



2026 Innovation Grants  
San Diego Mesa College Foundation

## Step-By-Step Guide

### How to Submit an Innovation Grant Application

#### Applying

☐ **Step 1: Draft Your Proposal**

***Suggested Timeline:*** 2-3 weeks prior to submission deadline

Access the drafting playground here:

<https://bit.ly/InnovationGrants26> [Application Questions](#)

Fill in the practice application form. The online application will **not** save your responses as a draft, so make sure to use this separate document as you prepare your proposal.

*Hint:* This is a fillable PDF, but you won't be able to enter content unless you actually download it. Sometimes, PDFs open in your internet browser, but they cannot be edited and saved. Be sure to click the download button.

☐ **Step 2: Request Letters of Support**

***Suggested Timeline:*** 1-2 weeks before submission deadline

As a submitter, ***you are responsible*** for ensuring that your proposal is reviewed by **both** the relevant Dean and Vice President, and receives a signed letter of support from each. Applications that are not approved by both the Dean and VP will be considered *incomplete and ineligible for funds*. **You must attach these letters to your submission.**

You may use these templates for your letters:

<https://bit.ly/InnovationGrants26> [Dean Letter](#)

<https://bit.ly/InnovationGrants26> [VP Letter](#)

☐ **Step 3: Submit Online Application for Approval**

***Suggested Timeline:*** by 11:59 PM, Friday November 7

Access the application here: <https://bit.ly/InnovationGrants26>

## Frequently Asked Questions (FAQs)

1. Can I save my work in the online application and go back to it?
  - ❖ No. The online application will not save your work. You must complete and submit your application in one sitting. We have provided an editable practice template that you can work on until you are ready to open and submit the application.  
**Access the drafting playground here:**  
<https://bit.ly/InnovationGrants26> **Application Questions**
2. After I submit, can I edit my answers?
  - ❖ No. You only have one submission and cannot go back and edit any answers. Make sure you read the instructions carefully and answer each question clearly! There is not a time limit once you open the application, so you can take your time.
3. I downloaded the practice application, can I email it to you?
  - ❖ No. We have moved to an online format. The (optional) editable practice application document is for your use only. ***Applications submitted by email will not be considered eligible for funding.***
4. I am collaborating with another faculty/staff member on this project, do we each need to submit an application?
  - ❖ No. Only one submission per project is necessary. To collaborate and work together, it might be best to use the drafting playground.
5. What do I do if I don't report to a dean?
  - ❖ Work with your direct supervisor to determine who is the best approver.
6. When my proposal receives letters of support, does that mean I got funding?
  - ❖ Not necessarily! Getting your Dean and VP approval only means that your application is complete.
7. I submitted my application by the deadline. Can my Dean/VP approve it after the deadline?
  - ❖ No. You must submit your application AND have approval by the deadline. Submit your application early to ensure there is enough time for the approval process to be completed!
8. When will I know if my proposal is or isn't awarded grant funding?
  - ❖ You'll find out no later than the first weeks of January if you received funding.