



Digital Health &
Discovery Platform
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DHIF 2025 - QUARTERLY PROGRESS REPORT GUIDE

Use this guide to review and prepare your responses before completing the online quarterly progress report. Questions marked "**Required**" must be completed in the form.

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Q&A - ANTICIPATED QUESTIONS AND ANSWERS

Who submits the report?

The Lead Applicant submits one report for the project and coordinates the partner-level information.

Do partners complete a separate progress report?

No. The Lead Applicant will consolidate the status of the full project team across all participating partners, complete the progress report, and submit on behalf of the project team.

What if there were no KPI activities?

Enter zero. Do not leave the numeric field blank.

What does scope alignment mean?

It means that active partner activities from Workplans contribute to the approved project Statement of Work. Report any material deviation and contact DHDP where guidance or approval may be Required.

Is the progress report a financial claim?

No. Financial claims, expenditure details, backup documentation, and eligibility review remain in the separate Finance/Claims process. Additionally, Finance/Claims are done at a Partner level.

PROJECT INFORMATION

1. This Project Progress Report is for the period covering XXX 1, 202X - XXX 30, 202X - Required

- I understand

Response: *Select to confirm*

2. Project Accounting ID - Required Your Project Accounting ID is the first 4-digits of the URCA # in the top right corner of your URCA agreement.

Response: *Select one option*

3. Project Lead Applicant Full Name - Required

Response: *Short answer*

4. Submitted by Full Name - Required

Response: *Short answer (Repeat if same as above)*

5. Submitted by E-mail - Required

Response: *Email address*

PROJECT STATUS

6. Overall Project Status - Required

- On Track: Project is progressing according to the approved scope and timeline.
- At Risk: Issues have been identified that may affect scope, timeline, deliverables, or outcomes if not addressed.
- Delayed: One or more significant milestones or deliverables are behind the approved timeline.
- Completed: All project activities and deliverables have been completed.
- On Hold: Project activities are temporarily paused.

Response: *Select one option*

7. Percent Complete - Required

Estimate the project's overall completion based on progress toward the approved activities, milestones, and deliverables.

Response: *Number between 0 and 100 (Cumulative across reporting periods)*

8. Major Milestone(s) Reached This Quarter - Required

Briefly describe the most significant achievement or deliverable completed during this reporting period. (Maximum 500 characters, approximately 2-3 sentences)

Response: *Long answer, maximum 500 characters*

9. Next Major Milestone(s) Goals For Next Quarter - Required

Briefly identify the most significant milestone or deliverable planned for the next reporting period. (Maximum 500 characters, approximately 2-3 sentences)

Response: *Long answer, maximum 500 characters*

PROJECT PROGRESS

10. Quarterly Progress Summary - Required

Provide a concise summary of key activities completed, outputs produced, and progress made against the approved project workplan during this reporting period. (Maximum 750 characters, approximately 3-5 sentences)

Response: *Long answer, maximum 750 characters*

11. Are all partner-level work plans and activities still aligned with the approved Project Statement of Work (SOW) and the milestones set out in the Ultimate Recipient Contribution Agreement (URCA)? - Required

- Yes
- No

Response: *Select one option*

12. Please describe any areas of misalignment and explain the plan and timeline for bringing the affected activities back into scope. - Required if previous response is No

Response: *Long answer, maximum 750 characters*

RISKS AND MITIGATION

13. Any Key Risks or Blockers? - Required

- Yes
- No

Response: *Select one option*

14. Risk / Blocker Description - Required if response to Question 13 is Yes

Describe the nature of the risk or blocker, its potential impact on the project, and whether it affects specific partners or the project as a whole. (Maximum 500 characters, approximately 2-3 sentences)

Response: *Long answer, maximum 500 characters*

15. Mitigation Action - Required if response to Question 13 is Yes

Describe the actions being taken or planned to address the risk, including expected timelines and any support Required from DHDP. (Maximum 500 characters, approximately 2-3 sentences)

Response: *Long answer, maximum 500 characters*

PROJECT CHANGES

16. Have there been any material changes to the project's scope, work plan, timeline, deliverables, or participating partners during this reporting period? - Required

- Yes
- No

Response: *Select one option*

17. Material Changes - Required if previous response is Yes

Describe the change, reason for the change, impact on the project, and any actions taken or planned to notify or seek approval from DHDP. (Maximum 500 characters, approximately 2-3 sentences)

Response: *Long answer, maximum 500 characters*

DATA ACCESS & TECHNICAL PROGRESS

18. New Data Requests Submitted

Number of new data access requests submitted to DHDP or other data custodians during this quarter.

Response: *Number*

19. New Data Requests Received

Number of new data access requests received and processed by your project team during this quarter.

Response: *Number*

20. Has Data Access Changed? - Required

Indicate whether there has been any change in your project's ability to access Required datasets (e.g., new access granted, access revoked, delays in approvals).

- Yes
- No

Response: *Select one option*

21. Explain Data Access Change - Required if previous response is Yes

(Maximum 500 characters, approximately 2-3 sentences)

Response: *Long answer, maximum 500 characters*

22. Has Dataset Size Changed? - Required

Indicate whether the size of the data accessible to your project has materially changed this quarter (e.g., new datasets onboarded, records added or removed).

- Yes
- No

Response: *Select one option*

23. Explain Data Size Change - Required if previous response is Yes

Briefly explain the change in dataset size, including any datasets, records, patients, or other data added or removed. (Maximum 500 characters, approximately 2-3 sentences)

Response: *Long answer, maximum 500 characters*

24. Current Dataset Size Accessible - Required

Enter the approximate current size of the dataset accessible to the project using the measure selected below.

Response: *Number*

25. Dataset Size Measure - Required

The measure used to report the current dataset size.

- Patients
- Records
- Data Points
- Other

Response: *Select one option*

26. TRL Status - Required

Select the current Technology Readiness Level (TRL) of the project's primary technology or platform component.

- Level 1: Basic principles of concept are observed and reported
- Level 2: Technology concept and/or application formulated
- Level 3: Analytical and experimental critical function and/or proof of concept
- Level 4: Component and/or validation in a laboratory environment
- Level 5: Component and/or validation in a simulated environment
- Level 6: System/subsystem model or prototype demonstration in a simulated environment
- Level 7: Prototype ready for demonstration in an appropriate operational environment
- Level 8: Actual technology completed and qualified through tests and demonstrations
- Level 9: Actual technology proven through successful deployment in an operational setting

Response: *Select one option*

27. Did TRL Change This Quarter? - Required

Indicate whether the TRL level changed from the previously reported level.

- Yes
- No

Response: *Select one option*

28. TRL Status Notes - Required if previous response is Yes

Briefly describe the advancement or change in TRL and the activities or evidence supporting the new level. (Maximum 500 characters, approximately 2-3 sentences)

Response: *Long answer, maximum 500 characters*

OUTPUTS & PERFORMANCE METRICS

29. Any Publications or Conference Presentations This Quarter? - Required

- Yes
- No

Response: *Select one option*

30. Publication and Presentation Details - Required if previous response is Yes

List the title(s), DOI or URL(s), and venue/conference name for each output. Include panel appearances and poster presentations. (Maximum 500 characters)

Response: *Long answer, maximum 500 characters*

31. Number of New or Significantly Improved Products, Processes or Services Developed This Quarter - Required

Significantly improved meaning that the product, process, or services has materially advanced with respect to its characteristics, functions or performance specifications. For example, significant changes to the design of a good to advance it multiple TRL levels, the development of a new production process that significantly improves its efficiency, innovations to services that significantly reduces the energy consumption and/or rate of errors comparatively to industry standards.

Response: Number (enter 0 if none)

32. Number of Products, Processes or Services Commercialized This Quarter - Required

Commercialized meaning to achieve sales of said product, processes or service.

Response: Number (enter 0 if none)

33. Number of Full-time Equivalents (FTE) Created this Quarter - Required

FTE or Full Time Equivalent means the equivalent to a full-time employee as defined by the Recipient or who would be responsible to work between 1,750 and 2,080 hours for the Recipient when calculated on an annual basis. Each FTE is calculated by dividing (a) by (b), where (a) = the aggregate of all hours worked by each employee who works for the Recipient including hours taken by them as paid vacation, sick leave, and for other similar reasons, calculated on an annual basis, and (b) = 1,750 to 2,080 hours. A job created refers to a job that did not exist with the organization prior to the project, but which was created as a result of the project.

Response: Number (enter 0 if none)

34. Number of co-op positions created this quarter - Required

A co-op position is a minimum of a four-month term completed by a student registered at a university or college. A job created refers to a job that did not exist with the organization prior to the project, but which was created as a result of the project.

Response: Number (enter 0 if none)

35. Core KPI Supporting Details - Required

Please provide details supporting the Core KPI figures reported above (Questions 31 - 34). For each Core KPI with a reported value greater than zero, briefly explain the figure, including how it was calculated and any relevant supporting details. If no values greater than zero were reported, enter "N/A." (Maximum 750 characters, approximately 3-5 sentences)

Response: *Long answer, maximum 750 characters*

EVALUATION & SUCCESS METRICS

36. Progress Against Evaluation Plan - Required

Describe progress during this reporting period against the success metrics and evaluation measures identified in your approved Evaluation Plan. Include relevant results, milestones achieved, challenges encountered, and any changes to anticipated outcomes. (Maximum 750 characters, approximately 3-5 sentences) If you need to review your submitted Evaluation Plan, check the applicable SharePoint folder.

Response: *Long answer, maximum 750 characters*

SUCCESS STORY & IMPACT UPDATE

Please provide a plain-language update intended for a general audience that may not be familiar with health data research, data sharing, federated learning, or AI tools.

37. Research Advances This Quarter - Required

Provide details of (research) advances made during this reporting period.

Response: *Long answer, maximum 800 characters*

38. Impact on Data and AI - Required

Describe how this progress may improve health data access, analysis, sharing, interoperability, or the development and deployment of AI or analytical tools, as applicable.

Response: *Long answer, maximum 800 characters*

39. Clinical and Patient Impact - Required

Describe the current or anticipated impact of this progress on clinical care, health research, health system delivery, or patient outcomes, as applicable.

Response: *Long answer, maximum 800 characters*

40. What are the next steps for the project? - Required

Briefly describe the project's key priorities and next steps for the project.

Response: *Long answer, maximum 800 characters*

41. Do you have any supporting documents, images, or other items to share? - Required

Please upload any relevant supporting materials, such as images, figures, presentations, reports, screenshots, or other evidence to the applicable SharePoint folder. Please include a brief caption where possible.

- N/A
- I have uploaded my supporting items to the appropriate folders

Response: *Select one option*

CONFIRMATION AND SUBMISSION

42. Confirmation - Required

- I confirm that the information provided in this report is accurate and reflects the consolidated status of the project across participating partners.

Response: *Select to confirm*