Turnitin Help Guide: Submitting Proposal Narratives

CONTENTS OVERVIEW
How to Check Your Proposal Before Submitting .................................................................1
  • How to Review the Results of a Test Submission
How to Officially Submit Your Proposal to Turnitin ..........................................................4
Changelog ................................................................................................................................6

Before officially submitting your proposal narrative to Turnitin, please use the TEST submission below 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

1. Go to the c_Grant Submission Check Moodle.
2. Scroll down until you find your college; click the college name or the View Section Modules button.
3. Hit CTRL+F on your keyboard; a pop-up bar will appear in your browser.
4. Type a unique portion of your name; hit ENTER until you find yourself in the list.
5. Beneath your name, you will see two links: Test Submission and Official Submission #.

NOTE: If you are not listed, contact Erik Wahl at eswahl@uno.edu.

6. Click Test Submission.
7. At the top of the page, beneath the course header, you will see Separate groups next to a dropdown box reading All participants; click the dropdown box.
8. PIs are listed alphabetically by first name. Scroll until you find your name and click on it.

9. Once you have selected your name, scroll to the bottom of the page.
10. Click the **Submit Paper** button to the right-hand side of the row.

![Submit Paper button](image)

**NOTE:** If you have already tested a submission in the past, the row will be populated with information from your last test—you can still click the **Submit Paper** button to replace the old test with a new one.

11. A pop-up will appear.

![Submit Paper pop-up](image)

12. Enter a name for your document in the **Submission Title** field.
13. Click the center of the rectangle made of the dotted line to upload your proposal narrative; alternatively, drag and drop your narrative into the box from a file explorer window on your computer.
14. Check the box that reads “By checking this box, I confirm that this submission is my own work…”
15. Click the **Add Submission** button.
16. A confirmation pop-up will appear. Click the word **Close** in the top-right corner to close the pop-up.
17. Refresh the page until you see a percentage in the **Similarity** column.
How to Review the Results of a Test Submission

1. Click the link in the Submission Title column; a new tab 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.

![Flags for Review and Match Overview icons]

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.

![Match Overview sidebar]

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**

Please use the test submission above first for a no-consequences review!
Any plagiarism identified on the official submission will be subject to UNO’s research misconduct policies.

1. Go to the [c_Grant Submission Check](#) Moodle.
2. Scroll down until you find your college; click the college name or the [View Section Modules](#) button.
3. Hit CTRL+F on your keyboard; a pop-up bar will appear in your browser.
4. Type a unique portion of your name; hit ENTER until you find yourself in the list.
5. Beneath your name, you will see two links: Test Submission and **[Official Submission #](#)**.

![Instructions](#)

---

**NOTE**: If you are not listed, contact Erik Wahl at [eswahl@uno.edu](mailto:eswahl@uno.edu).

6. Click **[Official Submission #](#)**.
7. At the top of the page, beneath the course header, you will see **Separate groups** next to a dropdown box reading **All participants**; click the dropdown box.

![Separate groups](#)

8. PIs are listed alphabetically by first name. Scroll until you find your name and click on it.

![Separate groups](#)
9. Once you have selected your name, scroll to the bottom of the page.

10. Click the **Submit Paper** button to the right-hand side of the row.

![Submit Paper button]

11. A pop-up will appear.

![Submit Paper pop-up]

12. Enter a name for your document in the **Submission Title** field.

13. Click the center of the rectangle made of the dotted line to upload your proposal narrative; alternatively, drag and drop your narrative into the box from a file explorer window on your computer.

14. Check the box that reads “By checking this box, I confirm that this submission is my own work…”

15. Click the **Add Submission** button.

16. A confirmation pop-up will appear. Click the word **Close** in the top-right corner to close the pop-up.

17. Refresh the page until you see a percentage in the **Similarity** column.

![Similarity column]

18. Inform your pre-award team that you have submitted your proposal to Turnitin!
<table>
<thead>
<tr>
<th>Date</th>
<th>Change(s)</th>
<th>Changed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/29/21</td>
<td>Created</td>
<td>Julie Landry</td>
</tr>
<tr>
<td>10/29/21</td>
<td>Wording, formatting</td>
<td>Julie Landry</td>
</tr>
<tr>
<td>11/4/21</td>
<td>Wording, formatting</td>
<td>Team</td>
</tr>
</tbody>
</table>