Voucher Submission Instructions

- Login to the [MUSC Innovation Gateway](#) using your **NetID and password.**
- Select "**Have an idea? Submit it here!**" then complete the submission form.
- Special instructions for valid entry:
  - All fields must be completed, and the applicant must provide detailed information regarding their project to include project plan and scope of work.
  - Select **"Yes"** for the following questions**:**
    - "Is this being submitted in the Innovation Week Poster Session or for your MUSC Health Innovation Pillar Goal?"
    - "Are you (or your teammates) an MUSC Health employee submitting this idea to receive credit towards your MUSC Health Innovation Pillar Goal?
  - In the "*Cost Structure"* field include "*What's Possible?" and a description of how the fund will be used.*
- *If you have already submitted your idea and need to make edits to include a description of how funding will be used:*
  - Go to the [MUSC Innovation Gateway](#), login then select "My Ideas" at the top of the page, then "All Ideas" tab on the following page. This will show the submission. If you go to the ellipse (…) you can edit/view the submission in detail. Update your submission "Cost Structure" field then resubmit.