

CADTH Post-Market Drug Evaluation Proposal

Core Network Partner Competition: Letter of Intent Guide

1. Background

The Post-Market Drug Evaluation (PMDE) Program is a new CADTH program that will leverage a network of applied researchers, data analysts, and methodologists to respond to federal, provincial, and territorial queries to assist in drug reimbursement decision-making.

Core Network Partners are teams of applied researchers, methodologists, and/or data analysts who are an established or newly created team. Core Network Partners will be awarded 3-year grants following a competitive selection process and will make up the foundational components of the PMDE network.

2. Guidelines for the Letter of Intent

This guide is to be used by interested applicants and should be used in conjunction with the Request for Proposals and Core Network Partner Proposal Guide, available on the [CADTH RFP webpage](#).

The Letter of Intent (LOI) provides CADTH with notice of the applicant's intent to submit a proposal for a grant award through the PMDE Program. The LOI should be submitted on behalf of the proposed team by the team lead or principal investigator (the applicant).

2.1 What to Include

The following must be included in the PMDE Core Network Partner LOI:

- **applicant** name, credentials, position, and affiliation, contact information (phone, email, and mailing address)
- **co-applicant** name(s), credentials, position(s), and affiliation(s)
- **host institution**
- **team title** and applicable acronym (if unknown at this stage, applicant may leave this section blank)
- a **brief description** of the expertise and strengths the team would bring to the PMDE network.

2.2 Formatting

Applicants must use the Post-Market Drug Evaluation — Core Network Partner Competition Letter of Intent Form. This document must be sent as a searchable PDF to contracts@cadth.ca. Prints, photocopies, scans, and faxes will **NOT** be accepted.

3. Submitting Your Letter of Intent

3.1 Deadline

The deadline for electronic submission of the LOI to CADTH is **February 22, 2022, at 4:00 p.m. EDT**.

4. CADTH Support

4.1 Information Webinar

CADTH will be hosting an information session on February 8, 2022, from 1:15 p.m. – 2:00 p.m. EDT. To register, please visit the [CADTH website](#).

4.2 Contact

For any additional information, please contact contracts@cadth.ca.