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1. Manage your content

1.1. Check your content

When you log in for the first time, please check the following content types related to your profile in PURE:

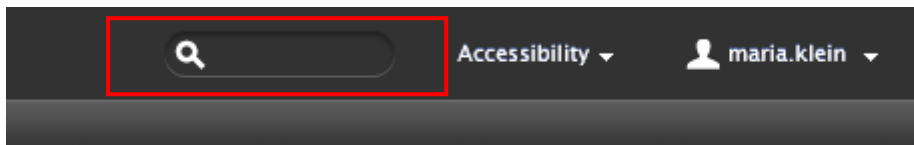
- Publications (Research outputs)
- Applications
- Awards
- Projects
- Activities
- Prizes

Important

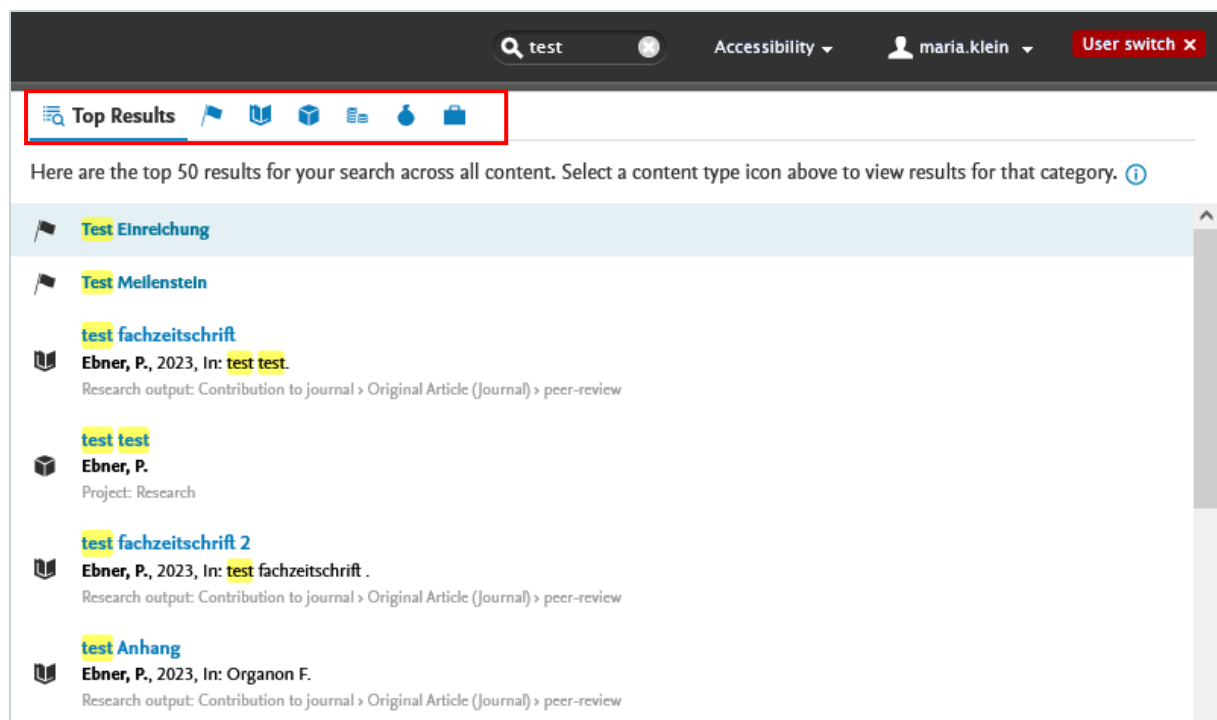
Please ensure that the information in **your Pure profile is accurate and correct**. If essential content is missing, please contact the Research Management at **pure@pmu.ac.at**.

1.1.1. Global search

This searches through **metadata** of all records and content types available in Pure:

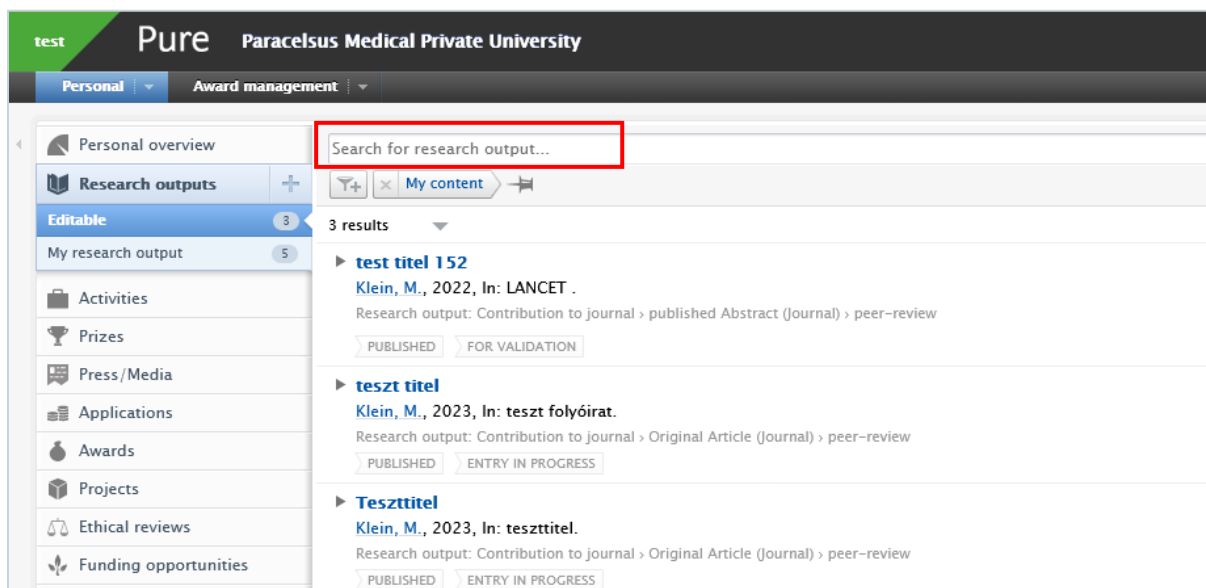


To **refine** the search to one content type, click on the icon you need next to the top results. You will be taken to the content type search results overview screen where you can add further filters to narrow down results:



1.1.2. Search within a content type

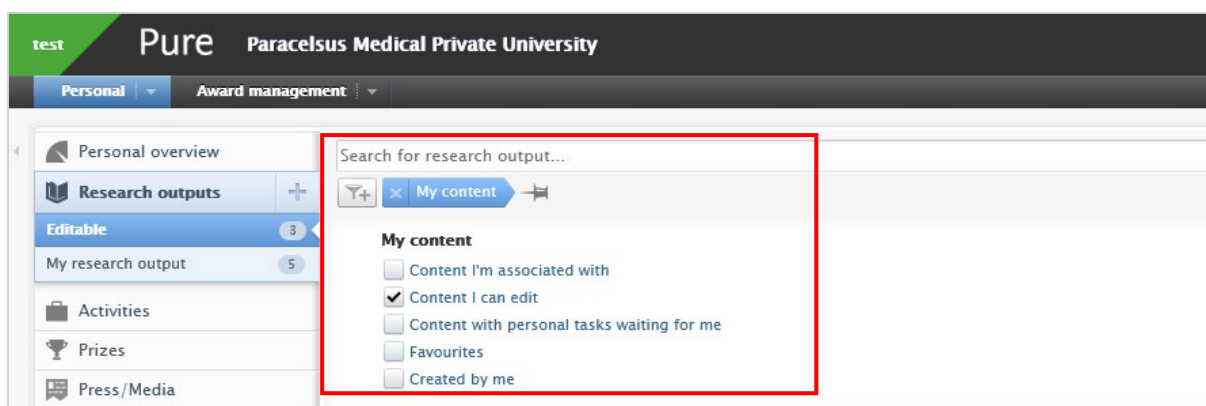
Click on one of the content type tabs on the left navigation to open the content list view with search functionality. Using this method, your searches are limited to the currently open **content type**:



Note

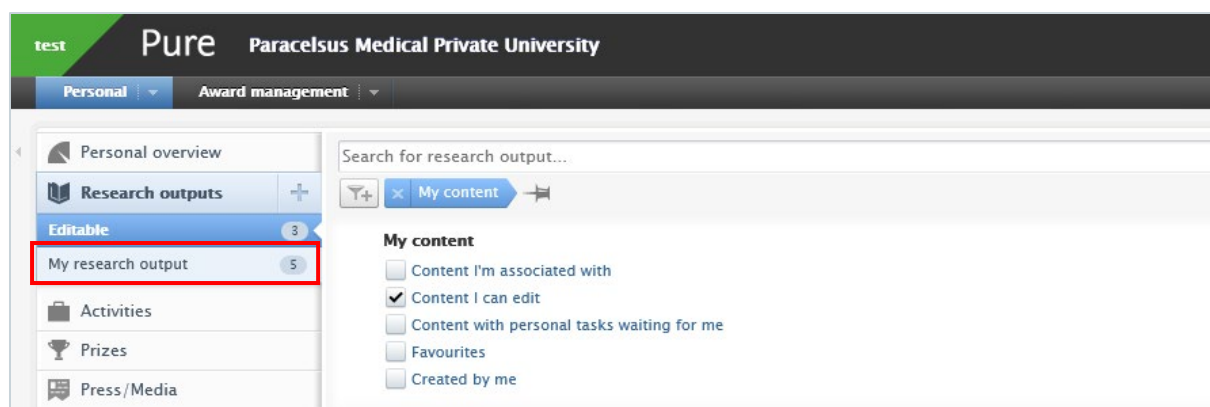
The My content > Content I can edit filter option is **automatically applied** (pinned) to the search results by default, but you can easily remove it if necessary.

After clicking on the *My content* button, additional filters will appear:



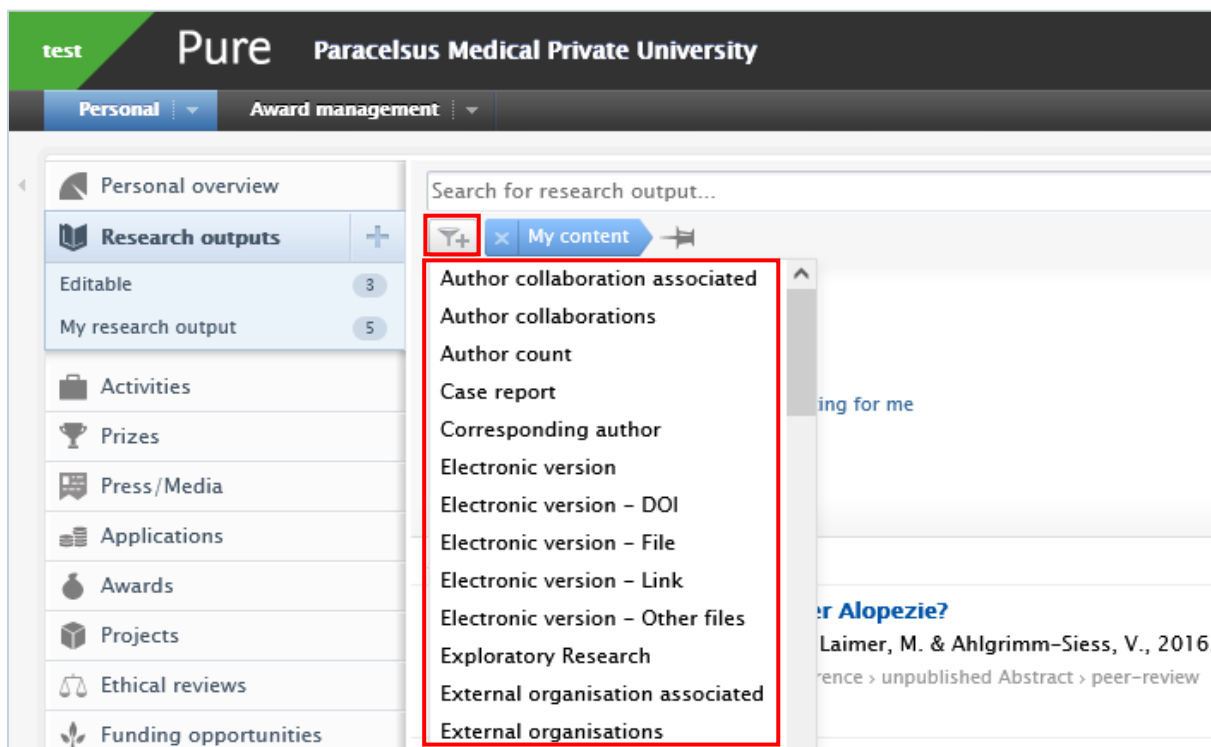
Tip

To **access your record list directly**, click on the content type (e.g., *Research output*) and select the *My research output* field. This method can be used for other content types as well:



1.1.3. Filter within a content type

After choosing a content type (e.g. *Research output*) click on the *Add filter* icon and select from the available **filter options** (e.g. External organisations). You can add multiple filters if you need to:



If you wish to use specific filters regularly, you can click on the **pin icon** to save the filter. By doing so, you can save time and easily filter content you need:



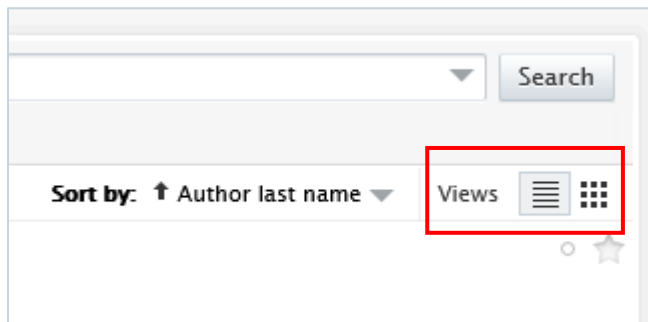
1.1.4. Sort by within a content type

After obtaining a list of records within a content type, there is the possibility to **sort the records** by several options (e.g. title, type, etc.):



1.1.5. View types within a content type

You can choose from the list **view** or the matrix view to visualise your data:



1.1.6. Export a list

On the bottom of the page you can select your preferred file type for export. The file type depends on the content type; therefore, **different file types** are available **for different content types**:



Important

Exporting a **list of your own publications with Impact Factors and Score Points** is not directly possible for Researchers from Pure. If you need such a list, please contact the Research Management at **pure@pmu.ac.at**.

2. Create your content

First, you always need to **check if the content already exists in Pure**. See the previous chapter on how to [Check your content](#).

2.1. Research outputs (Publications)

Under Research outputs you can choose from a wide range of **publication types**:

- peer-reviewed journal articles, case reports, editorials, review articles, letters, commentaries, published abstracts
- conference posters, unpublished abstracts
- book, chapters in books
- patent
- theses

The Research Management imports publications from Web of Science weekly. The completeness and accuracy of the publication data will be checked by the Research Management in the **validation process**.

Please note that sometimes it takes time until a publication is listed in Web of Science.

Important

Please **refrain from uploading original publications** in PURE, as our system is designed to store information about publications. Uploading original content may potentially violate Open Access guidelines; therefore, it is not recommended. Alternatively, you can **register a DOI or other link** to your publication in the editor window.

After checking your Research output and ensuring that the publication does not exist in Pure, you have **three options** to import a publication **immediately**:

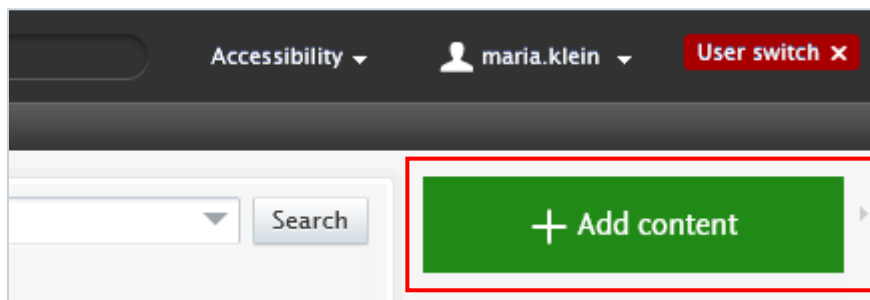
1. Import from online source
2. Import from file
3. Create from template

2.1.1. Import from online source

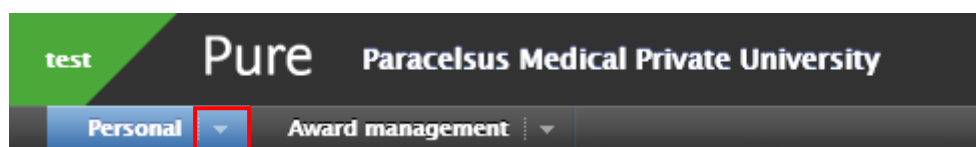
This option is **most preferable** because this method can save you time, minimize effort, and reduce data-entry errors. It can be used for any kind of Research output that is **published in PubMed or Web of Science**.

To import a Research output from online source:

1. Click on the *Add content* button:

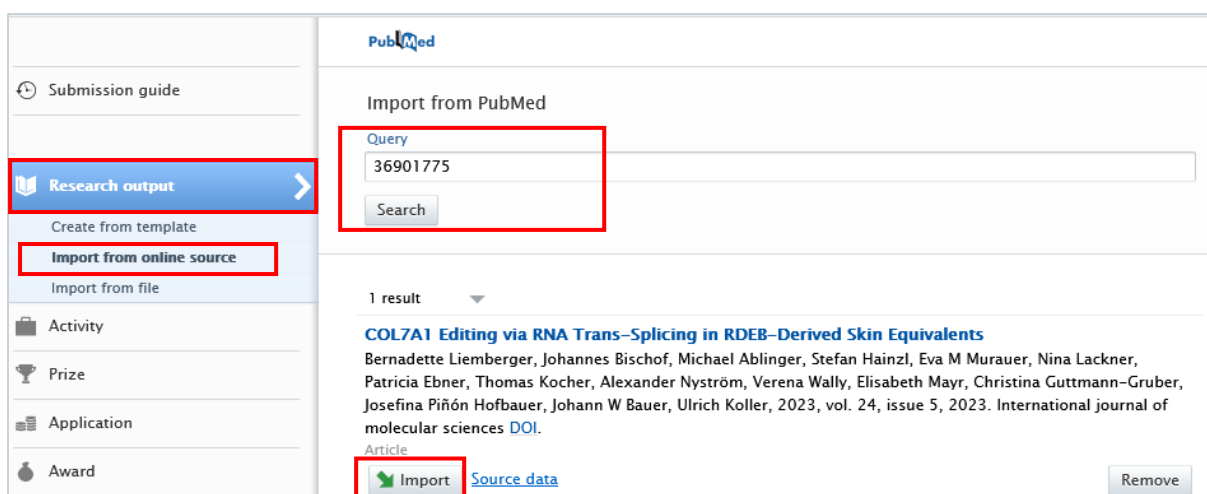


Or click on the triangle next to *Personal* in the header, select *Research outputs*, and then click on the **+ New** button:



2. Go on *Research output* and then select *Import from online source*. At PMU you can import you data from **PubMed**, **Web of Science** and **ORCID**.
3. Select the online source you want import from.
4. Enter the information you want to search for, such as PubMed ID or your name.

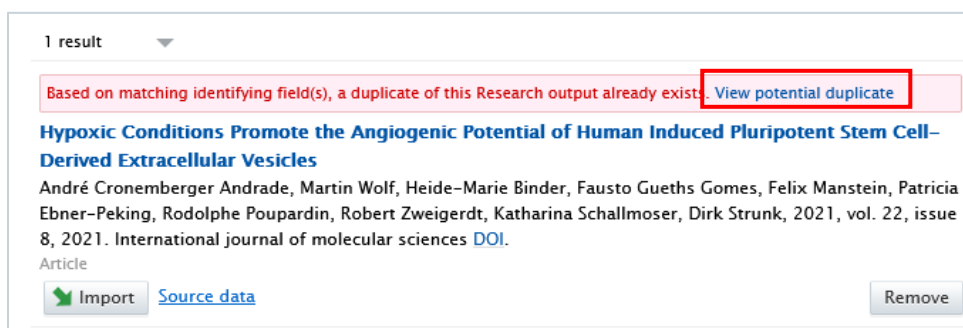
Please ensure you always review the guidelines for the correct format of the information you intend to look for:



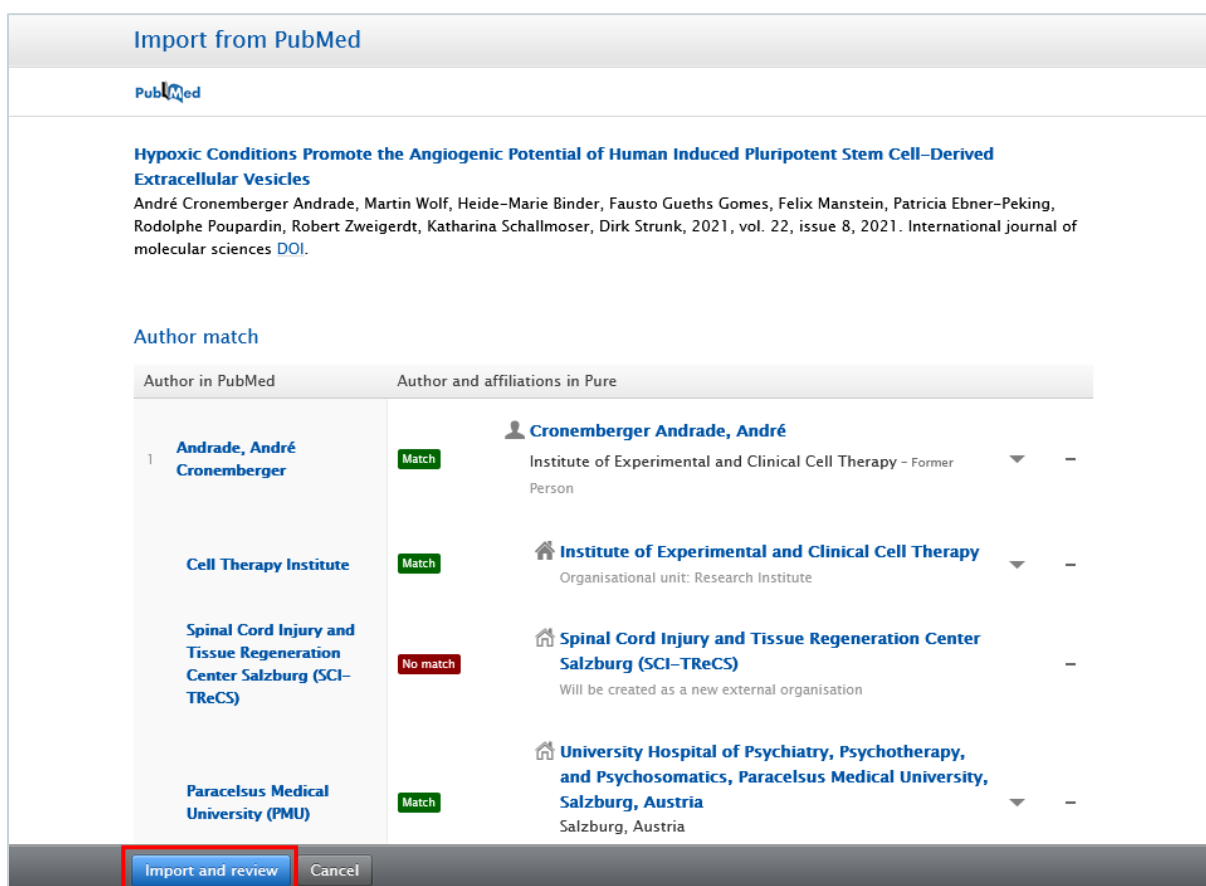
5. Click on the *Import* button located at the bottom of the article you wish to import into Pure.

Important

Please pay attention to warnings that notify you of possible duplicates. By clicking on View **potential duplicate** you can confirm if the publication already exists in Pure. If it does, please **refrain** from selecting the *Import* button:



6. Now, you can view the publication details. Do **not modify** the information displayed here; simply click on *Import and review* at the bottom of the window:



7. In the Research output editor window, you need to manage these fields:

1. Peer-reviewed:

Whether the publication underwent a **peer-reviewed process** or not (peer-reviewed or not peer-reviewed):

Type

Peer-reviewed *
☐ Peer-reviewed
☐ Not peer-reviewed

Note

Click on *Change template* if you realise that the **subtype** of the Research output is **incorrect**. For example, if you have selected *Original article* but need to add a *Review article*, you can easily switch between template types without losing any of the data you have already filled in:

Research output: Contribution to journal > Original Article (journal)

Change template

2. Managing organisational unit:

Choose the **internal organisational unit**, which is responsible for managing the publication, no external organisations can be added in this field.

The **corresponding author** manages the publication. Alternatively, the organisational unit of the **last, first, or co-author** can be chosen. In case of non-PMU publications select your organisational unit.

Publication managed by ⓘ

Managing organisational unit *

3. Contributors and affiliations:

Pure automatically adds every contributor with their affiliations to these fields. Here, you only need to manage **your author role and affiliation(s)**.

Click on *Edit* on the right side to select the role (type of authorship) you contributed to the publication. In the affiliations field, include only those affiliations associated with the publication. You can delete them by clicking on the minus button, and you can add internal and external organizations by clicking on the *Add Organization Unit* button:

Contributors and affiliations ⓘ

Contributors *

Patricia Ebner, Co-author Internal person Edit -

Research Management at Paracelsus Medical University Organisational unit: Research Management -

Add person... Add organisational unit... Add author collaboration...

Total number of authors

8. Set the workflow status *For Validation* and then click on *Save*.

Status: For validation Save

In the next step, the imported Research output undergoes **validation** by the Research Management.

Tip

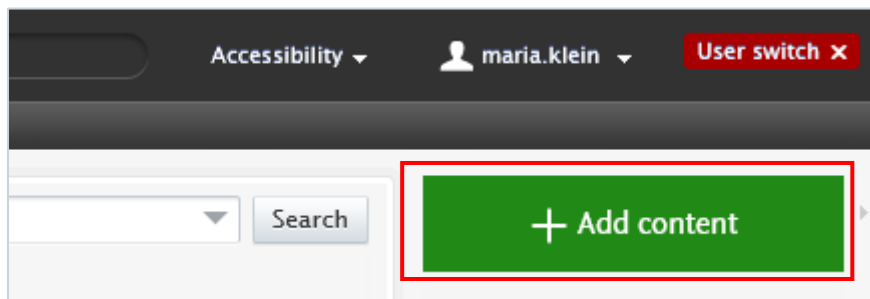
Are you interested in an **automated** publication **search** from online sources? See section [Automated search](#) (without immediate effect).

2.1.2. Import from file

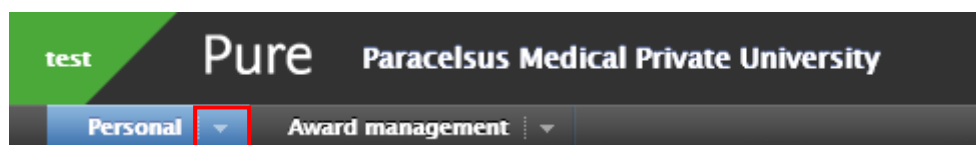
This option is to be chosen if importing **from online sources is not possible**. Here, you can add any kind of Research outputs from BibTeX, RIS and CERIF files.

To import Research output from file:

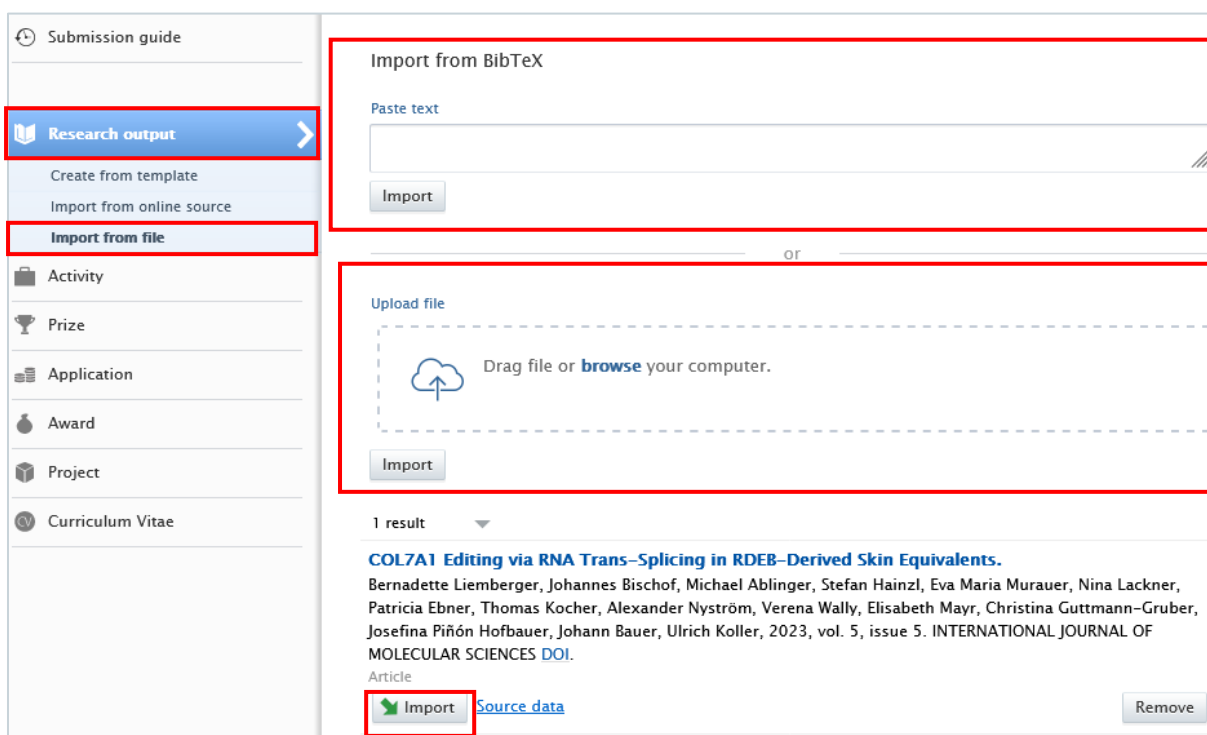
1. Click on the *Add content* button:



Or click on the triangle next to *Personal* in the header, select *Research output*, and then click on the **+ New** button:



2. Go on *Research output* and then select *Import from file*.
3. Click on the file type you want to import from. BibTeX, RIS and CERIF file types are available.
4. You can directly paste your data into to *Paste text* field if you have already copied it to the clipboard or you can upload a file by clicking on the field *Drag file and browse your computer*:



- Click on the *Import* button located at the bottom of the article you wish to import into Pure.

Important

Please pay attention to warnings that notify you of possible duplicates. By clicking on **View potential duplicate** you can confirm if the publication already exists in Pure. If it does, please **refrain** from selecting the *Import* button:


1 result

Based on matching identifying field(s), a duplicate of this Research output already exists. [View potential duplicate](#)

Hypoxic Conditions Promote the Angiogenic Potential of Human Induced Pluripotent Stem Cell-Derived Extracellular Vesicles

André Cronemberger Andrade, Martin Wolf, Heide-Marie Binder, Fausto Gueths Gomes, Felix Manstein, Patricia Ebner-Peking, Rodolphe Poupardin, Robert Zweigerdt, Katharina Schallmoser, Dirk Strunk, 2021, vol. 22, issue 8, 2021. International journal of molecular sciences [DOI](#).

Article

 [Import](#) [Source data](#) [Remove](#)

- Now, you can view the publication details. Do **not modify** the information displayed here; simply click on *Import and review* at the bottom of the window:

Import from BibTeX

BibTeX

COL7A1 Editing via RNA Trans-Splicing in RDEB-Derived Skin Equivalents.

Bernadette Liemberger, Johannes Bischof, Michael Ablinger, Stefan Hainzl, Eva Maria Murauer, Nina Lackner, Patricia Ebner, Thomas Kocher, Alexander Nyström, Verena Wally, Elisabeth Mayr, Christina Guttmann-Gruber, Josefina Piñón Hofbauer, Johann Bauer, Ulrich Koller, 2023, vol. 5, issue 5. INTERNATIONAL JOURNAL OF MOLECULAR SCIENCES [DOI](#).

Language

Select original language of the contribution *

English

Select submission language to map to *

English

Author match

Author in BibTeX	Author and affiliations in Pure
1 Liemberger, Bernadette	<p>Liemberger, Bernadette</p> <p>Department of Dermatology Research Program of Molecular Therapy of Genodermatoses Person</p> <p>Department of Dermatology Organisational unit: University Hospital</p> <p>Research Program of Molecular Therapy of Genodermatoses Organisational unit: Research Program</p>

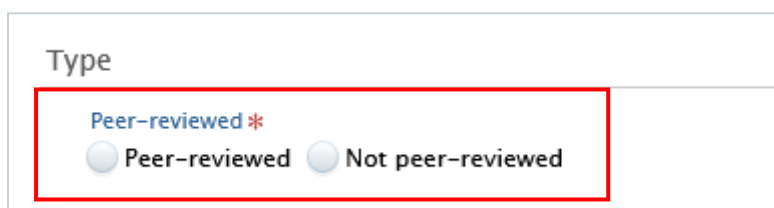
Match

[Import and review](#) [Cancel](#)

7. In the Research output editor window, you need to manage these fields:

1. Peer-reviewed:

Whether the publication underwent a **peer-reviewed process** or not (peer-reviewed or not peer-reviewed):



Note

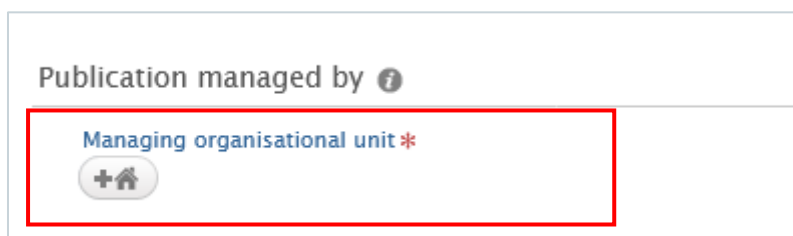
Click on *Change template* if you realise that the **subtype** of the Research output is **incorrect**. For example, if you have selected *Original article* but need to add a *Review article*, you can easily switch between template types without losing any of the data you have already filled in:



2. Managing organisational unit:

Choose the **internal organisational unit**, which is responsible for managing the publication, no external organisations can be added in this field.

The **corresponding author** manages the publication. Alternatively, the organisational unit of the **last, first, or co-author** can be chosen. In case of non-PMU publications select your organisational unit.




3. Contributors and affiliations:


Pure automatically adds every contributor with their affiliations to these fields. Here, you only need to manage **your author role and affiliation(s)**.



Click on *Edit* on the right side to select the role (type of authorship) you contributed to the publication. In the affiliations field, include only those affiliations associated with the publication. You can delete them by clicking on the minus button, and you can add internal and external organizations by clicking on the *Add Organization Unit* button:


Contributors and affiliations ⓘ




Contributors *

 **Patricia Ebner**, Co-author
Internal person

 **Research Management at Paracelsus Medical University**
Organisational unit: Research Management

  -

 -

Total number of authors

8. Set the workflow status *For Validation* and then click on *Save*..

Status:  

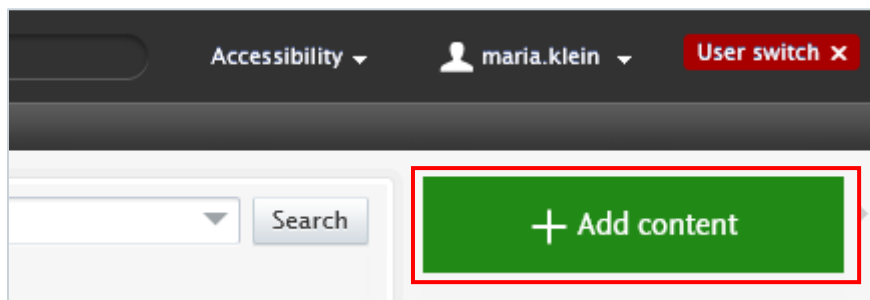
In the next step, the imported Research output undergoes **validation** by the Research Management

2.1.3. Create from template

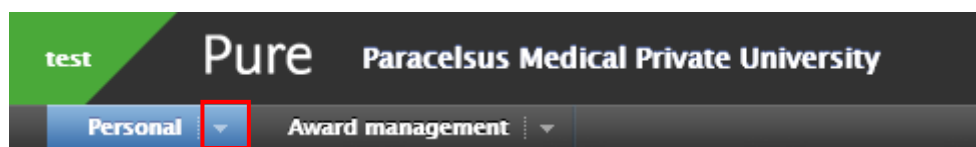
Please use this method only if the **two other methods** mentioned above are **not possible**. For instance, if you wish to add an poster, a book(chapter), or import a publication that is published in a scientific journal, but the journal is not listed in Web of Science or PubMed.

To create a new Research output from template:

1. Click on *Add content*:



Or click on the triangle next to *Personal* in the header, select *Research outputs*, and then click on the **+ New** button:



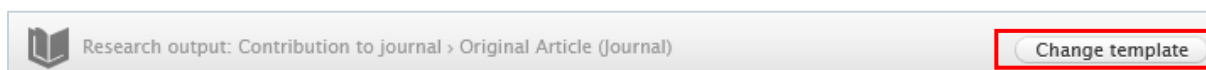
2. Go to *Research output* and then select *Create from template*. Scroll down until you locate the precise type of the item you want to add. In most cases it is a *Contribution to a journal/Original article*.
3. In the Research output editor window, you need to manage these fields:

1. **Peer-reviewed:**

Whether the publication underwent a **peer-reviewed process** or not (peer-reviewed or not peer-reviewed).

Note

Click on *Change template* if you realise that the **subtype** of the Research output is **incorrect**. For example, if you have selected *Original article* but need to add a *Review article*, you can easily switch between template types without losing any of the data you have already filled in:



2. **Publication statuses and dates:**


Fill in the information of the publication status and dates.

3. **Original language:**

Choose the original language of the publication.


4. Title of the contribution in original language:

Fill in the title of the contribution in the original language.


 Research output: Contribution to journal > Original Article (Journal)

Type

Peer-reviewed *
☐ Peer-reviewed ☐ Not peer-reviewed

Publication status 

Publication statuses and dates *
 Published ▼ 2023 Current
 Add publication status and date...

Publication information 

Original language *
 English ▼

Title of the contribution in original language *
 The association between emotion regulation and sleep quality

Important

Please pay attention to warnings that notify you of possible duplicates. By clicking on **View possible duplicate** you can confirm if the publication already exists in Pure. If it does, please **refrain** from duplicating it:

1 result ▼

Based on matching identifying field(s), a duplicate of this Research output already exists. [View potential duplicate](#)

Hypoxic Conditions Promote the Angiogenic Potential of Human Induced Pluripotent Stem Cell-Derived Extracellular Vesicles

André Cronemberger Andrade, Martin Wolf, Heide-Marie Binder, Fausto Gueths Gomes, Felix Manstein, Patricia Ebner-Peking, Rodolphe Poupardin, Robert Zweigerdt, Katharina Schallmoser, Dirk Strunk, 2021, vol. 22, issue 8, 2021. International journal of molecular sciences [DOI](#).

Article

[Source data](#)

5. Contributors and affiliations:

You need to add **every contributor with their affiliations** to these fields.

You can add additional contributors by clicking on the *Add person* button, and you can add internal and external organisations by clicking on the *Add Organization Unit* button:

Contributors and affiliations ⓘ

Contributors *

Patricia Ebner, First author
Internal person **Edit** -

Research Management at Paracelsus Medical University
Organisational unit: Research Management -

Add person... Add organisational unit... Add author collaboration...

By clicking on *Edit* next to the name of the contributor, a new editor window will appear. In this Edit person window, you need to fill in the author's **role** and information about their *affiliation*. If the person is an internal author, Pure will automatically add the internal organisation(s) linked to the person. By clicking on *Affiliate to another organisational unit* you can add internal organisations. By clicking on *Affiliate to an external organisation*, you can add external organisations.

Edit person

Patricia Ebner
Internal person

Name and role on the research output

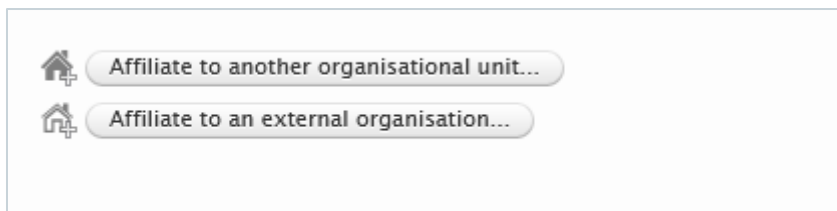
First name: Patricia Last name *: Ebner

Role *: Co-author ▼

☐ Corresponding author

Affiliation on the research output

- ☐ Research Management at Paracelsus Medical University
(21/07/22 → present)
- ☒ Institute of Experimental and Clinical Cell Therapy
(1/01/18 → 31/07/22)
- ☐ Research Program of Molecular Therapy of Genodermatoses
(1/04/12 → 31/12/17)
- ☐ Department of Dermatology
(1/04/12 → 31/12/17)



Affiliate to another organisational unit...

Affiliate to an external organisation...

The **order** of the **authors** in Pure should **match** the order in the publication. You can change the order by clicking on the arrows.

6. Managing organisational unit:

Choose the **internal organisational unit**, which is responsible for managing the publication, no external organisations can be added in this field.

The **corresponding author** manages the publication. Alternatively, the organisational unit of the **last, first, or co-author** can be chosen. In case of non-PMU publications select your organisational unit.

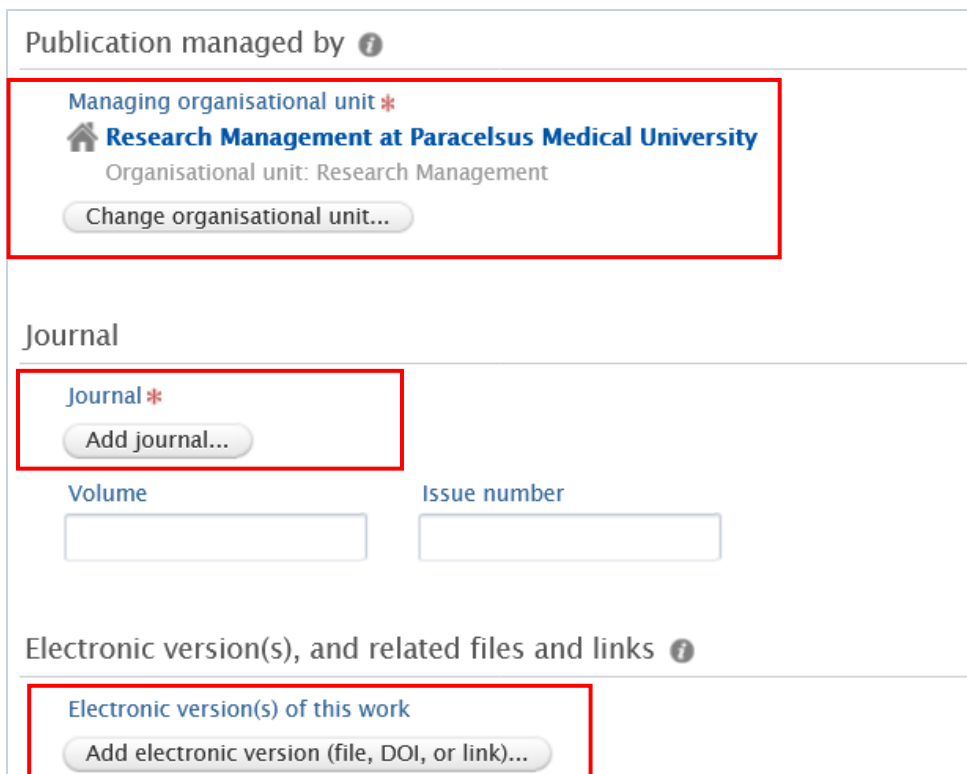
7. Journal:

Click on *Add journal* then search for the name or the ISSN number of the journal.

If you do not find the journal in the list, click on *Create new* and fill in the required information.


8. Electronic versions of this work:

You can register a DOI or other links to your publication, but please **refrain from uploading the original publication** into Pure.



Publication managed by ⓘ

Managing organisational unit *

 **Research Management at Paracelsus Medical University**

Organisational unit: Research Management

Change organisational unit...

Journal

Journal *

Add journal...

Volume

Issue number

Electronic version(s), and related files and links ⓘ

Electronic version(s) of this work

Add electronic version (file, DOI, or link)...

4. Set the workflow status *For Validation* and then click on *Save*.



Status: For validation ▼ Save

In the next step, the registered Research output undergoes **validation** by the Research Management.

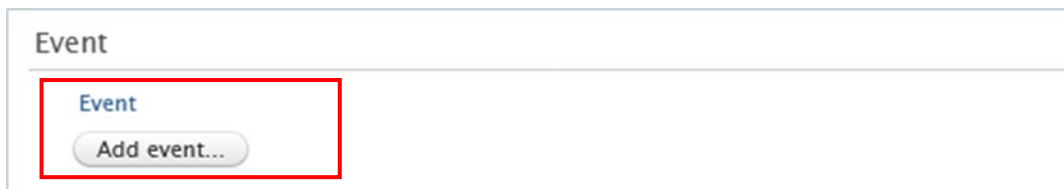
Tip

If you find a Research output in Pure where you are **not listed as an author**, please use the [Claim a publication](#) method.

2.1.4. Contribution to conference: published abstract, unpublished abstract, poster

If you wish to register a published abstract, including **conference** participation in the record, you only need to follow the traditional steps of creating a Research output (see above).

To add an event to your published abstract, click on the *Add event* button, which is located at the bottom of the Research output editor window:



Note

Published/unpublished **abstracts and posters** are **different** content types in Pure (they were the same content types in Squid) and can be linked with each other under the *Relations* tab.

2.1.5. Chapter(s) in a Book

To register a Chapter in a book, you will need to fill in some extra fields additionally to the 'traditional' fields meant above.

- To fill in the **title of the chapter** please use the *Title of the contribution in original language* field:

Publication information ⓘ

Original language *

English ▼

Title of the contribution in original language *

How to improve your mental health?

Subtitle of the contribution in original language

- To fill in the **title of the book** please use the *Title of the host publication in original language* field, and to add the Publisher, click on the *Add publisher* button:

Host publication

Title of the host publication in original language *

Handbook of mental health

Subtitle of the host publication in original language

Publisher

Add publisher...

- You can register the **Editors** of the book (if it has any) by clicking on the *Add editor* button:

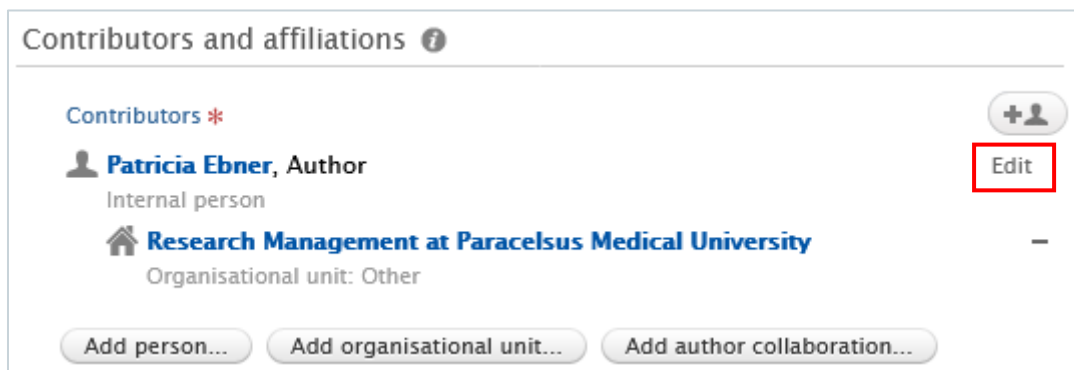
Editors of the host publication

Add editor...

2.1.6. Research outputs without PMU affiliations

If you have publications **without PMU affiliations**, you can register these publications in Pure on an equal footing with PMU publications. Regardless of the method you choose to import your publication, some changes are required in the *Contributors and Affiliations* section.

1. Click on *Edit* next to your name:



Contributors and affiliations ⓘ

Contributors *

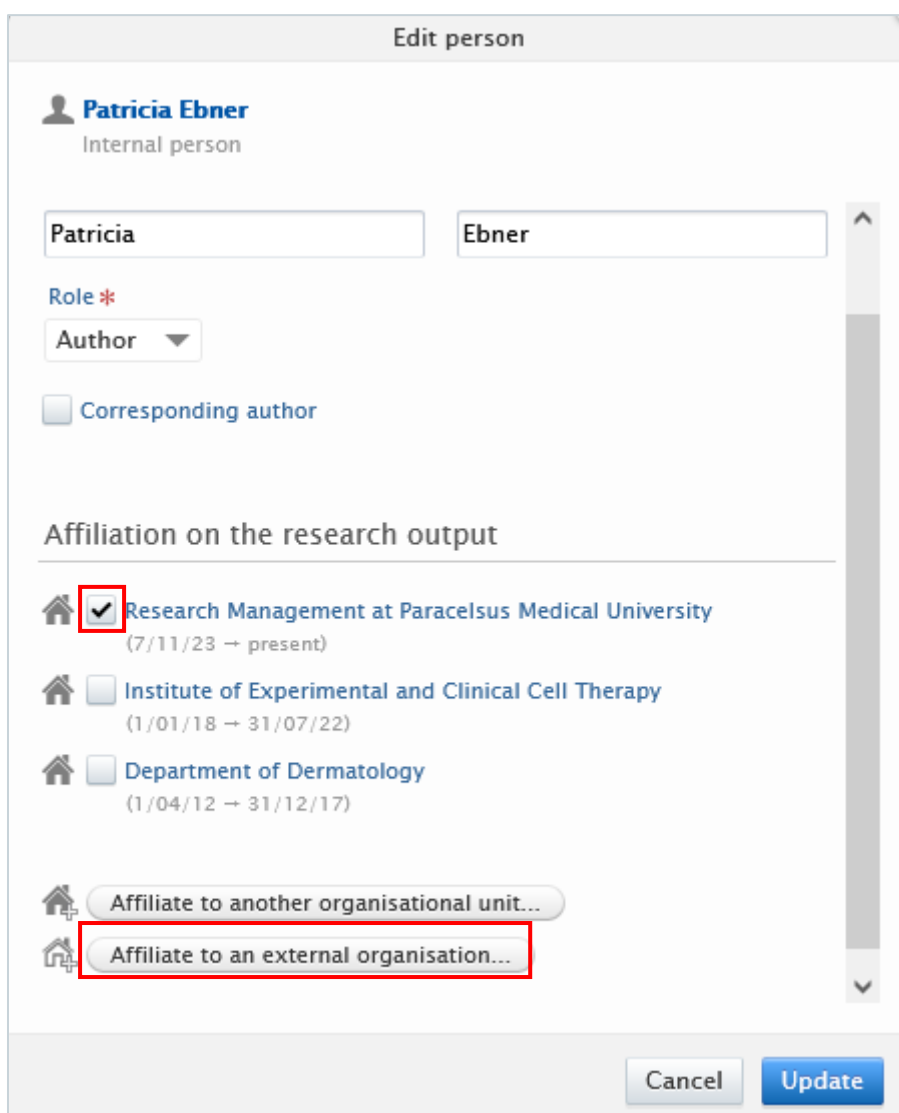
Patricia Ebner, Author
Internal person

Research Management at Paracelsus Medical University
Organisational unit: Other

Edit

Add person... Add organisational unit... Add author collaboration...

2. **Remove** the black tik(s) from the box(es) next to your **internal organisation(s)**, and click on *Affiliate to an external organisation* to register your external organisation:



Edit person

Patricia Ebner
Internal person

Patricia Ebner

Role *

Author

☐ Corresponding author

Affiliation on the research output

☒ Research Management at Paracelsus Medical University
(7/11/23 → present)

☐ Institute of Experimental and Clinical Cell Therapy
(1/01/18 → 31/07/22)

☐ Department of Dermatology
(1/04/12 → 31/12/17)

Cancel Update

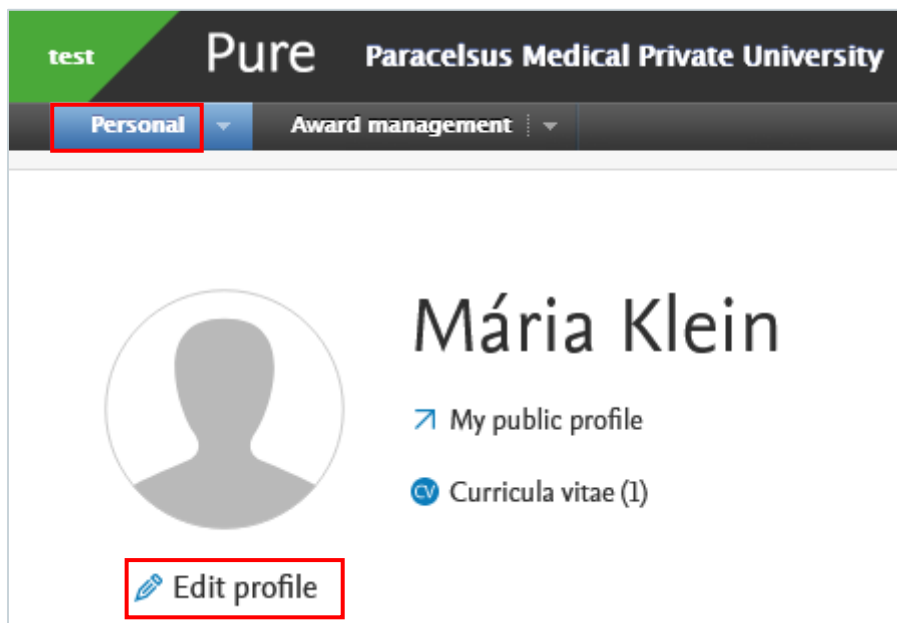
3. Search for the external organisation(s) or create a new one if you don't find it/them in the list.
4. Click on *Update* to save the changes.

2.1.7. Automated search (without immediate effect)

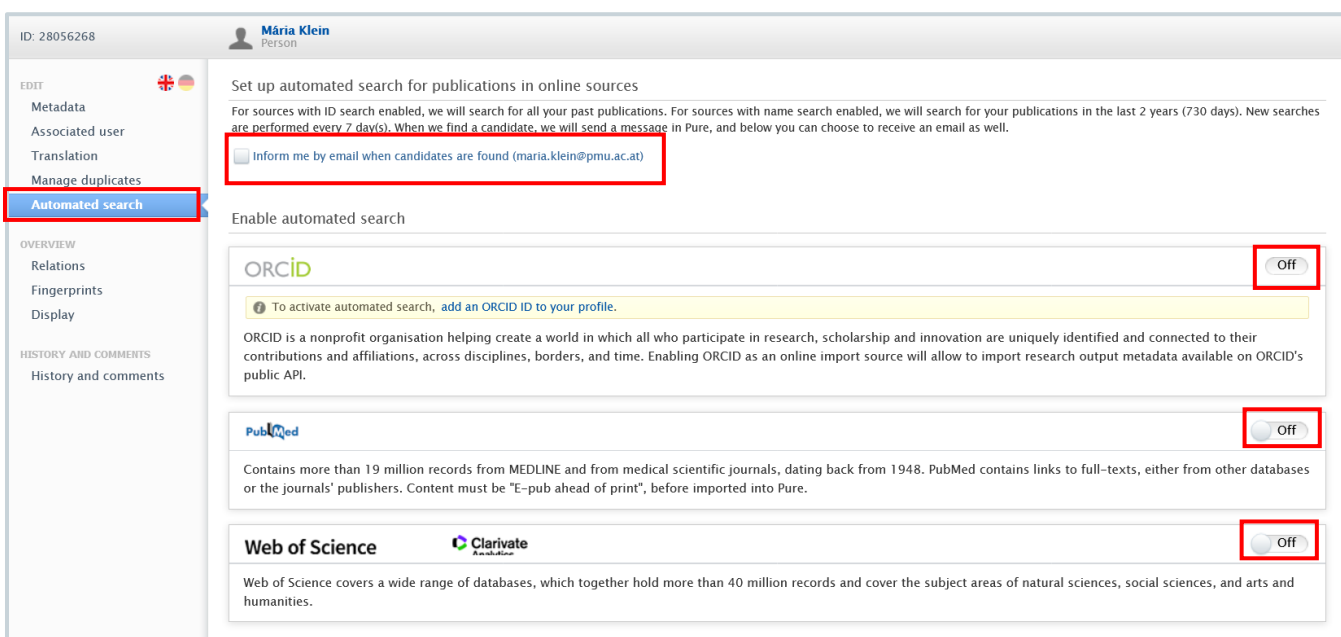
You can set up automated search for your publications in **PubMed**, **Web of Science**, and **ORCID**. When choosing this option, new searches are performed every 7 days. When PURE finds a candidate, you will get a message in Pure, and you can choose to turn on email notifications as well.

To set up an automated search:

1. Click on *Personal* in the header.
2. Go on *Edit profile* (located under the picture):




3. Click on the *Automated search* tab on the left navigation:



4. Toggle the switch to *On* for each online source for which you want to enable the automated search.
5. Automated search is based on the authors' names on publications or ORCHID-s. To add standard name suggestions provided by Pure, click on *Add suggested names*. If you want to manually add an additional name variant to search for, click on *Add name...* and enter the additional name variant. To learn more about Name variants, refer to the guide on [Name variants](#).

Enable automated search



On


Name variants
Add name...

In this setup you can add your name in different variations.
Pure has initially suggested that you use these variants: **M Klein, Mária Klein**
You can edit these or add additional name variants if needed.
PubMed does not support non-Latin characters, so name variants containing these will be ignored when searching PubMed. From 2002 onwards PubMed contains the full author name (first and last name).

Add suggested names

6. Once you have at least one name variant, you can click on *Preview candidates* to check that the search criteria is able to locate some results:

Preview candidates

 Possible research output matches were found in this online source: up to 20 of these are shown in this preview.
You will see a notification in the task pane when all potential research output matches from this source are available for review.

20 results

Integrase strand-transfer inhibitor use and cardiovascular events in adults with HIV: an emulation of target trials in the HIV-CAUSAL Collaboration and the Antiretroviral Therapy Cohort Collaboration
Sophia M Rein, Sara Lodi, Roger W Logan, Giota Touloumi, Anastasia Antoniadou, Linda Wittkop, Fabrice Bonnet, Ard van Sighem, Marc van der Valk, Peter Reiss, Marina B Klein, James Young, Inmaculada Jarrin, Antonella d'Arminio Monforte, Alessandro Tavelli, Laurence Meyer, Laurent Tran, Michael J Gill, Raynell Lang, Bernard Surial, 2023, vol. 10, issue 11, 2023, p. e723–e732. The lancet. HIV [DOI](#).

Measurement of the Sensitivity of Two-Particle Correlations in pp Collisions to the Presence of Hard Scatterings
G Aad, B Abbott, K Abeling, N J Abicht, S H Abidi, A Aboulhorma, H Abramowicz, H Abreu, Y Abulaiti, A C Abusleme Hoffman, B S Acharya, C Adam Bourdarios, L Adamczyk, L Adamek, S V Addepalli, M J Addison, J Adelman, A Adiguzel, T Adye, A A Affolder, 2023, vol. 131, issue 16, 2023, p. 162301. Physical review letters [DOI](#).

Important

The number of previewed candidates is not indicative of the actual number of publications related to you, but rather **how well** your **search criteria** will work. It is not possible to import publications from the *Preview candidates* dialog. If you want to import publications from online sources, please visit the [Import from online source](#) chapter.

7. Click on **Save**. When the automated search has finished you will be **informed** about any publication candidates.

Once the search is completed you can easily import your publication(s) by clicking on the *Import* button.

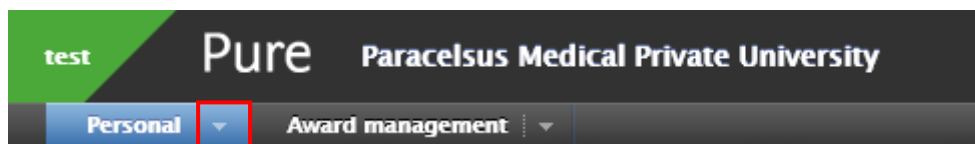
The screenshot displays the PMU PURE interface. On the left sidebar, the 'Research output' menu item is highlighted in blue. Below it, the 'Candidates in PubMed (1)' option is highlighted with a red rectangular box. The main content area, titled 'Candidates in PubMed', shows a single search result. The result title is 'COL7A1 Editing via RNA Trans-Splicing in RDEB-Derived Skin Equivalents'. Below the title, the authors and publication details are listed. At the bottom of the result card, the 'Import' button is highlighted with a red rectangular box, and a 'Source data' link is visible next to it. Other buttons like 'Settings', 'Limit result', 'Sort by', and 'Remove' are also present in the interface.

2.1.8. Claim a publication

If you find a Research output in Pure where **you are not listed as an author**, you can request to be included as a contributor to the content.

To claim a publication:

1. Click on the triangle icon next to *Personal* in the header:



2. Navigate to *Research outputs*, remove the *My content* filter, and search for the publication that is not (yet) associated to you.
3. After finding the research output you want to claim, click on it and then click on *Claim this content* in the footer of the editor window:



4. Write a brief message about your claim, and then click on *Claim this content*.

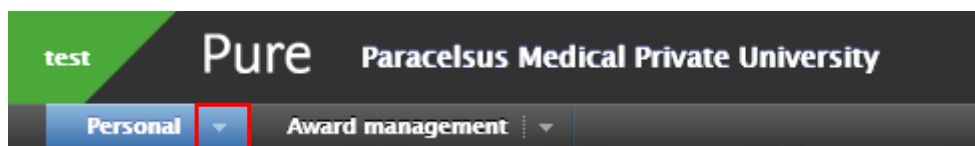
In the next step, your request will be processed by the Research Management.

2.1.9. Disclaim a publication

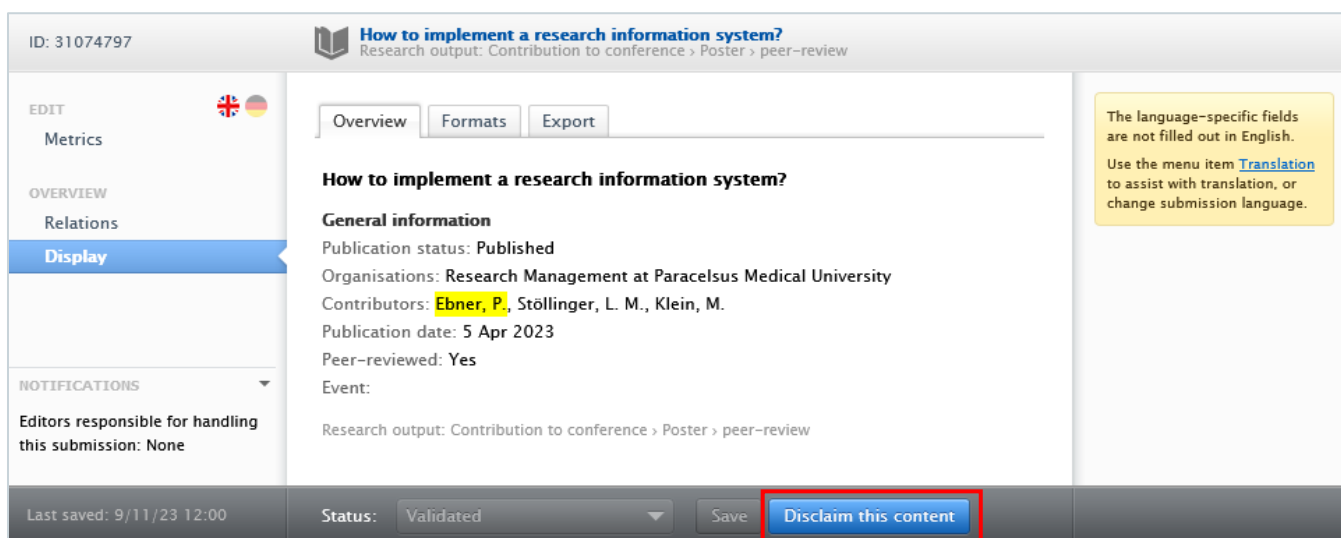
If you find a Research output in your publication list that **does not belong to you**, you can disclaim it.

To disclaim a publication:

1. Click on the triangle icon next to *Personal* in the header:



2. Navigate to *Research outputs*, and search for a publication you want to disclaim.
3. After finding the research output you want to claim, click on it and then click on *Disclaim this content* in the footer of the editor window:

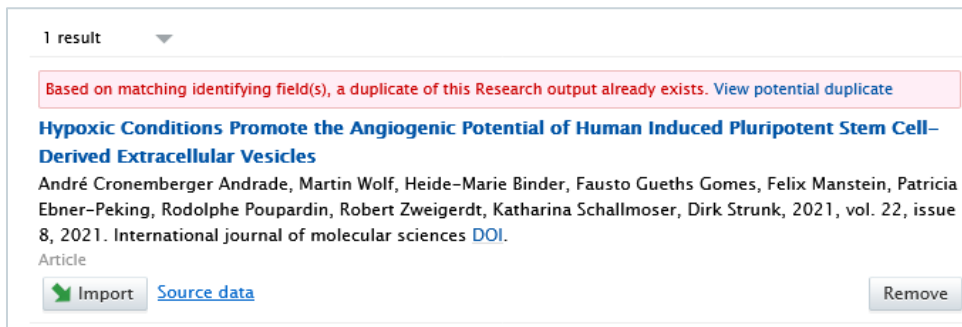


4. Write a brief message about your request, and then click on *Claim this content*.

In the next step, your request will be processed by the Research Management.

2.1.10. Potential duplicates

Please, always pay attention to duplicate warnings (here is an example of it):



The screenshot shows a search result interface. At the top, it says "1 result" with a dropdown arrow. Below this is a red-bordered box containing the text: "Based on matching identifying field(s), a duplicate of this Research output already exists. [View potential duplicate](#)". Below the box, the title of the publication is displayed in blue: "Hypoxic Conditions Promote the Angiogenic Potential of Human Induced Pluripotent Stem Cell-Derived Extracellular Vesicles". The authors and publication details follow: "André Cronemberger Andrade, Martin Wolf, Heide-Marie Binder, Fausto Gueths Gomes, Felix Manstein, Patricia Ebner-Peking, Rodolphe Poupardin, Robert Zweigerdt, Katharina Schallmoser, Dirk Strunk, 2021, vol. 22, issue 8, 2021. International journal of molecular sciences [DOI](#)". Below the text, the word "Article" is shown. At the bottom, there are three buttons: "Import" (with a green plus icon), "Source data" (a blue link), and "Remove".

When clicking on the option “View potential duplicate”, you can check the details of the publication that already exists in Pure.

If you realise that the publication you want to import/create already exists in Pure, please refrain from importing/creating it again.

If you are an author of the publication, please use the [Claim a publication](#) method.

If the types of the publications are different, for example, if you want to import/create a journal publication and a published abstract pops up as potential duplicate, then it is not a real duplicate, and you can import/create your journal publication without creating a duplicate.

2.2. Applications, Awards, and Projects (Award management module)

Award Management module utilizes the following content types:

- Applications
- Awards
- Projects

At PMU, we distinguish between two types of Projects:

- competitive Projects
- non-competitive Projects

For a **competitive Project**, such as FWF Project, you need to **create** three datatypes: an **Application**, an **Award**, and a **Project**. This is necessary so that you can register the **start and end dates of the Project** in the **Project** content type. To enter the **applied and awarded amounts**, you need to create an **Application and an Award**. For the exact steps in PURE, please refer to the section on [Competitive Projects](#).

For a **non-competitive Project**, such as a clinical project, you need to **create** two datatypes: an **Award**, and a **Project**. This is necessary so that you can register the **start and end dates of the Project** in the **Project** content type. To enter the **awarded amount**, you need to create an **Award**. For the exact steps in PURE, please refer to the section on [Non-competitive Projects](#).

2.2.1. Competitive Projects, such as PMU-RIF, FWF or EU Projects (Awarded applications)

If your Application is awarded, you need to create both an Award and a Project as well. This method can be used for **competitive Projects, such as PMU-RIF, FWF or EU Projects**, etc.

To create an awarded application (competitive Project):

1. **Create an Application.** For the details, please refer to the section [Applications](#).
2. **Inform the Editor** of your organisational unit or **Research Management** (pure@pmu.ac.at) about the **date of submission** and later the **reply of the funder**. They need to carry out certain work-flow steps in PURE.
3. Now you can **create an award based on the awarded application** by clicking on the button "Save and create award":

Create award based on this awarded application.

Save and create award...

4. The data of the Application is copied, click on Create:

Create award

Create a new award based on this awarded application. Note: You have to save the new award before making changes to the existing application.

test eu application AWARDED

Application: EU application > Gant application

Award type
EU: Award

Copy these fields to the new award:

- ☒ Title
- ☒ Related funding applicants
- ☒ Managing organisational unit
- ☒ Exp. start and end date
- ☒ Organisations
- ☒ Funder reply
- ☒ Fundings

Once you click **Create**, the new award will be created and you will be able to add and change fields.

Close

Create

Important

Popup blockers can block this new editor window; therefore, it is recommended to (temporarily) **disable** your pop-up blocker.

5. Modify the data, such as Award holders, etc., in the editor window if necessary.

Fundings: Click on Edit next to the financial information if you need to update to **awarded amount**:

Fundings ⓘ

Fundings ✱

Financial

 ► FWF – der Wissenschaftsfonds Österreich

Awarded amount: €30.00

Add funding...


Edit –

6. Click on Save.

7. **Create a Project based on the awarded application** by opening the Application and clicking on the “Save and create project” button. For the details of Projects, refer to the section [Projects](#)).

Related project ⓘ

Related project






Create project based on this application.

Save and create project...

8. Click on Save.

In summary, in case of a **competitive project**, you need to create three data types: an **Application**, an **Award**, and a **Project**. These data types need to be linked to each other:

Award	IDs	Nature of activity	Funder	Awarded	Spend	Funded period	Award date	Applications	Project	Acronym	↓
PMU test for trainings Ebner, P. Award date: 17/02/24 Award: EU > Award			FWF – der Wissenschaftsfonds Österreich	20.00 EUR	0.00 EUR	Mar 2024 – Jun 2024	17/02/24				

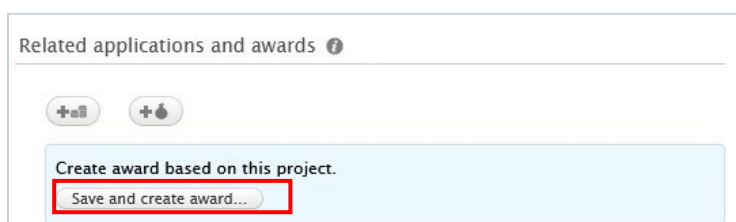
In case of **rejection from the funder**, the **process ends**, and you don't need to create either an Award or a Project.

2.2.2. Non-competitive Projects, such as clinical or privately funded projects (Awards with projects)

In case of a **not competitive project**, such as **privately funded projects (corporate funding)** etc., you don't need to create an Application, but an **Award** and a **Project**.

To create a non-competitive project in Pure:

1. **Create a Project.** For the details of Projects, refer to the section [Projects](#).
2. **Create an Award based on the Project** by opening the Project and clicking on the "Save and create award" button. For the details of Award, refer to the section [Award](#).



3. Click on "Save".

In summary, in case of a **non-competitive project**, you need to create two data types: an **Award**, and a **Project**. These data types need to be linked to each other:

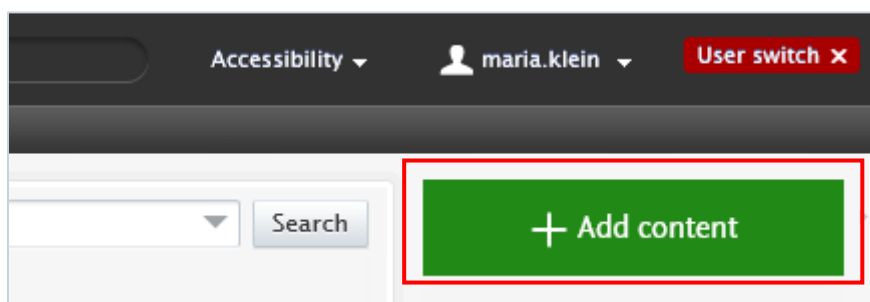
Project	Nature of activity	Funder	Ethical reviews	Applications	Awards	Awarded	Spend	Funded period
PMU Test Klein, M. Project: Research		FWF – der Wissenschaftsfonds Österreich				25.00 EUR	0.00 EUR	Feb 2024 – Feb 2024

2.2.3. Applications

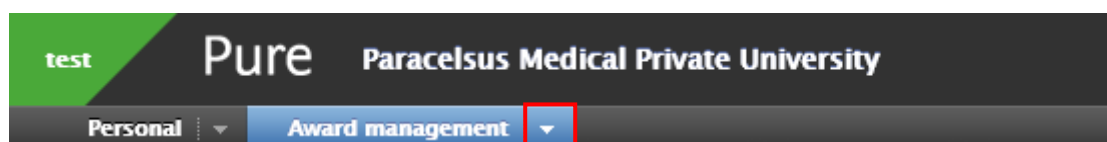
An application in Pure is a record with **information about** a Researchers' Application for funding. The application process should be carried out according to the current rules and guidelines. Pure doesn't replace any parts of the application process, including the approval of your superior. The entry should be in Pure **before** the planned submission.

To create a new Application:

1. Click on *Add content* button:



Or click on the triangle next to *Award Management* in the header, select *Applications*, and click on the **+ New** button:



2. Scroll down until you locate the precise type of the item you want to add.
3. In the *Application* editor window, you need to enter all available information about the item. The required fields are marked with a red star, and filling them in is mandatory. To maintain data quality, we recommend providing information for some of the optional fields as well. The following steps include all the fields you suggested to fill in:

1. **Application type:**


The default type is *Research Councils – Additional funding*. Use the dropdown menu if you want to select another type.

2. **Title:**

Fill in the title of the application.

3. **Related funding applicants:**

Pure automatically adds the content creator with the *Project Applicant* role, along with their organisational unit, to this field.

Click on *Edit* on the right side if you wish to change your role or your organisational unit. By clicking on the *Add person* button (left corner) or the add person icon  (right corner) you can add other persons who are related to this application. Click on *Add organisational unit* if you wish to register additional organisations.

4. **Managing organisational unit:**

Pure automatically adds the internal organisational unit of the content creator to this field. Change the organisational if you need to by clicking on the *Change organisation* button.

Types and status ⓘ

Award type
Research Councils › Award ▼

Nature of activity type
Add nature of activity type...

Status
No status set ▼

Identification ⓘ

Title *
Test Application

Short title

Acronym

Description

IDs
Add ID...

Award holders ⓘ

Related award holders *

+

Edit -

-

Add person... Add organisational unit...

Award managed by ⓘ

Managing organisational unit *
Research Management at Paracelsus Medical University
Organisational unit: Research Management

Change organisation...

5. Collaborative application:

- Select **No** if the application is not a collaboration between partners.
- Select **Yes** if the application **involves internal and external** partners. By clicking on *Add collaborator* you can add further collaborators. Choosing

Yes allows you to register the **split** between collaborative partners, which can be done in the *Fundings`* field (see the next point).

6. Fundings:

Here you can provide your content with information about the funding organisation, financial summary (applied or estimated amount), etc:

Collaborative partners ⓘ


Collaborative award *

☐ Yes ☒ No

Fundings ⓘ

Fundings *

Financial

 ► FWF – der Wissenschaftsfonds Österreich

Awarded amount: €10.00

Add funding...

Edit —

- If you selected **No** in the *Collaborative partners* field (see point 5), you can manage the funding organisation, funding program, financial summary and add budgets as needed.

Add funding

Funding organisation

Funding organisation *

External organisation

► FWF – der Wissenschaftsfonds Österreich

Austria

Change external organisation...

Funding programme

HORIZON_2020: Excellent Science: Marie Skłodowska-Curie ▼

Funding project scheme (research programme)

Financial summary

Financial

☒ Financial ☐ Non-financial

Awarded amount in awarded currency

▼

Awarded amount *

1000.00

EUR

Budgets

Add budget...

Cancel

Create

- If you selected **Yes** in the *Collaborative partners* field (see point 5), you can also manage **split** funding among project partners in addition to the fields mentioned above.

PMU Research Management


45

Financial summary

Financial
☒ **Financial** ☐ Non-financial

Applied amount in applied currency Applied amount *
 EUR

Split between the collaborative partners

 **Paracelsus Medical University – Private Foundation**
 Organisational unit: University
 Institutional part
 EUR

Budgets

[Add budget...](#)


Optional: Click on “Add budget” if you need to register a **split between internal organisational units**:

Budgets

[Add budget...](#)

Add budget...

Organisation

Organisation
 **Institute of Experimental and Clinical Cell Therapy**
 Organisational unit: Research Unit [Change...](#)


Budget

Budget lines	Budget EUR	
Costs	10	Remove line
Total	10	

7. Submission deadline:

The entry should be in Pure **before** the planned submission.

Submission deadline ⓘ

Deadline
 

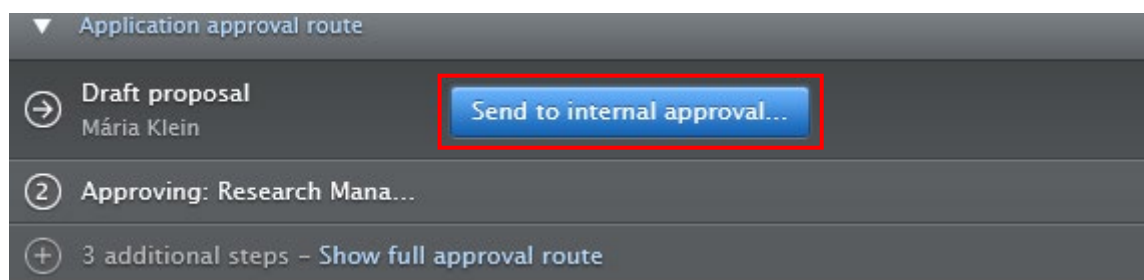
8. **Optional: Milestones:**

Milestones represent important events with specific deadlines in the lifecycle of the Applications, Awards, and Projects. See section [Milestones](#) for the details.

9. **Optional: Relations:**

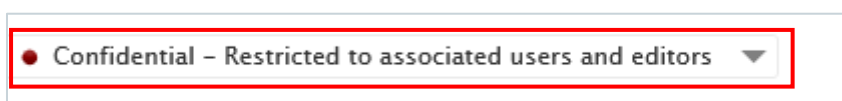
You can link your Applications with other Pure content, such as Projects.

4. Click on *Send to internal approval*.



Note

By default, the **visibility type** of applications is *Confidential*:



In the next step, the Application undergoes scrutiny by the Research Management. This involves a thorough review of the content to ensure accuracy and completeness. It's important to note that while the Research Management verifies the **overall correctness and adequacy** of the information, they don't delve into the specifics, such as scrutinizing funding details.

Important

Please **get in touch** immediately with the **Editor of your organisational unit** or with **Research Management** at pure@pmu.ac.at once you have: **1. submitted the application to the funder**, and **2. received a reply from the funder** regarding the result of your Application. For the next step, please refer to the section [Competitive Projects](#).

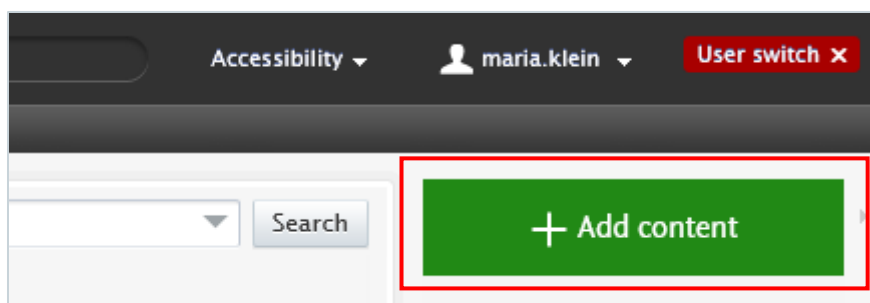
2.2.4. Awards

An award in Pure is a record with **information** about research funding **granted by a funder**. **If you would like to enter information about an Awarded application, please refer to the section [Awarded application](#).**

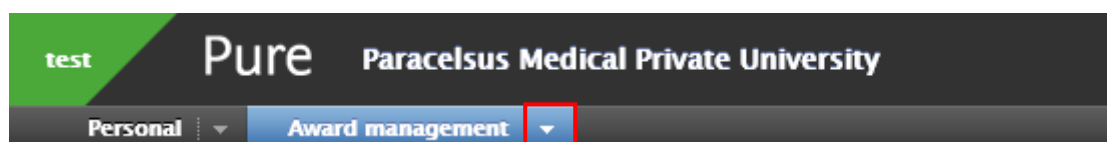
However, in certain cases, it may be necessary to create an Award without an Application.


To create a new Award:

1. Click on *Add content* button:



Or click on the triangle next to *Award Management* in the header, select *Awards*, and click on the **+ New** button:



2. Scroll down until you locate the precise type of the item you want to add.
3. In the *Application* editor window, you need to enter all available information about the item. The required fields are marked with a red star, and filling them in is mandatory. To maintain data quality, we recommend providing information for some of the optional fields as well. The following steps include all the fields you suggested filling in.
 1. **Award type:**
The default type is *Research Councils – Award*. Use the dropdown menu if you want to select another type.
 2. **Title:**
Fill in the title of the award.
 3. **Related award holders:**
Pure automatically adds the content creator with the *PI* role, along with their organisational unit, to this field. Click on *Edit* on the right side if you wish to change your role or your organisational unit. By clicking on the *Add person* button (left corner) or the add person icon  (right corner) you can add other persons who are related to this application. Click on *Add organisational unit* if you wish to register additional organisations.
 4. **Managing organisational unit:**
Pure automatically adds the internal organisational unit of the content creator to this field. Change the organisational if you need to by clicking on the *Change organisation* button.

Types and status ⓘ

Award type
Research Councils > Award ▼

Nature of activity type
Add nature of activity type...

Status
No status set ▼

Identification ⓘ

Title *
Test Award

Short title

Acronym

Description

IDs
Add ID...

Award holders ⓘ

Related award holders *

+

Mária Klein, Project Applicant
Internal person
Edit -

Research Management at Paracelsus Medical University
Organisational unit: Research Management
-

Add person... Add organisational unit...

Award managed by ⓘ

Managing organisational unit *
Research Management at Paracelsus Medical University
Organisational unit: Research Management
Change organisation...

5. Collaborative award:

- Select **No** if the award is not a collaboration between partners.
- Select **Yes** if the application involves collaboration **involving internal and external** partners. By clicking on *Add collaborator* you can add further collaborators. Choosing **Yes** allows you to register the **split** between collaborative partners, which can be done in the *Fundings* field (see the next point).

6. Fundings:

Here you can provide your content with information about funding organisation, financial summary (applied or estimated amount), etc.

Collaborative partners ⓘ


Collaborative award *

☐ Yes ☒ No

Fundings ⓘ

Fundings *

Financial

 ► **FWF – der Wissenschaftsfonds Österreich** Edit –

Awarded amount: €10.00


[Add funding...](#)

- If you selected **No** in the *Collaborative partners* field (see point 5), you can manage the funding organisation, funding program, financial summary and add budgets as needed:

Add funding

Funding organisation

Funding organisation *

 **External organisation**

► **FWF – der Wissenschaftsfonds Österreich** –

Austria

[Change external organisation...](#)

Funding programme

HORIZON_2020: Excellent Science: Marie Skłodowska-Curie ▼

Funding project scheme (research programme)

Financial summary

Financial

☒ **Financial** ☐ Non-financial

Awarded amount in awarded currency ▼

Awarded amount * EUR

Budgets

[Add budget...](#)

Cancel Create


- If you selected **Yes** in the *Collaborative partners* field (see point 5), you can also manage **split** funding among project partners in addition to the fields mentioned above:

Financial summary

Financial
☒ **Financial** ☐ Non-financial

Applied amount in applied currency Applied amount * EUR

Split between the collaborative partners

 **Paracelsus Medical University – Private Foundation**
 Organisational unit: University
 Institutional part EUR

Budgets

[Add budget...](#)


Optional: Click on “Add budget” if you need to register a **split between internal organisational units**:

Budgets

[Add budget...](#)

Add budget...

Organisation

Organisation
 **Institute of Experimental and Clinical Cell Therapy**
 Organisational unit: Research Unit [Change...](#)

Budget

Budget lines	Budget EUR	
Costs	10	Remove line
Total	10	

7. Actual start and end date and Award date:

Fill in the information about dates:

Life cycle ⓘ

Actual start date <input type="text" value="07/11/2023"/> Example: 21/10/2002	Actual end date <input type="text" value="20/01/2024"/> Example: +12 is 12 months later
Exp. start date <input type="text"/> Example: 21/10/2002	Exp. end date <input type="text"/> Example: +12 is 12 months later
Award date * <input type="text" value="08/11/2023"/> Example: 21/10/2002	

8. **Optional: Milestones:**

Milestones represent important events with specific deadlines in the lifecycle of the applications, awards, and projects. See section [Milestones](#) for the details.

9. **Optional: Relations:**

You can link your applications with other Pure content, such as Projects.

4. Set the workflow status *For Approval* and click on *Save*:

Status:

In the next step, the application undergoes scrutiny by the Research Management. This involves a thorough review of the content to ensure accuracy and completeness. It's important to note that while we verify the **overall correctness and adequacy** of the information, **we don't delve into the specifics**, such as scrutinizing funding details.

2.2.5. Projects

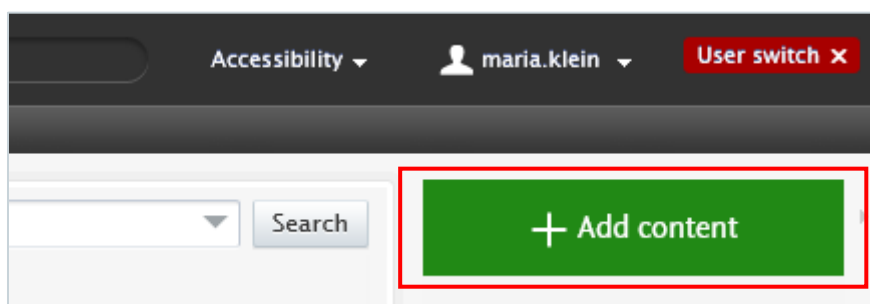
A project in Pure is a record of **information** about a research Project, such as the participants and collaborators.

If you would like to enter information about a competitive Project, such as a FFF, FWF, etc., Project, please refer to the section [Awarded application \(competitive Project\)](#)

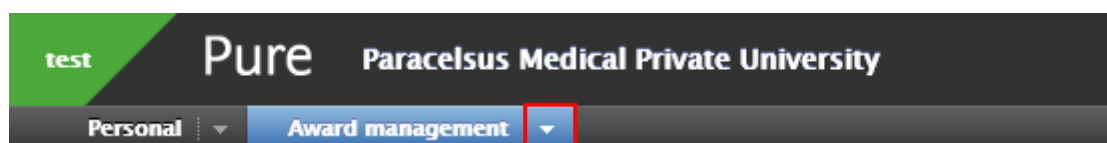
If you would like to enter information about a non-competitive Project, as privately funded projects (corporate funding) etc., please refer to the section [Awards with projects \(non-competitive Projects\)](#)

To create a new Project:

1. Click on *Add content* button:



Or click on the triangle next to *Award Management* in the header, select *Projects*, and click on the **+ New** button:



2. Scroll down until you locate the precise type of the item you want to add.
3. In the Project editor window, you need to enter all available information about the item. The required fields are marked with a red star, and filling them in is mandatory. To maintain data quality, we recommend providing information for some of the optional fields as well. The following steps include all the fields you suggested filling in:

1. **Project type:**

The default type is *Research* project. Use the dropdown menu if you want to select another type.

2. **Identification:**

Fill in the title of the project.

3. **Related project participants:**

Pure automatically adds the content creator with the *Project Applicant* role, along with their organisational unit, to this field. Click on *Edit* on the right side if you wish to change your role or your organisational unit. By clicking on the *Add person* button

(left corner) or the add person icon  (right corner) you can add other persons

who are related to this application. Click on *Add organisational unit* if you wish to register additional organisations.

The key participants of the project should be listed **by role in the following order**:

1. PI
2. Co-PI(s) (in alphabetical order)
3. Further contributor(s) (in alphabetical order)

4. Managing organisational unit:

Pure automatically adds the **internal** organisational unit of the content creator to this field. Change the organisational if you need to by clicking on the *Change organisation* button.

Classifications

Project type

Research ▼

Nature of activity type

Add nature of activity type...

Identification

Title *

Test Project

Short title

Acronym

Description

Layman's description


Key findings


IDs


Add ID...

Participants

Related project participants *



 **Mária Klein**, Project Applicant
Internal person

 **Research Management at Paracelsus Medical University**
Organisational unit: Research Management

Edit —


—

Add person...

Add organisational unit...

Project managed by

Managing organisational unit *

 **Research Management at Paracelsus Medical University**
Organisational unit: Research Management

Change organisation...

5. Collaborative project:

- Select **No** if the project is not a collaboration between partners.
- Select **Yes** if the project involves collaboration with two or more partners. By clicking on *Add collaborator* you can add further collaborators. One collaborator must be marked as lead.

6. Start and End date:

Fill in the start and the end date of the project.

Collaborative partners ⓘ

Collaborative project *

☐ Yes ☒ No

Milestones ⓘ

Add milestones...

Life cycle ⓘ

Start date

End date

Example: 21/10/2002 Example: +12 is 12 months later

7. Optional: Milestones:

Milestones represent important events with specific deadlines in the lifecycle of the applications, awards, and projects. See section [Milestones](#) for the details.

8. Optional: Relations:

You can link your project with other Pure content, such as research outputs.

4. Set the workflow status *For Approval* and click on *Save*.

Status:

Save

In the next step, the project undergoes scrutiny by the Research Management. This involves a thorough review of the content to ensure accuracy and completeness. It's important to note that while we verify **the overall correctness and adequacy** of the information, we **don't delve into the specifics**, such as scrutinizing project details.

2.3. Activities

In this section you can add following activities connected to your scientific work:

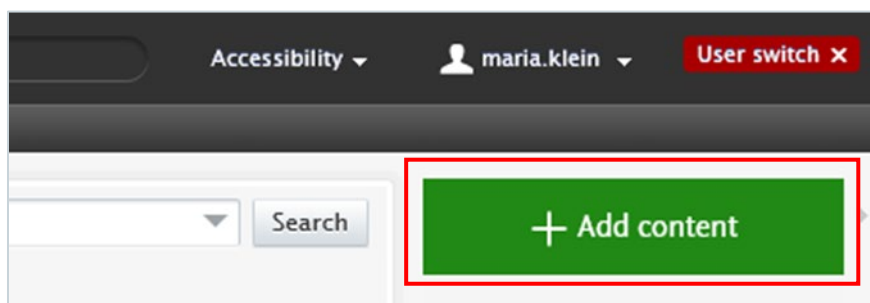
- hosting an academic visitor
- membership
- consultancy
- visiting an external academic institution
- participating in an academic event, e.g. conference, workshop
- organising an academic event, e.g. conference, workshop
- publication peer-review and editorial work
- examination, supervision or reviewing of graduation work
- talk or presentation
- other scientific activities such as teaching activity

Here is an example how to add record about *Participating in an academic event*.

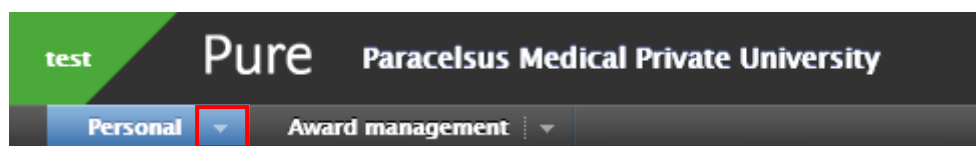
If you wish to add other types of activities, you can easily do so by following the same process used for adding participating in or organising an academic event.

To add an academic event that you participated in:

1. Click on *Add content* button:




Or click on the triangle next to *Personal* in the header, select *Activities*, and then click on the **+ New** button:



2. Select *Participating in or organising an event*, then select *Participating in a conference, workshop*.
3. In the *Activities* editor window, you need to enter all available information about the item. The required fields (listed above) are marked with a red star, and filling them in is mandatory. Filling in the other fields is optional.
 1. **Attending event:**
Search for/or add the title of the event.
 2. **Period:**
Select if the event will take place on a specific date (for example 2024/03/15) or a period of time (for example 2024/03/15-2024/04/10). Fill the information about the exact date(s) in.

3. Persons:

Pure automatically adds the content creator with the *Organiser* role, along with their organisational unit, to this field. Click on *Edit* on the right side if you wish to change your role or your organisational unit. By clicking on the *Add person* button (left

corner) or the add person icon  (right corner) you can add other persons who are related to this activity. Click on *Add organisational unit* if you wish to register additional organisations.

4. Managing organisational unit:


Pure automatically adds the **internal organisational unit** of the content creator to this field. Click on *Change organisational unit* if you want to change the current organisational unit for another intern organisation.

Activity information

Attending event *

Add event...

Description



Period *

☒ Specific date

Year * Month Day

2016


☐ Period of time


Degree of recognition

No value ▼


Persons/organisations

Persons *

 Edit

 **Mária Klein**, Participant

Internal person


 **Research Management at Paracelsus Medical University**

Organisational unit: Research Management

Add person... Add organisational unit...

Activity managed by

Managing organisational unit *

 **Research Management at Paracelsus Medical University**

Organisational unit: Research Management

Change organisational unit...

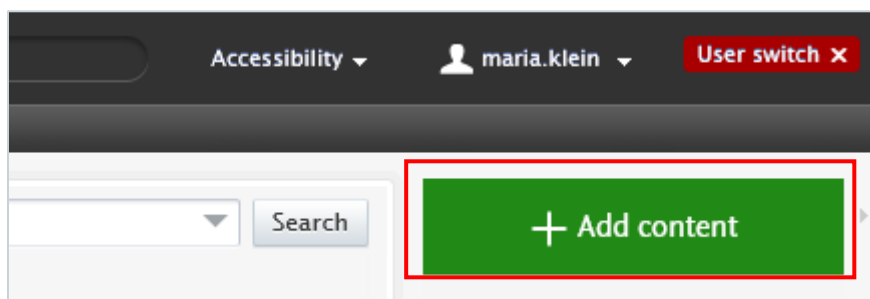
4. Click on *Save*.

2.4. Prizes

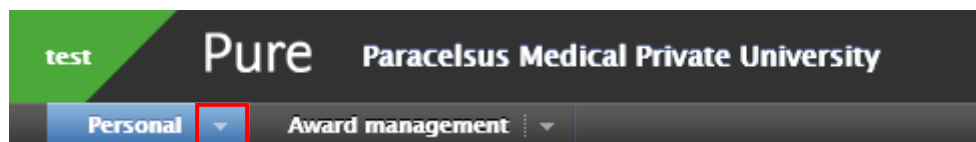
You can add a prize (honour) to your Pure profile.

To add a new prize, you will be provided with:

1. Click on *Add content* button:



Or click on the triangle next to *Personal* in the header, select *Activities*, and then click on the **+ New** button:



2. Click on *Prizes* in the left pane, then select the type of Prize.
3. In the Prize *editor* window, you need to enter all available information about the item. The required fields (listed above) are marked with a red star, and filling them in is mandatory. Filling in the other fields is optional.

- 1. Type:**

The default type is prize, use to dropdown menu if you need to choose another type.


- 2. Title:**

Fill in the title of the prize.

- 3. Awarded date:**

Fill in the title and awarded date of the prize.

- 4. Recipients:**

Pure automatically adds the content creator with the *Recipient* role, along with their organisational unit, to this field. Click on Edit on the right side if you wish to change your role or your organisational unit. By clicking on the *Add person* button (left corner) or the add person icon  (right corner) you can add other persons who are related to this activity. Click on *Add organisational unit* if you wish to register additional organisations.

- 5. Managing organisational unit:**

Pure automatically adds the internal organisational unit of the content creator to this field. Click on *Change organisational unit* if you want to change the current organisational unit for another intern organisation.

Type

Type
Prize

Prize information

Title *
The researcher of the year

Description

Awarded date
Year * Month Day
2022

Degree of recognition
No value

Granting Organisations
Add granting organisation

Awarded at event
Add event...

Persons/organisations

Recipients *

+

Edit

Mária Klein, Recipient
Internal person

Research Management at Paracelsus Medical University
Organisational unit: Research Management

Add person... Add organisational unit...

Prize managed by

Managing organisational unit *
Research Management at Paracelsus Medical University
Organisational unit: Research Management

Change organisational unit...

6. Optional: Relations:

Other content from Pure can be linked to the content you want to submit. Add relations, for example Research outputs to content that is relevant here.

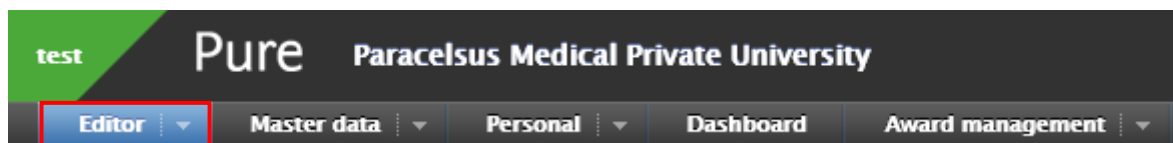
4. Click on **Save**.

2.5. Press/Media

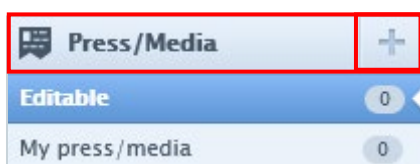
Press/Media contents include articles in daily newspapers, tv-reports, radio-talks, etc.

To create a Press/Media content:

1. Click on *Editor* in the header:



2. Select *Press/Media*, and then click on the  button:



3. In the Press/Media editor window, you need to enter the relevant information about the content. The required fields are marked with a red star and filling them in is mandatory. Filling in the other fields is optional.

1. Title of theme/story:

Fill in the title of the record.

 A screenshot of a form titled 'Description'. It contains a text input field with the placeholder text 'Title of theme/story *'. The field is highlighted with a red box. Below the field is a text area containing the text 'How to improve your mental health' and a small icon of a document with a pencil.

2. Media contribution/media coverage:

 A screenshot of a form titled 'Details of Media contribution and Media coverage'. It contains a text input field with the placeholder text 'Media contribution and media coverage *'. Below the field is a button labeled 'Add media contribution or media coverage...' which is highlighted with a red box.

By clicking on the *Add media contribution or media coverage* button, an editor window will appear. In this window, you need to fill in information regarding:

1. **Type:** Select the record type.
2. **Title:** Fill in the title.
3. **Persons and organisations:** Add associated persons and organisations.
4. **Date:** Enter the record date.

Add media contribution/media coverage


Type

Type *


☒ Media contribution ☐ Media coverage

Description

Title *




Description/Abstract



Persons and affiliations

Persons and organisations *




No persons or organisational units associated

Add person...

Add organisational unit...

Details

Date *




Example: 21/10/2002

3. Managing organisational unit:

Select the internal organisational unit, which is responsible for managing the Press/Media record:

Press/Media managed by

Managing organisational unit *



4. Click on Save.

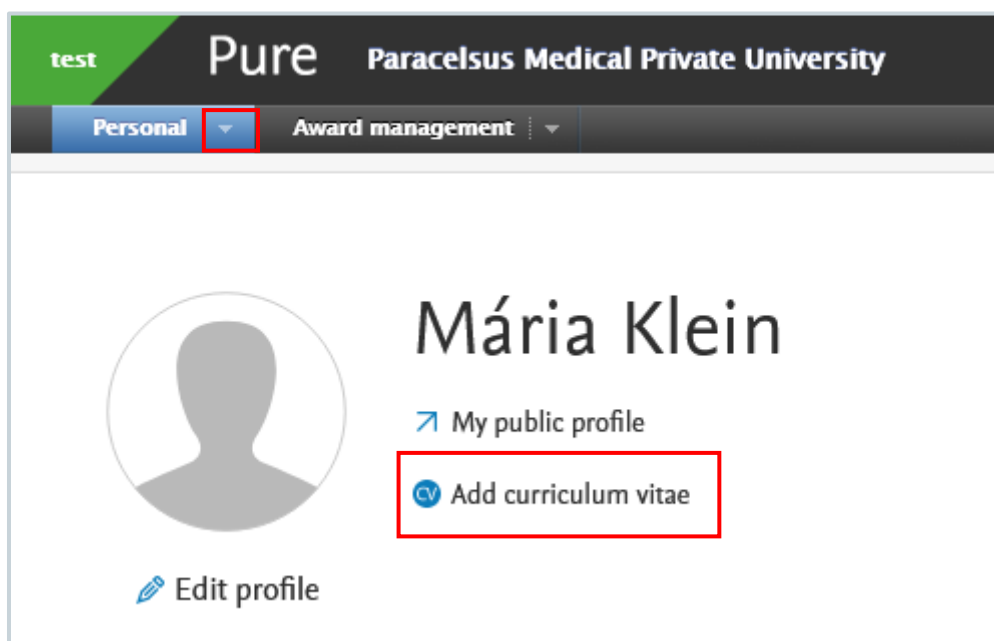
2.6. CV

A Researcher can create a CV directly in Pure. Two types of CV-s are available:

- Public CV: visible on the Pure Portal
- Private CV: only visible for you

To create a CV:

1. Click on the triangle next to *Personal* in the header.
2. Click on *Add curriculum vitae*:



3. Select either Public or Private CV. (Your CV will be published on the Pure Portal, which has not been launched yet).
4. Select the information you want to show in your CV by checking the boxes with a tick. Click on *Create*.

Add one or more sections to your CV

Personal information

☒ Your personal profile from Pure

☒ Profile information

☒ List of your employments (1)

Lists of your content from Pure

☒ Research outputs (2)

☐ Awards (1)

☐ Projects (1)

Text

☒ Heading

☐ Text section

☐ Periodic list

Create

5. Click on Save to finish the changes.

You can export your CV in either PDF or Word document format by clicking on the icon at the bottom of the right side.

If you have chosen a Public CV, you can manage the publishing of your CV by checking the box with the tick next to *Publish*.

Save

☐ Publish

 Download as PDF

 Download as Word document

3. Workflows

Workflows allow to keep **track of the information status** in Pure. For example, an incomplete publication entry has the workflow status *Entry in progress*, while a validated publication has the status *Validated*.


The 'label' under the record shows the workflow status (in this case it is *Validated*).

► **Synergy of Human Platelet-Derived Extracellular Vesicles with Secretome Proteins Promotes Regenerative Functions.**
Gomes, F. G., Andrade, A. C., Wolf, M., Hochmann, S., Krisch, L., Maeding, N., Regl, C., Poupardin, R., Ebner-Peking, P., Huber, C. G., Meisner-Kober, N., Schallmoser, K. & Strunk, D.
Research output: Contribution to journal › Original Article (Journal) › peer-review

PUBLISHED

VALIDATED

In the category *Editable* you can find the Research outputs, you can still edit (they have not yet gone through the validation process):

 Research outputs

+

Editable

0

My research output

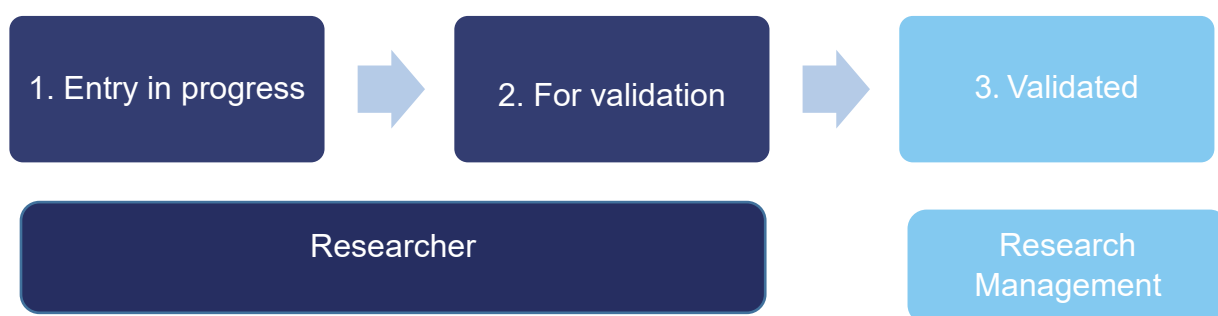
2

3.1. Workflow of Research outputs

The content type Research outputs has a **3-step** workflow.

1. Entry in progress: The Research output entry still is in progress and being worked on.
2. For Validation: The Research output is awaiting validation approval.
3. Validation: The research management has validated the Research output.

Once the publication has undergone the validation process, the Researcher cannot edit anything, but read the record.



3.2. Workflow of Applications

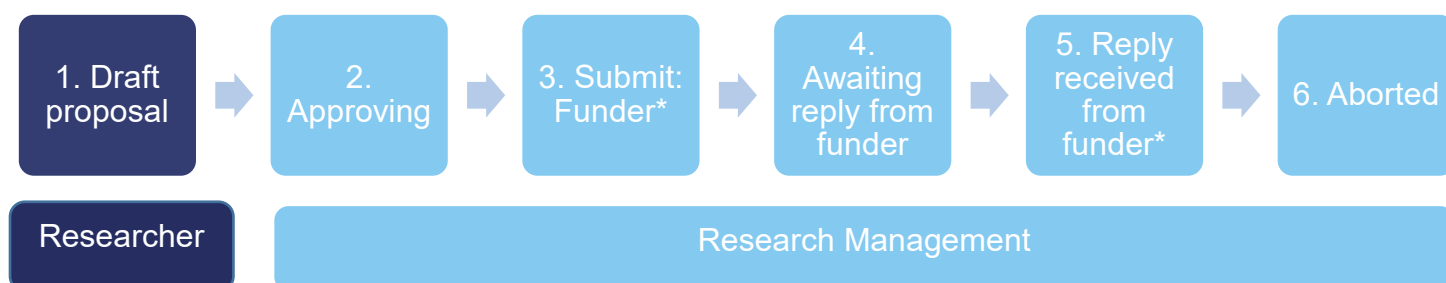
The content type Applications has a **6-step** workflow:

1. Draft proposal: The Application entry still is in progress and being worked on
2. Approving: The Application is awaiting internal approval from the research management
3. Submit: funder: The Application is ready to be submitted to the Funder.
4. Awaiting reply from funder: The Application has been submitted and you are waiting for the Funder reply
5. Reply received from funder: The Funder has replied. In most cases this will be the last workflow step, and the Application is either successful or not.
6. Aborted: The Application process has been stopped (Aborted) somewhere in the process.

Once the application has undergone the approving process, the Researcher cannot edit anything, but read the record.

Important

The Research Management needs information to proceed to the workflow steps regarding the data of ***Submission by the funder** and the ***Reply from the funder** (awarded/unsuccessful). Please, provide the Research management with this information immediately by writing a comment to the record or contact as at pure@pmu.ac.at.



3.3. Workflow of Awards

The content type Awards has a **5-step** workflow:

1. Entry in progress: The Award entry still is in progress and being worked on.
2. For Approval: The Application is awaiting internal approval from the Research Management.
3. Approved: The Application has been approved by the Research Management.
4. Validated: The Application has been validated by the Research Management.
5. Closed: The Award process is closed.

Once the Award has undergone the approving process (Step 2), the Researcher cannot edit anything, but read the record.

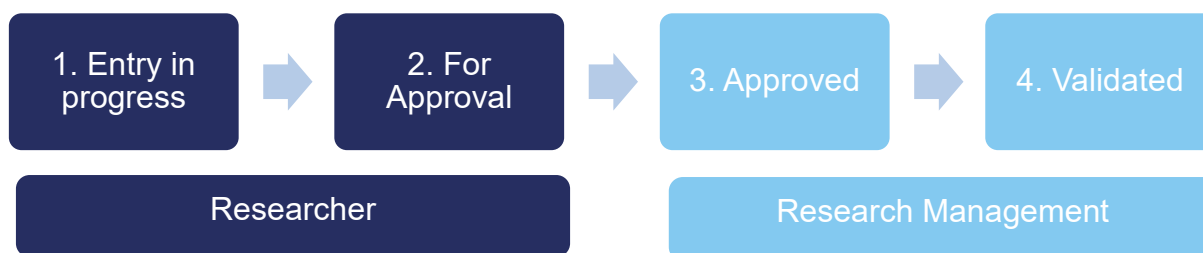


3.4. Workflow of Projects

The content type Projects has a **4-step** workflow:

1. Entry in progress: The Award entry still is in progress and being worked on.
2. For Approval: The Application is awaiting internal approval from the Research Management.
3. Approved: The Application has been approved by the Research Management.
4. Validated: The Application has been validated by the Research Management.

Once the Project has undergone the approving process (Step 2), the Researcher cannot edit anything, but read the record.



The content types Activities, Prizes, Press/Media, and Curriculum Vita have no workflows.

4. General features of content types

These features are in almost all content types available, and carry import information about the content.

4.1. Create a copy

This function is useful when you need to use the same or similar data multiple times. For example, if you want to enter multiple chapters of the same book:

Trends in health complaints among Hungarian school-aged children from 2002 to 2022
Research output: Contribution to conference > Poster > peer-review

Change template ⓘ

Type

Peer-reviewed *

☒ Peer-reviewed ☐ Not peer-reviewed

Publication status ⓘ

Publication statuses and dates *

Published 8 Jun 2023 Current Edit —

Add publication status and date...

Publication information ⓘ

Original language *

English ▾

Title of the contribution in original language *

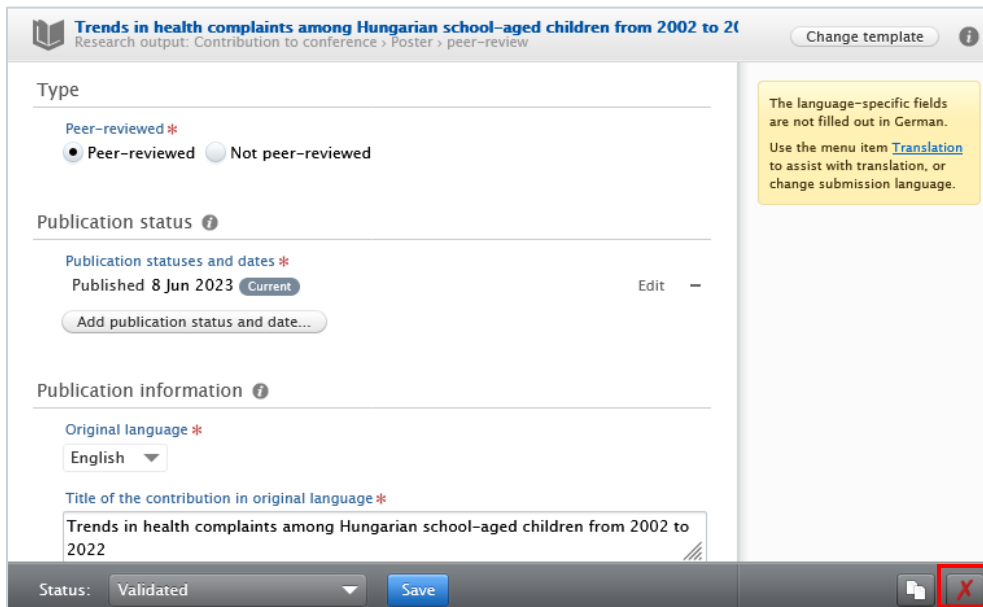
Trends in health complaints among Hungarian school-aged children from 2002 to 2022

The language-specific fields are not filled out in German.
Use the menu item [Translation](#) to assist with translation, or change submission language.

Status: Validated ▾ Save

4.2. Delete an item

You can **completely delete** an item by clicking on the red 'x' icon. By doing so, you will receive an automated message from Pure, which you can either confirm or cancel, with the message: *'Are you sure you want to delete this content? The content will be deleted immediately, and this action cannot be undone'.*



The screenshot shows the Pure Research Management System interface for a record titled "Trends in health complaints among Hungarian school-aged children from 2002 to 2022". The record is in the "Validated" status. The interface includes fields for Type (Peer-reviewed), Publication status (Published 8 Jun 2023), and Publication information (Original language: English). A red 'X' icon is highlighted in the bottom right corner, indicating the delete action.

Important

Be careful deleting a record in Pure. It is **not possible to restore** the deleted record.

4.3. Relations

One of the most important advantages of Pure is, that it **connects** content types with each other. Using relations can help to improve our data quality. For example, a Research output is always related to a person and the person's organisation. These connections are shown under *Display* tab.

The screenshot shows the 'Display' tab selected in the left sidebar. The main content area displays the following information:

- How to implement a research information system?**
- General information**
- Publication status: Published
- Organisations: Research Management at Paracelsus Medical University
- Contributors: Ebner, P., Stöllinger, L. M., Klein, M.
- Publication date: 5 Apr 2023
- Peer-reviewed: Yes
- Event:
- Research output: Contribution to conference > Poster > peer-review

To manually add relations to a record:

1. Search for the exact record, you want to link with another (in Pure already existing) record.
2. Go the *Relations* or *Related* section, and choose the type of the content. Begin to search for the record you want to add to this record.
3. Click on **Save**.

These relations are shown in the *Relations* tab of the record:

The screenshot shows the 'Relations' tab selected in the left sidebar. The main content area displays the following information:

- test application** (AWARDED)
- Application: Research Councils > Additional Funding
- My awards (1)**
- test application**
- Ebner, P.
- FWF – der Wissenschaftsfonds Österreich: €15.00
- 9/11/23 → 22/12/23
- Award date: 8/11/23
- Award: Research Councils > Award
- My projects (1)**
- test**
- Nagl, E.
- Wellcome Trust
- 1/01/21 → 1/01/22
- Project: Research

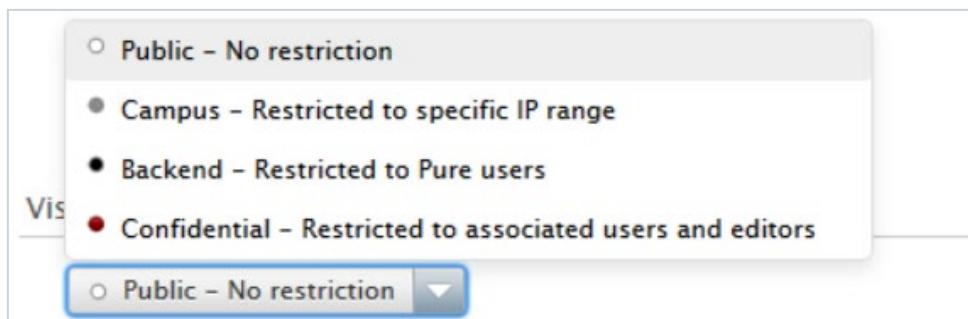
Important

To manually add relations to a record **depends on the workflow state**. For example, if a Research output has gone through the validation process, adding a relation is no longer possible for Researchers.

4.4. Visibility

Visibility controls the **internal and the external access** of the records in Pure. You can control the visibility of your records by setting the visibility state from the dropdown list.

The following 4 visibility types are available in Pure:



Visibility state	Description
Public	No restriction on visibility. All users of Pure can see this content and it is displayed on Pure Portal*.
Campus	When viewed on the Pure Portal*, visibility is restricted to viewers with a specific IP range set to reflect being on-campus at your institution. All users of Pure at your institution can see this content from within Pure.
Backend	Restricted to Pure users. This content is only visible within Pure.
Confidential	Highly-restricted visibility. Only visible from within Pure to general administrators and (those acting on behalf of) users that have been explicitly added to the record or have a role approving/validating the record.

*: Pure Portal will be launched April 2024

4.5. Comments and History

If you want to contact someone about a record in Pure, you can send them a message from that record. This method helps to avoid of the use of print screens, and long correspondence. Writing a comment on a record **depends on the workflow state**. For example, if a publication has gone through the validation process, writing a comment is no longer possible. In this case, please feel free to contact the Research Management at pure@pmu.ac.at.

To write a comment about a record:

1. Search for the record.
2. Go on *Comments and History*.
3. Click on *Write a comment about the content*:

The screenshot shows the Pure interface for a research output. The left sidebar has a menu with 'History and comments' selected and highlighted with a red box. The main content area shows the 'Comments' section with a button 'Write a comment about the content' highlighted with a red box. Below it, the 'History' section is visible, and further down, the 'Long-term preservation' section shows that the content has not been stored in long-term preservation.

4. Write a comment in the text box and select the names/roles of the Pure users who you want to see the comment.

Important

Make sure, that you select the checkboxes next to the names, otherwise no message is sent. If **admins** are also affected, please only select **Patricia Ebner**, **Lena Stöllinger** and **Mária Klein**:

The screenshot shows the 'Write a comment about the content' form. It includes a text box for the comment, a section for selecting recipients, and checkboxes for 'All administrators of this content', 'Dorothea Kölblinger', 'Lena Stöllinger', 'Mária Klein', and 'Patricia Ebner'. The 'Lena Stöllinger', 'Mária Klein', and 'Patricia Ebner' checkboxes are checked.

5. Click on **Save**.

In the next step, users are alerted, and they will see your comment alongside a link to the content.

4.6. Information icons

Information icons are valuable tools that assist in correctly filling out fields. We highly **recommend** using them, especially if you are new to Pure.

4.6.1. To check in one information icon

- Navigate your mouse to the information icon next to the fields. Now, you can see the information belongs to the submission on the right panel:

The screenshot shows the 'Research output: Contribution to journal > Original Article (Journal)' page. The left sidebar contains navigation links: EDIT (with a German flag icon), Metadata (selected), Metrics, Translation, OVERVIEW (Relations, Fingerprints, Display), and HISTORY AND COMMENTS (History and comments). The main content area is divided into sections: Type (Peer-reviewed, Not peer-reviewed), Publication status (with an information icon highlighted by a red box), Publication statuses and dates (with a dropdown menu set to 'Published' and fields for Year, Month, and Day), and Publication information (Original language set to German). A tooltip on the right side of the 'Publication status' field reads: 'Manage the publication's different statuses and dates these were reached. If more than one status is used, the ordering will be handled automatically.'

4.6.2. To check in all the information icons

- Click on the information icon in the upper right corner. Now, you can see all the information boxes that belong to the content:

Research output: Contribution to journal > Original Article (Journal) Change template i

EDIT German English

Metadata

Metrics

Translation

OVERVIEW

Relations

Fingerprints

Display

HISTORY AND COMMENTS

History and comments

Type

Peer-reviewed *

☐ Peer-reviewed ☐ Not peer-reviewed

Publication status i

Publication statuses and dates *

Year * Month Day

Published Current

Add publication status and date...

Publication information i

Original language *

German

Manage the publication's different statuses and dates these were reached. If more than one status is used, the ordering will be handled automatically.

Select original language (the language that the current contribution is written in). The Title field is required.

5. Useful tools

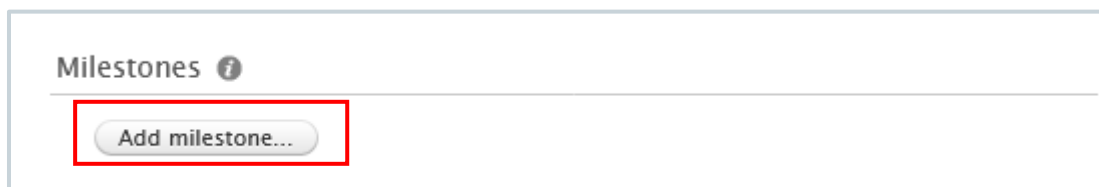
In this section, you will find useful information about how to make your life **easier** when using Pure to make your setup less complicated.

5.1. Milestones

Milestones represent important events with specific deadlines in the lifecycle of the Applications, Awards, and Projects.

To add a milestone:

1. Click on the *Add milestone button*:



2. Fill in all the required fields and important dates connected to the Milestone:

Add milestone

Name *

Submission deadline of the PMU application

Description

Milestone type *

Academic

Responsible role

Project coordinator at PMU

Deadline

06/11/2023

Responsible users

Selected responsible users

patricia.ebner@pmu.ac.at – Ebner, Patricia, patricia.ebner@pmu.ac.at

User

+

Send email reminders

Email reminders

1

Week

before

Add

Status and attached files

State

☐ Complete

Attached file(s)

Add document...

Cancel

Add

There are two types of Milestones:

- **Academic Milestones:** Any named individual included in the list of the application or the award, e.g., Co-PI.
- **Administrative Milestones:** Any named individual with administrative or editorial permissions for an application, award, or project, e.g., editor for funding applications.

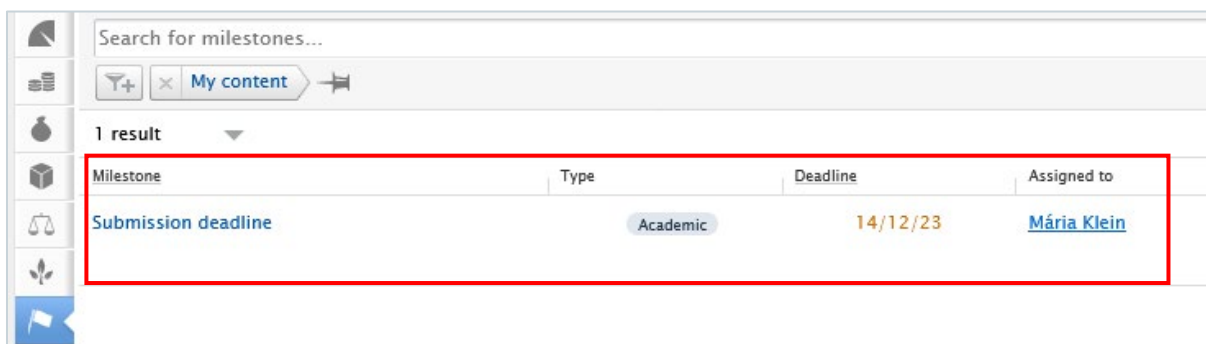
3. Click on *Add*.

5.2. Track your milestones

There are many options to keep an eye on your Milestones related to Applications, Awards, or Projects. You will find here three options to track your milestones in Pure, and one option to track them in your Microsoft Outlook calendar.

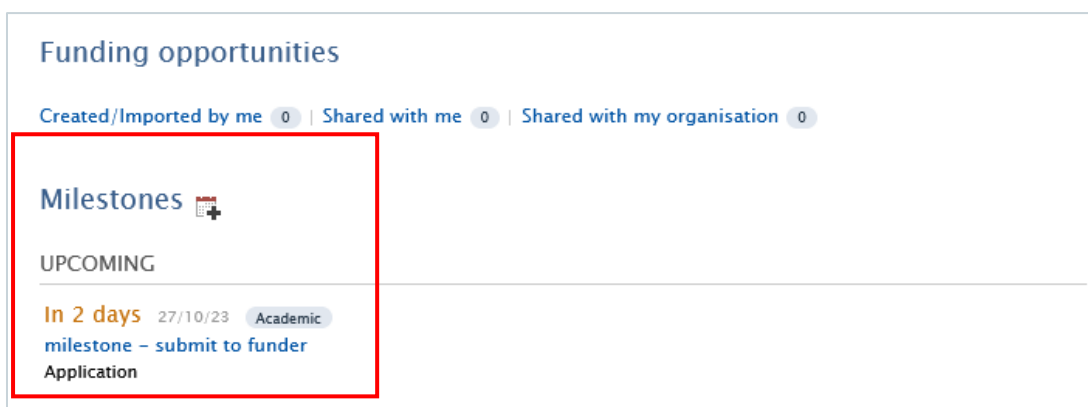
To track your milestones in PURE:

1. Option: Click on *Award Management* in the header, then click on *Milestones*.
Now you can see a detailed list with milestones connected to your profile:




Milestone	Type	Deadline	Assigned to
Submission deadline	Academic	14/12/23	Mária Klein

1. Option: To tailor the notifications and emails sent automatically by Pure about a milestone, please check the section on E-Mail Settings in PMU PURE Login and First Steps.
2. Option: Click on *Award Management* in the header.
Now you can see all Milestones with their status, type, etc. related to your profile:



Funding opportunities

Created/Imported by me 0 | Shared with me 0 | Shared with my organisation 0

Milestones 

UPCOMING

In 2 days 27/10/23 **Academic**

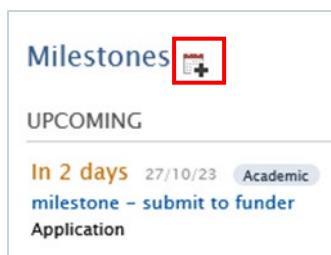
milestone - submit to funder

Application

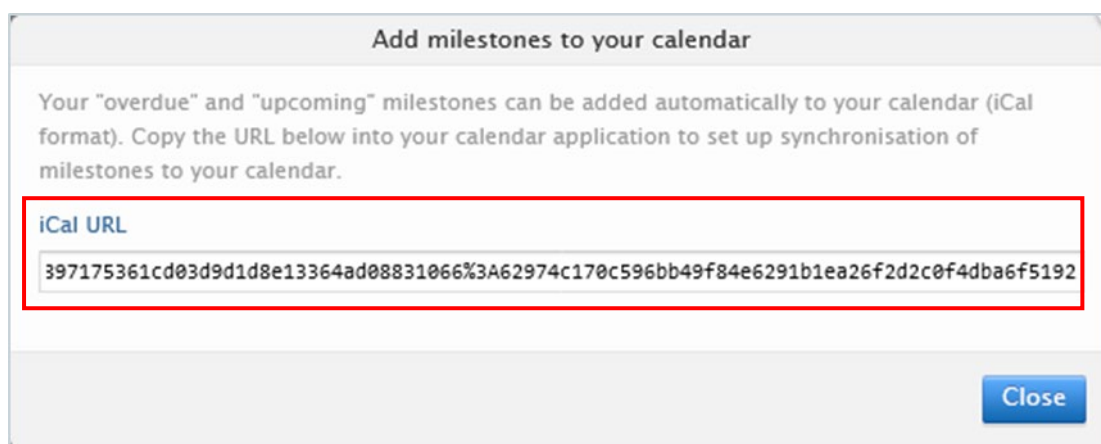
Tip

By clicking on the name of the milestone you can see the details of it, and you can update it if you need to.

3. Option: Synchronise your milestone with your **Microsoft Outlook** calendar:
 1. Click on *Award Management* in the header.
 2. Click on the calendar icon next to Milestones:



3. Now you can see the iCal URL:



Click here to watch how to synchronise your Pure milestones with your personal Microsoft Outlook calendar:

<https://support.microsoft.com/en-us/office/import-calendars-into-outlook-8e8364e1-400e-4c0f-a573-fe76b5a2d379#:~:text=In%20Outlook%2C%20select%20File%20%3E%20Open,your%20PC%20and%20select%20OK>

5.3. Time tracking a project


Time tracking is used to record the number of hours that Researchers have worked on a Project.

Important

To enable time tracking on a project it must have a **start date**, **participants**, and be **associated with** an **Award**. Furthermore, the **Award** must have **time allocated** as well as an actual **start date** specified. The type of the award and the type of the project must match for project time tracking.


Life cycle ⓘ

Actual start date

07/11/2023 


Example: 21/10/2002

Actual end date

31/01/2024 


Example: +12 is 12 months later

Exp. start date




Example: 21/10/2002

Exp. end date



Example: +12 is 12 months later

Award date *

02/11/2023 

Example: 21/10/2002


Time tracking



Allocated time

250

Specify amount of hours allocated for this award

ID: 32856030

 **teszt project Maria**
Project: Other



EDIT

Metadata

Time tracking

Translation

Manage duplicates

OVERVIEW



Relations

Fingerprints

Display

HISTORY AND COMMENTS

History and comments



Time tracking for all participants

8 Nov 2023 – 16 Jan 2024

teszt award Maria

6 Nov – 12 Nov 2023

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Mária Klein							
Total	0	0	0	0	0	0	0

13 Nov – 19 Nov 2023

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Mária Klein			10				
Total	0	0	10	0	0	0	0

250 hours allocated. 10 used and 240 remaining.

[Show previous weeks](#)

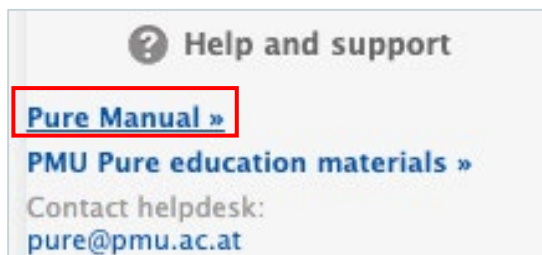
PMU Research Management

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5.4. Pure Handbook

Would you like to learn more about Pure?

Click on *Pure Manual* in the bottom right corner to access the Pure Handbook from Elsevier tailored to your specific role.



6. FAQ

How can I get/obtain a list of my publications with impact factors and score points?

Exporting a list of your own publications is not directly possible for Researchers from Pure. If you need such a list, please contact the Research Management at pure@pmu.ac.at.

How can I register my external (without PMU affiliations) publications?

When you enter a new publication, your name and your current PMU department will be added automatically the list of authors. Please remove your current PMU department and add the external organisation in the section *Contributors and affiliations*. For the details see section [Research outputs with PMU affiliations](#).

I am a new employee at PMU. How can I register my publications in Pure?

As a new employee, you need to register your publication yourself in Pure. For the available methods, see the sections [Research outputs \(Publications\)](#).

When will the Pure Portal be launched?

The Pure Portal has not been activated yet, but it is scheduled to be launched April 2024. Users of Pure will be notified when the Pure Portal becomes available.

I own a Pure profile from another university. Is it possible to transfer my data to my PMU Pure profile?

Unfortunately, it is not possible to transfer data from one Pure to another. As a new PMU employee, you need to create your data in Pure. Please refer to the [Create your content](#) section for instructions.

Is it possible the import my publications from Scopus/ResearchGate?

Unfortunately, it is not possible to import your publications from Scopus or ResearchGate. At PMU, you can import from or set up an automated search for your publications in PubMed, Web of Science, and ORCID. For the details, see section [Import from online source](#) and [Automated search \(without immediate effect\)](#).

I have just uploaded a profile photo to my Personal profile in Pure, but I cannot see it. What should I do?

First, please not the technical requirements for a profile photo: maximum file size: 1 MB, accepted file types: .jpg, .jpeg, .png, .bmp, .gif. Next step, ensure, that you have selected "Portrait" as the category for the profile photo.

I would like to input information about my teaching activity. Which category should I use?

You can create your teaching activity under the Activities/Other scientific activities/Teaching Activity option. For more details, please refer to the section [Activities](#).