

## Turnitin Help Guide: Submitting Proposal Narratives

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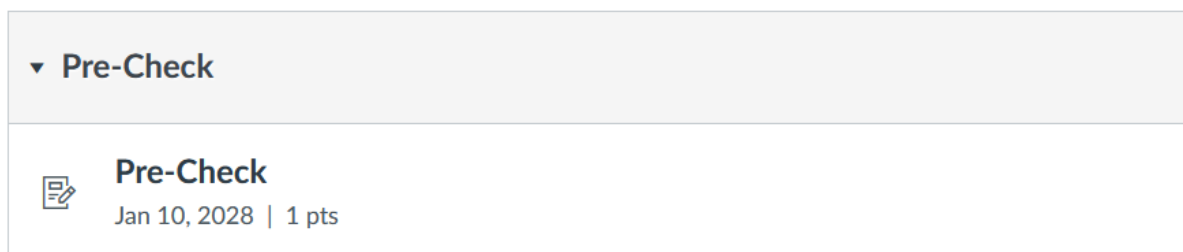
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Before officially submitting your proposal narrative to Turnitin, **please use the PRE-CHECK submission for a no-consequences review!** Any plagiarism identified on the official submission will be subject to UNO's research misconduct policies.

### How to Check Your Proposal Before Submitting


#### To check for the first time:

1. Go to the [c Grant Submission Check](#) Canvas. If you are not already enrolled, contact the pre-award member of [your service team](#) to be enrolled.
2. Click on the **Pre-Check** assignment at the top of the page within the module of the same name.



3. A new screen will open. Click the **Upload Submission** button.
4. Click **Browse**. A file explorer window will open. Navigate to and select the file you wish to check.
5. Click **Upload and Review**.
6. Wait until you can see a preview of your submission; then, click the **Submit to Turnitin** button.
7. Refresh the page in your browser.
8. Your similarity score should be listed.

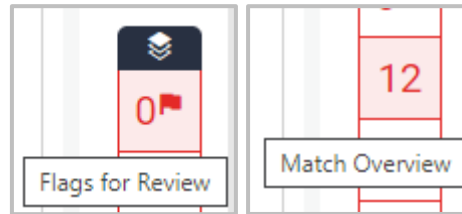
#### To re-check:

1. Click the **Upload paper** button: 
2. A pop-up will appear. Click **Confirm**.
3. Follow steps 4-9 above.

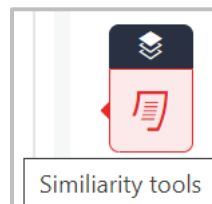
*NOTE:* You can resubmit up to three times per 24-hour period.

## How to Review the Results of a Submission

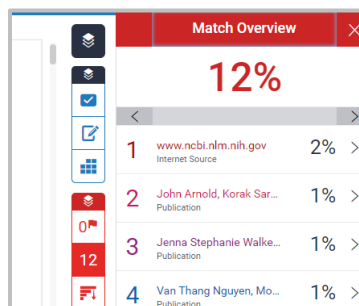
1. Click the hyperlinked percentage; a new window will open.
2. If this is your first time opening a submission, a tutorial pop-up may appear. Either advance through the tutorial or close it.
3. On the right-hand side of the page, you will see several icons and indicators. The two most relevant to the Office of Research are the **Flags for Review** indicator and the **Match Overview** indicator beneath it. If you hover over the first two squares in the red bar, their names will display.



NOTE: Depending on the size of your computer screen, you may need to click on the **Similarity tools** icon (the first square in the red bar) before the above two icons will appear.



4. If there are any “red flags,” click on the indicator and review them carefully! These may be serious indicators of plagiarism.
5. Next, click on the **Match Overview** indicator; a new sidebar will open.



6. Each item flagged by the **Match Overview** is a potential source of plagiarism; however, in most cases, small percentages are more likely to be commonly-used phrases or definitions within your field.
7. Scroll through the paper. All flagged text will have a number that corresponds to an entry in the sidebar; all entries indicate another source that uses the same language as your proposal.
  - a. Does anything look like plagiarism?
  - b. Are large paragraphs highlighted without being sourced?
  - c. Are highlighted sections from your own previous work?
  - d. Is most of the paper flagged?

Flagged writing will **not always** be plagiarism, and there is no objective standard for what crosses the line into plagiarism. Take your time to scan through the document, and **use your judgement!**

8. If something looks suspicious to you, consider revising your narrative.
9. You have completed your review!

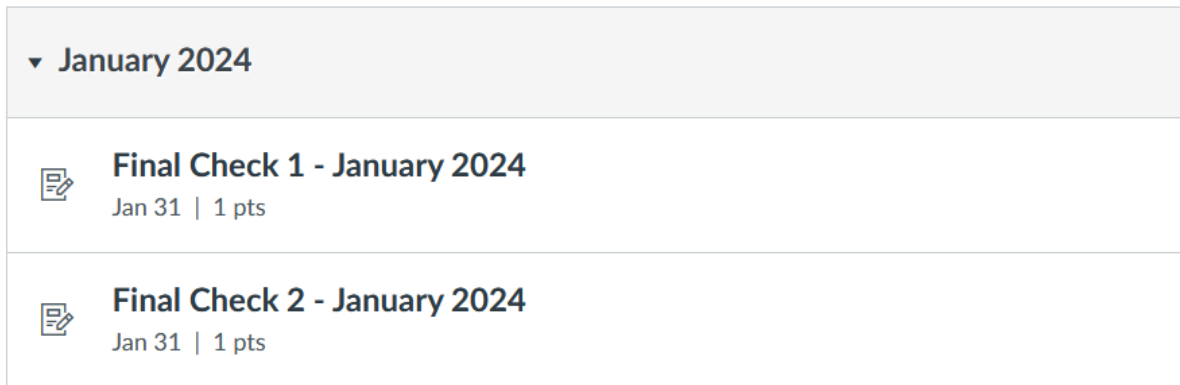
## How to Officially Submit Your Proposal to Turnitin

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### Please use the pre-check above first for a no-consequences review!


Any plagiarism identified on the official submission will be subject to UNO's research misconduct policies.

1. After using the **Pre-Check**, return to the **Home** page.
2. Scroll down to the module named for the current month and year.



▼ January 2024

 **Final Check 1 - January 2024**  
Jan 31 | 1 pts

 **Final Check 2 - January 2024**  
Jan 31 | 1 pts

3. If this is your first proposal for the month, click **Final Check 1**. If this is your second proposal for the month, click **Final Check 2**. If you are submitting your third proposal for the month, contact the pre-award member of [your service team](#).
4. A new screen will open. Click the **Upload Submission** button.
5. Click **Browse**. A file explorer window will open. Navigate to and select the file you wish to check.
6. Click **Upload and Review**.
7. Wait until you can see a preview of your submission; then, click the **Submit to Turnitin** button.
8. Refresh the page in your browser.
9. Your similarity score should be listed.
10. Proceed with filling out the [Proposal Routing Form](#) or inform your pre-award team that you have submitted your proposal to Turnitin!

## Changelog

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<b>Date</b>	<b>Change(s)</b>	<b>Changed By</b>
10/29/21	Created	Julie Landry
10/29/21	Wording, formatting	Julie Landry
11/4/21	Wording, formatting	Team
1/5/2024	Conversion to Canvas	Julie Landry