Step 1: Submit your final thesis as a PDF to the eCampus Community. In this step, program staff will check your document for formatting. The Step 1 submission and review process will be the exact same as the draft installment submissions (except there is no progress report submission).

Step 2: Once you receive the Formatting Approval email from Undergraduate Research program staff, you will be prompted to review and update your information and document in the Scholars Thesis Submittal System (STSS) at scholarsthesis.tamu.edu. This step includes faculty advisor approval and selection of embargo options. The Step 2 submission and review process will be similar to the initial proposal submission and approval process.
STEP 1

FORMATTING REVIEW & APPROVAL IN THE ECAMPUS COMMUNITY
Step 1-a: Login to the UGR Scholars eCampus Community (ecampus.tamu.edu) and navigate to the Installment Submissions and Progress Reports page.

Overview

Welcome to the Undergraduate Research Scholars program!

Over the next two semesters, you will actively participate in an independent research project under the guidance of a Texas A&M Faculty Advisor, produce an undergraduate thesis, and present your research publicly to the scholarly community. A variety of resources are available to you to help you through the thesis writing process, all of which can be accessed within this eCampus Community, as well as on our website at http://ugr.tamu.edu/UGR/UGRCurrent.

If you have any questions throughout the year, please do not hesitate to contact us at ugr@tamu.edu or (979) 458-0039. We are more than happy to schedule an in-office appointment to discuss any questions or concerns you may have as well.

Basic Requirements

All Undergraduate Research Scholars are required to:
- Attend the Undergraduate Research Scholars Orientation
- Attend one of the three Thesis Formatting Workshops
- Complete the pre- and post program surveys
- Obtain Research Compliance Approval before collecting data (if applicable)
- Meet all thesis installment and progress report submission deadlines
- Create and deliver a public presentation and submit a public presentation form
- Complete and submit a final thesis

Thesis Installments and Progress Reports

Installment submissions assignments and progress reports are found on the Installment Submissions and Progress Report page, as seen in the left-hand navigation. Each installment “assignment” and progress report “form” will appear within two weeks of its specified deadline. Additionally, we highly encourage you to utilize one of our Thesis Templates, available for download on the Downloads page in the left-hand navigation, as well as on our website at http://ugr.tamu.edu/UGR/UGRCurrentResources. A detailed explanation of our Thesis Template will be provided at each Thesis Formatting Workshop. Technical difficulties with different platforms do occur, so please do not hesitate to contact us if you need assistance with one of the templates.

Public Presentations

To receive credit for the public presentation component of the program you must submit a two-part public presentation form similar to submitting each installment and progress report. The presentation form is available under the Installment Submissions and Progress Reports page and is due by April 3 for College Station students and April 24 for Galveston students.

Final Thesis

Please note that the procedures for submitting completed theses have been updated. Please reference the weekly emails sent on March 21, 2016 and March 28, 2016 for details, or contact us at ugr@tamu.edu. Additionally, please reference the Final Thesis Submission assignment instructions. The Final Thesis Submission is available under Installment Submissions and Progress Reports.

Final theses will be published in the Texas A&M University OakTrust Digital Repository https://oaktrust.tamust.tamu.edu/handle/1843/19395
Step 1-b: Select the Final Thesis Submission – Step 1 of 2 Assignment to begin. Read the assignment instructions very carefully!

DEADLINE TO SUBMIT TO ECAMPUSS: Sunday, April 10, 2016 at midnight

Before Submitting: You should have already met with your faculty advisor regarding your thesis content. Once you submit your document, you WILL NOT be allowed to make significant content changes—only formatting changes requested by Undergraduate Research staff. Please consider attending a drop in help session in Henderson Hall on Monday, April 4 and Friday, April 8 between 12:30 and 2:00 pm to get last minute feedback on your document formatting.

TEAM INSTRUCTIONS: Only the team's primary contact will submit to eCampus (same process as the draft installments). However, once the document is approved, ALL TEAM MEMBERS will receive a Formatting Approval email that will instruct all team members to login to the Scholars Thesis Submittal System (STSS) to complete the process. Faculty advisors must individually approve all team members in the STSS.

When you're ready to submit:
1. CHECK your document against the Thesis Manual and Thesis Example (available on the Downloads page), especially if you have had to submit multiple corrections for draft installments.
2. SAVE your document as a PDF and rename it to match the following: YOURLASTNAME-PRIMARY-2016
3. REVIEW your PDF before uploading it to the assignment to make sure it was converted properly.
4. SUBMIT your completed thesis as a PDF to the eCampus Community by April 10 at midnight.
5. REVISE & RESUBMIT your document to eCampus if requested by your reviewer. Your final thesis must be free of all formatting errors before you can move on in the process—so please double check your work before submitting to prevent going back and forth with your reviewer! If you have a question, just call or email us! We are more than happy to schedule an appointment with you to help correct your document.
6. LOOK for a Formatting Approval email from your reviewer. You will receive this email once your reviewer has approved your document in eCampus. This email will prompt you to navigate to the Scholars Thesis Submittal System (STSS) for faculty advisor approval. A link to the STSS will be provided in this email.

Once you receive the Formatting Approval email:
1. LOGIN to the Scholars Thesis Submittal System (STSS) and read the Home Page instructions carefully. Select the Start Your Submission button to proceed.
   NOTE: The PDF approved by your reviewer in eCampus will be automatically deposited into the STSS for you. If you accidentally remove this document or need to request a replacement, email ugr@tamu.edu immediately!
2. UPDATE your personal information (Page 1), complete the license agreement (Page 2), update your document and faculty advisor information (Page 3), enter your embargo preferences (Page 3), and verify your final thesis document (Page 4).
   NOTE: The review request will go to the faculty advisor email address listed on Page 4. Be sure that you enter their correct address!
3. WAIT for your faculty advisor to approve your completed thesis in the STSS. When you select Advisor approval must be received within 24 hours of receiving the request, make sure your faculty advisor receives the request email after you complete your submission in the STSS.

Teams: As with the installment submissions, only the team’s primary contact is required to submit to eCampus. Once your team thesis has been approved, all team members will be required to login to the STSS to complete Step 2 of the final thesis submission process.
Step 1-c: Browse for your final thesis file. **Upload PDFs only!!**
Name your file “YOURLASTNAME-PRIMARY-2016”
Step 1-c: You can rename your file after uploading if needed. **Upload PDFs only!!** Name your file “YOURLASTNAME-PRIMARY-2016”
Step 1-c: Select Submit to complete Step 1.

Once your reviewer has approved your document for formatting, you should receive a Formatting Approval email from ugr@tamu.edu with instructions on how to continue to Step 2 of the final thesis submission process.
STEP 2

DOCUMENT REVIEW & APPROVAL IN THE SCHOLARS THESIS SUBMITTAL SYSTEM
Step 2-a: Login to the Scholars Thesis Submittal System (STSS) at http://scholarsthesis.tamu.edu/
Step 2-b: Scroll down and select “Start your submission”
Step 2-c: Confirm that your student information is correct. Then select “Save and Continue”.

[Image of the VIREO webpage with highlighted fields for personal information and affiliation]
Step 2-d: Read the License Agreement and check the agreement box. Then select “Save and Continue”.

NOTE: You and your faculty advisor retain the right to your work! However, you are responsible for making sure that you either own or have permission to publish any images that appear in your thesis!
Step 2-e: Update your thesis title (use Title Case) and expected graduation date. Paste your abstract and enter a few keywords.

**NOTE:** The information you enter here will be public! Please check all spelling and use proper casing.
Step 2-e continued: Scroll down, check that your Faculty Advisor’s information is correct and select an embargo option. Then select “Save and Continue”.

NOTE: Please discuss your embargo option with your faculty advisor! They will be asked to approve your selection.

Check the spelling of your advisor’s name and email address!! Entering the wrong email address will delay your thesis approval!
Step 2-f: Click on the title the document to view your final document. This should be the same file that was approved by your reviewer in eCampus. Do NOT replace your document. Email ugr@tamu.edu if you would like to request a replacement.
Step 2-f continued: Confirm that the uploaded file matches your final thesis. This is the document your advisor will be asked to review and approve.

NOTE: If you notice a mistake in your document, that’s OK! Just let us know and we can help you correct it, and walk you through uploading a new document.
Step 2-f continued: After checking your thesis file, select “Save and Continue”.

![Image of VIREO submission page](https://scholarthesis.tamu.edu-submit/12815/upload)
Step 2-g: Verify your submission information and keep scrolling!
Step 2-g continued: You **MUST** select “Confirm and Submit” to complete your final thesis submission!!

Make sure you click this!!
Step 2-h: Make sure you see this confirmation page before you celebrate. You should have received a confirmation email, too. Your faculty advisor will also receive an email, and has 24 hours to approve your thesis and embargo options.

NOTE: Notify us immediately if your faculty advisor requests changes to your final thesis. Once your faculty advisor approves your document, Undergraduate Research staff will confirm that you have met all program requirements. You will receive a separate email stating that you have officially completed the program.
YOU’RE FINISHED!

(FOR NOW) DON’T FORGET THAT YOUR ADVISOR STILL NEEDS TO APPROVE YOUR DOCUMENT, AND THAT YOU’RE WAITING ON A PROGRAM APPROVAL EMAIL FROM US. WORRIED? JUST EMAIL US AT UGR@TAMU.EDU AND WE CAN HELP.