Final Thesis Submission Instructions

2021-2022
Undergraduate Research Scholars
## Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Now-March 30, 2022</td>
<td>Complete your writing and finalize formatting corrections with thesis reviewers</td>
</tr>
<tr>
<td>March 7-11, 2021</td>
<td>Reserve 1 full week to review and finalize your own thesis. Send your document to your faculty advisor as early as possible.</td>
</tr>
<tr>
<td>March 14-18, 2022</td>
<td>Spring Break (Main Campus)</td>
</tr>
<tr>
<td>March 21-April 4, 2022</td>
<td>Reserve 2 full weeks to review and finalize your thesis content with your faculty advisor.</td>
</tr>
<tr>
<td>March 31-April 1, 2022</td>
<td>Attend virtual drop-in sessions for thesis formatting help via Zoom.</td>
</tr>
<tr>
<td>April 4, 2022 at noon</td>
<td><strong>Deadline:</strong> Submit Final Thesis Part 1 in Canvas for formatting approval. <strong>Teams:</strong> Only primary contacts submit Part 1.</td>
</tr>
<tr>
<td>April 4-April 29, 2022</td>
<td>Final thesis review and approval by LAUNCH: UGR staff and primary faculty advisor. <strong>Teams:</strong> Everyone submits Part 2. Everyone must receive individual approval from primary faculty advisor through the STSS.</td>
</tr>
<tr>
<td>July 1-August 30, 2022</td>
<td>Projected OAKTrust publication date for non-embargoed theses</td>
</tr>
</tbody>
</table>
To Do Before Noon on April 4, 2022: Regroup with Your Faculty Advisor

Review the entire thesis
- Are you using the right template?
- Are you citing sources correctly?
- Do you need and have approval from the appropriate Research Compliance Board for your research?
- Are all names and departments spelled correctly?
- Are all contributors acknowledged correctly?
- Thesis reviewers are doing a last spot check with the expectation that the theses follow all formatting guidelines and are ready to be published.

April 4 Submissions Should Be *Ready to Publish*

Decide on the document embargo
- Are you submitting to a professional journal?
- Do you have a patent under review?
- Is this sensitive or confidential research?
- Are you ready to release the document to the public?

Template Reminders
- Look through the document and remove all help text/comments/track changes/notes.
- Remove Maroon Help text (in the Styles Pane as well as manually if it gives you trouble).
- Remove Table of Contents page numbers in footer.
- Check that the wording of the title matches on title and abstract pages
Submission Process Overview

1. Submit your final thesis as a PDF to Canvas (Part 1 begins) by April 4 at noon CDT.

2. LAUNCH: UGR staff will begin to review submitted theses for formatting only. Your thesis reviewer will contact you if your final thesis document needs corrections (Part 1 continued) and/or when it is approved.

3. Similar to the installment process, you will work with LAUNCH: UGR staff to correct your document through Canvas, as needed.

4. When your final thesis document is approved, your thesis reviewer will upload the document to the STSS for you. Further action is required of you, any team members, and your faculty advisor, once you receive the “formatting approved” email.

5. Once you are notified of your document's approval, you are responsible for logging into the STSS to verify that the correct document has been uploaded (Part 2 begins).

6. You are also responsible for updating your information in the STSS and individually submitting your STSS profile. This includes updating your thesis title, adding keywords and an abstract, and selecting the appropriate embargo (thesis hold) choice (Part 2 continued). All of the information you enter in the STSS at this point will be available to the public once your document is released to OAKTrust.

7. Upon completing your submission, your faculty advisor will be sent a request to review and approve the document and your overall profile (Part 2 complete).

8. Depending on when your final thesis is graded and when your faculty advisor approves your document and STSS profile, this entire process may take between April 4 and April 29.

9. You will receive an email from LAUNCH: UGR confirming that you have officially completed the URS thesis program.
When to Begin Part 2 in the STSS

Only begin Part 2 of the Final Thesis Submission Process after you receive the Part 1 “formatting approved” email.

Note the DATE and TIME provided to you in the email. This will be your deadline to complete Part 2.
Process, Part 2: STSS

• The “formatting approved” email will direct you to complete Part 2 of the Final Thesis Submission Process through the Scholars Thesis Submittal System (STSS), the same online platform through which you submitted the URS program’s proposal and timeline.

• By the time you receive the “formatting approved” email, LAUNCH: UGR staff should have uploaded your approved final thesis PDF in the STSS for you. **DO NOT REMOVE OR REPLACE THE PDF UPLOADED FOR YOU.**

• Next, you and any team members must update your profile(s) in the STSS and verify that the correct final thesis document has been uploaded.

• Remember to keep a close eye out for the **Part 2 submission deadline** listed in Part 1’s “formatting approval” email (this email should arrive within two weeks of the original Part 1 submission deadline).
Process, Part 2: STSS continued

• By completing Part 2 of the Final Thesis Submission Process through the STSS, you are achieving two important tasks:
  1. Requesting approval of your final URS thesis and embargo choice from your primary faculty advisor through an automated email. You will know the approval request email has been sent to your faculty advisor once you receive your own “Final Thesis Submission (Part 2) Confirmation” email.
  2. Entering your own data for input into your OAKTrust thesis profile. All of the information you enter into the STSS during Part 2 of the final thesis submission process accompanies your final thesis PDF on OAKTrust. Take a look at a previous student’s profile as an example and keep the page in mind while completing Part 2 in the STSS:
     https://oaktrust.library.tamu.edu/handle/1969.1/164494
Part 2: Important Reminders

• Faculty advisors should review theses outside of both Canvas and the STSS, as their approval is expected within 48 hours (business days) of a student's completion of Part 2.

• Students will submit to Canvas first (Part 1) AND the STSS (Part 2) only when prompted by their thesis reviewer.

• Students should consult faculty advisors on the appropriate keywords to enter and embargo option to select.

• If your faculty advisor has asked you to submit corrections to your 2021-2022 Undergraduate Research Scholars Thesis, please email us at ugr@tamu.edu to reopen your submission.

• TEAM REQUIREMENTS: ALL team members must individually complete Part 2 of the Final Thesis Submission. We recommend that team members work on all parts of the submission process.

• Email us at ugr@tamu.edu with any questions along the way or visit https://launch.tamu.edu/UGR/URS/FAQs for answers to common questions.
Resources

• All URS Resources: https://ugr.tamu.edu/UGR/URS/Resources
• URS Program Calendar: https://calendar.tamu.edu/ugr/urs.php
  • March 31 Drop-in Session via Zoom
  • April 1 Drop-in Session via Zoom
• University Writing Center: https://writingcenter.tamu.edu/
• POWER Writing Support Services: https://power.tamu.edu/
• URS Collection in OAKTrust: https://oaktrust.library.tamu.edu/handle/1969.1/3367
Final Thesis Submission Process
Part 1: Canvas Community Submission

Deadline: April 4, 2022 at noon CDT
TEAMS

• Only primary contacts need to submit Part 1 through Canvas.
• All members will submit Part 2 when prompted by your thesis reviewer.
April Assignments Module: Final Thesis Submission (Part 1)
Assignment Instructions:
Start Assignment

Final Thesis Submission Part 1 (Required for all Students)

Due: April 4, 2022 by 11:59am
Points: 1
Submitting: a file upload
File Types: pdf
Available: after Oct 11 at 5am

You should work on the same document file throughout the entire program to retain approved revisions. Work off your Approved Spring Installment 2 Submission.

The Final Thesis Submission is a 2-Part Process. Students will complete Part 1 in Canvas and will be notified by their Thesis Reviewer when they can move on to Part 2 in the STSS.

BEFORE submitting reference the Final Thesis Submission Guide [Link Coming Soon]
File Upload Section

Upload a file, or choose a file you've already uploaded.

Choose File | No file chosen

Add Another File

Click here to find a file you've already uploaded

Comments...

Cancel | Submit Assignment
Name your PDF: YOURLASTNAME-FINALTHESIS-2022
Needs Corrections / Approval

• ***Follow the same process as installments***
• 1 – Approved, move on to part 2 in the STSS
• 0 – Needs Corrections, submit revised doc. to Canvas
Final Thesis Submission Process
Part 2: Scholars Thesis Submittal System (STSS)

Deadline: Varies, depending on when your Part 1 submission is approved
STSS Homepage

https://scholarsthesis.tamu.edu

Scholars Thesis Submittal System (STSS)

2021-2022 Undergraduate Research Scholars (URS)
Final Thesis Submission - Part 2

Part 1 Deadline: April 4, 2022 at noon
Part 2 Deadlines Vary by Student: Consult Your Thesis Reviewer

Student Instructions

1. Submit your final thesis as a PDF to Canvas (Part 1 begins) by April 4 at 11:59 AM CDT.

2. Your thesis reviewer will contact you if your final thesis document needs corrections (Part 1 continued) and/or when it is approved.

3. When your final thesis document is approved, your thesis reviewer will upload the document to the STSS for you.
TEAMS

• Only primary contacts need to submit Part 1 through Canvas.
• All members will submit Part 2 when prompted by your thesis reviewer.
STSS Homepage

Manage/View your submission(s)
**WARNING:** Final Thesis in Progress

Currently accepting submissions for the May 2022 semester.

<table>
<thead>
<tr>
<th>Title</th>
<th>Manuscript</th>
<th>Status</th>
<th>Date Submitted</th>
<th>Assigned To</th>
<th>Actions</th>
</tr>
</thead>
</table>

**WARNING:** DO NOT start a new application or delete your existing application. Select the "CONTINUE" button next to your original application.
Five Sections

1. Verify Your Information
2. License Agreement
3. Document Information
4. Upload Your Files* 
5. Confirm & Submit

*REMEMBER: LAUNCH: UGR will upload your Canvas-approved document for you!
1. Verify Your Information

Personal Information

First Name: Annabelle

Middle Name: G

Last Name: Aymond

TAMU Email: annabelle.aymond@tamu.edu

ORCID ID: 0000-0001-7709-3063

Enter your ORCID author identifier. If you do not have an ORCID ID, get one at orcid.org.

Optional
1. Verify Your Information

Affiliation

Do not change the Program Year field! If this drop-down does NOT say 2021-2022, your STSS profile will be lost!
1. Verify Your Information

Phone & Address

* Permanent Phone: 979-123-1234

* Permanent Email: personal-email@gmail.com

Must be non-TAMU email address
2. License Agreement

Submission License Agreement
You must agree to the non-exclusive license below in order to continue:

**FINAL THESIS SUBMISSION LICENSE**

I hereby certify that, if appropriate, I have obtained and attached hereto a written permission statement from the owner(s) of each third party copyrighted matter to be included in my Undergraduate Research Scholars Thesis allowing distribution as specified below.

I certify that the version I submitted is the same as that approved by my Texas A&M Faculty Research Advisor and LAUNCH: Undergraduate Research.

I hereby grant to Texas A&M University or its agents the non-exclusive license to archive and make accessible, under the conditions specified below, my Undergraduate Research Scholars Thesis in whole or in part in all forms of media, now or hereafter known.

To the extent this Undergraduate Research Scholars Thesis is an educational record as defined in the Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g), I consent to disclosure of it to anyone who requests a copy.

I retain all other ownership rights to the copyright of the Undergraduate Research Scholars Thesis.

I also retain the right to use in future works (such as articles or books) all or part of this Undergraduate Research Scholars Thesis.

Note: Before you complete your final thesis submission, your Texas A&M faculty advisor MUST have reviewed AND approved your document outside of the Scholars Thesis Submittal System. Your document should be complete and finalized according to the formatting requirements outlined in the Thesis Manual and Formatting Guide before submitting.

I have read and fully agree to the Texas A&M University copyright agreement regarding my Undergraduate Research Scholars Thesis.
2. License Agreement

Save and Continue

*By checking this box, you acknowledge that you have read and agree to the above terms.*
3. Document Information

A. Document Information
   i. Official Thesis Title
   ii. Expected Graduation Date
   iii. Document Type
   iv. Abstract
   v. Keywords

B. Faculty Advisor Information (i.e., Committee Contact)
   i. Full Name
   ii. Email Address

C. Embargo Options
   i. None
   ii. 2 year patent hold
   iii. 2 year journal hold
3. Document Information

**WARNING: TEAM THESIS SUBMISSIONS**

The document information for **ALL** team members must be **exactly the same**. If the information does **NOT** match (e.g., different titles, abstracts, keywords, faculty advisor information, etc.), there will be delays in the completion of the program for all members.
3. Document Information

What you submit to the STSS now gets uploaded to OAKTrust.
3. Document Information – Thesis Title

Completed Example

Official Thesis Title
- In Title Case
- No ending punctuation
- Matches Title and Abstract Pages

Example
- My Amazing Final Thesis Title
- My amazing final thesis title
- My Amazing Final Thesis Title.
- My amazing final thesis
3. Document Information – Abstract

Completed Example

Thesis Abstract

- Uses Paragraph Form
- Ranges 100-500 words
- Matches Abstract Pages
  - ✓ Do copy only the abstract paragraph text
  - ✗ Do not copy the entire Abstract Page
3. Document Information – Keywords

Completed Example

Keywords

• Keywords help search engines index your thesis for readers to find

• Find librarian-recommended keywords by entering terms into https://fast.oclc.org/searchfast/.

• Search library databases for similar projects to see what keywords other authors in your field use.

If you are in a LAUNCH partner program, make sure you enter the following keywords for your program in addition to your project-specific keywords:

**Aggie Creative Collective:**
Aggie Creative Collective, ACC, Creative Writing

**Glasscock Summer Scholars:**
Glasscock Summer Scholars, UGSS, GCHR, Humanities

**Dept. of Architecture Summer Scholars:**
Architecture Summer Scholars, Architecture, Creative
3. Document Information

Completed Example

Checklist:

• Official Thesis Title
  • Matches thesis document
  • In Title Case format
  • Is not in ALL CAPS
  • Does not use ending punctuation

• Abstract
  • Matches thesis document
  • Includes paragraph text only
  • Does not include thesis title or names

• Keywords
  • 4-10 keywords that help search engines categorize your project
  • Librarian-recommended keywords: [https://fast.oclc.org/searchfast/](https://fast.oclc.org/searchfast/)
### 3. Document Information

**Faculty Advisor Information**

<table>
<thead>
<tr>
<th>First Name</th>
<th>MI</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mauner</td>
<td>C</td>
<td>Aymond</td>
</tr>
<tr>
<td>Effie</td>
<td>C</td>
<td>Aymond</td>
</tr>
<tr>
<td>Romeo</td>
<td>D</td>
<td>Rodriguez</td>
</tr>
</tbody>
</table>

Double check that you enter your faculty advisor’s correct email. If the email address is incorrect, they will not receive the request to approve your thesis!
3. Document Information

Faculty Advisor Information

**WARNING:**
**STUDENTS WITH MULTIPLE ADVISORS**

If you have multiple faculty advisors, you should enter the information for the same eligible advisors listed on the title and abstract pages of your thesis.

However, you must enter only the primary faculty advisor's email address for approval.

If your secondary and/or tertiary advisors want to approve your document before you complete the program, you will need to facilitate that process with them outside of the URS program.
3. Document Information

Completed Example

Ask your faculty advisor(s) how they wish for their names to be displayed. Be sure to enter faculty advisor names exactly as they appear in the thesis document.
3. Document Information

Embargo Options – Faculty Advisors Must Approve

You may choose to withhold your document from publication in OAKTrust for at least 2 years while you work toward a patent or publication in a professional journal.
3. Document Information

Save and Continue
4. Upload Your Files

REMEMBER:
LAUNCH: UGR already uploaded your Canvas-approved document for you!
4. Upload Your Files

Correct Example – Uploaded Document

Click on your document to download and verify that it is correct.

**DO NOT REPLACE** your document or there will be a significant delay in your completion of the program.
4. Upload Your Files

Incorrect Example – Missing Document

No document?

- Has LAUNCH: UGR approved and uploaded your Part 1 submission?
- Did you accidentally delete or replace the file?
- Contact ugr@tamu.edu.
4. Upload Your Files – Creative Works

- If you have a non-textual Creative Artifact to submit with your final thesis, such as video, audio, or other multimedia, you must complete an additional submission and license agreement form before your work can be published to the OAKTrust Repository.

- Contact ugr@tamu.edu if you did not receive instructions directly to your TAMU email address.
4. Upload Your Files

Verify Your Information → License Agreement → Document Information → Upload Your Files → Confirm & Submit

Save and Continue
5. Confirm & Submit

Instructions:
Please verify all the information displayed below before proceeding. Once you click the button to approve this document, you cannot make any more changes to the form's data without contacting your local thesis office.
5. Confirm & Submit

About You

Name: Aymond, Annabelle G
ORCID ID (optional): 0000-0001-7709-3063
TAMU Email: annabelle.aymond@tamu.edu
Permanent Phone: 979-123-1234
Permanent Email: personal-email@gmail.com
[edit your personal information]
5. Confirm & Submit

Academic Affiliation

Program Year: 2021-2022 Undergraduate Research Scholars
College: College of Liberal Arts
Department: Communication
Degree: B.A.
Major: Telecommunication Media Studies

[edit your academic affiliation]
5. Confirm & Submit

Document Information

Official Thesis Title (Title case, NOT all caps): My Amazing Final Thesis Title

Expected Graduation Date: May 2022

Document Type: Final Thesis

Abstract (paragraph text only, no title or names):

Keywords (separated by semicolons): undergraduate research; document formatting; communication; media studies

FACULTY ADVISOR INFORMATION:
Aymond, Mauser

FACULTY ADVISOR INFORMATION:
Aymond, Effie

FACULTY ADVISOR INFORMATION:
Rodriguez, Romseo

PRIMARY Faculty Advisor Email Address:
ugr@tamu.edu

Embargo Selection: None - After approval, the work will be published to the Texas A&M OAKTrust Repository by the end of August.

[edit your document information]
5. Confirm & Submit

Verify Matching Document Information: Official Thesis Title and Abstract

**WARNING: TEAM THESIS SUBMISSIONS**

The document information for **ALL** team members must be **exactly the same**. If the information does **NOT** match (e.g., different titles, abstracts, keywords, faculty advisor information, etc.), there will be delays in the completion of the program for all members.
5. Confirm & Submit

Uploaded File

Final Thesis (Approved PDFs only): AYMOND-FINALTHESIS-2022.pdf (27 KB)

[edit your uploaded files]
5. Confirm & Submit

Final Submission

Warning:
After pressing "Confirm and Submit" you cannot make any more changes to the form's data without contacting your local thesis office.
5. Confirm & Submit
Submittal Complete

Instructions:

Howdy,

This message confirms that you submitted Part 2 of your final Undergraduate Research Scholars thesis.

Your faculty advisor should have received an automated email request to review and approve your final thesis and embargo selection. Faculty advisors are asked to submit a response within 48 business hours (2 business days) of receiving the review request. The LAUNCH: UGR office cannot fully process your final thesis until faculty advisor approval has been submitted.

If your faculty advisor requests REVISIONS to your final thesis, send an email to ugr@tamu.edu immediately so we can reopen your ST35 profile for resubmission.

You will receive a separate notice from LAUNCH: UGR when all approvals have been processed and you have officially completed the program.

Please direct questions to ugr@tamu.edu.

Sincerely,

LAUNCH: UGR Staff

---

LAUNCH: Undergraduate Research
Undergraduate Studies | Texas A&M University
4233 TAMU | College Station, TX 77843-4233
ph: 979.845.1957 | ugr@tamu.edu

-------------

http://launch.tamu.edu
http://ugr.tamu.edu

View submission status
View Submission Status

Currently accepting submissions for the May 2022 semester.

<table>
<thead>
<tr>
<th>Title</th>
<th>Manuscript</th>
<th>Status</th>
<th>Date Submitted</th>
<th>Assigned To</th>
<th>Actions</th>
</tr>
</thead>
</table>
REMEMBER:

If your faculty advisor requests changes to your document at this stage, email ugr@tamu.edu.
Example of a completed submission to the STSS.
The Action Log shows a history of your actions in the STSS.
Please do not use the message box. We do not get notifications when messages are submitted. Instead, send an email to ugr@tamu.edu.
Email Confirmation

Students will receive a confirmation email when Part 2 has been submitted to the STSS. If you do not receive a confirmation email, contact ugr@tamu.edu to confirm that your submission was received.
Program Completion and Recognition
How do I know I have completed the program?

Once you have officially completed the 2021-2022 Undergraduate Research Scholars thesis program, you will receive an email with the following subject line:

   Undergraduate Research Scholars Program Completion Confirmation

You will also receive a request to complete the URS Program Exit Survey.
Program Completion and Recognition

The availability of your Undergraduate Research Scholars Thesis in the Texas A&M University OAKTrust Repository depends on the embargo choice you selected during the Final Thesis Submission Process (approved by your faculty advisor).

If you selected **NO EMBARGO:**
Your thesis will be available as early as June 1 but no later than August 30.

If you selected **TWO YEAR JOURNAL/PATENT EMBARGO:**
LAUNCH: UGR will send an embargo expiration notice to your faculty advisor in two years to request either the release of your thesis or an extension to the embargo. However, your faculty advisor may email ugr@tamu.edu at any time to release the embargo on your thesis.
Program Completion and Recognition

The availability of your Undergraduate Research Scholars Thesis in the Texas A&M University OAKTrust Repository depends on the embargo choice you selected during the Final Thesis Submission Process (approved by your faculty advisor).

EXAMPLE OAKTRUST PROFILE:

https://oaktrust.library.tamu.edu/handle/1969.1/164494

EXAMPLE URS THESIS CITATION:

Program Completion and Recognition

Undergraduate Research Scholars Medallion

Please direct all questions about graduation and distribution of graduation regalia to the Office of the Registrar. Updates will be released to https://graduation.tamu.edu as they are available.

LAUNCH Recognition Ceremony

LAUNCH typically hosts a Recognition Ceremony for graduating seniors. Updates will be released as they are available.
Program Completion and Recognition

Transcript Notation AFTER Graduation
Institutional Honors: Undergraduate Research Scholar

Commencement Program Notation

Undergraduate Research Scholars

The Undergraduate Research Scholars program provides motivated undergraduates the opportunity to engage in quality, in-depth research experiences. Over two semesters Scholars work with faculty mentors to produce a formal undergraduate research thesis and a public presentation of their research results.
FYI – Other Recognition May Apply

Questions about other recognition or graduation regalia can be directed to honors@tamu.edu.
Faculty Advisors
Part 2: STSS Faculty Instructions

1. Students submit final theses to Canvas (Part 1) by April 4 at noon.
2. Thesis reviewers review final theses submitted to Canvas. Documents may be returned for corrections.
3. When thesis reviewer approves final thesis, they will upload the document to the STSS for the student.
4. Students are responsible for logging into the STSS to verify that the correct document has been uploaded.
5. Students are also responsible for updating their information in the STSS and individually submitting their STSS profile. Upon student submission, faculty advisors will be sent a request to review and approve the document as well as the student’s overall STSS profile (including keywords and embargo selection).
From: ugr@tamu.edu

Subject: Request to Review {STUDENT NAME}’s FINAL URS Thesis

To: The Primary Faculty Advisor

Email Address entered into the STSS by the student

---

Dear Faculty Advisor:

You are receiving this automated message because Annabelle Aymond has submitted a FINAL Undergraduate Research Scholars thesis and embargo selection (thesis hold) for your review and approval.

Please submit your response within 2 business days of receiving this request. The LAUNCH: UGR office cannot fully process the submission until your response has been submitted. To request changes to the submission, or to reject the submission, please send an email to ugr@tamu.edu.

You can access the submission and submit approval through the Scholars Thesis Submittal System (STSS) at the URL below.

ADVISOR URL: [http://scholarsthesis.tamu.edu/advisor/xoxoxxreview](http://scholarsthesis.tamu.edu/advisor/xoxoxxreview)

Note: Please use caution when sharing this email. Anyone with the link above will have access to view the thesis submission upon logging in with a TAMU NetID and Password.

Please direct questions to ugr@tamu.edu.

Sincerely,

LAUNCH: UGR Staff

--

LAUNCH: Undergraduate Research
Undergraduate Studies | Texas A&M University
4233 TAMU | College Station, TX 77843-4233 ugr@tamu.edu

[https://launch.tamu.edu](https://launch.tamu.edu)
[https://ugr.tamu.edu](https://ugr.tamu.edu)
Review Application

Current Submission State: [ ]
Final Thesis Submitted!
This Submission can be reviewed at this time.
Review Application

Please provide approval for both the student’s embargo choice and the final thesis (the “application”).

FACULTY ADVISORS WITH TEAM SUBMISSIONS:
You will receive individual emails for each student on the team. Although the final thesis document and embargo selection should be exactly the same, you must individually approve each student in the STSS.
Review Application

Feel free to leave comments nominating your student(s) for Outstanding Undergraduate Research Scholar. However, we do not get notifications when messages are submitted. For a timely response, send an email to ugr@tamu.edu.

Comments

Comments:
Review Application

Completed Example

Approval

Approve Embargo:
- I approve of the embargo selection.
- I reject the embargo selection. (Please leave a comment explaining why below)

Approve Application:
- I approve this application.
- I reject this application. (Please leave a comment explaining why below)

Comments:
I nominate this student for LAUNCH: UGR's Outstanding Undergraduate Research Scholar in Liberal Arts/Humanities Award.

Submit
Review Application

Approval Submitted

Current Submission State:
Final Thesis Submitted!

This Submission can be reviewed at this time.

Your input has been recorded. You may return to this page to follow the application's progress, or provide additional input in the future.

Approval

Approve Embargo: Approved on 21 December 2021 at 02:16 PM
[ ] I unapprove this embargo.

Approve Application: Approved on 21 December 2021 at 02:16 PM
[ ] I unapprove this application.

Comments:

Submit
Review Application

If Your Proposal Approval Still Active

We have attempted to remove all proposal approvals in preparation for the final thesis approval process. If your proposal approval is still active:

• Check the boxes to remove approval
• Add a comment
• Click “Submit”
Review Application
Proposal Approval Cleared

Once your proposal approval has been cleared:

• Make the appropriate approval selections
• Add a comment (optional)
• Click submit
Contact Us

Dr. Sarah M. Misemer
Associate Director for Undergraduate Research and Full Professor of Hispanic Studies

Annabelle G. Aymond
Program Coordinator for Undergraduate Research

A. Nicole Guentzel
Program Coordinator for Undergraduate Research

Dr. Matthew Bizzell, Dr. Mahnoosh Sadeghi, Dillon Jones, and Tawfik Hussein
Thesis Assistants for Undergraduate Research

launch.tamu.edu | @TAMU_UGR