Workplan

* Organization

▼ Workplan

* Upload PDF version of Workplan

Click Save Draft to upload files in this section. Then please use the required template provided when uploading your version of the Workplan.

Click Save before adding attachment

▼ Other Government Funds

If applicable, report on any additional government sources of funding towards the total project costs from Federal, Provincial, Territorial or Municipal departments.

Click Save before editing

Save Draft ✓ Submit

3. Workplan

- a. Back in the main Workplan window, upload:
 - PDF version of your Workplan.

4. Other Government Funds

- a. Click the “+” sign under Other Government Funds.
- b. A pop-up window will open. Enter the funding details, click “**Save**”, and close the window.

Other Government Funds

If applicable, report on any additional government sources of funding towards the total project costs from Federal, Provincial, Territorial or Municipal departments.

Add/Edit Funds

Other Government Assistance

i Enter the sum of additional government funds (federal, provincial, tax credits, etc.) anticipated to cover this partner workplan budget.

Other Government Assistance

	Total (CAD)	Sources
Federal Programs	<input type="text"/>	<input type="text"/>
Federal Income Tax Credits	<input type="text"/>	<input type="text"/>
Provincial Funds	<input type="text"/>	<input type="text"/>
Municipal Funds	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>

Save

5. Then move to the “**Workplan Budget**” tab.

New Activity

WORKPLAN **WORKPLAN BUDGET**

Workplan Budget Tab


1. Follow the instructions listed on screen.
 - a. Upload the Workplan Budget spreadsheet using the template provided.
 - b. Click “**Workplan Budget button**” under the Budget Details section to add the partner’s budget.

WORKPLAN **WORKPLAN BUDGET**

To complete the workplan budget, follow these directions.

1. See DHIF webpage for the the partner budget template.
2. Fill the Budget Details section.
3. These values will automatically roll up into the project’s Summary Budget displayed on the Budget tab main screen once this section is submitted for each workplan. NOTE: Click submit once each workplan and budget is complete. It will NOT submit the full application; however, it will allow the full application budget to be calculated and displayed based on individual budgets.

*** Upload - Budget**

 **Drop files here or [browse files](#)**

Maximum file size: 2 GB | Allowed file types: XLSX, XLS

▼ Budget Details

Enter the budget details for this partner’s workplan.
These values will automatically roll up into the project’s Summary Budget.

Workplan Budget

[← BACK](#)

Save Draft **Submit** **Discard**

2. After clicking the **“Workplan Budget”** button:
 1. Enter the **Organization Name**, **Budget Cost Category**, and the **budget for each period**.
 2. Click **“Save”** and close using the **“X”**.

Submitting the Workplan Budget

Once budget cost categories are entered, a table will display totals.

- a. When all fields and tables are complete, click **“Submit”**.
- b. A Submit alert will appear:
 - Click **“Yes”** to confirm and stay on the same page.
- c. Once submitted, use **“Edit Workplan”** to make changes, **“Discard”** to void the workplan, or close with the **“X”** at the top right.

Organization	Budget Cost Category	FY26 (January 1, 2026 - March 31, 2026)	FY27 (April 1, 2026 - March 31, 2027)	Total
Test1	Equipment	\$300,000.00	\$50,000.00	\$350,000.00
Test1	Direct Materials	\$50,000.00	\$15,000.00	\$65,000.00
		\$350,000.00	\$65,000.00	\$415,000.00

Inviting co-applicants

Important Note: Co-applicants cannot submit the full application or edit the Partner Workplan Budget unless they are also invited to collaborate on a specific Workplan (see next section).

Invite to view or edit the application

1. Invite co-applicants to view or edit the application by adding them as **“Co-Applicants”** from the left-hand menu.
 - a. Invited co-applicants will receive an email to complete their registration process in the system.
 - b. Once their profile is created, they will be able to collaborate on the full application.
2. Click the **“+” sign** to add a Co-Applicant, enter their contact information, and then click **“Invite”**.

The screenshot shows the '2025-1633-DHDP-P' application page. The left-hand menu has 'Co-Applicants' highlighted with a red box. The main content area has a header '2025-1633-DHDP-P' and a sub-header 'Invite co-applicants to view or edit the application'. Below this is a table with columns: Prefix, First Name, Last Name, Email, Role, and Status. The table contains one row with 'Test2', 'Testing', 'test6@gmail.com', 'Co-Applicant', and 'Accepted'. Below the table are input fields for Prefix, First Name, Last Name, and Email, followed by a 'Co-Applicant' role and a 'Draft' status. At the bottom, there are 'Save' and 'Invite' buttons, with 'Invite' highlighted by a red box.

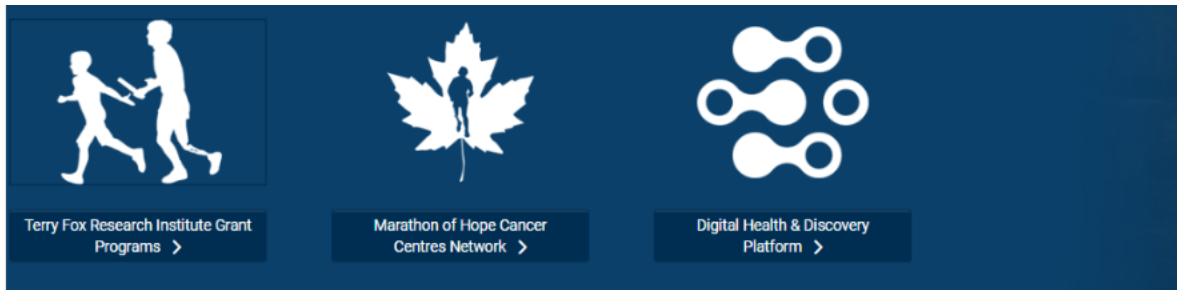
Invite to Collaborate on Workplan Budget

1. From the left-hand menu of the Workplan Budget, click **“Invitations”**.
 - a. Invited co-applicants will receive an email to collaborate on the Workplan Budget.
 - b. If co-applicants have not created a profile, they must do so before collaborating.
2. Click the **“+” sign** to add a Co-Applicant, enter their contact information, and then click **“Invite”**.

The screenshot shows the '2025-1633-DHDP-Penaherrera (Workplan)' page. The left-hand menu has 'Invitations' highlighted with a red box. The main content area has a header '2025-1633-DHDP-Penaherrera (Workplan)'. Below this is a table with columns: Prefix, First Name, Last Name, Email, Role, and Status. The table contains one row with empty input fields, 'Co-Applicant', and 'Draft'. Below the table are input fields for Prefix, First Name, Last Name, and Email, followed by a 'Co-Applicant' role and a 'Draft' status. At the bottom, there are 'Save' and 'Invite' buttons, with 'Invite' highlighted by a red box. A '+ sign' button is also highlighted with a red box.

Additional Notes:

- If not invited as Co-Applicants on the full application, invitees can access the Workplan Budget under “**Reports**”.
- If invited to view or edit the full application, invitees can access the Workplan Budget under “**Applications**”, which opens the application.



In Progress Applications and Reports

⊙ APPLICATIONS (0) SUB-ACTIVITY (0) ≡ REPORTS (0)

0 of 0

#	Application ID	Type	Project Name	Organization	Primary Contact	Status	Due Date
No Results Found							