

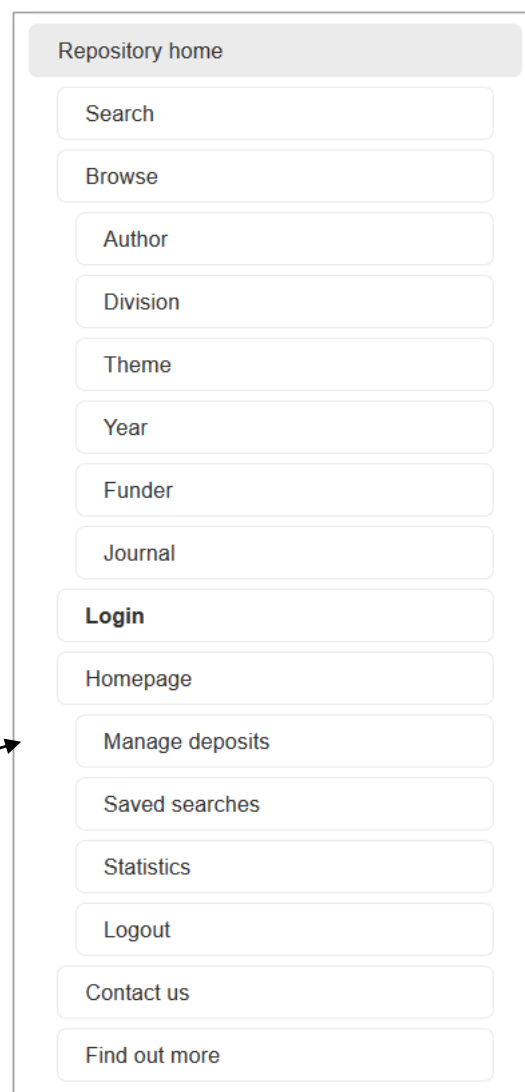
Depositing Research Material in the University of Salford Institutional Repository (USIR)

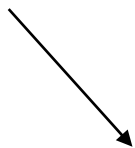
USIR is an Open Access repository. Where copyright permits, fulltext material held in the repository is made freely available online and can be read, downloaded and copied for non-commercial private study or research purposes.

The self-deposit process requires the completion of a simple online deposit form.

Accessing USIR

- To access USIR, go to <http://usir.salford.ac.uk>
- Click on '**Login**'. This is located within the menu on the left-hand side of the screen.
- Log into the site using your **network username and password**.
- Click on **Manage Deposits** (again on the left-hand menu).





New Item

Import from

User Workarea Under Review Live Archive Retired

Last Modified	Title
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

There are a series of steps to complete before material can be submitted.

Authors are advised to complete each stage as fully and precisely as possible, but do not worry if some fields are left blank. **Mandatory fields are marked with ***.

Type of Deposit

Specify whether the item you are depositing has been accepted for publication, is already published or falls into another category.

- Click in the radio button for the appropriate option.
- Click on **Next**.

Type of Deposit

Which of the following best describes the type of deposit you intend to make?

Deposit an article or conference paper that has just been accepted for publication

Deposit an article or conference paper that has been published

Deposit something else

Next >


Item type

Specify which type of material you are depositing from the list of options. A definition of each type is provided.

- Click in the radio button for the appropriate option.
- Click on **Next**.

Details

It is important to complete this section as fully as possible. The more information is made available, the easier it will be to search and retrieve your research.

- If you are unsure about a particular field, click on the  icon for access help/further information.
- When completing the author field, details of Salford staff members will autofill as you begin to type the name – please make sure that the ‘email alias’ (the username) is completed, as this identifies and links the publications of staff members.
- Complete the fields, ensuring all mandatory information is included.
- Click on **Next**.


Funders

If you selected ‘yes’ to the funders question within the Details screen, you will be asked for further information about your funding.

- Complete the fields.
- Click on Next.

Divisions

This stage requires you to specify the division(s) of the University of Salford with which your research is associated.

- Click on the **plus** icon to drill down through the lists. 
- Select the lowest level of division (i.e. if you select a research centre, it is not necessary to also select the school and college within which the centre sits)
- Once you have made your selection, click on **Next**.

Uploading material

To upload

- Click on **Browse** and use the **Choose File** window to navigate to the required document.
- Double click on the document (or single click and then click **Open**).
- Click on **Upload**.

Once you have uploaded the document, you can:

- Add a description of the document
- Specify who the document is visible to
- Specify the license type and whether there is an embargo or expiry date.

Note: If you are unsure about the restrictions or embargoes that need to be applied, the USIR staff will check & add these if required.

Confirmation of the upload should be displayed at the bottom of the screen, including details of the document size. There is a further option to add additional files to the document, if required.

- Once you have added any additional information, click on **Next**.

Depositing Material

The next screen displays the terms of the deposit agreement.

- Read through the agreement and click on **Deposit item now**.

You have now deposited your research and completed the process.

What happens next?

Once you have deposited material, it will not be visible to those searching the repository until it has been checked by the USIR team. The metadata and copyright of all new deposits are checked before they are made live.

For further help and support, contact the USIR team:

Email: usir@salford.ac.uk

Phone: 0161 29(5 6370)