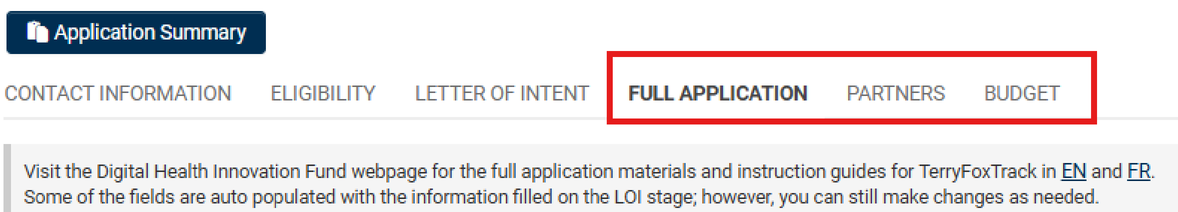
# DHIF Full Application Guide (TerryFoxTrack)

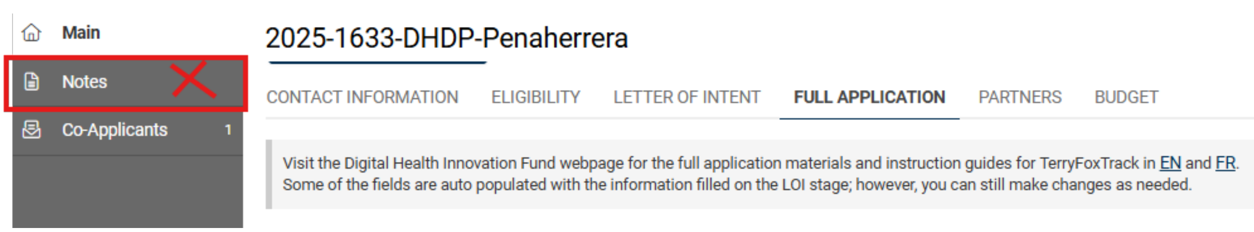
**Purpose of the guide**: How to digitally submit your Digital Health Innovation Fund full application on [TerryFoxTrack](TerryFoxTrack).

**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.



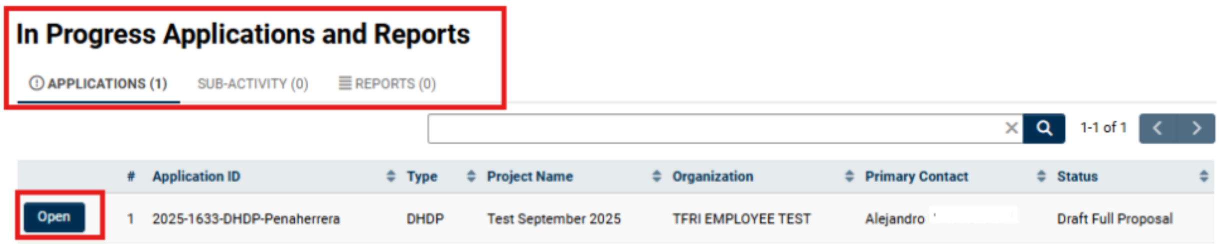

2) For any queries within TerryFoxTrack, please contact dhdp@tfri.ca; the Notes section (in TerryFoxTrack, left-hand menu) is unmonitored as shown below.



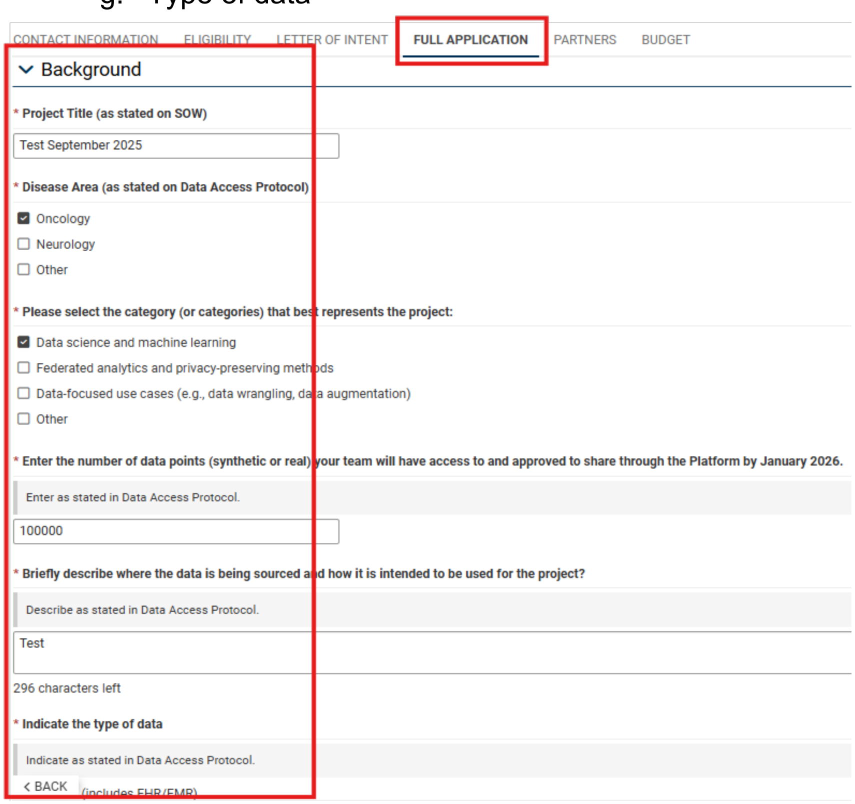

## Table of Contents

# Full Application tab

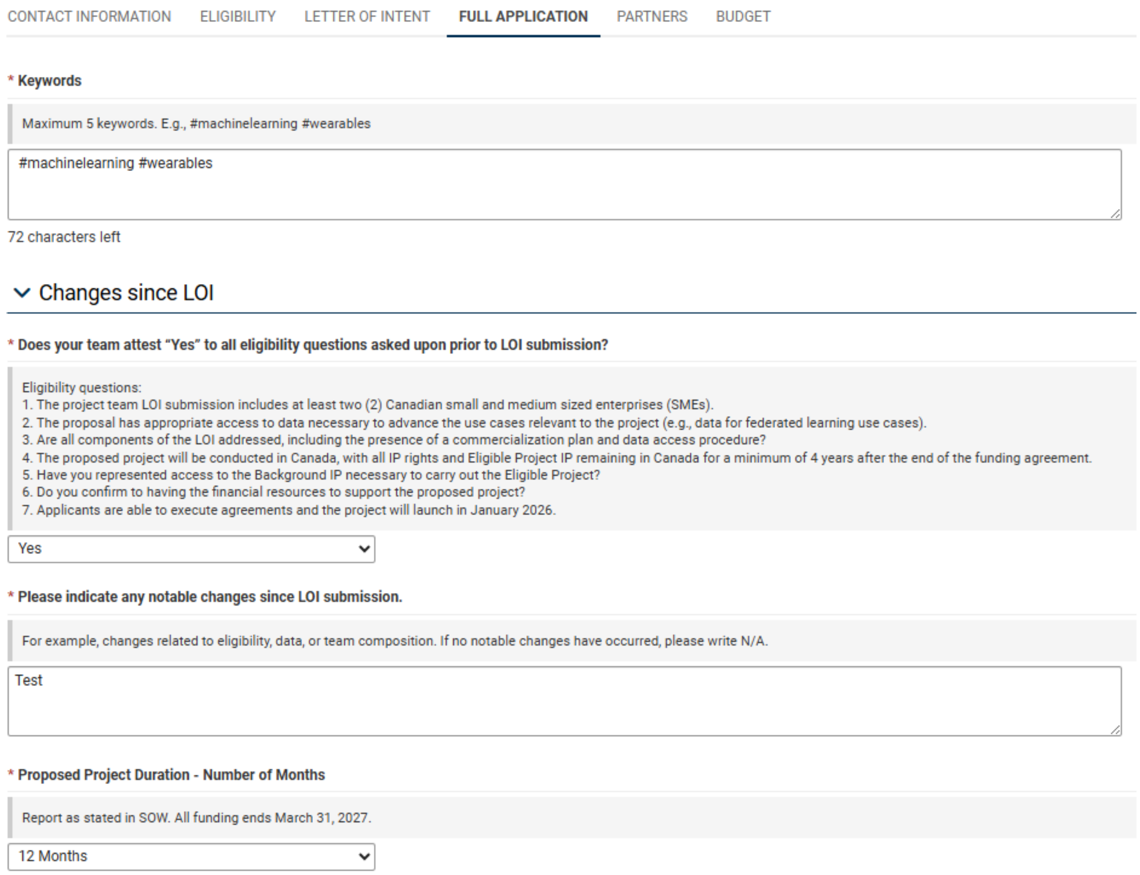
1. **Login to TerryFoxTrack** - Once you have been invited to proceed to a full application, you will receive an email with the link to [TerryFoxTrack]() to start your full application on the system. Find and open your application under the “In Progress Applications and Reports section”




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



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.

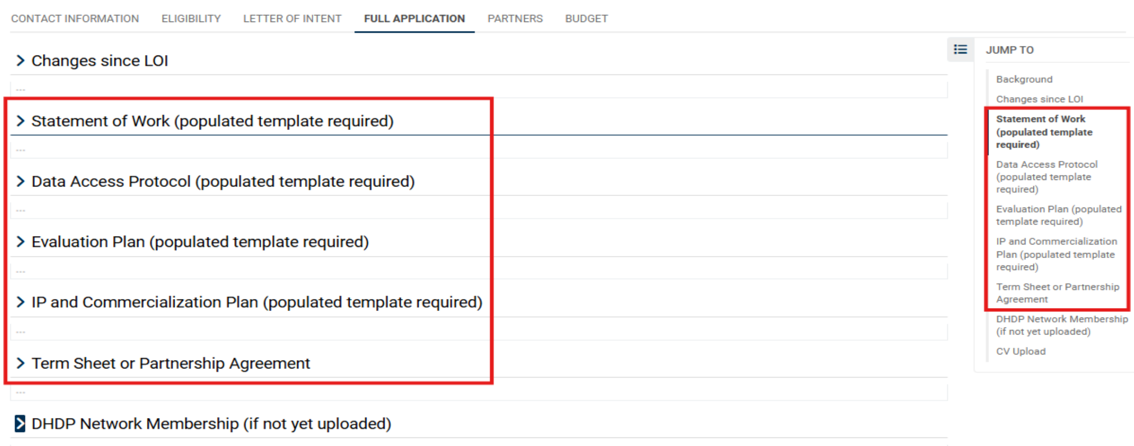
Test

* **Proposed Project Duration - Number of Months**

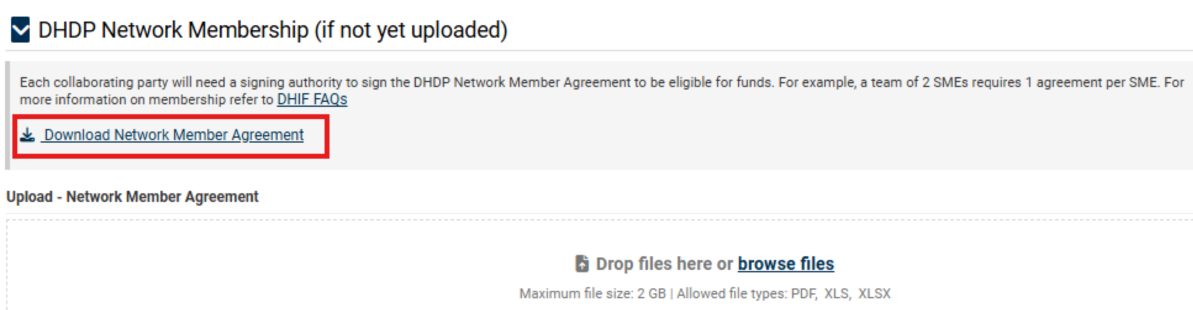
Report as stated in SOW. All funding ends March 31, 2027.

12 Months

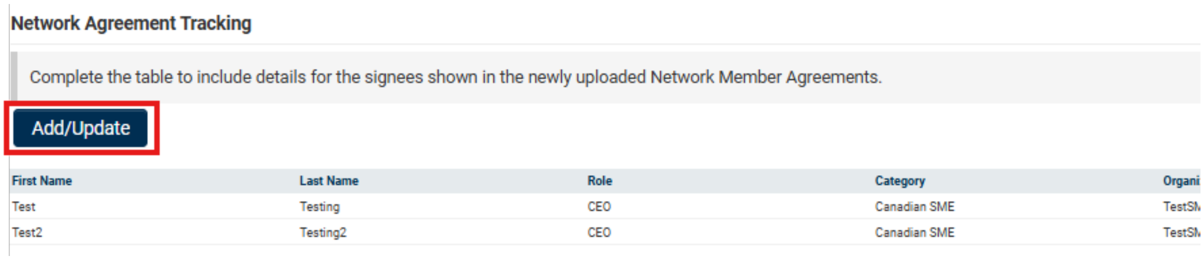
4. **Document Uploads: Please make sure you use the [Full Application Checklist] for templates in your application to upload the following (PDF unless otherwise noted):**
    a. SOW and a spreadsheet version of project Gantt chart
    b. Data Protocol
    c. Evaluation Plan
    d. IP and Commercialization Plan
    e. Term Sheet or Partner Agreement



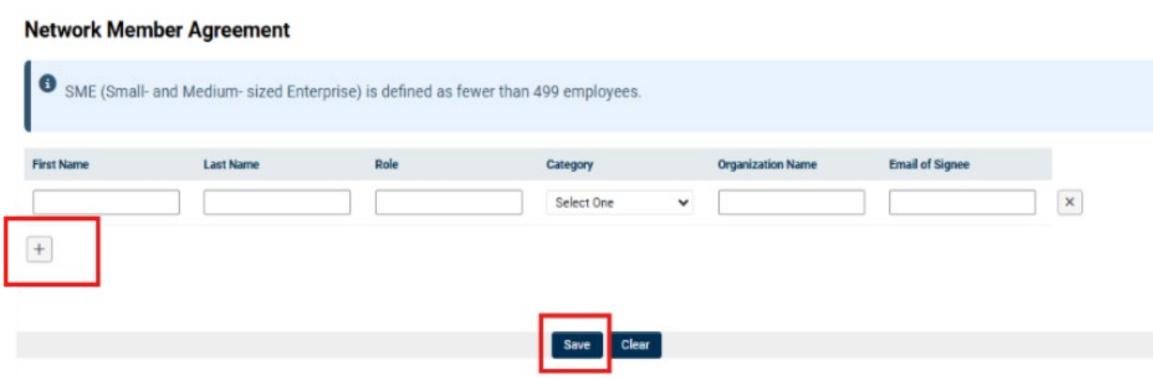

5. **DHDP Network Member Agreement:** complete this section or update it if already filled at the LOI stage.
    a. Download the Network Member Agreement if needed by clicking the link.
    b. Share it with all your partners in your project team. This agreement should be signed by a signing authority from each team partner's organization.
    d. Upload the signed Network Member Agreements as PDFs and add signee to table.



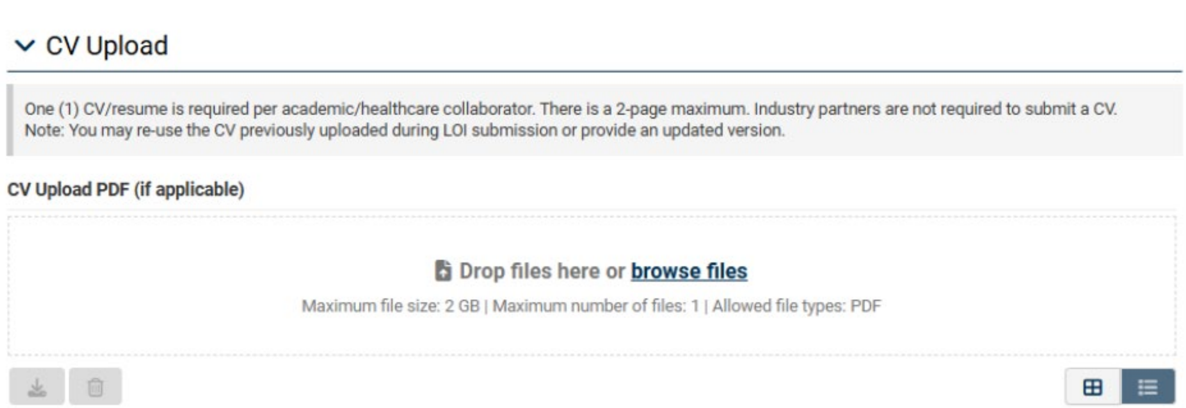
6. **Add or update the Network Member Agreement** table with signee information by clicking **Add/Update** under **“Network Agreement Tracking”**



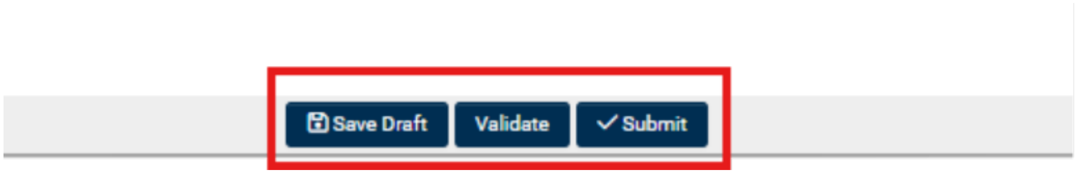

7. Click the **“+” sign** to enter the signee information, and then click “**Save**”.




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.



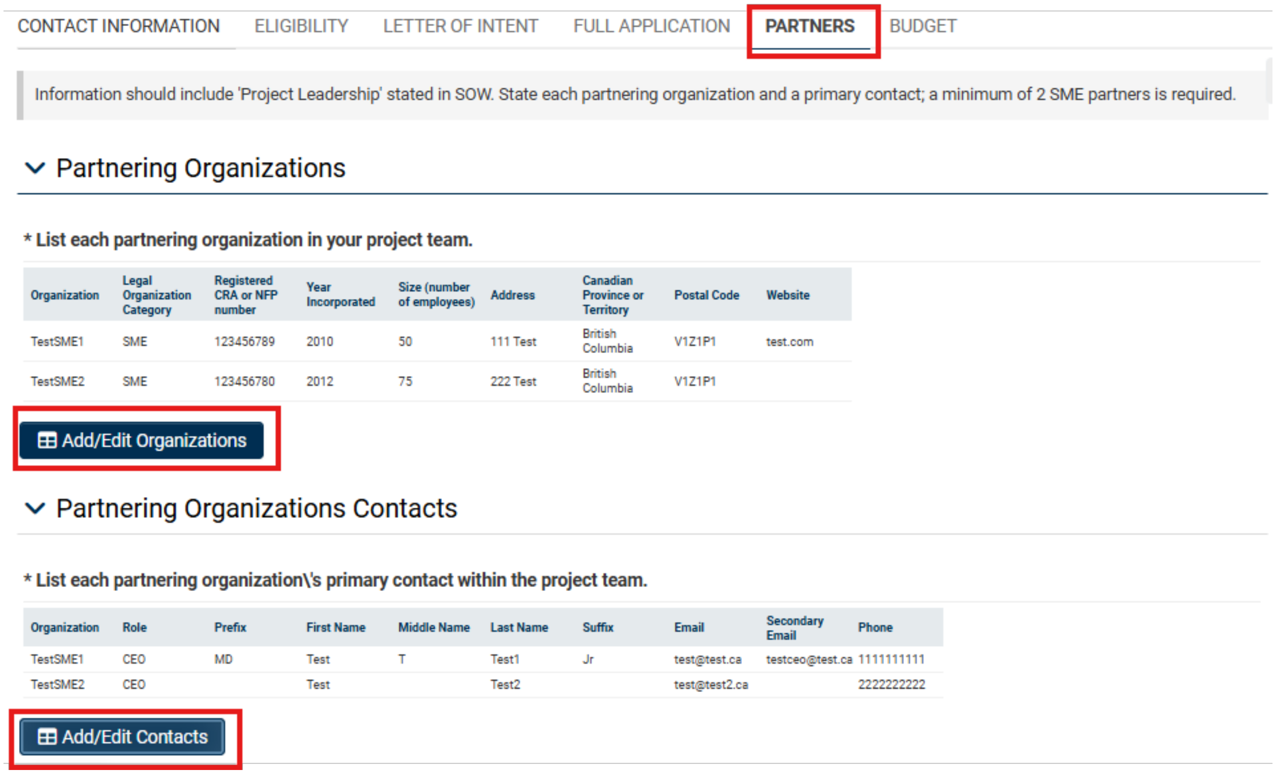
9. Click **“Save Draft”** to continue working on your application later, click **‘Validate”** to check all mandatory fields have been filled, or **“Submit”** when you are ready to send your Full Application to the DHDP team. Note that for the Full Application, a few additional steps must be completed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

Add/Edit Organizations

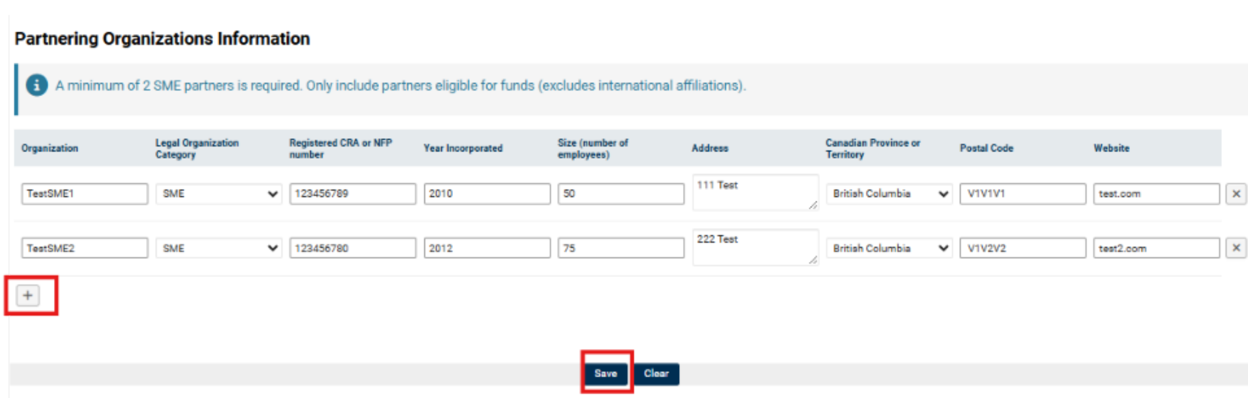
Partnering Organizations Contacts

* 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 |

Add/Edit Contacts

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



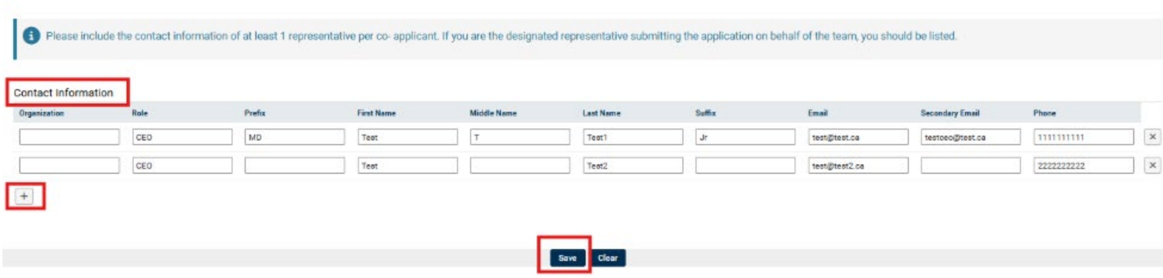
Partnering Organizations Information

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 |
|---|---|---|---|---|---|---|---|---|
| TestSME1 | SME | 123456789 | 2010 | 50 | 111 Test | British Columbia | V1V1V1 | test.com |
| TestSME2 | SME | 123456780 | 2012 | 75 | 222 Test | British Columbia | V1V2V2 | test2.com |

Save Clear

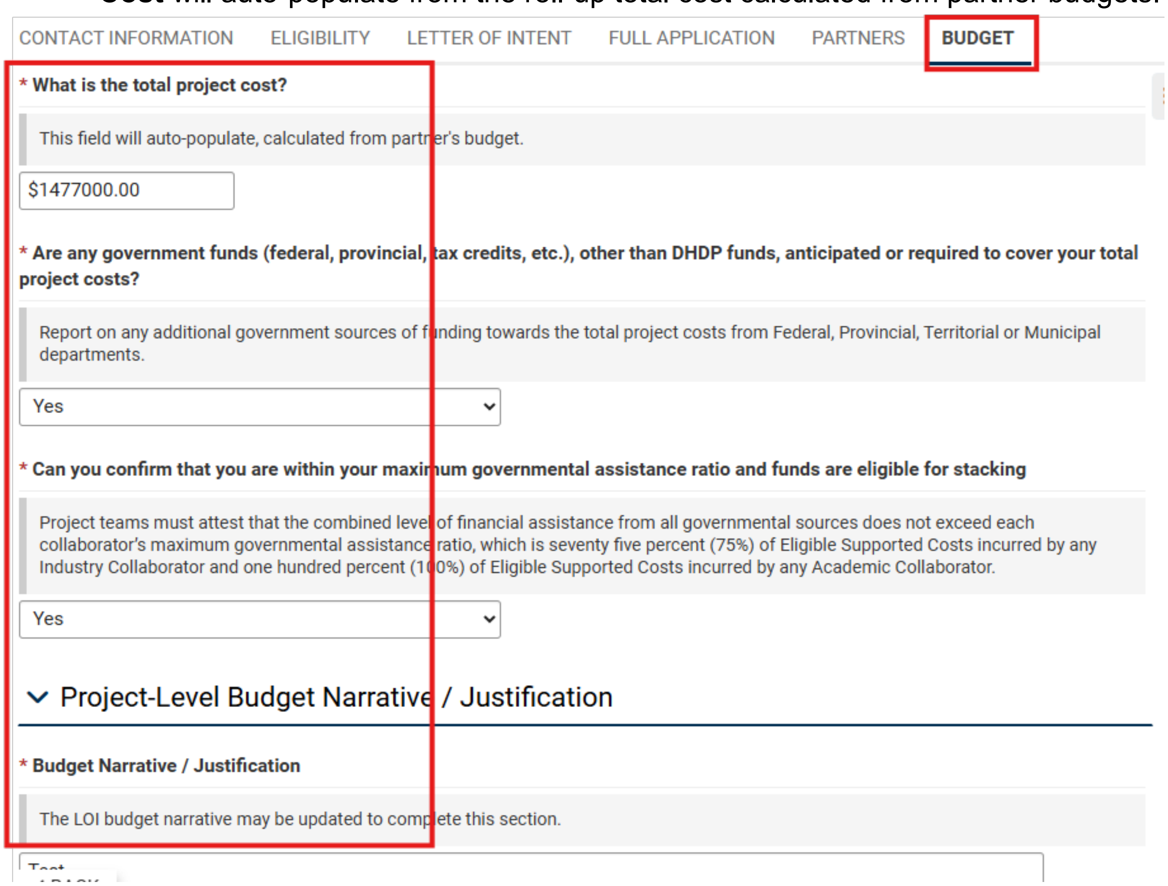
2. Contact Information
    a. Click **“Add/Edit Contacts”** to enter at least one contact for each partner organization.
    b. Click **“Save”** to confirm.




# Budget Tab

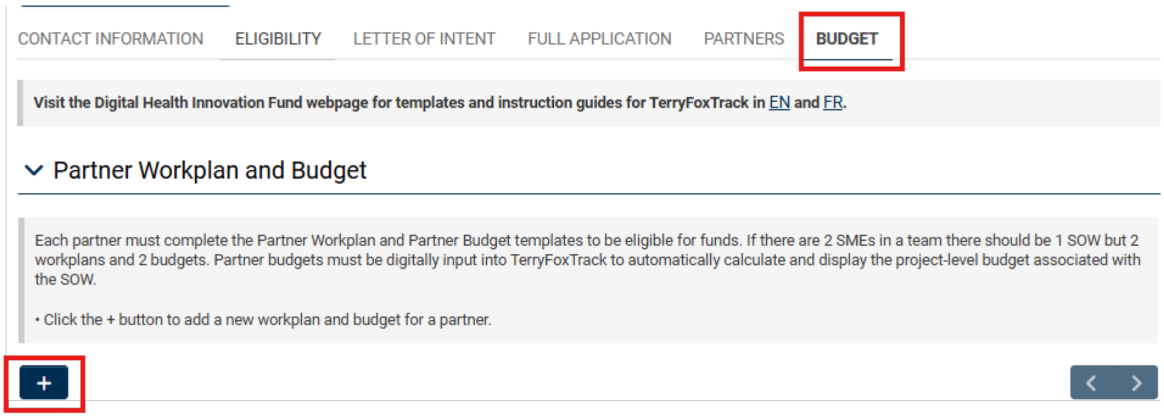
**Important Notes:**

- 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.

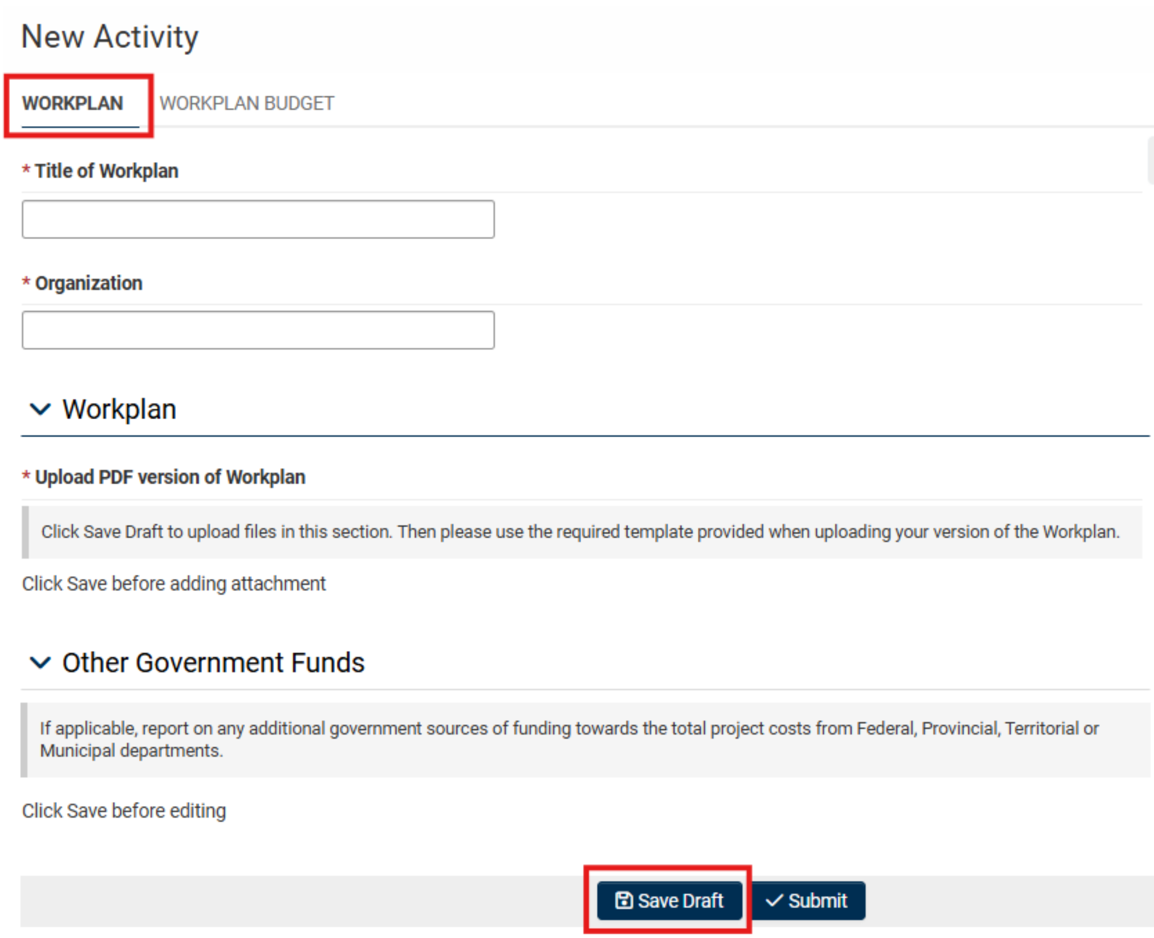


## Add a Partner Workplan and Budget

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




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.



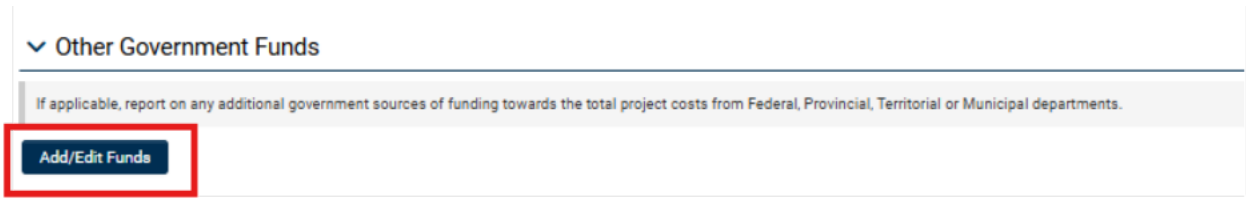
**3. Workplan**

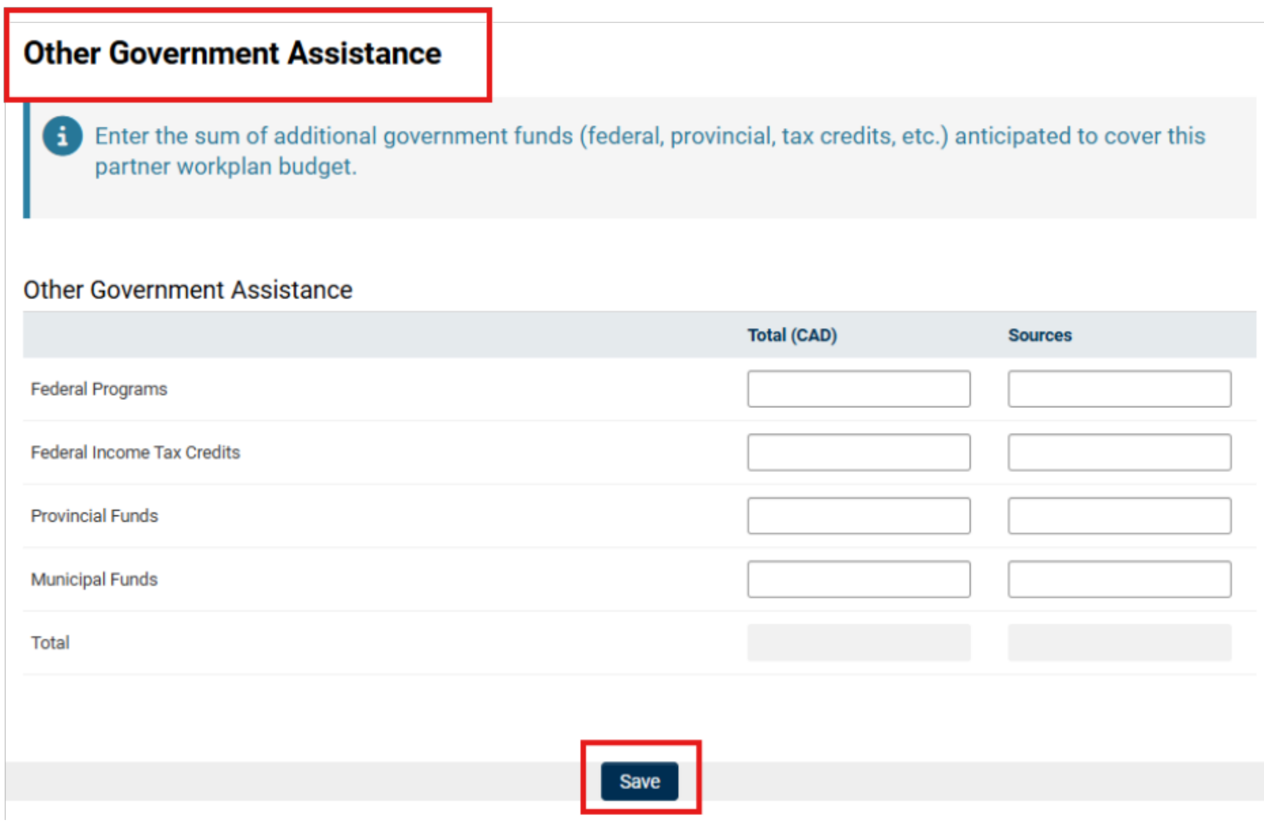
a. Back in the main Workplan window, upload:
  - PDF version of your Workplan.

4. **Other Government Funds**

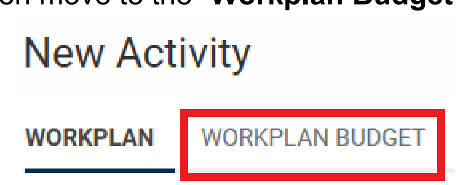
a. Click the **"+"** sign under Other Government Funds.

b. A pop-up window will open. Enter the funding details, click **"Save"**, and close the window.



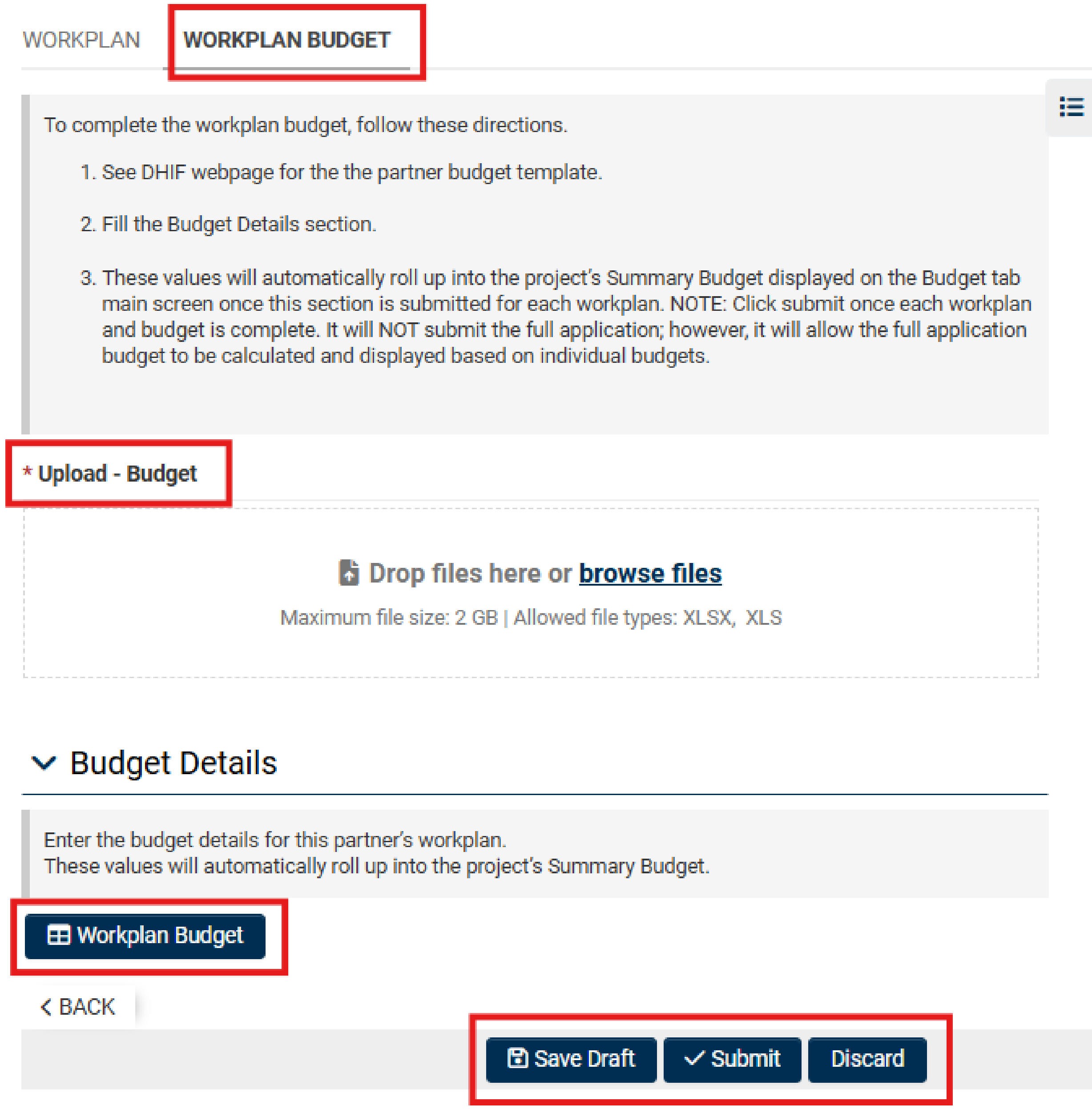




5. Then move to the "**Workplan Budget"** tab.

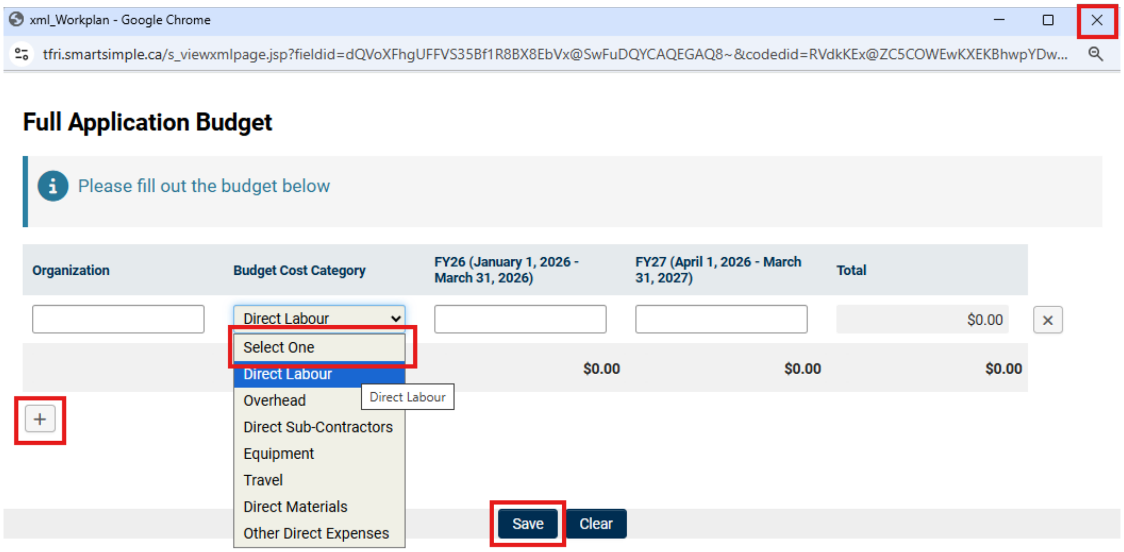


## Workplan Budget Tab

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.



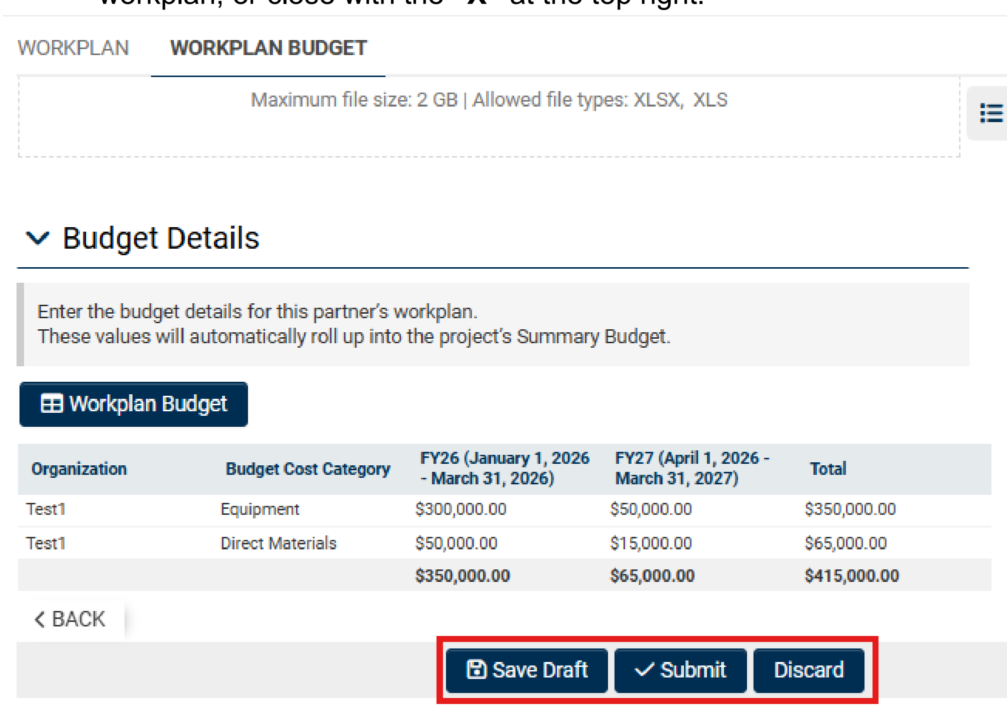
2. After clicking the **“Workplan Budget”** button:
    1. Enter the **Organization Name**, **Budget Cost Category**, and the **budget for each period**.
    2. Click **“Save”** and close using the **“X”**.




## 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.

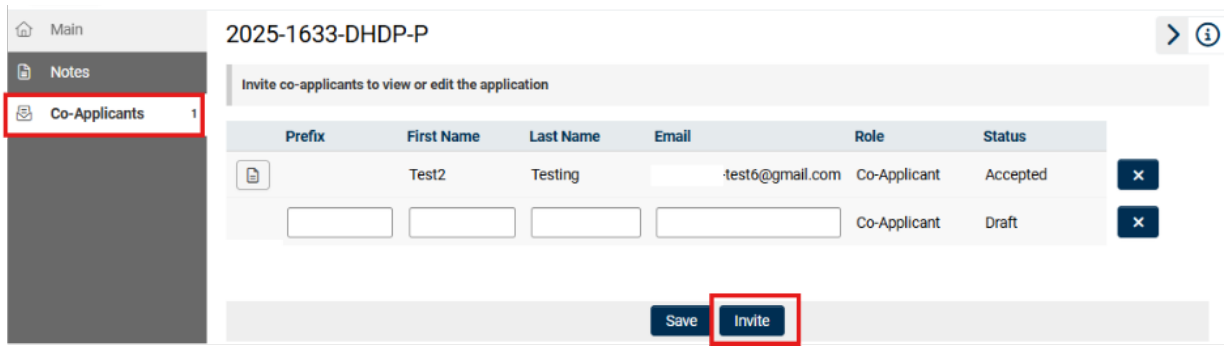


## Inviting co-applicants

**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).

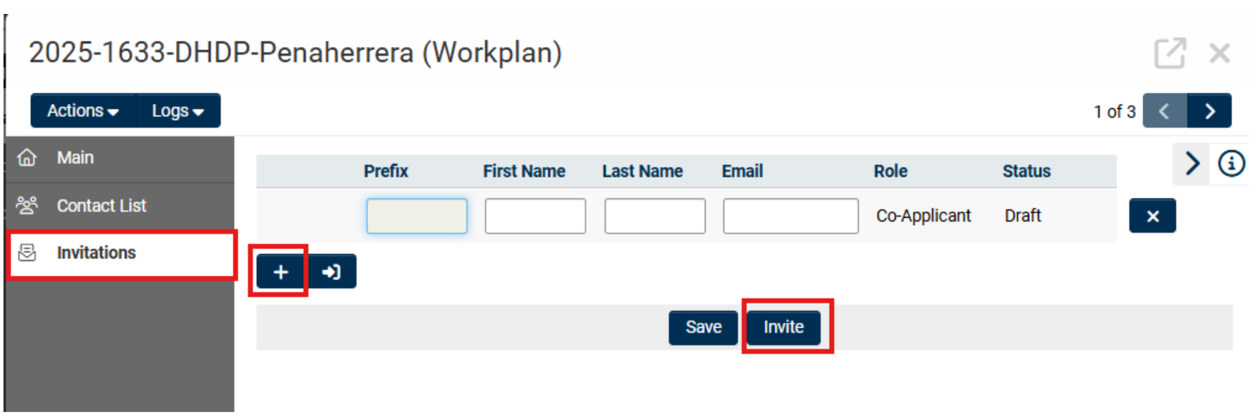
## Invite to view or edit the application

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".**




## 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"**.



**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.