

Table of contents:

1.	Manage your content.....	3
1.1.	Check your content.....	4
1.1.1.	Global search.....	5
1.1.2.	Search within a content type	6
1.1.3.	Filter within a content type.....	8
1.1.4.	Sort by within a content type	9
1.1.5.	View types within a content type.....	10
1.1.6.	Export a list	11
2.	Create your content.....	12
2.1.	Research outputs (Publications)	13
2.1.1.	Import from online source – most preferable	14
2.1.2.	Import from file	18
2.1.3.	Create from template.....	23
2.1.4.	Contribution to conference: published abstract (journal), published abstract (e.g., in an abstract book).....	27
2.1.5.	Chapter(s) in a Book	28
2.1.6.	Research outputs without PMU affiliations	29
2.1.7.	Automated search (without immediate effect).....	31
2.1.8.	Claim a publication	34
2.1.9.	Disclaim a publication.....	35
2.1.10.	Potential duplicates	36
2.1.11.	Assignment of research topics to a recorded publication – NEW!.....	37
2.1.12.	Assignment of a RIC (FIZ) keyword to a recorded publication – NEW!	40
2.2.	Applications, Awards, and Projects (Award management module).....	41
2.2.1.	Competitive Projects, such as PMU-RIF, FWF or EU Projects (Awarded applications)	42
2.2.2.	Non-competitive Projects, such as clinical or privately funded projects (Awards with projects)	43
2.2.3.	Applications.....	44
2.2.4.	Awards	51
2.2.5.	Projects	56
2.3.	Activities.....	61
2.4.	Prizes.....	63
2.5.	Press/Media.....	65
2.6.	CV.....	67
2.7.	Datasets – NEW!	69
3.	Workflows.....	74

3.1.	Workflow of Research outputs	75
3.2.	Workflow of Applications	76
3.3.	Workflow of Awards	77
3.4.	Workflow of Projects	78
4.	General features of content types.....	79
4.1.	Create a copy	80
4.2.	Delete an item.....	81
4.3.	Relations.....	82
4.4.	Visibility.....	84
4.5.	Comments and History.....	Fehler! Textmarke nicht definiert.
4.6.	Information icons.....	86
4.6.1.	To check in one information icon	87
4.6.2.	To check in all the information icons.....	88
4.7.	Pure Handbook	89
5.	FAQ.....	90

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:

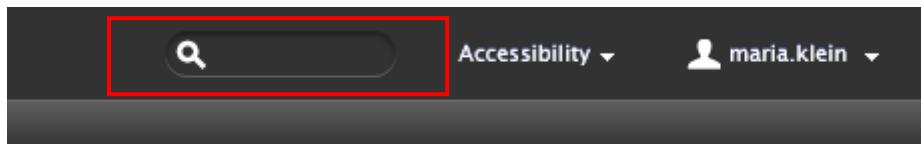
- Research outputs (Publications)
- Applications
- Awards
- Projects
- Activities
- Prizes
- Datasets
- Press/Media

Important

Please ensure that the information in **your Pure profile is accurate and correct**. If essential content is missing, please contact the Research Management (RM) 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:

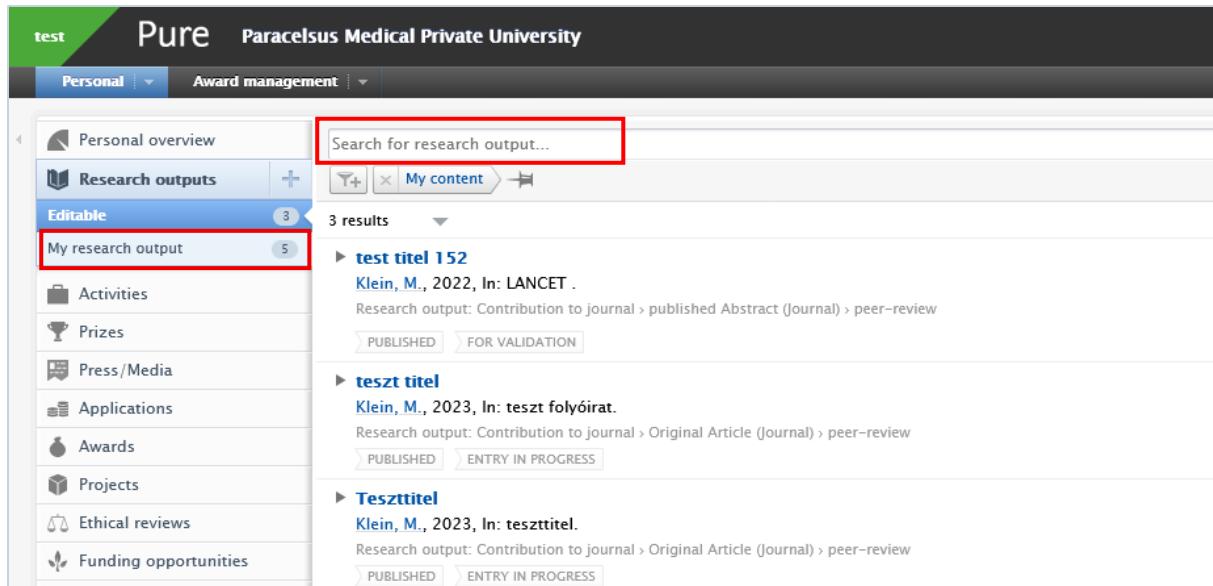
Here are the top 50 results for your search across all content. Select a content type icon above to view results for that category. [i](#)

Content Type	Result
Test Einreichung	Test Einreichung
Test Mellenstein	Test Mellenstein
test fachzeitschrift	test fachzeitschrift Ebner, P., 2023, In: test test. Research output: Contribution to journal > Original Article (Journal) > peer-review
test test	test test Ebner, P. Project: Research
test fachzeitschrift 2	test fachzeitschrift 2 Ebner, P., 2023, In: test fachzeitschrift. Research output: Contribution to journal > Original Article (Journal) > peer-review
test Anhang	test Anhang Ebner, P., 2023, In: Organon F. Research output: Contribution to journal > Original Article (Journal) > peer-review

1.1.2. Search within a content type

Click on one of the content type tabs, such as *Research outputs*, in the left-hand navigation to open the content list view with search functionality.

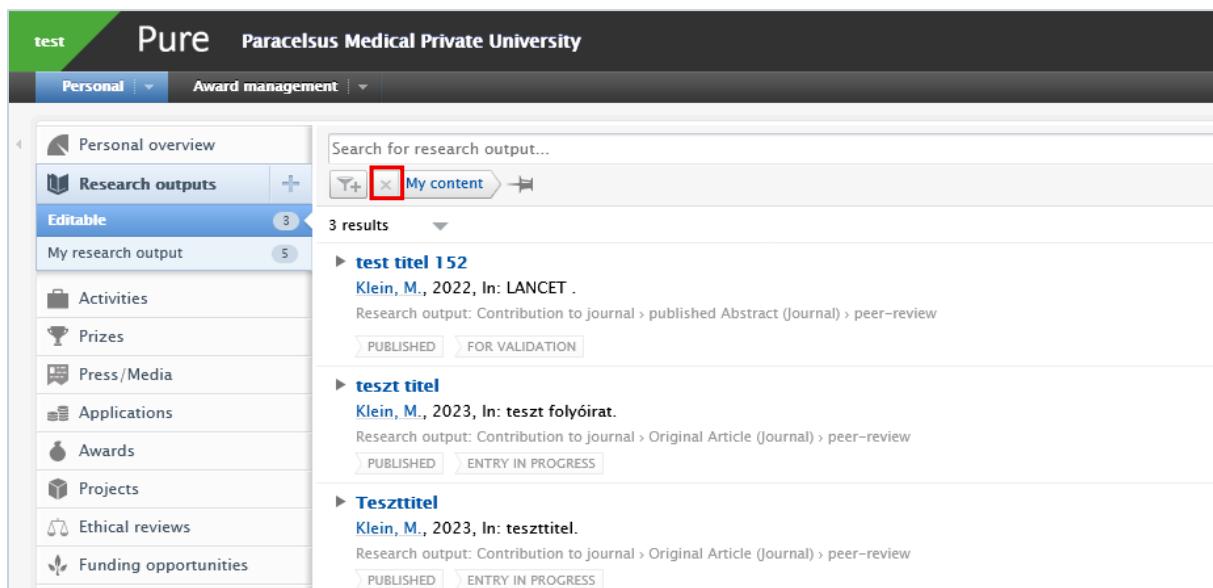
You can find the publications associated with your profile under the category *My research output*. By clicking on the search field, you can search for a specific title, keywords, or other identifiers:



The screenshot shows the Pure interface for Paracelsus Medical Private University. The left sidebar lists various content types: Personal overview, Research outputs (selected), Editable (with 3 items), My research output (selected, highlighted with a red box), Activities, Prizes, Press/Media, Applications, Awards, Projects, Ethical reviews, and Funding opportunities. The main content area shows a search bar with 'Search for research output...' and a 'My content' filter button (also highlighted with a red box). Below the search bar, it says '3 results'. Three publications are listed: 1. 'test titel 152' by Klein, M., 2022, In: LANCET. 2. 'teszt titel' by Klein, M., 2023, In: teszt folyóirat. 3. 'Teszttitel' by Klein, M., 2023, In: teszttitel. Each entry includes a 'PUBLISHED' and 'FOR VALIDATION' status indicator.

Important

If you cannot find a specific publication in the category *My research output*, please try searching for it after removing the *My content filter*, as some publications may not be associated with your profile:



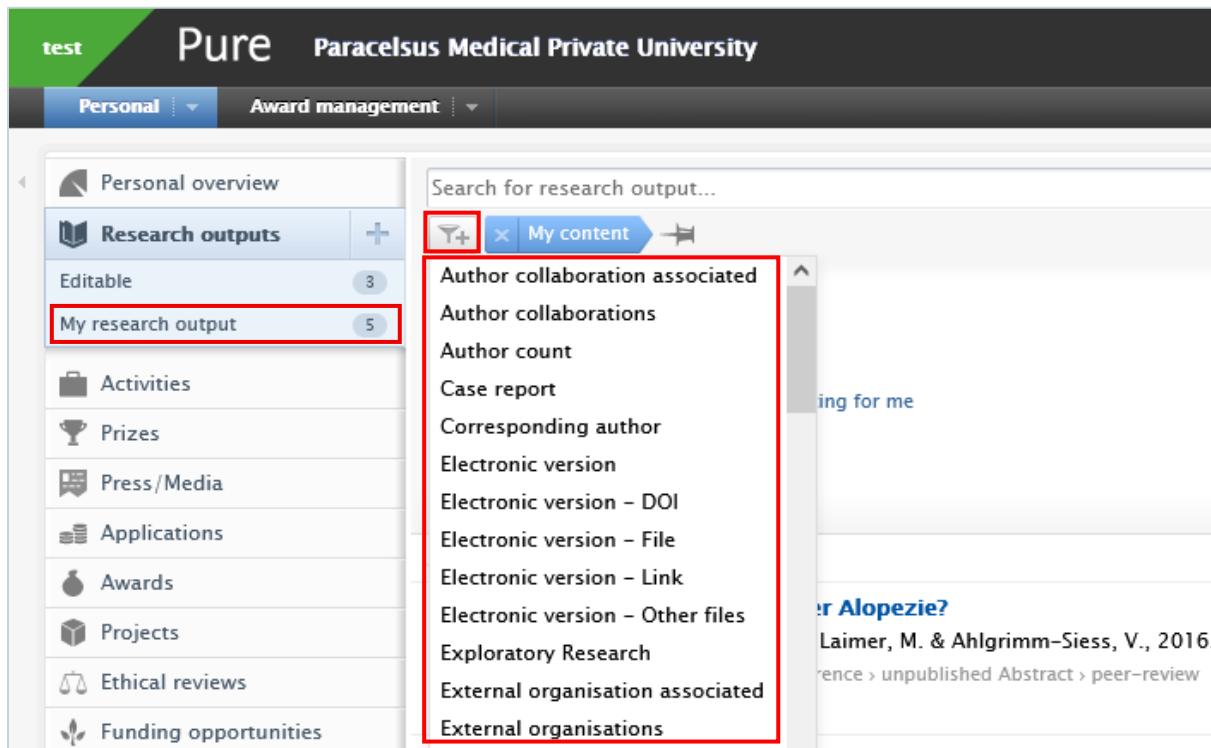
This screenshot is identical to the one above, showing the Pure interface for Paracelsus Medical Private University. The left sidebar and main content area are the same, including the search bar with 'Search for research output...' and the 'My content' filter button (highlighted with a red box). The three publications listed are the same: 'test titel 152', 'teszt titel', and 'Teszttitel'. The 'PUBLISHED' and 'FOR VALIDATION' status indicators are also present.

Tip

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

1.1.3. Filter within a content type

After choosing a content type (e.g. *My 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:



The screenshot shows the Pure interface for Paracelsus Medical Private University. The left sidebar lists various content types: Personal overview, Research outputs (selected), Activities, Prizes, Press/Media, Applications, Awards, Projects, Ethical reviews, and Funding opportunities. The 'Research outputs' section shows 5 items. The main area has a search bar and a filter sidebar. The filter sidebar is expanded, showing a list of filter options: Author collaboration associated, Author collaborations, Author count, Case report, Corresponding author, Electronic version, Electronic version – DOI, Electronic version – File, Electronic version – Link, Electronic version – Other files, Exploratory Research, External organisation associated, and External organisations. The 'Author collaboration associated' option is highlighted with a red box. The 'pin icon' (a small pin shape) is located at the bottom right of the filter sidebar.

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.

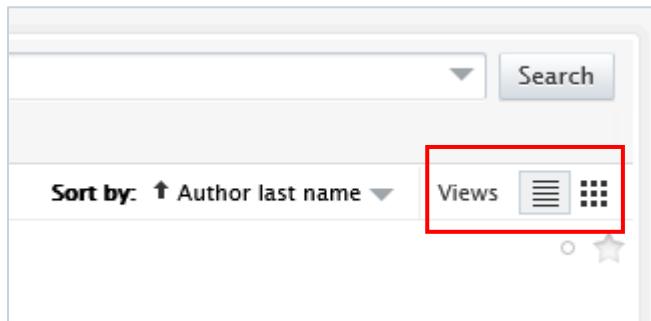
1.1.4. Sort by within a content type

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 factor and score points** is not directly possible for Researchers from Pure. If you need such a list, please contact the RM 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 original articles, case reports, editorials, review articles, letters to the editor, short comments/notes, published abstracts (journals)
- published abstracts
- book, chapter
- patent
- theses

The RM imports publications from Web of Science (WoS) weekly. The completeness and accuracy of the publication data will be checked by the RM in the **validation process**.

Please note that sometimes it takes time until a publication is listed in WoS.

Important

Please **refrain from uploading original publications (PDFs)** in PURE, as our system is designed to store metadata 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

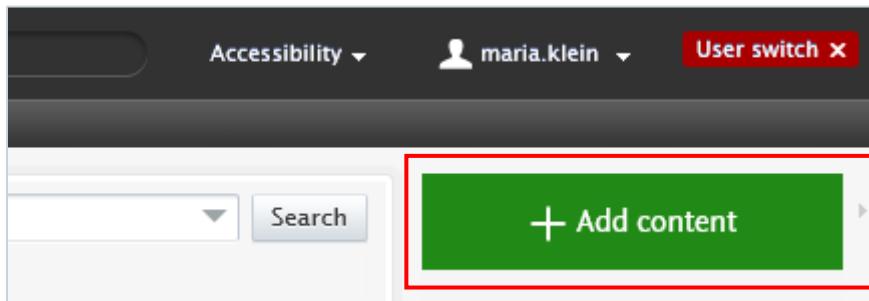
2.1.1. Import from online source – most preferable

Before importing a publication, please make sure it is not recorded in PURE yet. For details, please refer to [Chapter 1.1.2](#).

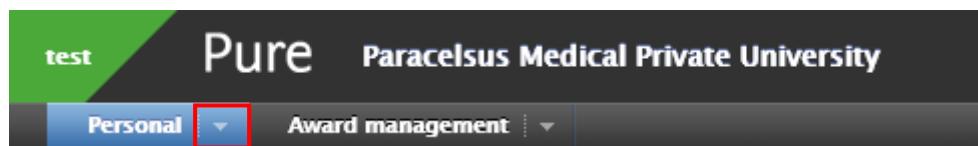
Importing a publication from online source is **most preferable** because this method can save you time, minimize effort, and reduce data-entry errors. It can be used for any kind of Research output that is **published in PubMed, Web of Science or ORCID**.

To import a Research output from online source:

1. Click on the *Add content* button:

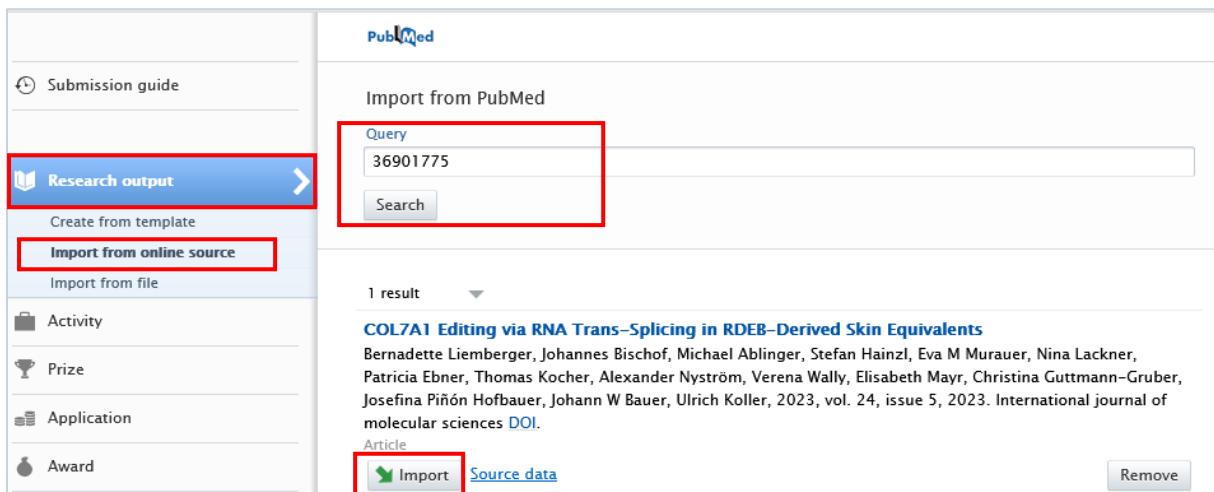


Or click on the triangle next to *Personal* in the header, select *Research outputs*, and then click on the *+ New* button:



2. Go on *Research output* and then select *Import from online source*. At PMU you can import your 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:



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

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

1. Peer-reviewed:

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

Note

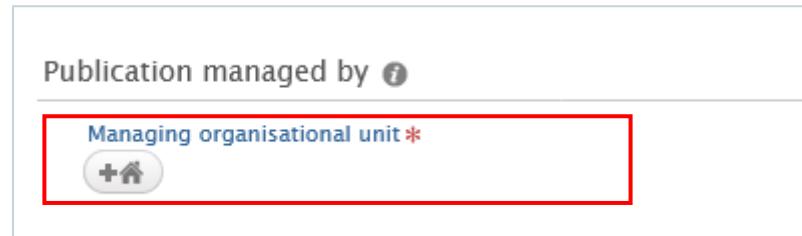
Click on *Change template* if you realise that the **subtype** of the Research output is **incorrect**. For example, if you have selected *Original article* but need to add a *Review article*, you can easily switch between template types without losing any of the data you have already filled in:



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

2. Managing organisational unit:

Select your **internal organisational unit** by clicking on the *Managing organisational unit* button. External organisations cannot be added in this field. (In some cases, RM may assign a different internal organisation during the validation process).



Publication managed by Managing organisational unit * +
H

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 Edit +
H

Contributors * Edit -

Patricia Ebner, Co-author Edit -
Internal person

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

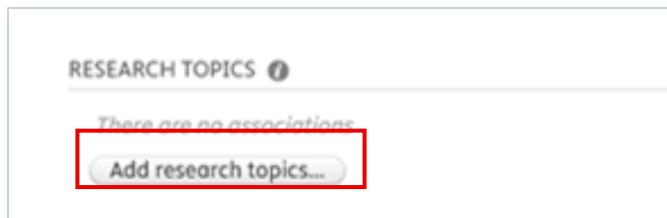
Add person... Add organisational unit... Add author collaboration...

Total number of authors

4. Research topic

Assign one or more research topics for the following publication from publication year **2025 onwards: Original article, review article, case report, letter to the editor, editorial, short comment/notes, book, book chapter.**

For **other categories**, such as abstracts, corrections or publications in which **only PMU teaching hospitals** are involved as internal organizations, **no topic assignment** is required.



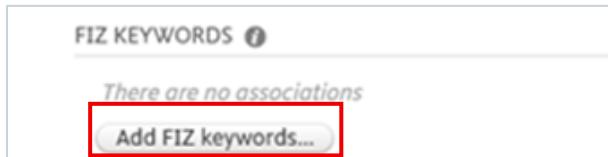
RESEARCH TOPICS ⓘ
There are no associations
Add research topics...

5. FIZ keyword

Assign a FIZ keyword to a publication if it was created as part of a consortial project in the FIZ *Regenerative Medicine & Novel Therapies* or the FIZ *Public Health & Health Services Research* (more information is available on the [PMU website](#)).

Select **one** appropriate category from the list:

- FIZ Regenerative Medicine & Novel Therapies
- FIZ Public Health & Health Services Research
- Publication not within one FIZ – for publications that belong to both FIZ



FIZ KEYWORDS ⓘ
There are no associations
Add FIZ keywords...

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 RM.

Tip

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

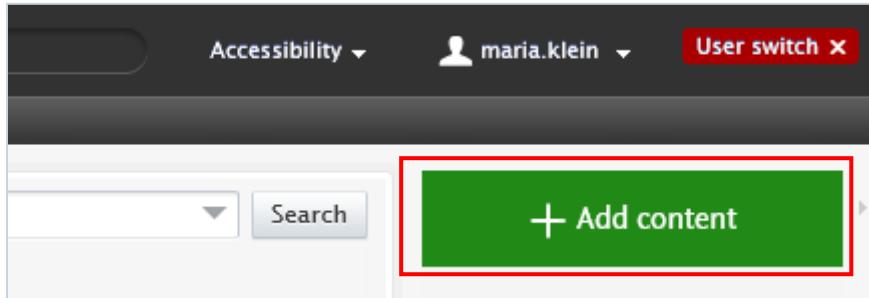
2.1.2. Import from file

Before importing a publication, please make sure it is not recorded in PURE yet. For details, please refer to [Chapter 1.1.2](#).

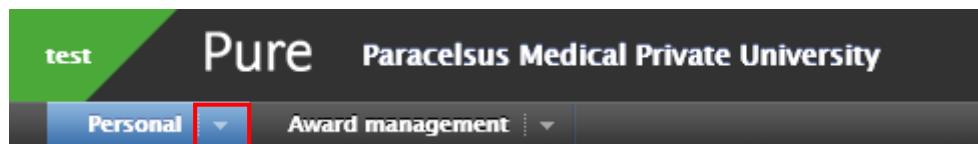
The option import from file is to be chosen if importing **from online sources is not possible**. Here, you can add any kind of Research outputs from BibTex, RIS and CERIF files.

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*.

The screenshot shows the 'Research output' section of the PMU PURE Researcher Guide. On the left, a sidebar lists various categories: Submission guide, Research output (highlighted with a red box), Create from template, Import from online source, Import from file (highlighted with a red box), Activity, Prize, Application, Award, Project, and Curriculum Vitae. The main area is titled 'Import from BibTeX' and contains a 'Paste text' input field with a 'Import' button. Below it is an 'Upload file' section with a dashed box for dragging files and a 'Import' button. At the bottom, a single result is listed: 'COL7A1 Editing via RNA Trans-Splicing in RDEB-Derived Skin Equivalents.' by 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. Below the result are 'Import' and 'Source data' buttons, with 'Import' highlighted with a red box. A 'Remove' button is also present.

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

Import from BibTeX

BibTeX

COL7A1 Editing via RNA Trans-Splicing in RDEB-Derived Skin Equivalents.
 Bernadette Lemberger, 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 Lemberger, Bernadette	Match Lemberger, Bernadette Department of Dermatology Research Program of Molecular Therapy of Genodermatoses Person Department of Dermatology Organisational unit: University Hospital Research Program of Molecular Therapy of Genodermatoses Organisational unit: Research Program

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-review process** or not (peer-reviewed or not peer-reviewed):

Type
Peer-reviewed * <input checked="" type="radio"/> Peer-reviewed <input type="radio"/> Not peer-reviewed

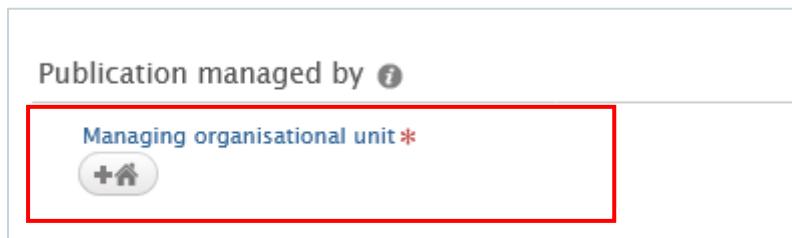
Note

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:

Select **your internal organisational unit** by clicking on the *Managing organisational unit* button. External organisations cannot be added in this field. (In some cases, RM may assign a different internal organisation during the validation process).



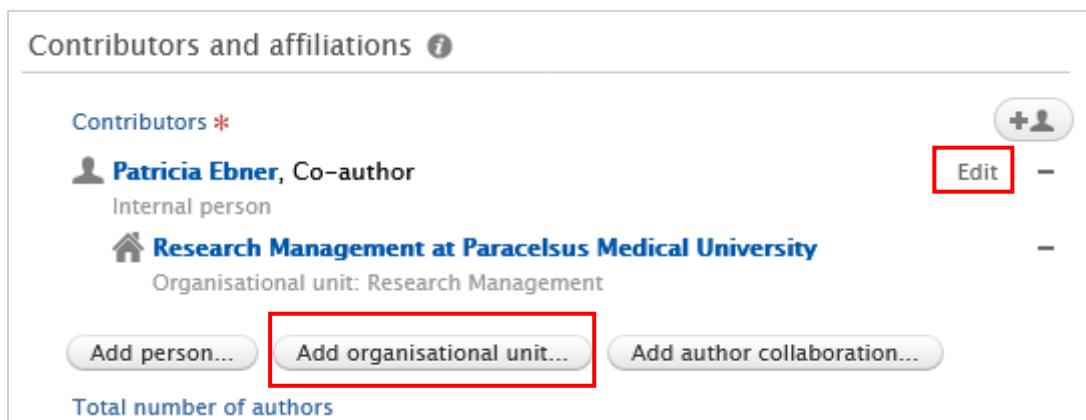
Publication managed by ⓘ

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

Research Management at Paracelsus Medical University
Organisational unit: Research Management

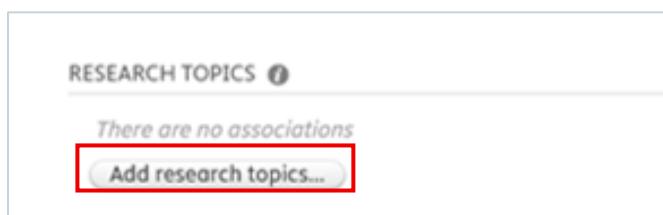
Add person... Add organisational unit... Add author collaboration...

Total number of authors

4. Research topic

Assign one or more research topics for the following publication from publication year **2025 onwards: Original article, review article, case report, letter to the editor, editorial, short comment/notes, book, book chapter**.

For **other categories**, such as abstracts, corrections or publications in which **only PMU teaching hospitals** are involved as internal organizations, **no** topic assignment is required.



RESEARCH TOPICS ⓘ

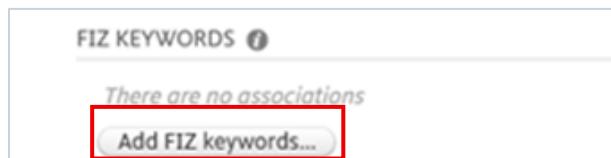
There are no associations

5. FIZ keyword

Assign a FIZ keyword to a publication if it was created as part of a consortial project in the *FIZ Regenerative Medicine & Novel Therapies* or the *FIZ Public Health & Health Services Research* (more information is available on the [PMU website](#)).

Select **one** appropriate category from the list:

- FIZ Regenerative Medicine & Novel Therapies
- FIZ Public Health & Health Services Research
- Publication not within one FIZ – for publications that belong to both FIZ



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



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

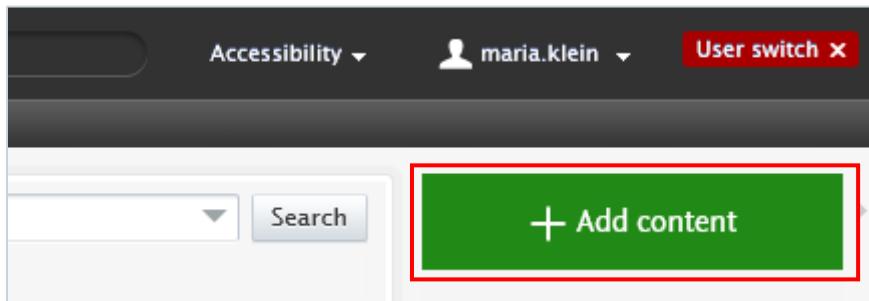
2.1.3. Create from template

Before importing a publication, please make sure it is not recorded in PURE yet. For details, please refer to [Chapter 1.1.2](#).

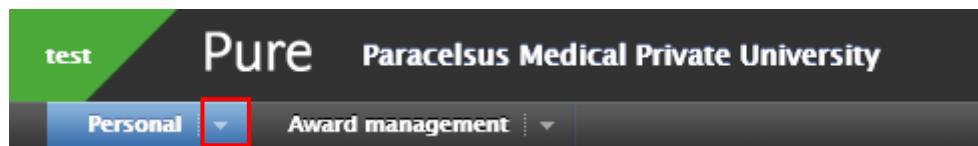
Please use this method only if the **two other methods** mentioned above are **not possible**. For instance, if you wish to add a poster, a book(chapter), or import a publication that is published in a scientific journal, but the journal is not listed in Web of Science or PubMed.

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:

6. Peer-reviewed:

Whether the publication underwent a **peer-review 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:



7. Publication statuses and dates:

Fill in the information of the publication status and dates.

8. Original language:

Choose the original language of the publication.

9. 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 *

Year * 2023 Month Day

Published 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

10. 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

 **Research Management at Paracelsus Medical University**

Organisational unit: Research Management

Edit **-**

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.

11. Managing organisational unit:

Select **your internal organisational unit** by clicking on the *Managing organisational unit* button. External organisations cannot be added in this field. (In some cases, RM may assign a different internal organisation during the validation process).

12. 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.

13. 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 \(file, DOI, or link\)...](#)

14. Research topic

Assign one or more research topics for the following publication from publication year **2025 onwards: Original article, review article, case report, letter to the editor, editorial, short comment/notes, book, book chapter.**

For **other categories**, such as abstracts, corrections or publications in which **only PMU teaching hospitals** are involved as internal organizations, **no** topic assignment is required.

RESEARCH TOPICS 

There are no associations

[Add research topics...](#)

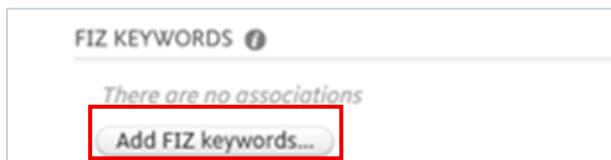
15. FIZ keyword

Assign a FIZ keyword to a publication if it was created as part of a consortial project in the **FIZ Regenerative Medicine & Novel Therapies** or the **FIZ Public Health & Health Services Research** (more information is available on the [PMU website](#)).

Select **one** appropriate category from the list:

- FIZ Regenerative Medicine & Novel Therapies
- FIZ Public Health & Health Services Research

- Publication not within one FIZ – for publications that belong to both FIZ



FIZ KEYWORDS i

There are no associations

Add FIZ keywords...

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



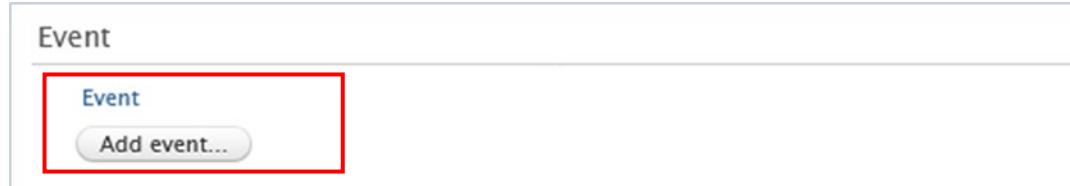
Status: **For validation** ▼ **Save**

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

2.1.4. Contribution to conference: published abstract (journal), published abstract (e.g., in an abstract book)

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:



Event

Event

Add event...

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 ⓘ

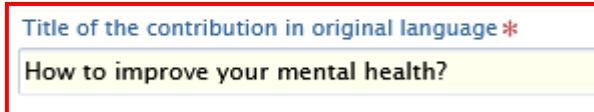
Original language *

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

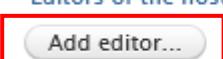
Add publisher...



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

Editors of the host publication

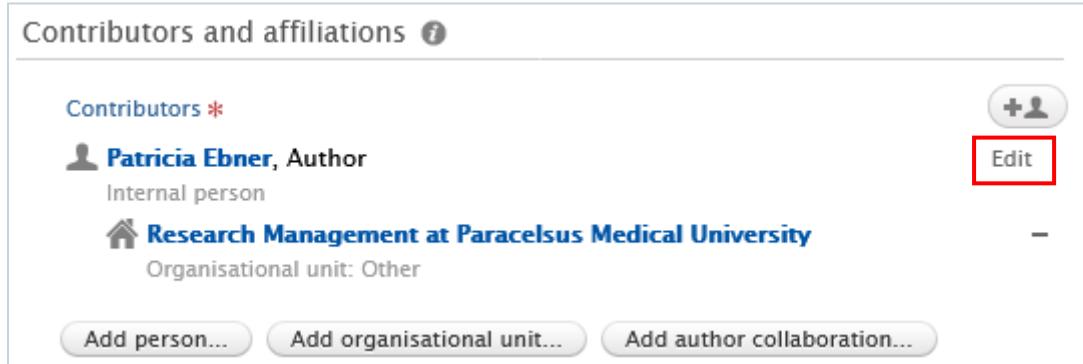
Add editor...



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 i

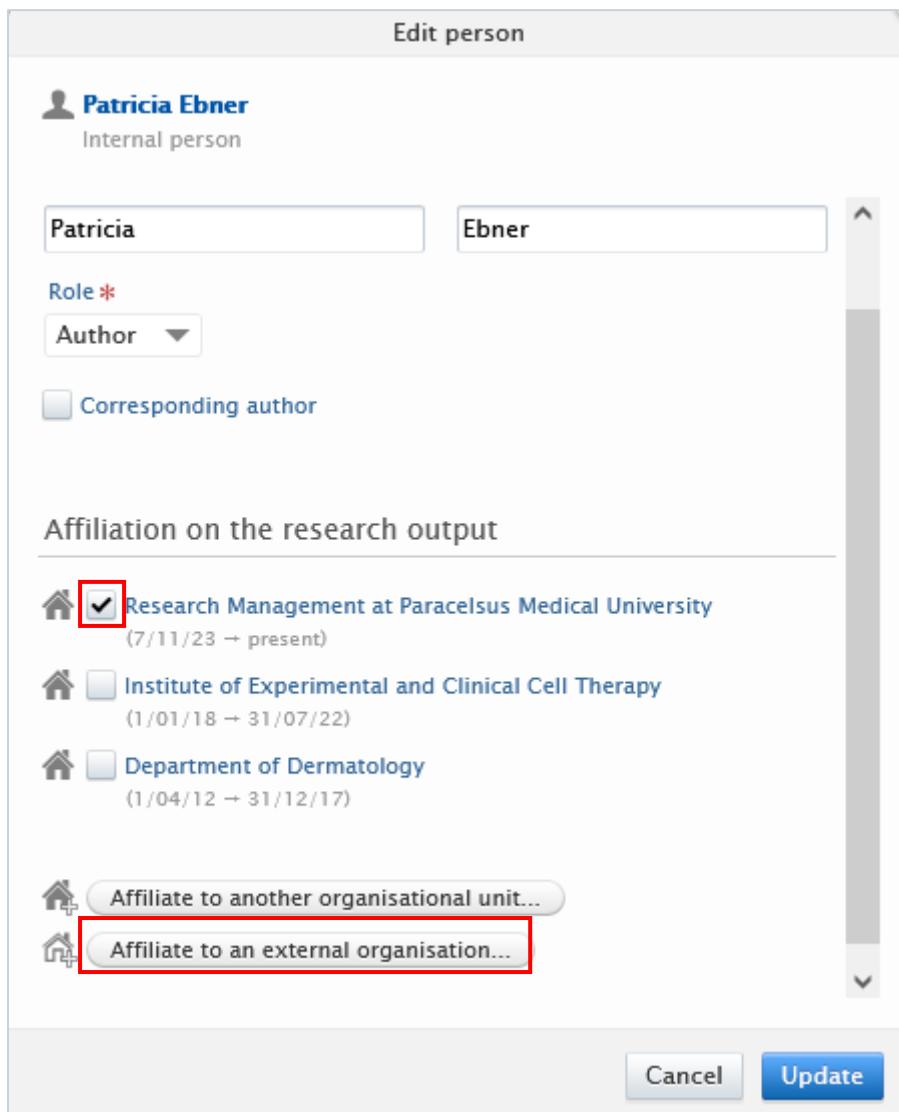
Contributors *

 **Patricia Ebner**, Author
Internal person

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

[Add person...](#) [Add organisational unit...](#) [Add author collaboration...](#)

2. Remove the black tick(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 *

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)

 [Affiliate to another organisational unit...](#)



[Cancel](#) [Update](#)

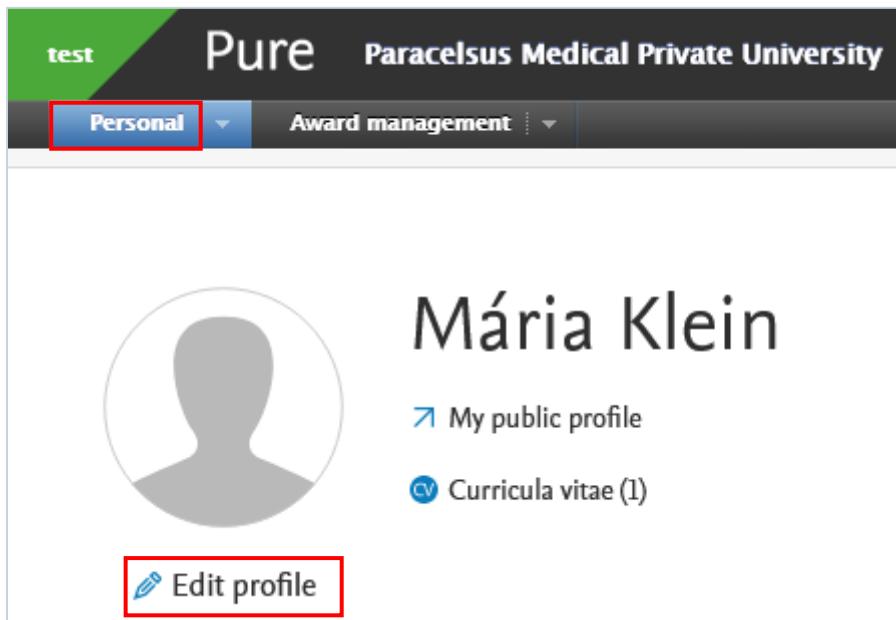
3. Search for the external organisation(s) or create a new one if you don't find it/them in the list.
4. Click on *Update* to save the changes.

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.

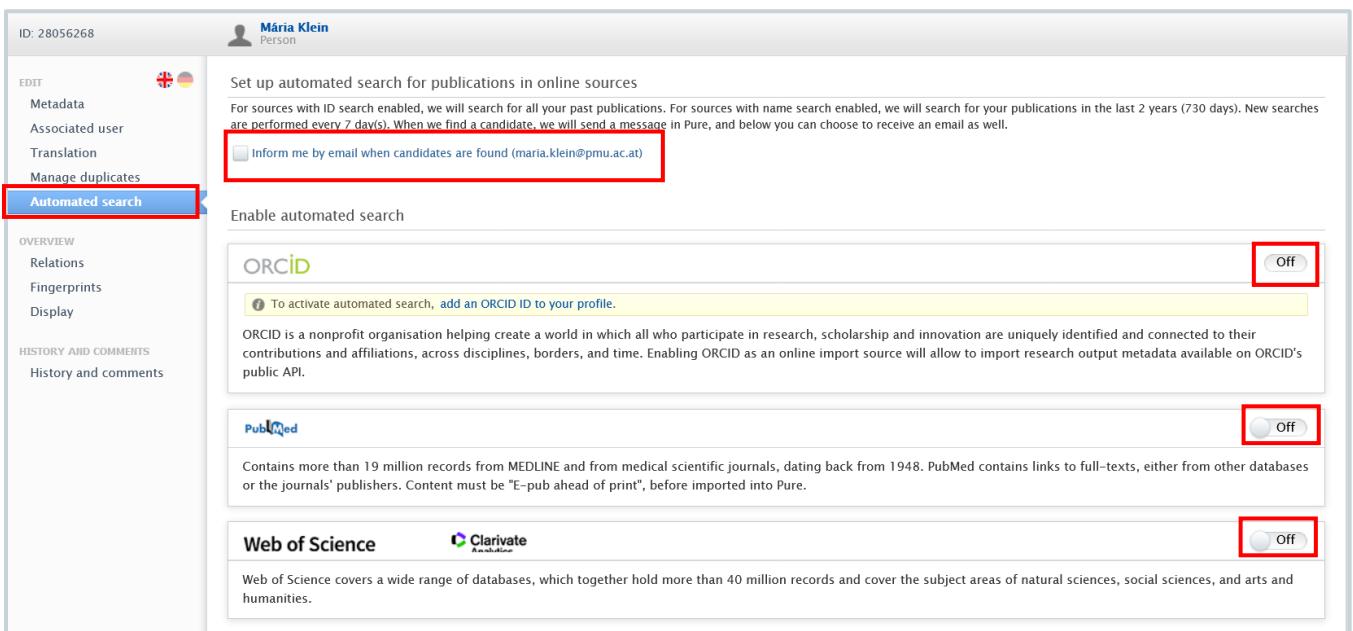
To set up an automated search:

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



The screenshot shows the Pure profile page for María Klein. At the top, there is a green header bar with the text 'test' and 'Pure Paracelsus Medical Private University'. Below this is a navigation bar with 'Personal' (highlighted with a red box) and 'Award management' tabs. The main content area displays a large profile picture of María Klein and her name 'Mária Klein'. Below her name are two links: 'My public profile' and 'Curricula vitae (1)'. At the bottom of the profile area is a red button labeled 'Edit profile' with a pencil icon, also highlighted with a red box.

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



The screenshot shows the 'Automated search' tab in the Pure profile settings for María Klein. The left sidebar has a 'Automated search' tab highlighted with a red box. The main content area shows three search sources: 'ORCID', 'PubMed', and 'Web of Science'. The 'ORCID' section contains a checkbox for 'Inform me by email when candidates are found' (maria.klein@pmu.ac.at), which is highlighted with a red box. The 'PubMed' and 'Web of Science' sections each have a 'Off' toggle switch, which is highlighted with a red box.

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 ORCID-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 the *Add name* button and enter the additional name variant. To learn more about Name variants, refer to the guide on [Name variants](#).

Enable automated search

PubMed **On**

Name variants

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).

6. Once you have at least one name variant, you can click on *Preview candidates* to check that the search criteria are 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](#).

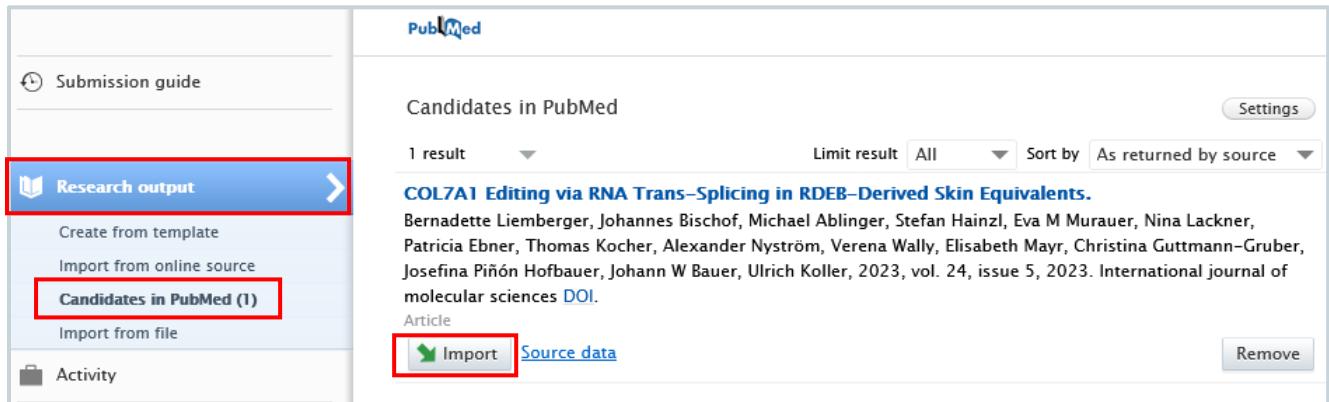
Measurement of the Sensitivity of Two-Particle Correlations in pp Collisions to the Presence of Hard Scatterings
G Aad, B Abbott, K Abeling, N J Abicht, S H Abidi, A Aboulhorma, H Abramowicz, H Abreu, Y Abulaiti, A C Abusleme Hoffman, B S Acharya, C Adam Bourdarios, L Adamczyk, L Adamek, S V Addepalli, 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.



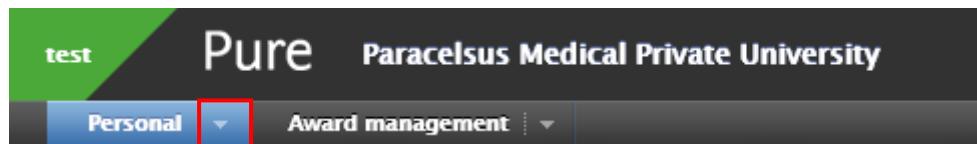
The screenshot shows the PubMed interface. On the left, a sidebar menu is open with the following options: 'Submission guide' (disabled), 'Research output' (selected and highlighted with a red box), 'Create from template', 'Import from online source', 'Candidates in PubMed (1)' (selected and highlighted with a red box), 'Import from file', and 'Activity'. On the right, the main content area is titled 'Candidates in PubMed' with a '1 result' indicator. The result is a publication titled 'COL7A1 Editing via RNA Trans-Splicing in RDEB-Derived Skin Equivalents.' by Bernadette Liemberger, Johannes Bischof, Michael Ablinger, Stefan Hainzl, Eva M Murauer, Nina Lackner, Patricia Ebner, Thomas Kocher, Alexander Nyström, Verena Wally, Elisabeth Mayr, Christina Guttmann-Gruber, Josefina Piñón Hofbauer, Johann W Bauer, Ulrich Koller, 2023, vol. 24, issue 5, 2023. International journal of molecular sciences DOI. Below the title, there is a 'Remove' button. At the bottom of the main content area, there are two buttons: 'Import' (highlighted with a red box) and 'Source data'.

2.1.8. Claim a publication

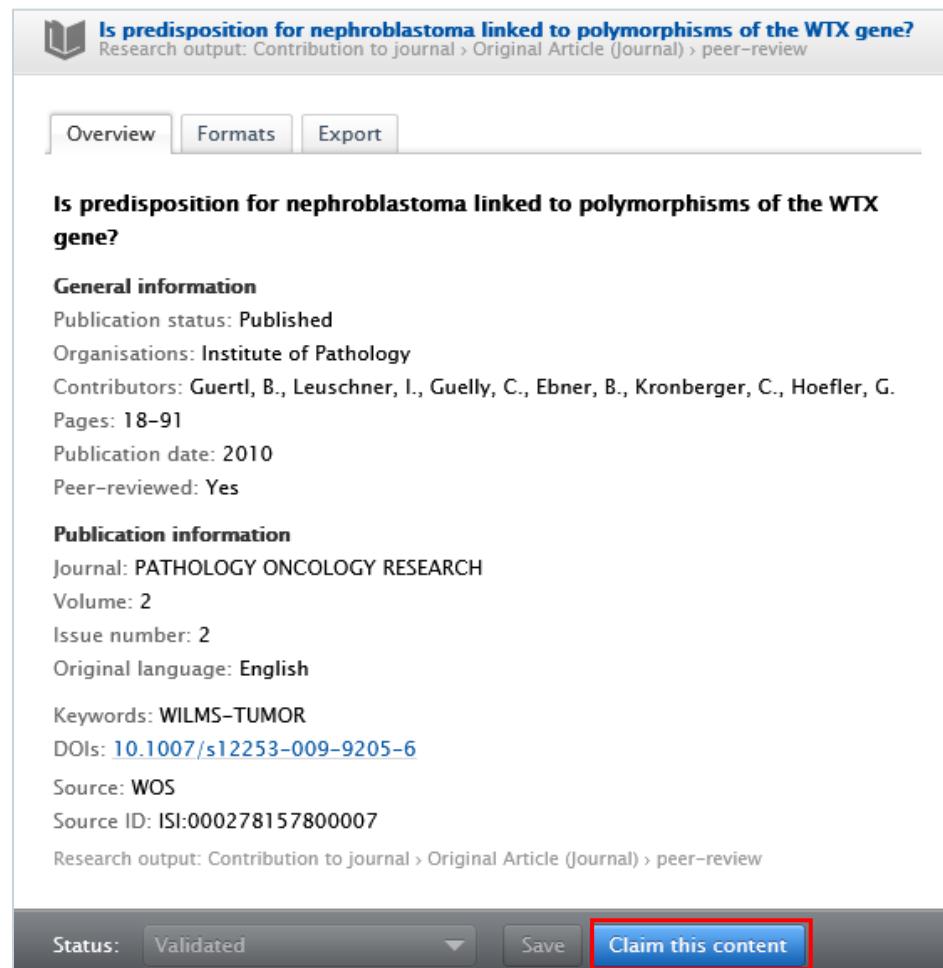
If you find a Research output in Pure where **you are not listed as an author**, you can request to be included as a contributor to the content.

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:

A screenshot of the Pure editor window for a research output. The title is 'Is predisposition for nephroblastoma linked to polymorphisms of the WTX gene?'. The editor window has tabs for 'Overview', 'Formats', and 'Export'. Below the tabs, there is a section for 'General information' with fields for publication status (Published), organisations (Institute of Pathology), contributors (Guertl, B., Leuschner, I., Guelly, C., Ebner, B., Kronberger, C., Hoefler, G.), pages (18–91), publication date (2010), and peer-reviewed status (Yes). There is also a section for 'Publication information' with fields for journal (PATHOLOGY ONCOLOGY RESEARCH), volume (2), issue number (2), original language (English), keywords (WILMS–TUMOR), DOIs (10.1007/s12253-009-9205-6), and source (WOS). The source ID is ISI:000278157800007. The footer of the editor window has buttons for 'Status' (Validated), 'Save', and a prominent blue 'Claim this content' button, which is highlighted with a red box.

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

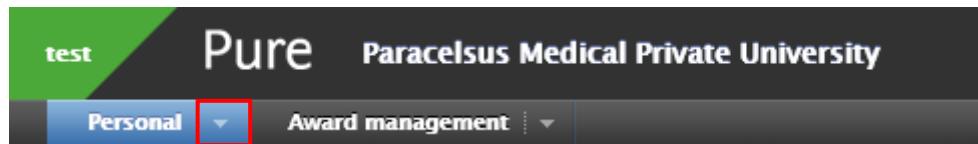
In the next step, your request will be processed by the RM.

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 the click on *Disclaim this content* in the footer of the editor window:

ID: 31074797 **How to implement a research information system?**
Research output: Contribution to conference > Poster > peer-review

EDIT Metrics

OVERVIEW Relations **Display**

NOTIFICATIONS Editors responsible for handling this submission: None

Last saved: 9/11/23 12:00 Status: Validated Save **Disclaim this content**

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

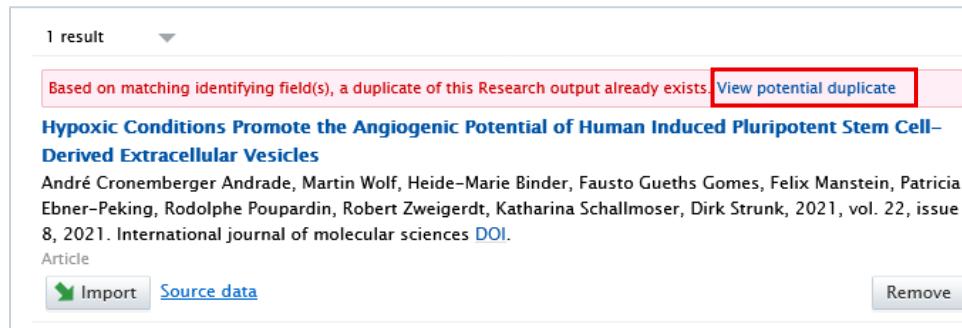
The language-specific fields are not filled out in English.
Use the menu item [Translation](#) to assist with translation, or change submission language.

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 RM.

2.1.10. Potential duplicates

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



The screenshot shows a software interface with a message box. At the top left, it says "1 result". Below that, a red box highlights the text "Based on matching identifying field(s), a duplicate of this Research output already exists." To the right of this text is a button labeled "View potential duplicate", which is also highlighted with a red box. Below this message, there is a list of publication details: "Hypoxic Conditions Promote the Angiogenic Potential of Human Induced Pluripotent Stem Cell-Derived Extracellular Vesicles" by 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](#). The word "Article" is also visible. At the bottom of the message box are buttons for "Import" (with a green arrow icon), "Source data", 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.

2.1.11. Assignment of research topics to a recorded publication – NEW!

Research topics are **important indicators** that provide a comprehensive overview of the PMU's scientific and clinical areas of strength and efficiently support reporting.

We therefore ask you to assign one or more applicable research topics in PURE for all publications from publication year **2025 onwards**.

The assignment is **immediately** possible **when creating new publications**. The RM has reset the workflow for publications from 2025 that have already been entered so that you can easily assign the topics later if you wish.

Please make the assignment for the following publication types:

- Original article
- Review article
- Case report
- Letter to the editor
- Editorial
- Short comment / Notes
- Book
- Chapter

For **other categories**, such as abstracts, corrections or publications in which **only PMU teaching hospitals** are involved, **no topic assignment** is required.

Please note: The assignment can **alternatively** be made **by PURE editors** - but not by the RM.

To assign a research topics to research output that has already been imported:

1. Click on the triangle icon next to 'Personal' in the left sidebar to display the subcategories.
2. Under 'Research outputs' (aka publications), select 'Editable' to display all the entries you can edit.

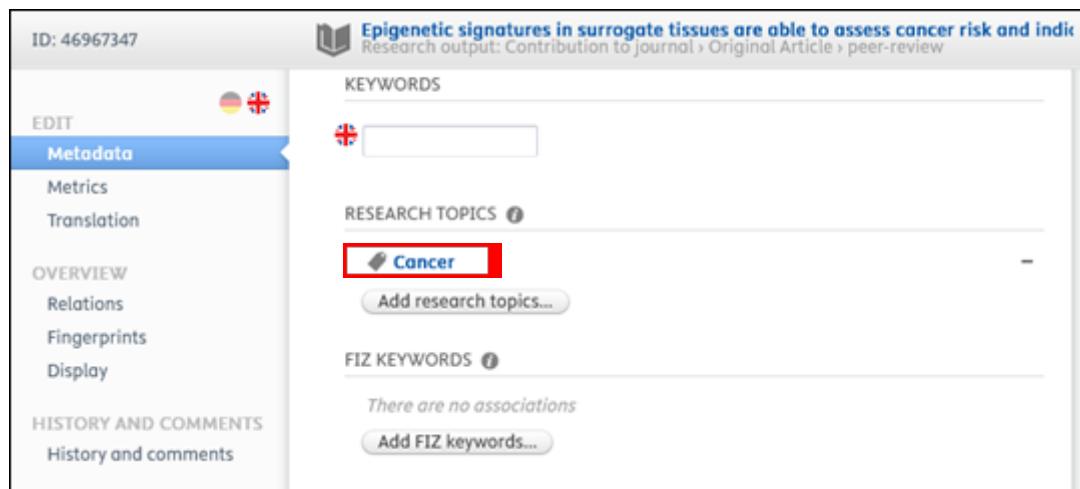
The screenshot shows the Pure interface for Paracelsus Medical Private University. At the top, there is a logo and the text "Pure Paracelsus Medical Private University". Below this, a navigation bar has "Personal" and "Award management" dropdown menus. The "Personal" menu is open, showing "Overview >" and two main categories: "Research outputs" and "Activities". Under "Research outputs", there are two sub-options: "Editable" (which is highlighted with a red box) and "My research output". Under "Activities", there are also two sub-options: "Editable" and "My activities". At the bottom of each main category, there is a blue "+ Add new" button.

3. Sort the publications in descending order by 'Publication year' so that the publications from 2025 are displayed at the top:

4. Assign one or more research topics to the publication:

1. Select the desired publication by clicking on it.
2. Scroll down to the 'Research topics' section.
3. Click on 'Add research topics'.
4. Search for one or more suitable research topics and select them.

For example, we have chosen the research topic *Cancer*:



ID: 46967347

Epigenetic signatures in surrogate tissues are able to assess cancer risk and indicate disease progression
Research output: Contribution to journal > Original Article > peer-review

KEYWORDS

RESEARCH TOPICS

Cancer

FIZ KEYWORDS

5. Click on 'Save'.

2.1.12. Assignment of a RIC (FIZ) keyword to a recorded publication – NEW!

It is mandatory to assign a FIZ keyword to a publication if it was created as part of a consortial project in the FIZ *Regenerative Medicine & Novel Therapies* or the FIZ *Public Health & Health Services Research* (more information is available on the [PMU website](#)).

Important

A FIZ keyword can be added or edited as long as the publication has not yet been validated (publications that have not been validated are listed under the category '**Editable**'). Once a publication has been **validated**, researchers can **no longer make any changes** to it. In such cases, please contact the Research Management team at pure@pmu.ac.at.

For publications in the category '*Editable*':

1. Click on the triangle icon next to '*Personal*', then select '*Editable*' under '*Research outputs*':

The screenshot shows the Pure interface for Paracelsus Medical Private University. The 'Personal' dropdown menu is open, showing 'Editable' under 'Research outputs' highlighted with a red box. Other options include 'My research output' and '+ Add new'. To the right, there are sections for 'Activities' and 'My activities' with '+ Add new' buttons.

2. Scroll down to the '*FIZ keywords*' section.
3. Click on '*Add FIZ keywords*' and select **one appropriate category** from the list:
 - FIZ Regenerative Medicine & Novel Therapies
 - FIZ Public Health & Health Services Research
 - Publication not within one FIZ – when the publication is not linked to any **FIZ**

The screenshot shows the Pure interface for a specific publication record. The 'Metadata' tab is selected. In the 'FIZ KEYWORDS' section, the 'Add FIZ keywords...' button is highlighted with a red box. Other sections visible include 'Keywords', 'RESEARCH TOPICS', and 'HISTORY AND COMMENTS'.

4. Click on '*Save*'.

2.2. Applications, Awards, and Projects

Third party funding 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](#).

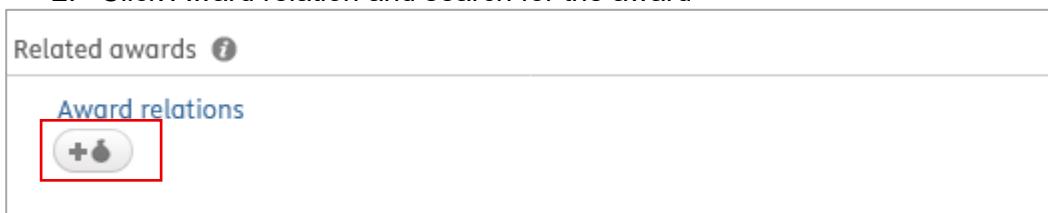
2.2.1. Competitive Projects, such as PMU-RIF, FWF or EU Projects (Awarded applications)

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. **Create an Award** For the details of Award, refer to the section [Award](#).
3. **Create a Project.** For the details of Projects, refer to the section [Projects](#).
4. **Relate** the Application to the Award and Project.

1. Open the Application and click on the pencil icon.
2. Click Award relation and search for the award



Related awards [i](#)

Award relations



3. Click related project and search for the project

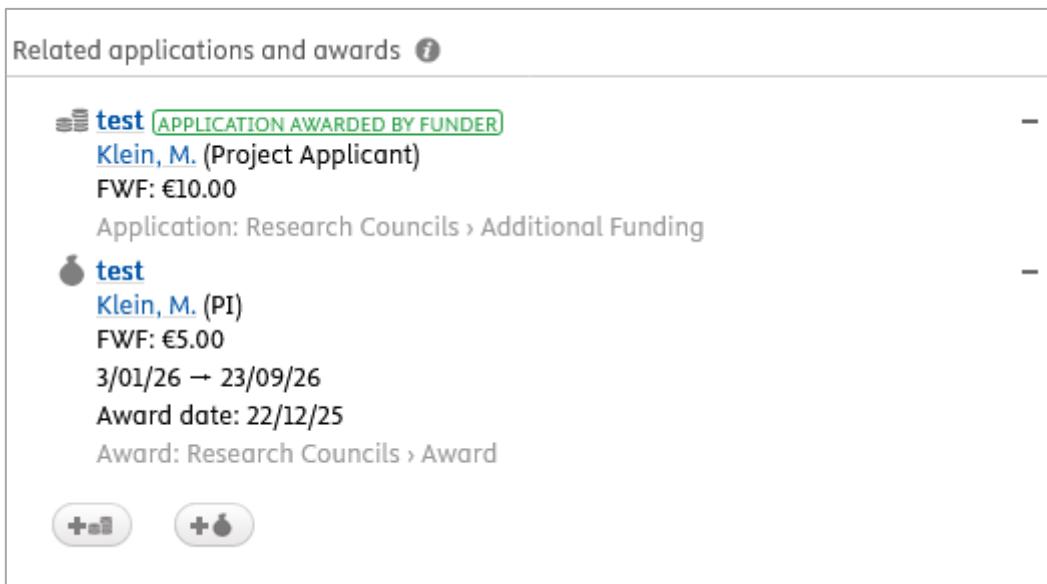


Related project [i](#)

Related project



The Application is now related to the Award and Project:



Related applications and awards [i](#)

 **test** [APPLICATION AWARDED BY FUNDER]
Klein, M. (Project Applicant)
FWF: €10.00
Application: Research Councils > Additional Funding

 **test**
Klein, M. (PI)
FWF: €5.00
3/01/26 → 23/09/26
Award date: 22/12/25
Award: Research Councils > Award

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 an Award** For the details of Award, refer to the section [Award](#).
2. **Create a Project**. For the details of Projects, refer to the section [Projects](#).
3. **Relate the Award to the Project.**
 1. Open the Award and click on the pencil icon.
 2. Click Award relation and search for the award
 3. Click related project and search for the project

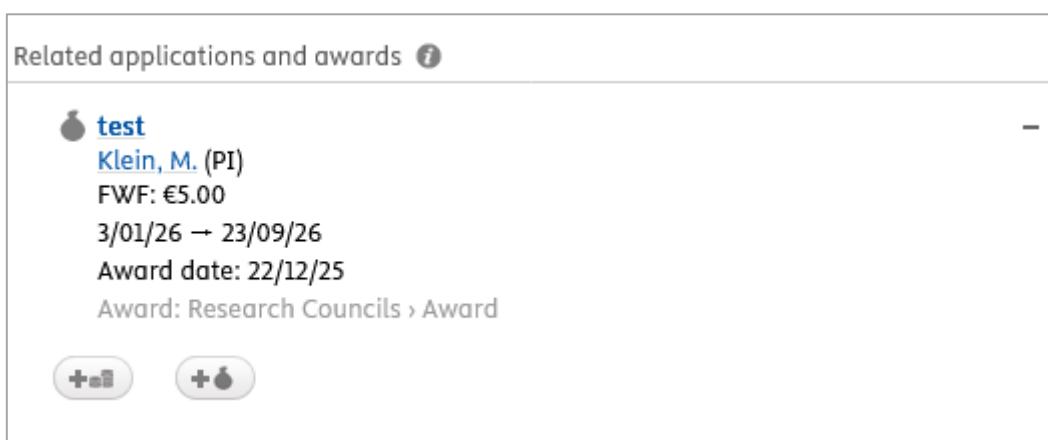


Related project i

Related project

+

The Award is now related to the Project:



Related applications and awards i

test Klein, M. (PI)
FWF: €5.00
3/01/26 → 23/09/26
Award date: 22/12/25
Award: Research Councils › Award

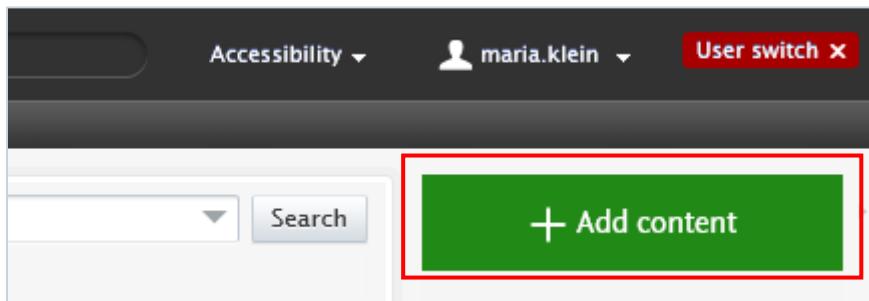
+ +

2.2.3. Applications

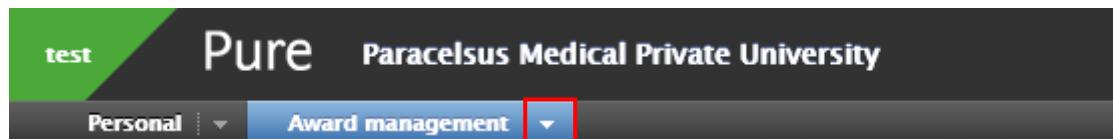
An application in Pure is a record with **information about** a Researchers' Application for funding. The application process should be carried out according to the current rules and guidelines. Pure doesn't replace any parts of the application process, including the approval of your superior. The entry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

Award type

Nature of activity type

Status

Identification i

Title *

Short title **Acronym**

Description

IDs

Award holders i

Related award holders *
Mária Klein, Project Applicant Edit -
Internal person

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

Award managed by i

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

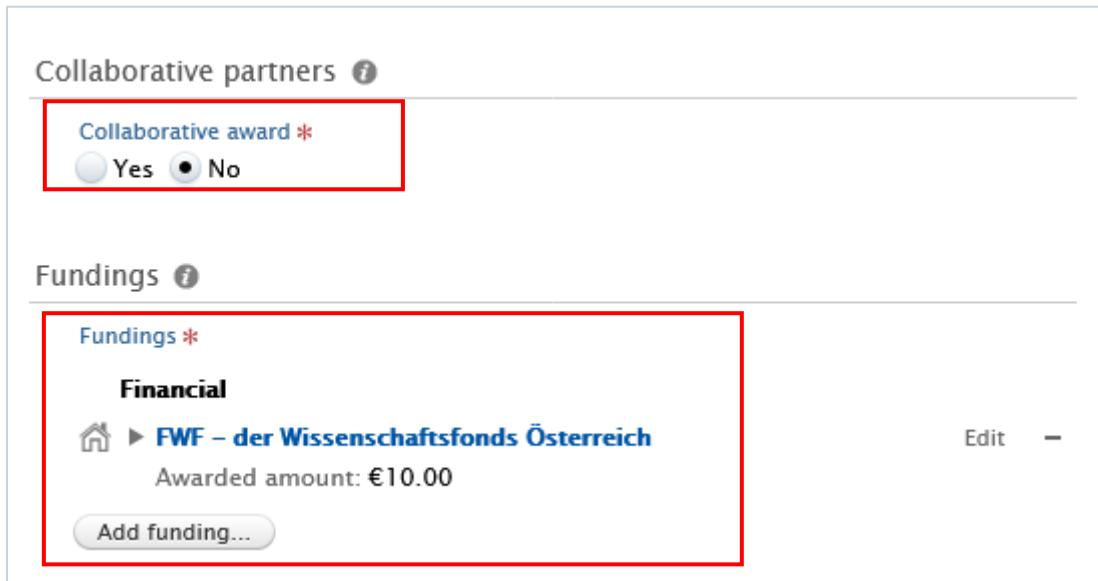
5. Collaborative application:

- 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...

- 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 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.

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

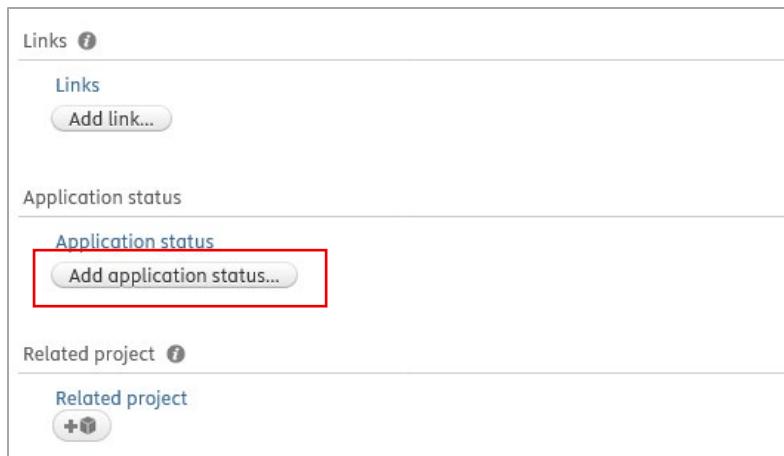
Organisation **Institute of Experimental and Clinical Cell Therapy**
Organisational unit: Research Unit

Budget

Budget lines	Budget EUR
Costs	10 <input type="button" value="Remove line"/>
Total	10

7. Application Status:

Click on Add application status and selected the correct option.



Links ?

Links

Add link...

Application status

Application status

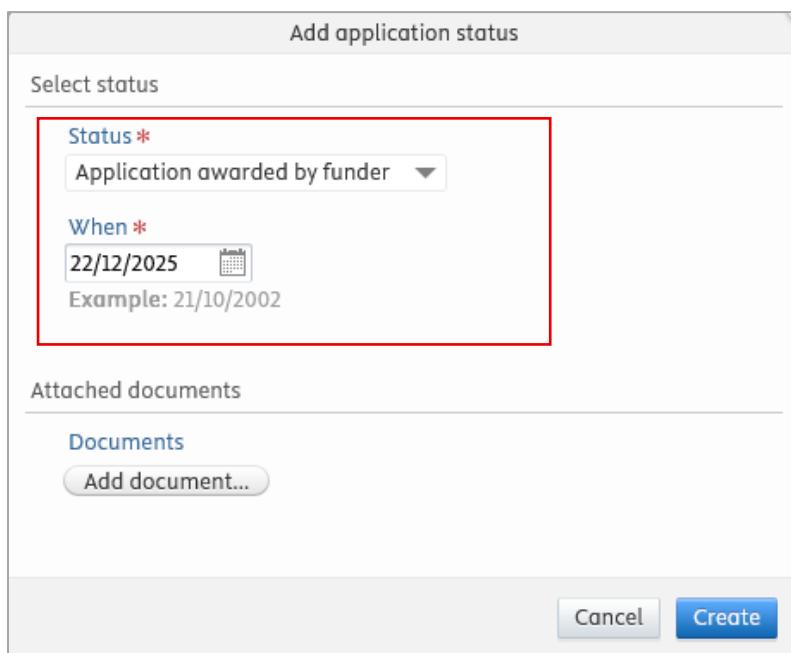
Add application status...

Related project ?

Related project

+ ?

If you selected *Application awarded by funder*, please complete the *When* field as well:



Add application status

Select status

Status *

Application awarded by funder

When *

22/12/2025 ?

Example: 21/10/2002

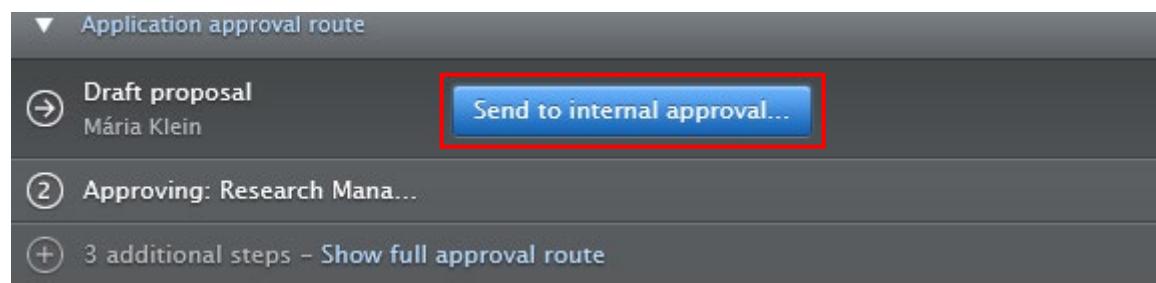
Attached documents

Documents

Add document...

Cancel Create

4. Click on *Send to internal approval*.



▼ Application approval route

(1) Draft proposal
Mária Klein Send to internal approval...

(2) Approving: Research Mana...

(+) 3 additional steps – Show full approval route

Note

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

- Confidential – Restricted to associated users and editors ▾

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

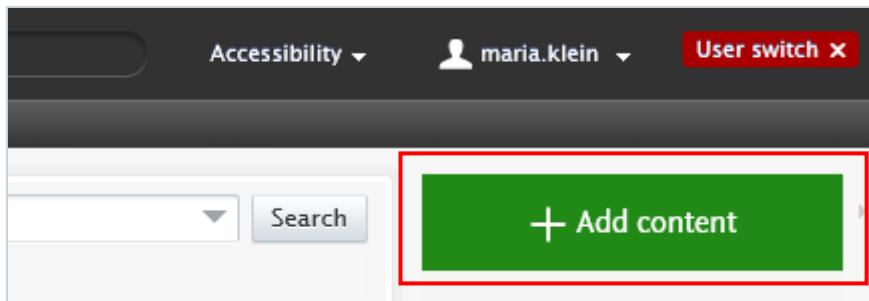
2.2.4. Awards

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 i

Award type
Research Councils > Award

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

Status
No status set

Identification i

Title *
Test Award

Short title
Short title

Acronym
Acronym

Description
Description

IDs
Add ID...

Award holders i

Related award holders *

Maria Klein, Project Applicant
Internal person

Research Management at Paracelsus Medical University
Organisational unit: Research Management

Add person... **Add organisational unit...**

Award managed by i

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**

Awarded amount: €10.00

[Edit](#) [-](#)

[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

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

Budgets

Add budget...

Organisation

Organisation  **Institute of Experimental and Clinical Cell Therapy**
Organisational unit: Research Unit

Budget

Budget lines	Budget EUR
Costs	10 <input type="button" value="Remove line"/>
Total	10

7. Actual start and end date and Award date:

Fill in the information about dates:

Life cycle i

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

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

Status: For approval Save

In the next step, the application undergoes scrutiny by the RM. 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

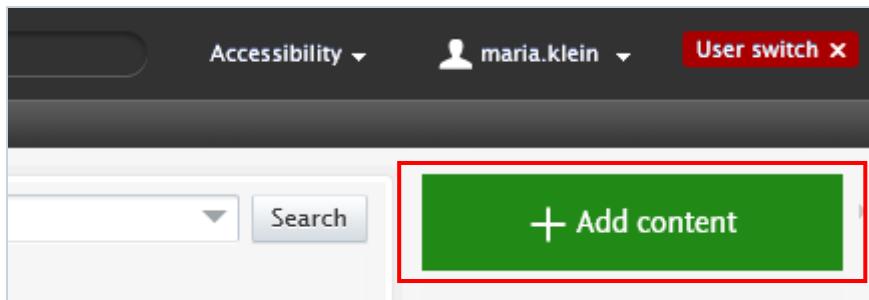
A project in Pure is a record of **information** about a research Project, such as the participants and collaborators.

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 \(competitive Project\)](#)

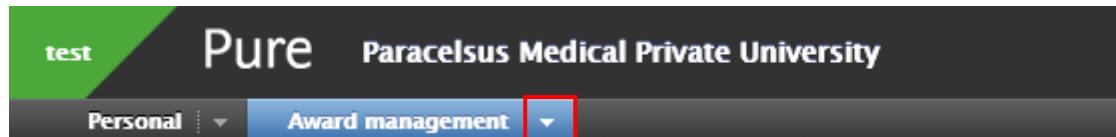
If you would like to enter information about a **non-competitive Project, as privately funded projects (corporate funding) etc.,** please refer to the section [Awards with projects \(non-competitive Projects\)](#)

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

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 <i>i</i>
<p>Collaborative project *</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
Milestones <i>i</i>
<p>Add milestones...</p>
Life cycle <i>i</i>
<p>Start date <input type="text" value="05/12/2023"/> End date <input type="text" value="15/05/2024"/></p> <p>Example: 21/10/2002 Example: +12 is 12 months later</p>

7. Relations:

Link your project with corresponding Applications and Awards.

8. Visibility:

If you wish to display the project on the PURE Portal, please set the visibility to public:

Visibility <i>i</i>
<p>This content will no longer be marked as confidential</p> <p><input type="radio"/> Public - No restriction ▾</p>

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

Status:

In the next step, the project will be validated by the responsible PURE-editor.

Important

Only projects that are both **publicly visible and validated** appear on the PURE Portal.

2.3. Activities

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

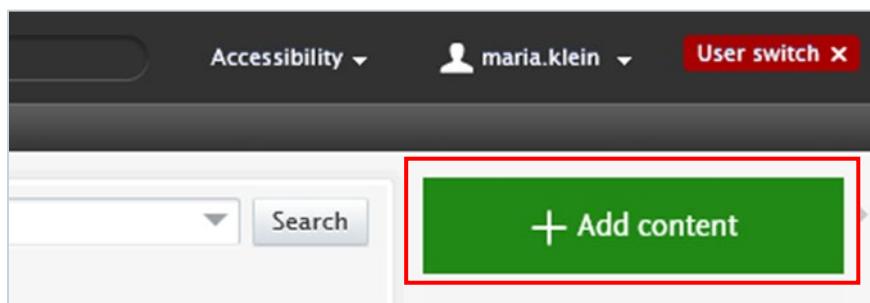
- hosting an academic visitor
- membership
- consultancy
- visiting an external academic institution
- participating in an academic event, e.g. conference, workshop
- organising an academic event**, e.g. conference, workshop
- publication peer-review and editorial work
- examination, supervision or reviewing 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*.

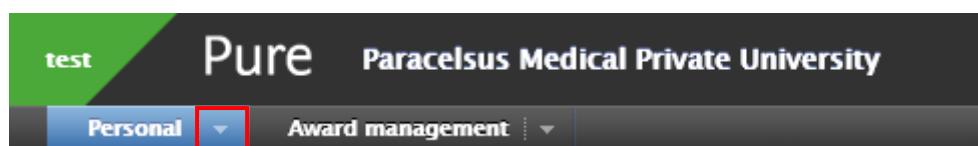
If you wish to add other types of activities, you can easily do so by following the same process used for adding participating in or organising an academic event.

To add an academic event that you participated in:

- 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:



- Select *Participating in or organising an event*, then select *Participating in a conference, workshop*.
- 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.
 - Attending event:**
Search for/or add the title of the event.
 - 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 *

 **Mária Klein**, Participant [Edit](#)

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...](#)

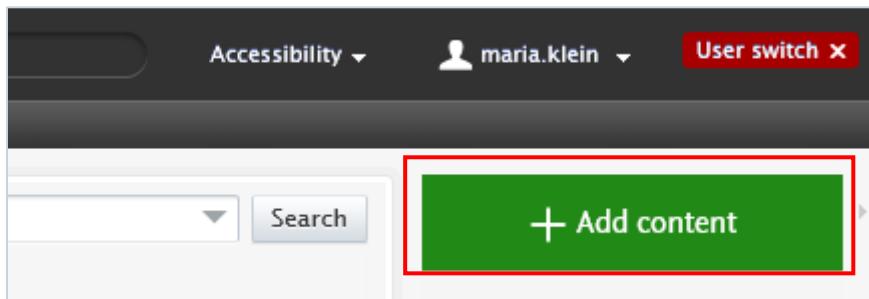
4. Click on **Save**.

2.4. Prizes

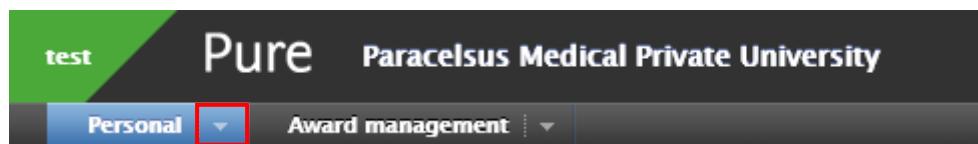
You can add a prize (honour) to your Pure profile.

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 *
Maria 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.

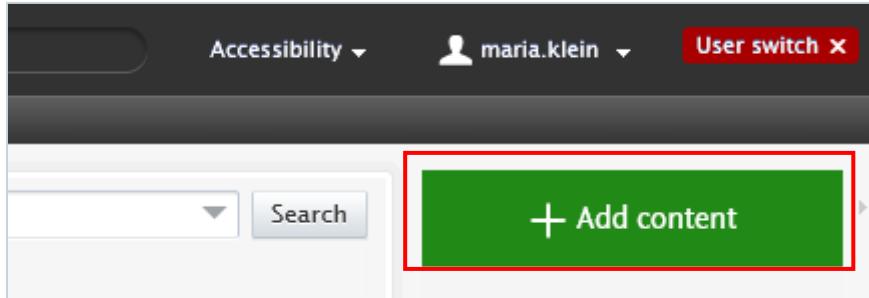
4. Click on Save.

2.5. Press/Media

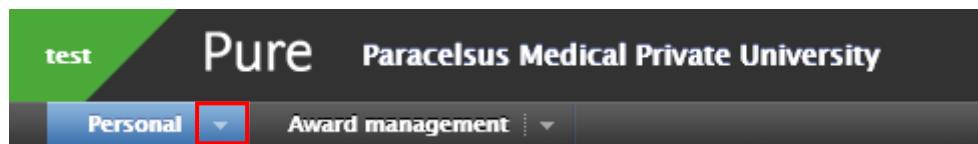
Press/Media contents include articles in daily newspapers, tv-reports, radio-talks, etc.

To create a Press/Media content:

1. Click on *Add content* button:



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



1. 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 the 'Description' section of the Press/Media editor. It shows a text input field with the placeholder 'Title of theme/story *'. The text 'How to improve your mental health' is entered into the field. The entire input field is highlighted with a red rectangular box.

2. Media contribution/media coverage:

 A screenshot of the 'Details of Media contribution and Media coverage' section. It shows a text input field with the placeholder 'Media contribution and media coverage *'. The entire input field is highlighted with a red rectangular 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	<p>Type *</p> <p><input checked="" type="radio"/> Media contribution <input type="radio"/> Media coverage</p>
Description	<p>Title *</p> <p> <input type="text"/></p> <p>Description/Abstract</p> <p> <input type="text"/></p>
Persons and affiliations	<p>Persons and organisations *</p> <p>No persons or organisational units associated</p> <p>Add person... Add organisational unit...</p>
Details	<p>Date *</p> <p><input type="text"/> </p> <p>Example: 21/10/2002</p>

3. Managing organisational unit:

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

Press/Media managed by
<p>Managing organisational unit *</p> <p></p>

4. Click on Save.

2.6. CV

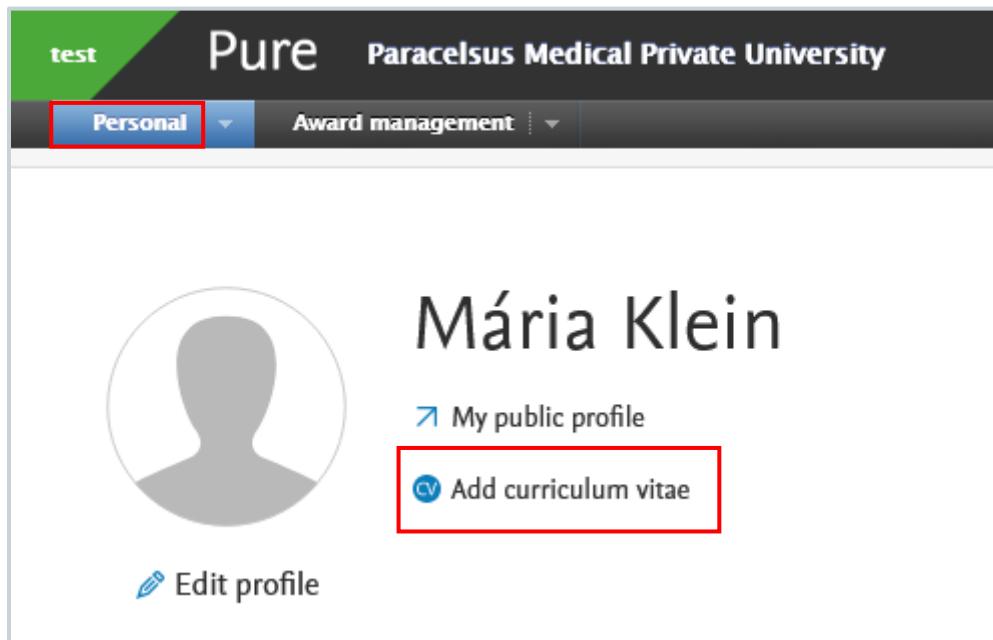
A Researcher can create a CV directly in Pure.

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 *Personal* in the header.
2. Click on *Add curriculum vitae*:



3. Select either Public or Private CV.
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*.



2.7. Datasets – NEW!

As a Researcher, you can import or create *metadata* about datasets in PURE. Having and sharing datasets increases transparency, supports reproducibility, boosts the visibility of your research, and enables collaboration with other Researchers.

Important

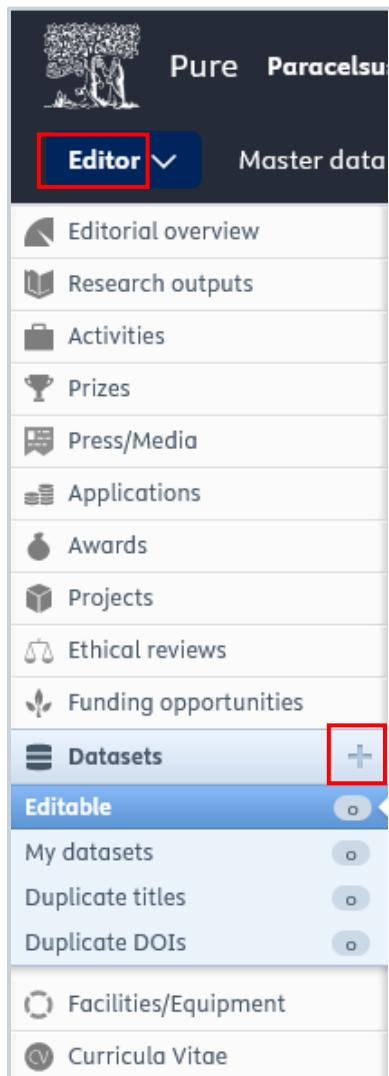
It is not possible to store your data in PURE, as PURE is a **not a data repository system**. However, you can add a DOI or a link to your database in your entry.

You have two options to import or create metadata about datasets in PURE:

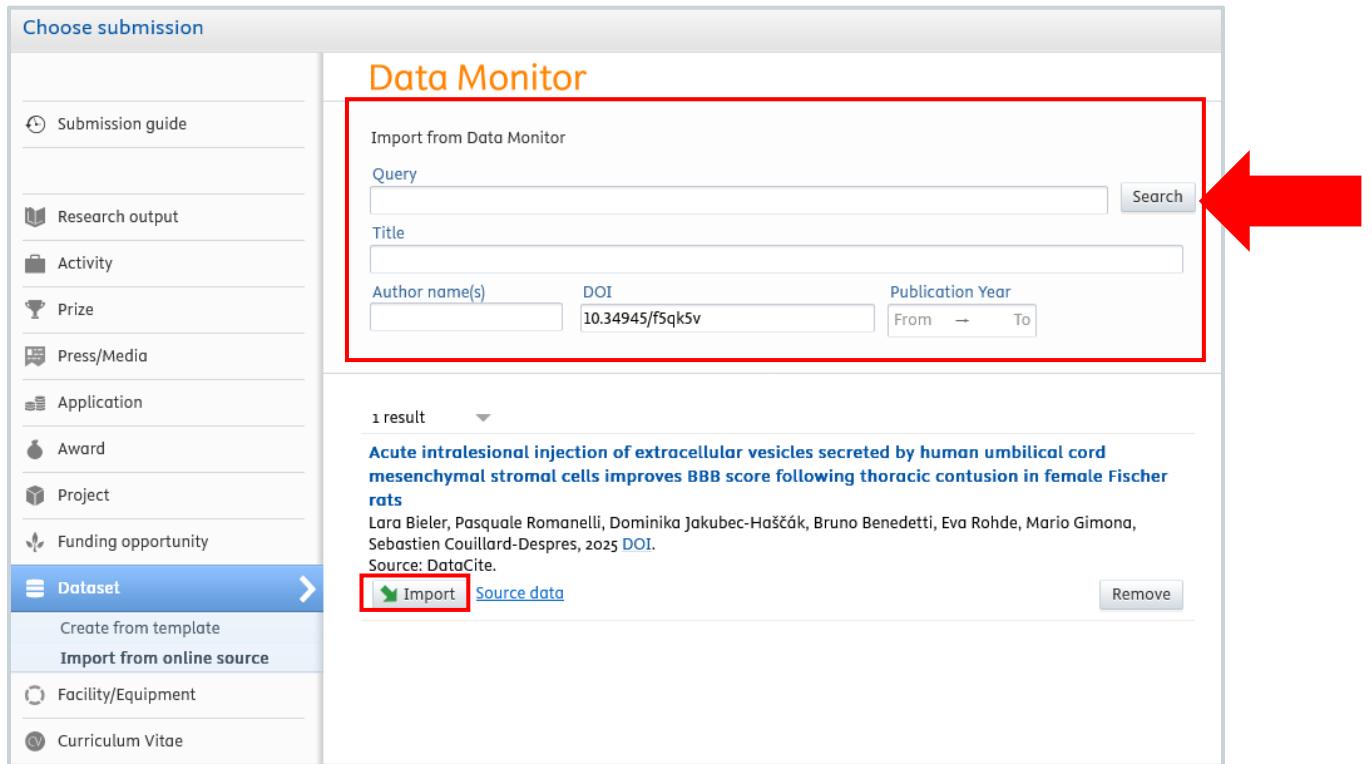
1. **Import from online source** – preferred
2. Create from template

To import datasets from online source:

1. Click on *Editor* in the header, then click on the + next to *Datasets*:



2. Select the option *Import from online source*. At PMU, the search engine **Data Monitor** is available for this purpose.
3. Enter the DOI, title, or another identifier to search for your data, then click the Search button. Click *Import* to begin importing your dataset, or *Remove* to delete the result(s):



Choose submission

Data Monitor

Import from Data Monitor

Query Search

Title

Author name(s) DOI Publication Year

1 result

Acute intraleisional injection of extracellular vesicles secreted by human umbilical cord mesenchymal stromal cells improves BBB score following thoracic contusion in female Fischer rats

Lara Bieler, Pasquale Romanelli, Dominika Jakubec-Haščák, Bruno Benedetti, Eva Rohde, Mario Gimona, Sébastien Couillard-Despres, 2025 [DOI](#).

Source: DataCite.

Import Source data Remove

4. Don't change anything in the next dialog window, simply click *Import and review*:

Import from Data Monitor

Data Monitor

Acute intralosomal injection of extracellular vesicles secreted by human umbilical cord mesenchymal stromal cells improves BBB score following thoracic contusion in female Fischer rats

Lara Bieler, Pasquale Romanelli, Dominika Jakubec-Haščák, Bruno Benedetti, Eva Rohde, Mario Gimona, Sébastien Couillard-Despres, 2025 DOI.
Source: DataCite.

Language

Select original language of the contribution *

English

Select submission language to map to *

English

Funding organisation match

Funding organisation in source	Funding organisation in Pure
Paracelsus Medical University Research Support Fund (PMU-FFF) R-19/01/117-ROM, Austrian Agency for International Cooperation in Education and Research HR02/2018. We gratefully acknowledge financial support through the Project "ExtraNeu" from the State of Salzburg, Austria, and from Land Salzburg/IWB/EFRE 2014-2020 P1812596 "EV-TT" and Land Salzburg/WIIS 20125 20102-F1900731-KZP "EV-TT-Bpro"	 Paracelsus Medical University Research Support Fund (PMU-FFF) R-19/01/117-ROM, Austrian Agency for International Cooperation in Education and Research HR02/2018. We gratefully acknowledge financial support through the Project "ExtraNeu" from the State of Salzburg, Austria, and from Land Salzburg/IWB/EFRE 2014-2020 P1812596 "EV-TT" and Land Salzburg/WIIS 20125 20102-F1900731-KZP "EV-TT-Bpro" Will be created as a new external organisation

No match

Author match

People in Data Monitor	Author and affiliations in Pure
1 Bieler, Lara	 Bieler, Lara Sophie lara.bieler@pmu.ac.at Institute of Experimental Neuroregeneration Salzburg - Research associate <small>Person: Researcher (Staff)</small>

Import and review **Import and save** **Cancel**

5. In the next step, you can review and, if necessary, edit the fields of the entry.

Acute intralesional injection of extracellular vesicles secreted by human umbilical Dataset

EDIT 

Metadata

Translation

OVERVIEW

Relations

Display

HISTORY AND COMMENTS

History and comments

People

People *

 **Lara Bieler** (Lara Sophie Bieler), Creator   

Internal person

 **Institute of Experimental Neuroregeneration Salzburg**   

Organisational unit: Research Unit

 **Pasquale Romanelli**, Creator   

Internal person

 **Spinal Cord Injury and Tissue Regeneration Center Salzburg** - Former   

organisational unit: 31/07/24.
Organisational unit: Other

 **Dominika Jakubec-Haščák** (Dominika Jakubec-Hascak), Creator   

Internal person

 **Institute of Experimental Neuroregeneration Salzburg**   

Organisational unit: Research Unit

 **Bruno Benedetti**, Creator   

Internal person

 **Institute of Experimental Neuroregeneration Salzburg**   

Organisational unit: Research Unit

 **Eva Rohde** (Eva Rohde), Creator   

Internal person

 **Department of Transfusion Medicine Salzburg**   

Organisational unit: Research Unit

NOTIFICATIONS

Tip

Adding a contact person to the record is recommended, as this information will be visible on the [PURE Portal](#).

Access contact details 

Contact person 

6. Click **Save** to store the entry.



To create datasets from template:

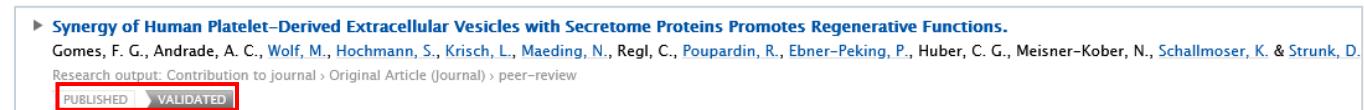
1. Click on *Editor* in the header, then click on the + next to *Datasets*.
2. Select the option *Create from template*.
3. Fill in all mandatory fields (marked with a red star *, such as Title) and any relevant fields.
4. Click **Save** to store the entry.

There are no workflows for datasets; therefore, Researchers can **update or correct** them at **any time**.

3. Workflows

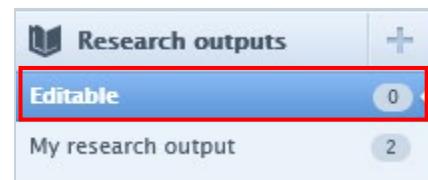
Workflows allow to keep **track of the information status** in Pure. For example, an incomplete publication entry has the workflow status *Entry in progress*, while a validated publication has the status *Validated*.

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



A screenshot of a publication record in Pure. The record title is "Synergy of Human Platelet-Derived Extracellular Vesicles with Secretome Proteins Promotes Regenerative Functions." Below the title, it says "Research output: Contribution to journal > Original Article (journal) > peer-review". Underneath the record title, there is a status bar with two buttons: "PUBLISHED" and "VALIDATED". The "VALIDATED" button is highlighted with a red border.

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



A screenshot of the "Research outputs" section in Pure. The top navigation bar shows "Research outputs" with a plus sign icon. Below it, there are two categories: "Editable" (which has a red border around it) and "My research output". The "Editable" category has a count of 0, and the "My research output" category has a count of 2.

3.1. Workflow of Research outputs

The content type Research outputs have 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 RM 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

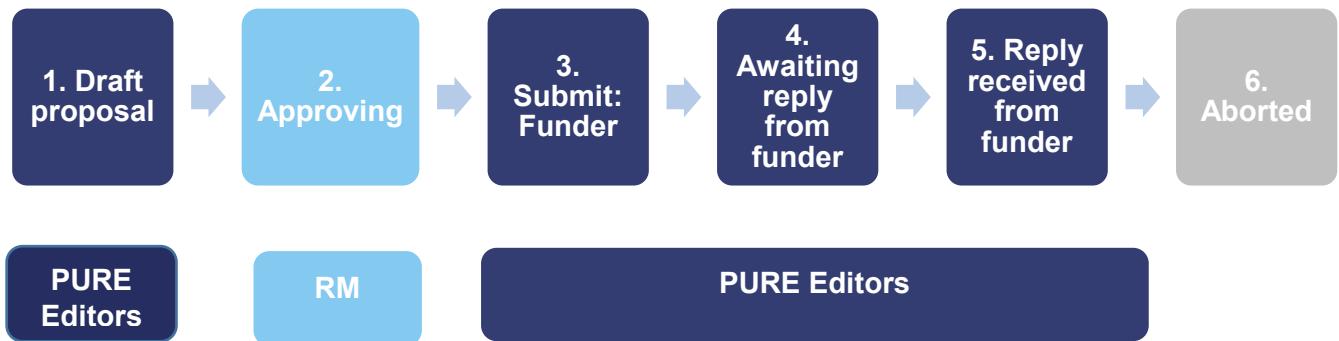
The content type Applications has a **6-step** workflow:

1. Draft proposal: The Application entry still is in progress and being worked on
2. Approving: The Application is awaiting internal approval from the RM
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 RM 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 RM 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 Award is awaiting internal approval from the RM.
3. Approved: The Award has been approved by the RM.
4. Validated: The Award has been validated by the RM.
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.

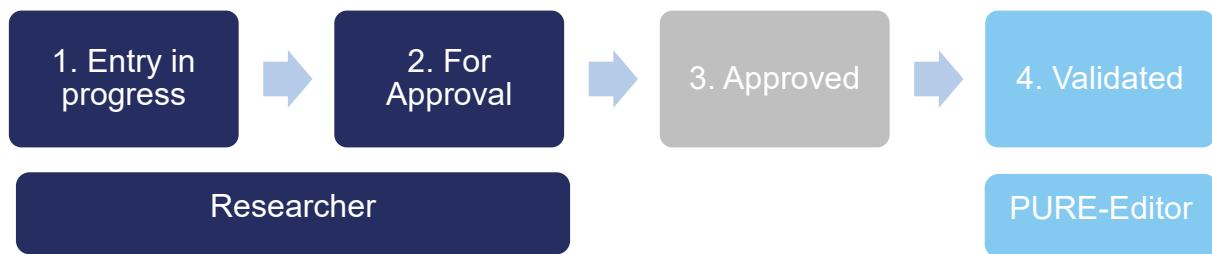


3.4. Workflow of Projects

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

1. Entry in progress: The project entry still is in progress and being worked on.
2. For Approval: The project is awaiting internal approval from the PURE-Editor.
3. Approved: This step has not been used.
4. Validated: The project has been validated by the PURE-Editor.

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



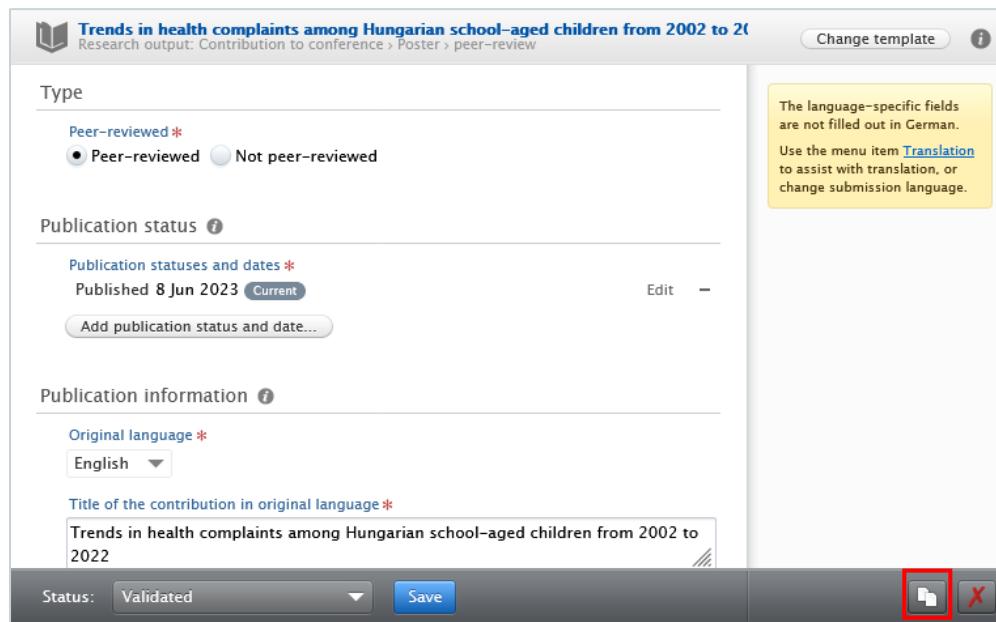
The content types of Activities, Prizes, Press/Media, and Curriculum Vita have no workflows.

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

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

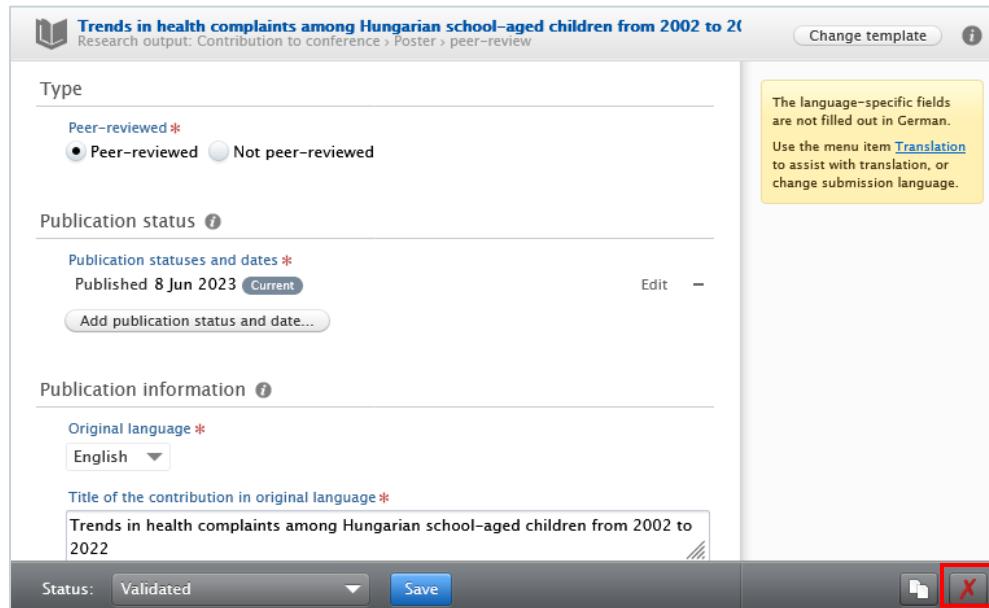
Status: Validated ▼ Save

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

Copy X

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'*.



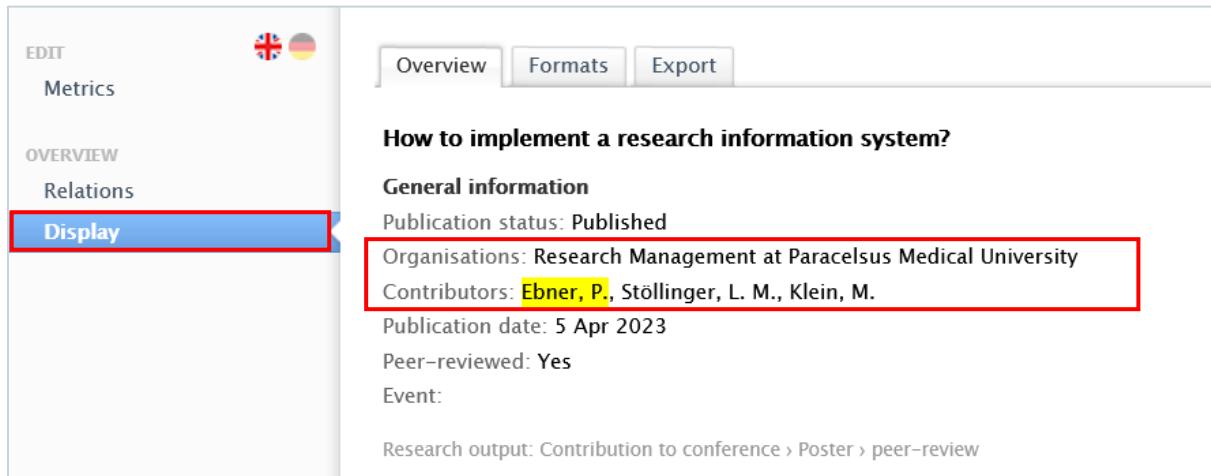
The screenshot shows a record in the Pure software. The title of the record is 'Trends in health complaints among Hungarian school-aged children from 2002 to 2022'. The record is categorized as 'Peer-reviewed' (selected) and has a publication status of 'Published 8 Jun 2023 Current'. The original language is set to 'English'. The 'Delete' button, represented by a red 'x' icon, is highlighted with a red box. A yellow box on the right side of the interface contains a message: 'The language-specific fields are not filled out in German. Use the menu item [Translation](#) to assist with translation, or change submission language.'

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.



EDIT Metrics
OVERVIEW Relations **Display**
Overview Formats Export

How to implement a research information system?

General information

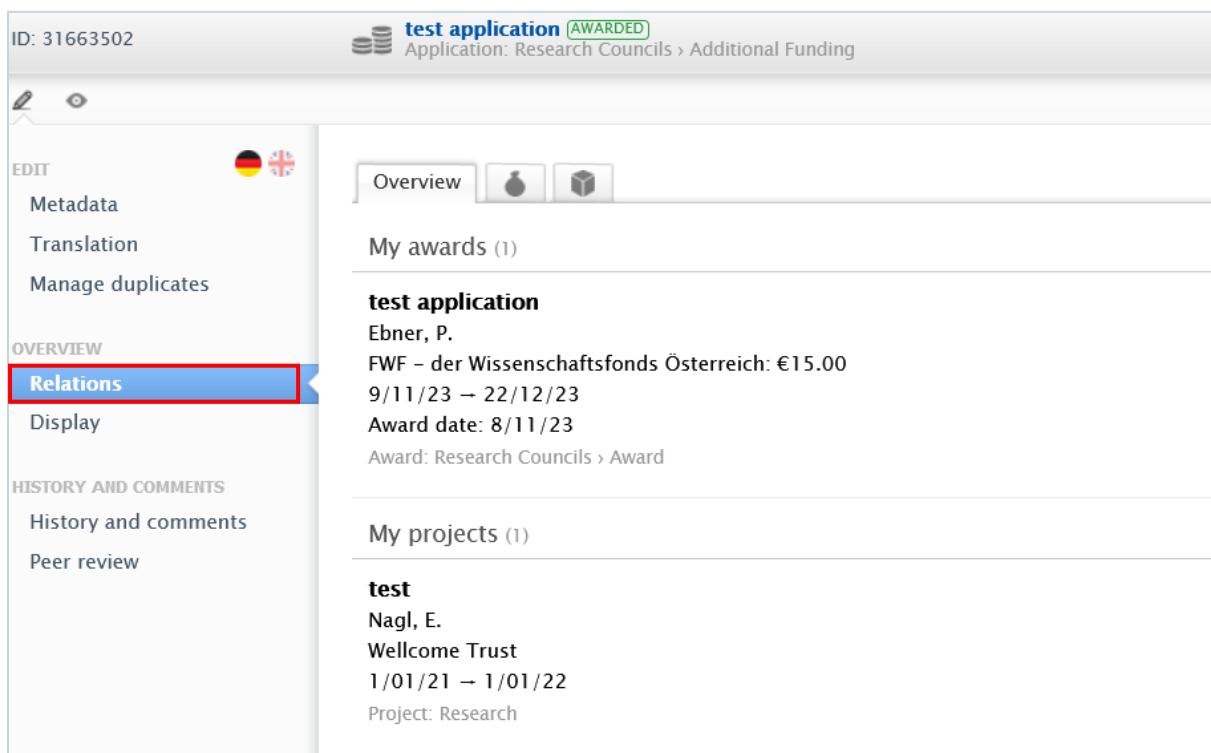
Publication status: Published
Organisations: Research Management at Paracelsus Medical University
Contributors: Ebner, P., Stöllinger, L. M., Klein, M.

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:



ID: 31663502 **test application** AWARDED Application: Research Councils > Additional Funding

EDIT Metadata Translation Manage duplicates
OVERVIEW **Relations** Display
HISTORY AND COMMENTS History and comments Peer review

Overview

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

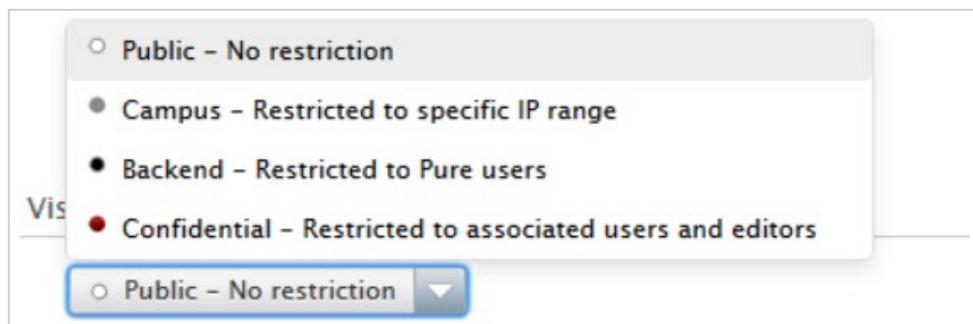
Important

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:



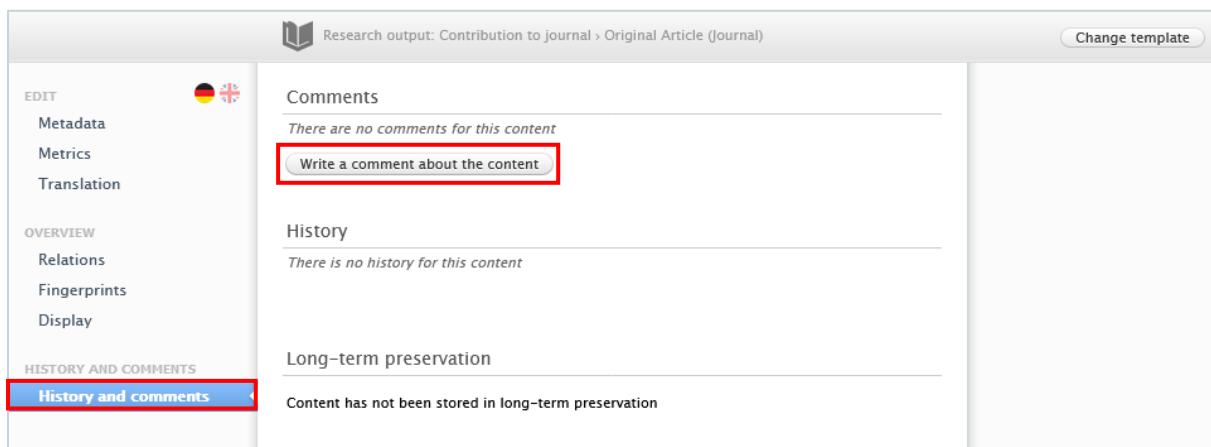
Visibility state	Description
Public	No restriction on visibility. All users of Pure can see this content and it is displayed on Pure Portal.
Campus	When viewed on the Pure Portal, visibility is restricted to viewers with a specific IP range set to reflect being on-campus at your institution. All users 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.

4.5. 9.4

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 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 RM 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 software interface for a research output. The top navigation bar includes 'Change template'. On the left, there are tabs for 'EDIT' (Metadata, Metrics, Translation), 'OVERVIEW' (Relations, Fingerprints, Display), and 'HISTORY AND COMMENTS' (History and comments). The 'History and comments' tab is highlighted with a red box. The main content area shows the 'Comments' section with the message 'There are no comments for this content' and a red box around the 'Write a comment about the content' button. Below it is the 'History' section with the message 'There is no history for this content'. At the bottom is the 'Long-term preservation' section with the message '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 **Mária Klein** and **Konstantin Thiel**:



The screenshot shows a dialog box titled 'All administrators of this content'. It contains a list of names with checkboxes: Barbara Ruder, Konstantin Thiel, Laura Maria Roppelt, Mária Klein, Patricia Ebner, and PublikationsAdmin. The checkboxes for Konstantin Thiel and Mária Klein are checked and highlighted with a red box.

5. Click on **Save**.

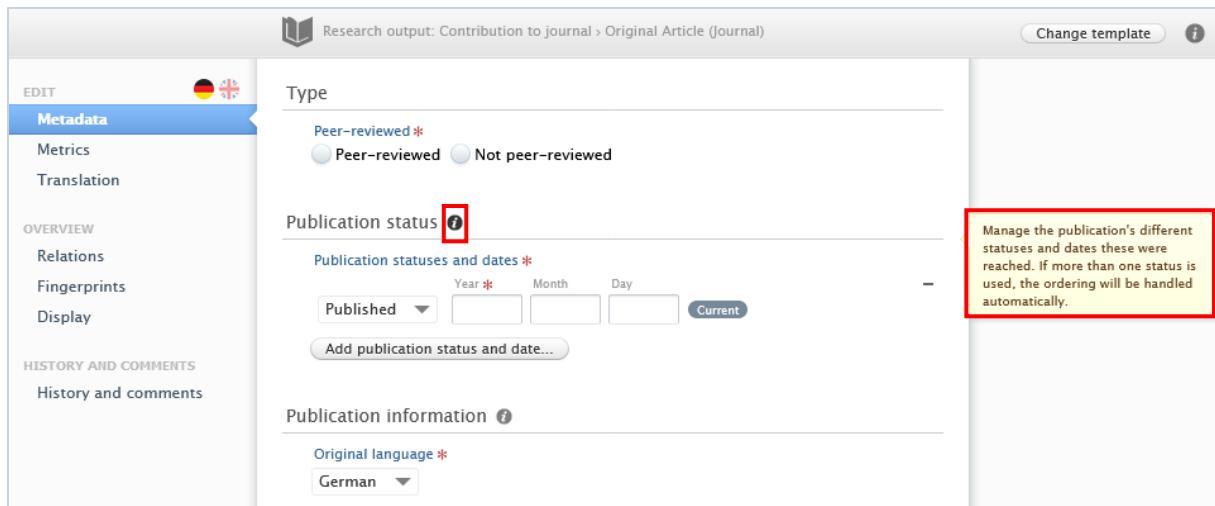
In the next step, users are alerted, and they will see your comment alongside a link to the content.

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 'Metadata' tab selected in the left sidebar. The main panel displays the 'Type' section with 'Peer-reviewed' selected. Below it is the 'Publication status' section, which includes a dropdown menu set to 'Published', three input fields for 'Year', 'Month', and 'Day', and a 'Current' button. A tooltip on the right panel explains: 'Manage the publication's different statuses and dates these were reached. If more than one status is used, the ordering will be handled automatically.' The 'Original language' section is also visible at the bottom.

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:

The screenshot shows the 'Metadata' tab selected in the left sidebar of a researcher guide. The main content area displays three sections with information boxes:

- Type**: Shows the 'Peer-reviewed' status as selected. A tooltip box is overlaid on the right, containing the text: "Manage the publication's different statuses and dates these were reached. If more than one status is used, the ordering will be handled automatically." The tooltip has a red border.
- Publication status**: Shows the 'Published' status. A tooltip box is overlaid on the right, containing the text: "Select original language (the language that the current contribution is written in). The Title field is required." The tooltip has a red border.
- Publication information**: Shows the 'Original language' as 'German'.

4.7. 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.



5. FAQ

NEW: FAQs for Datasets

I would like to store my dataset in PURE. Which steps do I need to follow?

PURE is not a data repository system; therefore, is not possible the store your datasets in it. However, *metadata* for datasets can be imported or created, and a DOI or link to the actual dataset can be added to the record. For details, refer to section [Datasets](#).

I have just imported metadata for my dataset, but I need to correct the record. How can do it?

There are no workflows to datasets, which allows Researchers to update or correct them at any time. To do so, simply click on the record and make the necessary changes. Don't forget to save the record at the end.

NEW: FAQs for research topics and FIZ keywords for publications

For which types of publications should I assign research topics?

Please assign research topics to the following types of publications from publication **year 2025 onwards: original articles, review articles, case reports, letters to the editor, editorials, short comments/notes, books, and book chapters.**

For **other categories**—such as abstracts, corrections, or publications in which **only PMU teaching hospitals** are associated as internal organizations—**no topic assignment** is required.

How can I assign a research topic to a publication?

The assignment is immediately possible when creating new publications. In this case, just click on the 'Add research topics', and select one or more suitable research topics. For already imported publications: Click on the triangle icon next to 'Personal', then select 'Editable' under Research outputs. Sort the publications in descending order by 'Publication year' and click on the desired publication. Scroll down to the 'Research topics' section and select one or more suitable research topic. For details, refer to section [Assignment of research topics](#).

For which publications should I assign a RIS (FIZ) keyword to my publication?

It is mandatory to assign a FIZ keyword to a publication if it was created as part of a **consortial project** in the FIZ *Regenerative Medicine & Novel Therapies* or the FIZ *Public Health & Health Services Research* (more information is available on the [PMU website](#)). Please refer to the [Assignment of a RIC \(FIZ\) keyword to a recorded publication – NEW!](#) for instructions.

How to export a list of publications with impact factor and score points?

Exporting a list of the Research outputs with impact factor and score Points is not directly possible for PURE Editors or Researcher from Pure. If you need such a list, please get in touch with RM at pure@pmu.ac.at. Please make sure that all your publications are entered in PURE before submitting a request.

I am a researcher, and sometimes I am not sure which kind of publication data I should add to my Pure profile.

Basically, it is important to have every published article, book, book chapter, event, and funded project in Pure. This type of data is not only important for researchers but also for the organizational units. It is your decision whether you want to register your talks, peer-review work, etc., in Pure or not.

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 to 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 \(Publications\)](#).

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 to 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 note 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](#).