

THESIS DEPOSIT PROCESS

For SCHOOL OF SCIENCE CANDIDATES

Effective 8/1/19

[1] SCHEDULE FORMAT CONSULTATION WITH THE PURDUE THESIS & DISSERTATION OFFICE

- Before you submit your document to your examining committee prior to your defense date, schedule an online formatting consultation with the Purdue Thesis Office using their [online booking calendar](#).
- They will review your file and provide feedback/help make edits to your document to ensure that you enter your final defense 100% formatted.
- Note: this service is available only until 4 weeks before the end of the semester. After that time, contact scigrad@iupui.edu for thesis formatting review.

[2] DEFEND YOUR RESEARCH (SUCCESSFULLY)

[3] EMAIL SCIGRAD@IUPUI.EDU FOR A THESIS FORMAT REVIEW BY THE SCHOOL OF SCIENCE DEAN'S OFFICE

- After you successfully defend your research, make any post-defense content edits that your committee assigns.
- Once you've completed these content edits, send your thesis to scigrad@iupui.edu for format review by the SOS Dean's Office. (This step is needed even if the SOS Dean's Office reviewed the thesis before the defense.) The Dean's Office will provide approval to deposit the thesis.
- Once the SOS Dean's Office provides approval and the document is ready for deposit, you will need to initiate Form 9 (ETAF) through your Plan of Study portal.

[4] COMPLETE FORM 9 [ETAF] AND REQUIRED SURVEY-(PHD-ONLY)

- You will not be able to make edits to a submitted Form 9. If edits are needed, [contact Purdue](#).
Click here for a helpful guide to initiate your ETAF.
- **Doctoral candidates:** complete the Survey of Earned Doctorates before defense and forward a copy of the certificate of completion to thesishelp@purdue.edu.

[5] SUBMIT YOUR ELECTRONIC THESIS DEPOSIT TO HAMMER RESEARCH REPOSITORY (HammerRR)

- Once your Form 9 [ETAF] is approved through the 'Thesis Form Head', you will receive an email containing a notification that you may proceed with the deposit process. Proceed to your Plan of Study portal and find the link to submit your thesis to the Graduate School.
- After you have created a submission profile on HammerRR and have uploaded your electronic thesis deposit, a staff member of the Purdue Thesis & Dissertation Office will review your submission for any formatting errors and will contact you regarding necessary changes. This process will continue until you have met a satisfactory formatting condition.

**** UPLOAD YOUR THESIS NO LATER THAN 24 HOURS IN ADVANCE OF THE DEPOSIT DEADLINE ****

THESIS DEPOSIT PROCESS, continued

[6] UPLOAD APPROVED THESIS VERSION TO IUPUI SCHOLARWORKS

- A ScholarWorks account will be created for you during the semester. Do not upload your thesis to this repository until you have received the approval email from Hammer. You will need to deposit the same version that was approved through Hammer.
- After your ScholarWorks submission is approved, the Processor will process your Form 9, which concludes the deposit process.

[7] **PAY THE DEPOSIT FEE:** You will receive an emailed bill following the successful thesis deposit.

- **Master's Thesis Fee \$90.00**
- **Ph.D. Dissertation Fee \$125.00**

ONLINE RESOURCES: [PUWL Thesis & Dissertation Office website](#); [Hammer Research Repository \(HammerRR\)](#)

ADDITIONAL DEPOSIT RESOURCES:

- Υ **Educate** yourself on choosing the **most appropriate license** for your thesis publication.
 - Υ **Become familiar with HammerRR** (a [Figshare](#) platform).
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