



Manuscript Clearance Portal

An Online System for All Defense-Related Forms

<https://clearance.fsu.edu>

Portal Introduction

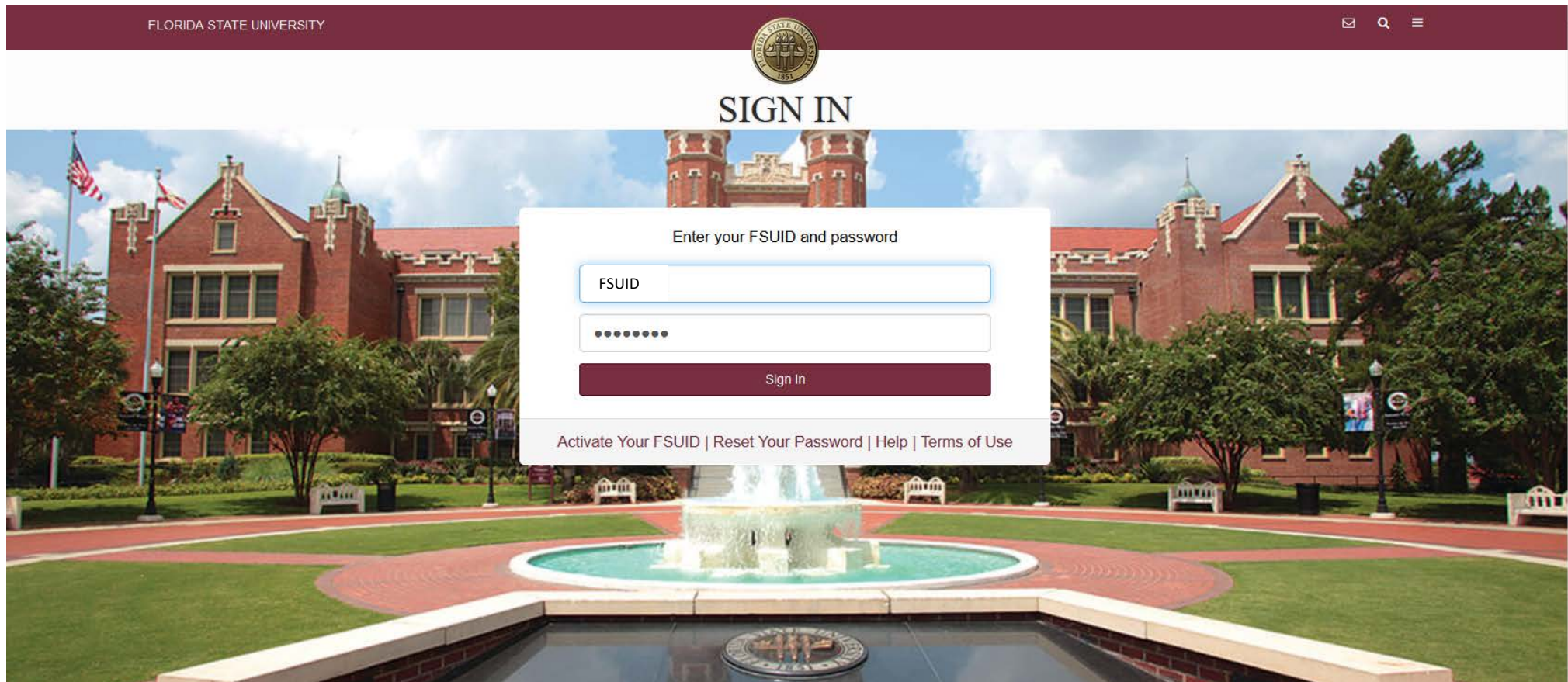
- The Manuscript Clearance (MC) Portal is an online system for completing all forms required in the Manuscript Clearance process, both pre- and post-defense.
- Everyone uses the same website to access the MC Portal, but will have different views and access level depending on their role.
- Forms only appear on the MC Portal when they are available for completion by the appropriate party.
- Students must still review The Graduate School's *[Thesis, Treatise, and Dissertation](#)* website to be certain of all formatting guidelines and other requirements.
- Students must submit their pre- and post-defense manuscript versions through ProQuest ETD (<http://www.etdadmin.com/fsu>). A link to this website is provided on the MC Portal.

Manuscript Clearance Forms Overview

Form Name	When Should Form Be Submitted?	Who Will Submit?	Who Must Approve?
Defense Announcement	As soon as defense is scheduled, but no later than 2 weeks before defense	Student	n/a
Manuscript Access Agreement <i>(with World Wide Access)</i>	Prior to the final deadline, but recommended before the defense	Student	Committee chair(s)
Manuscript Access Agreement <i>(with Embargo Request)</i>	Prior to the final deadline, but recommended before the defense	Student	Committee chair(s), Manuscript Clearance Advisor, & The Graduate School Dean
Manuscript Signature	After the defense	All committee members	n/a
University Representative Doctoral Defense Report <i>(for doctoral students only)</i>	After the defense	University Representative <i>(i.e., outside committee member)</i>	The Graduate School Dean
Final Content Approval	After all other forms are complete; must be prior to final deadline: Post-Defense or 60-Day	Committee chair(s)	n/a
Official Final Manuscript Clearance	After all forms are complete and final manuscript formatting is approved	Manuscript Clearance Advisor	n/a

Login Page

Students, committee members, and Graduate Coordinators must access the system using their FSUID and password. Non-FSU members of a committee must activate an FSUID to be permitted to serve on any committee.



MC Portal Login: *Role Selection*



FLORIDA STATE
UNIVERSITY

Menu ▾

Manuscript Clearance Login

You have attempted to log into the Manuscript Clearance application, however, you have more than one possible role. Please select the role you wish to use for this session from the list below. If you wish to change your role during your session, it is recommended that you close your web browser so the application does not retain information about your previous session.

Select	Role
[Select]	Graduate Student
[Select]	GST Grad Coordinator
[Select]	Faculty

- There are different “roles” in the Manuscript Clearance Portal that allow different types of access:
 - *College Representative*
 - *Graduate Coordinator*
 - *Faculty*
 - *Student*
- Most people will have only one role and will automatically log in under that role.
- A person with more than one role will see this screen and must select the role they wish to use for that session.



Student Interface

Student Interface: *Manuscript Clearance Information*

Manuscript Clearance Information


Forms Summary

Surveys

Manuscript Clearance Information



Welcome to the Manuscript Clearance Portal! You will use this website to submit all forms required during the manuscript clearance process. You can also track the status of all forms your committee must complete.

Please take a moment to familiarize yourself with the features of this website:

- Click the **Forms Summary** tab to complete your forms and view their status.
- Click the **Surveys** tab for links to the surveys you should complete.
- Click the **Contact Us** link in the lower right corner to email the Manuscript Clearance Advisors.
- Click the **Menu** in the upper right corner for related website links.
- Throughout the website, hover over the information symbol  for additional details about the associated topic.

All information included below (and much more) can be found under **Thesis, Treatise, and Dissertation** on The Graduate School's website. Students are responsible for reviewing and complying with all Manuscript Clearance requirements on that website. Please direct questions to clearance@fsu.edu.

Manuscript Clearance Deadlines

Semester Deadlines	Spring 2019	Summer 2019
Doctoral Pre-Defense Deadline Last day to submit Doctoral dissertation or treatise for pre-defense format review	03/25/2019	06/24/2019
Master's Pre-Defense Deadline Last day to submit Master's thesis for pre-defense format review	04/08/2019	07/08/2019
Post-Defense Deadline (All Degree Types) Last day for submission of the post-defense, content-approved thesis, dissertation or treatise and required forms (through "Final Content Approval" )	04/22/2019	07/22/2019
Official Final Clearance Deadline Last day for thesis, dissertation, and treatise students to be granted "Official Final Clearance"  in the Portal	05/03/2019	08/02/2019

[Click here](#) to see deadlines for future semesters.

- Students will see a Manuscript Clearance Information screen upon 1st login.
- Students should still review all information on the Thesis, Treatise, and Dissertation website, but the following information is also provided on this introduction page:
 - *Links to related websites*
 - *Deadline information*
 - *Pre-defense manuscript review information*
 - *Manuscript submission requirements*
- All garnet "i" icons contain supplemental information, which is displayed when the cursor hovers over the icon.

Student Interface: *Forms Summary*

Manuscript Clearance Information

Forms Summary

Surveys

Forms Summary

The **Forms Summary** is where students can track the completion of their defense forms. Some forms will be completed by the student while others are completed by their committee members. Students should return frequently to check their progress and then communicate with committee members who still need to complete a form. Committee members will receive automatic reminder emails when they have an approval to provide in the Portal, but students should still be proactive in their communication. **Ultimately, it is the student's responsibility to ensure their committee completes the required forms.**

Please Note: Each form on the **Forms Summary** becomes available for completion by committee members and The Graduate School at different stages of the manuscript clearance process.

Degree: English - MA/Thesis - Master's Degree - Dept of English

Defense Announcement Form

Defense Announcements should be submitted to The Graduate School at least two weeks prior to the scheduled defense. Students must have the date, time and location of the defense scheduled with their department prior to submitting the announcement to The Graduate School.

[Complete Defense Announcement Form](#)

Manuscript Access Agreement Form

As a condition of undertaking a thesis-track master's or doctoral program at FSU, the student agrees that the completed manuscript will be archived in the University Libraries system and ProQuest. The student will make the electronic manuscript available for review by other scholars and the general public by selecting an access condition provided by The Graduate School in this agreement.

[Complete Manuscript Access Agreement Form](#)

- Students must click on the “Forms Summary” tab at the top of the page to complete available forms.
- Submitting either the Defense Announcement or Manuscript Access Agreement will make the student's page visible to the Manuscript Clearance Advisor and their Graduate Coordinator.
- Submitting either of these forms also allows students to receive deadline reminder emails from the system.

Student Interface: *Defense Announcement Form*

- A Defense Announcement should be submitted as soon as it is scheduled, but no later than 2 weeks before the defense.
- Students are responsible for revising the Announcement if something changes and should do so as soon as they are aware. *All information can be edited up until 2 days before the defense.*

Defense Announcement Form



Name: Minor, Laura Ashley
EMPLID: 000061995
FSUID: lam05c
Degree: [ENGLAPD] English - PHD - [DOCT] Doctoral Degree - [ASENG] Dept of English

Committee [Hide Committee](#)

NOTE: Your committee must be correct in university records before the date of defense. Members not listed here will not be considered on the official record. Please contact your graduate coordinator to revise your committee composition, if necessary.

Faculty Name	Role
Riley, Mark A	Chair
Norcini, Jeffrey Gabriel	University Representative
Beck, James Patrick	Member
Devine, Judith J	Member

Students should confirm the accuracy of their committee.

If incorrect, they should contact their Graduate Coordinator immediately.

Please provide the following information:

Manuscript Title:

200 maximum chars allowed. characters remaining.

Continued...

Manuscript Type:

Defense Date:
(MM/DD/YYYY)

Defense Start Time:
(hh:mm AM/PM)

Defense End Time:
(hh:mm AM/PM)
End Time is optional and will default to two hours if not provided.

Building Abbreviation:
Please look up abbreviation on the Campus Map
[\[Campus Maps\]](#)

Room Number:

Please select the term in which you expect to graduate:

Submit Form

Exit Form

Student Interface: *Manuscript Access Agreement Form*

Manuscript Access Agreement Form



Name: Minor, Laura Ashley
EMPLID: 000061995
FSUID: lam05c
Degree: [ENGLAPD] English - PHD - [DOCT] Doctoral Degree - [ASENG] Dept of English

FSU Access Agreement

I hereby grant to Florida State University and its agents the non-exclusive license to archive and distribute, under the conditions specified below, my thesis, treatise or dissertation in whole or in part in all forms of media, now or hereafter known. I retain all other ownership rights to the copyright of the thesis, treatise or dissertation. I also retain the right to use in future works (such as articles or books) all or part of this thesis, treatise or dissertation. I also hereby certify that:

- if appropriate, I have obtained a written permission statement from the owner(s) of each third party copyrighted matter included in my thesis, treatise or dissertation (ETD) allowing distribution as specified below, or claim Fair Use of the materials; and
- the version of the thesis, treatise or dissertation (ETD) I submitted is the same as that approved by my advisory committee.

The manuscript must be made available in its complete and original format. It cannot be subdivided into chapters and disseminated under different distribution options.

I agree to the FSU Access Agreement conditions outlined above.

Student must agree here to expand the rest of the form options.

- As a condition of undertaking graduate studies at FSU, students agree that their completed manuscript will be archived in the University Libraries system.
- This form provides agreement details as well as access options, including an embargo request (if desired/warranted).
- This form may be completed at any point prior to the final deadline, but having it complete *before* the defense is recommended.

Student Interface: *Manuscript Access Agreement, Continued*

Manuscript Access Agreement Form



Name: Minor, Laura Ashley
EMPLID: 000061995
FSUID: lam05c
Degree: [ENGLAPD] English - PHD - [DOCT] Doctoral Degree - [ASENG] Dept of English

FSU Access Agreement [Expand Agreement](#)

I agree to the FSU Access Agreement conditions outlined above.

FSU Access Agreement Options:

I agree that the above mentioned manuscript be placed in Florida State's Digital Repository with the following status:

- World Wide Distribution Access Option**
World Wide Distribution is recommended to all our students.
[Expand World Wide Distribution Definition](#)
- Embargo Access Option**
[Expand Embargo Distribution Definition](#)

- After the initial agreement is complete, students must select one of two access options.
- Selection of “World Wide Distribution Access Option” requires no additional information.
- Selection of “Embargo Access Option” will open the Embargo Request section for completion.
- Definitions of these options can be expanded for review by clicking on “Expand/Hide Definition.”

Student Interface: Access Agreement - Embargo Request

Manuscript Access Agreement Form



Name: Minor, Laura Ashley
EMPLID: 000061995
FSUID: lam05c
Degree: [ENGLAPD] English - PHD - [DOCT] Doctoral Degree - [ASENG] Dept of English

Embargo Request

An initial embargo is for 24 months. [Appropriate justification and approval is required for ALL embargo request types.](#) Please see [Embargo Information](#) for FAQs.

Please select a reason for requesting an embargo:

- Anticipated publication in a journal and/or as a book
- Patent submission pending
- Patent submission pending and submission to a journal or as a book

Please provide a summary of your patent and potential timeline for submitting your application, as well as any additional information that supports your request.

20 minimum chars required. required characters remaining.

- Students must select a reason for requesting an embargo and provide sufficient justification/detail in the boxes that appear after selecting a reason.
- The information required for justification varies with each reason:
 - *Publishing houses*
 - *Potential journals*
 - *Anticipated timeline*
 - *Patent information*
- Please note that some fields have a required number of characters.

Student Interface: *Embargo Request, Continued*

Continued...

Access Options

Students must select a preferred access option for their manuscript for when their current embargo period ends. This determines who will be able to access their manuscript upon its eventual publication to the FSU Digital Repository and ProQuest once the embargo term has expired. Students may select World Wide access or Campus Community-Only access (for option definitions, click the "Expand" buttons below). Please see [Embargo Information](#) for FAQs.

Please select the access option you would prefer after the 24-month embargo term expires:

World Wide access in FSU Digital Repository and ProQuest

[Expand World Wide Distribution Definition](#)

Campus Community-Only access in FSU Digital Repository and permanent embargo in ProQuest

[Hide Campus Community-Only Definition](#)

If approved, selecting Campus Community-Only Access restricts viewing of the full manuscript to people connected to the FSU Network. Only the abstract and metadata will be available on ProQuest. Approval for Campus Community-Only Access after an initial embargo is not automatic and is typically reserved for those who will seek to publish a book from their manuscript. Due to its restrictive nature, additional justification is required when selecting Campus Community-Only Access.

Please provide justification for your selection of Campus Community-Only Access above.

20 minimum chars required. required characters remaining.

- Students must also select an option for *after* the embargo period has expired.
- “Campus Community-Only” is the most restricted access type and is typically reserved for those planning to publish a book. Additional justification must be provided when selecting this option.
- Definitions of each access option can be viewed by clicking “Expand/Hide Definition.”

Student Interface: *Embargo Request, Continued*

Continued...

Embargo Renewals

Up to two embargo renewals may be granted (for 24 months each) for a total of up to 72 months. Renewal requests will need to show proof of active submission of the manuscript through appropriate academic channels during the initial embargo period, as well as detailed plans for the use of the renewal embargo period. If a student wishes to extend their embargo, they must request a renewal by contacting the Manuscript Clearance Office of The Graduate School and complete an embargo renewal request **at least one month** prior to embargo expiration. If the student cannot be contacted, does not qualify, or does not wish to request a renewal, the manuscript will be published according to the access option chosen above.

When requesting an embargo renewal in FSU's Digital Repository, it is the student's responsibility to also contact ProQuest to extend the manuscript embargo on the ProQuest website. (ProQuest Author Relations: 800-521-0600 x 77020; email: disspub@proquest.com)

Please provide up to 2 permanent email addresses for future embargo notifications about expirations and renewals. ***This will be the only method of communication about your embargo renewal.***


Submit Form

Exit Form

- Students should review the information regarding future embargo renewals.
- Courtesy email reminders will automatically go to a student's "my.fsu.edu" address.
- Up to two additional email addresses may be provided for courtesy reminders.




Student Interface: *Surveys*

- Students should complete any surveys listed in their “Surveys” tab. A student’s degree type determines which surveys are displayed.
- Most surveys can be completed at any time and do not require evidence of completion. However, Ph.D. students **MUST** complete the SED before the final deadline and email the Certificate of Completion to the Manuscript Clearance Advisor.

 Student Home

Manuscript Clearance Summary Defense Announcement Form Manuscript Access Agreement Form **Surveys**

Surveys

SED Doctoral Survey: 	Please click the following link, sed-ncses.org , to access the survey. All Ph.D. candidates must submit the Certificate of Completion for the SED Doctoral Survey via email to clearance@fsu.edu .
RCRC Survey: 	Please click the following link, www.surveymonkey.com/s/3759KHY , to access the survey.
Doctoral Exit Survey: 	Please click the following link, fsu.qualtrics.com/jfe/form/SV_eKVocpMjWK00kzr to access the survey.

Student Interface: *Post-Defense*

Manuscript Clearance Information

Forms Summary

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Degree: English - PHD - Doctoral Degree - Dept of English

Post-Defense Deadline Date: 07/08/2019 ⓘ

The student's deadline date(s) will not display until after the Defense Announcement is submitted.

Defense Announcement Form ⓘ

Status: Complete

Manuscript Access Agreement Form ⓘ

Status: Incomplete

Reason: The Manuscript Access Agreement Form has outstanding signatures.

Univ Representative Doctoral Defense Report ⓘ

Status: Incomplete

Reason: Awaiting signature from Dean Riley.

Manuscript Signature Form ⓘ

Status: Incomplete

Reason: Awaiting signatures from:

- Thomas, Andre
- Yancey, Kathleen B

Students can view who still needs to sign their forms.

SED Survey ⓘ

Status: Incomplete

Reason: The Certificate of Completion for the Survey of Earned Doctorates (SED) must be submitted by email to the Manuscript Clearance Office. Please see Surveys tab above for more information.

- Students can log in to the system after their defense to track the status of their forms.
- Forms only appear on the Student Interface as they become available for completion by the appropriate parties.
- Final Content Approval will not appear until all prior forms are complete.
- Official Final Manuscript Clearance (*completed by the Manuscript Clearance Advisor*) does not appear until all other forms are complete. This must be provided by the last day of the semester.

Manuscript Clearance Contact Info

**If you experience issues logging in or completing a form,
please contact the Manuscript Clearance Office:**

Located in The Graduate School at 314 Westcott
850-644-3501, *clearance@fsu.edu*

Laura Minor, Manuscript Clearance Advisor
(850-644-0045, *laminor@fsu.edu*)

Jeff Norcini, Assistant Manuscript Clearance Advisor
(*jnorcini@fsu.edu*)

Screen shots of any errors received are extremely helpful.