

Checklist for Final Copy Submission of Dissertation and Thesis

- 1. Start the formatting process. Submit a pdf file of your dissertation or thesis to ProQuest www.etsdadmin.com/uri. This may be done before or after defense, but we recommend that you start the formatting process as early as possible.
- 2. Incorporate your committee comments and the formatter's comments, upload the final version of your dissertation or thesis to Proquest www.etsdadmin.com/uri.
- 3. Once the format has been "*accepted*" in Proquest by the formatter, send an email to gerheim@uri.edu. Include your student ID number, and the short title of your dissertation or thesis. The short title should be no longer than 40 characters, including spaces and punctuation. This email confirms that the committee comments have been incorporated and the final version is online.
- 4. Go to the [Gradforms website](#), and submit the Library Rights Statement.
- 5. Go to the [Gradforms website](#), and submit a Signature/Approval Page. Be sure to choose the specific Signature/Approval Page that corresponds to your degree type. (PhD, DBA, MS or MA)

When completed, the Library Rights Statement, and Signature/Approval Page will be forwarded to the formatter automatically.

Final Copy submission is not considered approved until all steps have been completed and a "Milestone Entered" email is received. Be sure to monitor your email address for correspondence from the formatter until the entire process is completed.

For all deadlines associated with this process, refer to the [Graduate School Calendar](#).