

Investment Proposal Form Instructions for Proposers

Please submit your proposal using the online form. It is recommended to complete your proposal outside of the form using document editing software such as Microsoft Word and then copy and paste in to the online form once you are ready to submit your proposal.

Form Access: The online form can be accessed at <https://www.montana.edu/investment>.

Logging In: Log in to the access the form using your MSU domain user id (i.e. the username and password that you use to log in to a computer on campus).

Completion of Form: Complete the form following the instruction embedded within the form.

Submittal for Approval: Input the email address of the 3, if applicable, approvers. All Executive/VP approvers must be from the list below:

- Kiah Abbey; President, ASMSU
- Thomas Calcagni; Executive Director, University Communications
- Chris Fastnow; Director, Planning & Analysis (Interim)
- Peter Fields; Director, Athletics
- Jeffrey Jacobsen; Director, Montana Agricultural Experiment Station
- Dewitt Latimer; Chief Information Officer
- Terry Leist; Vice President, Administration & Finance
- Jill Martz; Director, Extension Services (Interim)
- Thomas McCoy; Vice President, Research, Creativity, and Tech Transfer
- Martha Potvin; Provost/Vice President, Academic Affairs
- Jim Rimpau; Vice President, Student Success
- Campus CEO's from MSU Billings, MSU Great Falls and MSU Northern (Chancellor Rolf Groseth, Chancellor Jim Limbaugh, and Dean Susan Wolff, respectively)

Investment Proposal Form Instructions for Approvers

Email Notification: If you are added as an approver for a proposal at any level, you will receive an email from websupport@montana.edu

Logging In: You will be asked to follow a link to log in. Log in by using your MSU domain user id and password (the same information you use to log on to computers on campus).

Accessing Ranking: Once you log on, there will be a section called "Action Items" with a link called "Please rank proposals". Click on this link.

Ranking Proposals: Once you click on the link, you will have a list of all proposals for which you are an approver. You can drag and drop the proposals in the order for which you would rank each of them. You can continue to rank and re-rank proposals until the submittal deadline.