

# COT Form – Tips for Successfully Registering Capital IT Projects

For best results with the COT form, please read over the following tips:

- ❖ For the best experience with the form, please use Fire Fox, Google Chrome or Edge as your browser to complete form.



- ❖ The COT Form is a Decision Lens generated form. If you have never used Decision Lens, you will need to provide your email address, then choose “Start Registration.” An email will be sent to you allowing you to access the form. If you are familiar with Decision Lens and have been a user previously, you are more than likely already registered; therefore, click “Log In” and use the name and password used routinely when you sign into your ky.gov account.



- ❖ After registering or logging in, you will come to a form screen, and the top of the form will say “Draft.” **Once the name of the project has been entered,** more options will appear (in top right of the form) that will allow you to do the following:

- save the form so you can return later
- print the form
- delete the project
- share the project with a team member
- submit your project (aka Submit an idea)

*(Note: Once you Submit an Idea, the form is no longer editable.)*

- ❖ Don't forget, **2 documents are required to be attached to the form** (attachment option is at the **bottom of the form**):

1. Total Cost of Ownership (TCO) Form
2. SYP-P2 (PDF copy of LRC's Capital Planning System form)

- ❖ Again, once your project has been submitted, changes to the form are NOT possible.