

Investment Proposal Form Instructions

Please complete the proposal form with basic instructions as follows:

- **Proposal Overview:** Please complete this section including contact information and a title for your proposal.
- **Strategic Alignment:** Check all of the objectives that your proposal may meet under each of the core themes. Each objective has indicators, which can be found at [http://www.montana.edu/accreditation/MSU Mission and Core Themes 2011.pdf](http://www.montana.edu/accreditation/MSU_Mission_and_Core_Themes_2011.pdf). You will be asked for an assessment plan later in the document.
- **Institutional Benefit:** Please let us know if this proposal will cross campuses and/or departments
- **Timeframe:** Please provide us with your best estimate of a timeframe for your proposal
- **Cost and Requirements:** Use this section to provide estimated funding needed for your proposal. Your proposal may require the use of one or more columns in this section. If you need to add further explanation, please do so in the comments section.
- **Project Scope:** This section will provide more in-depth descriptions and information about your proposal.
- **Additional Information:** If funding is provided, please tell us your plan for implementing the proposal, assessing the success of the proposal (with necessary indicators noted), and if those assessments are not met, how you would sunset the proposal.
- **Signatures:** Each reviewer should sign and select a prioritized ranking before forwarding proposal on to the next reviewer.
- **Completion and Submittal:** Once all signatures have been obtained, please submit proposals to mbergstedt@montana.edu via email in PDF format. Save document using the proposal title and the date of submittal ("Proposal Title DD.MM.YY")
- **Length:** Please limit the narrative portion of the proposal to no more than 4 pages (Arial, 10 pt., single-spaced)