

## Depositing your thesis in USIR

The University of Salford requires that an electronic copy of all new research theses are deposited in the University of Salford's Institutional Repository ([USIR](#)). Awards eligible for inclusion in this collection are: PhD, MPhil, MSc by research, MRes, DProf, DLit, DMA, DSc, LLM.

See the University's [Code of Practice for the Conduct of Postgraduate Research Degrees](#) for thesis submission guidelines and our [Copyright for theses](#) guidance.

### Quick guide to depositing your thesis

- 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).
- Click on **New Item** and then **Deposit something else**
- Select **Thesis** as the item type and click **Next** to move to the next tab
- Complete the required fields for each tab
- Once all fields are complete click **Deposit** and then **Deposit Item Now**

You have now completed the deposit process. You will receive an email acknowledgement with a unique USIR eThesis ID number. You need to enter this number on the "Declaration 2 Form – Declaration for submission of hardbound thesis (final version)" which will enable the Student Administration to confirm that you have fulfilled the award criteria before the Postgraduate Research Awards Board is able to confirm your award.



[Library-research@salford.ac.uk](mailto:Library-research@salford.ac.uk)



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# Library Research Support

<https://www.salford.ac.uk/library/open-research>



**THE  
LIBRARY**

Your deposited record will be reviewed by a member of the USIR team who will check copyright and ensure all necessary information is included. The record will be made live once the Library has received notification that the thesis has been passed by the submission board.

You will receive an email notification when the record has been moved into the live repository.

## Tips for depositing your research

- Mandatory fields are starred (\*) and need to be completed.
- Click on the question mark (?) for the field to access guidance on how to complete fields.
- The quickest way to add yourself as an author is to add your username – this will bring through all your details including ORCID.
- If you answer “Yes” to the Funded question you will get an additional funding tab to complete.
- The Divisions list can be opened by clicking on the plus (+) sign and added to the record by clicking on the Add button. If you are part of a research centre you only need to add the research centre name – the School will be added automatically.

If you have trouble depositing your thesis or do not receive your USIR eThesis ID number, email: [library-research@salford.ac.uk](mailto:library-research@salford.ac.uk) for help and support.



[library-research@salford.ac.uk](mailto:library-research@salford.ac.uk)



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