Manuscript Clearance Portal

An Online System for All Defense-Related Forms

https://clearance.fsu.edu
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](http://www.etdadmin.com/fsu)). A link to this website is provided on the MC Portal.
## Manuscript Clearance Forms Overview

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

- 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.
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.
Students should confirm the accuracy of their committee. If incorrect, they should contact their Graduate Coordinator immediately.

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.
Student Interface: Manuscript Access Agreement Form

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

- 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.
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.”
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.

- 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.
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.

<table>
<thead>
<tr>
<th>Survey Type</th>
<th>Link/Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>SED Doctoral Survey</td>
<td>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 <a href="mailto:clearance@fsu.edu">clearance@fsu.edu</a>.</td>
</tr>
<tr>
<td>RCRC Survey</td>
<td>Please click the following link, <a href="http://www.surveymonkey.com/s/3759KHY">www.surveymonkey.com/s/3759KHY</a>, to access the survey.</td>
</tr>
<tr>
<td>Doctoral Exit Survey</td>
<td>Please click the following link, fsu.qualtrics.com/jfe/form/SV_eKVocpMjWK00kzw to access the survey.</td>
</tr>
</tbody>
</table>
The student's deadline date(s) will not display until after the Defense Announcement is submitted.

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.

Students can view who still needs to sign their forms.
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.