

Office of Sponsored Programs Electronic Proposal Clearance Form (ePcf) Setup Instructions

The proposal clearance form program runs from a web browser and uses a secure MSU server to prepare research proposals, store attached documentation, and send email messages to notify individuals that their approval or review is required for the form. The preferred web browser is Microsoft Internet Explorer 7.0. The application will also run on Windows using Mozilla Firefox 2.0 and Netscape Navigator 9.0 browsers. On the Macintosh you can use Safari 2.0, Firefox 2.0, or Netscape Navigator 9.0. On Linux, use Firefox 2.0 or Netscape Navigator 9.0. Email messages sent from the system should work on any email program that accepts HTML formatted messages. The preferred email program is Microsoft Outlook using the MSU Exchange Server.

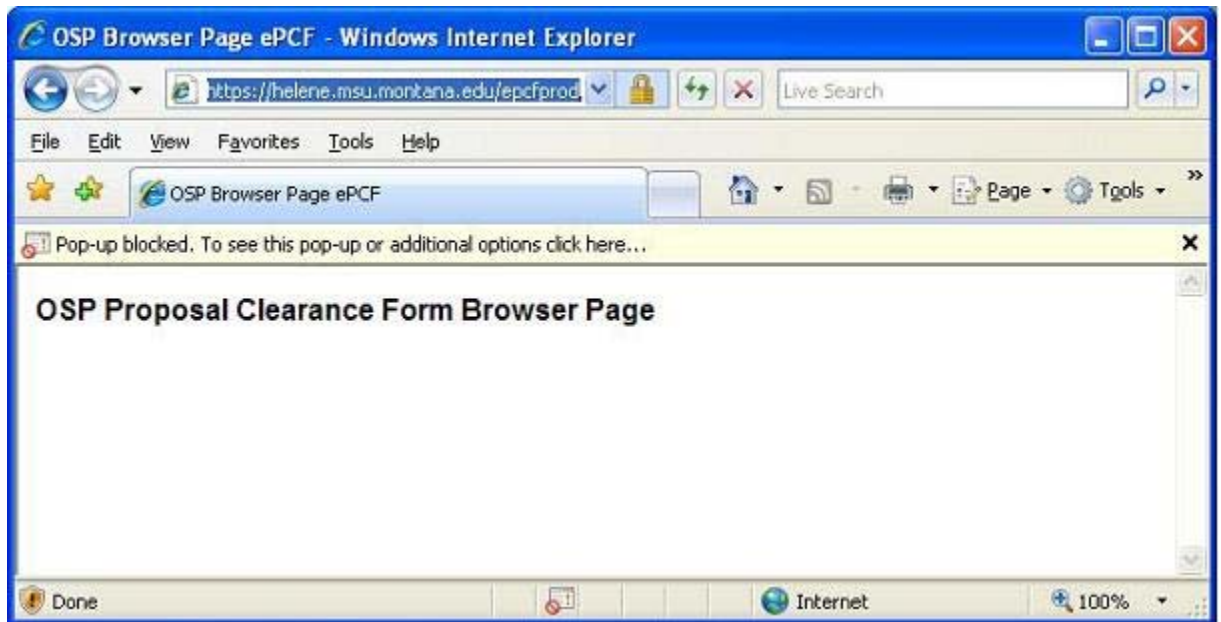
1. To access the application you must use your network domain userid (windows userid), for example, **msu\muddy.waters** or **coe\mwaters**, etc. Your domain userid is entered into a security group to grant you access to the web server and these instructions are only sent out after your domain userid has been added to that group.

This paragraph is applicable only for users who do not normally log onto their domain userids. If you do not know your domain and userid, your department contact/accountant or the ITC Help Desk should be able to provide you with that information. For *MSU Domain Users Only*, you may also need to go to the ITC website <https://www.montana.edu/msuconf> to set the password for your userid. You will need to know your MSU ID (Gid), for example, -012345678, and the password used for the MSU **MyInfo** website. This information is only used for security purposes on the website. If you do not know your **MyInfo** password, contact Personnel and Payroll at extension 3651. For additional instructions on setting your domain userid password, contact the ITC Help Desk at extension 1777 or your local domain administrator.

2. The internet address for the Proposal Clearance Form is <https://helene.msu.montana.edu/epcfprod> . If the following screen appears, enter your domain and userid (for example, *msu\muddy.waters*) and your login password and press **OK**.



3. After connecting to the server, you may see the following screen because pop-ups are being blocked and the application requires that pop-ups are enabled. Click at the end of the **Pop-up blocked** line and select **Always Allow Pop-ups from This Site** and then select **Yes** on the confirmation screen that appears.



4. When the main screen displaying the MSU Logo and titled **Office of Sponsored Programs, Proposal Clearance Form Options** appears, select the button **Computer Setup** in the upper right corner and follow the instructions on the page to:
 - a) Create a desktop icon to access the application.
 - b) Add the email address ospepcf.donotreply@montana.edu to the Safe Senders list in your email program so messages sent from the application do not go to your Junk email folder.
5. The application sends messages to the user email address that is stored in Banner and titled the **Forward for University Recognized (OFFICIAL) E-mail Address**. Each user should verify that the correct address is listed by going to **MyInfo** on the MSU home page. Navigate to the *Secure Area, Personal Information, Update Email Addresses* section. At the bottom of the screen there is a drop-down list to select the forwarding address and change the entry if necessary. Contact the ITC Help Desk at extension 1777 for additional assistance.

If you have any questions, call OSP Administration at extension 2381.

Thank you.