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1. Manage your content

1.1. Check your content

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

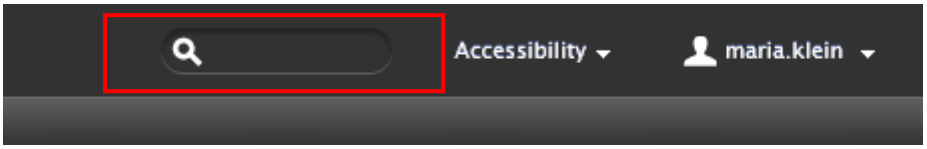
- Research outputs (Publications)
- Applications
- Awards
- Projects
- Activities
- Prizes
- Datasets
- Press/Media

Important

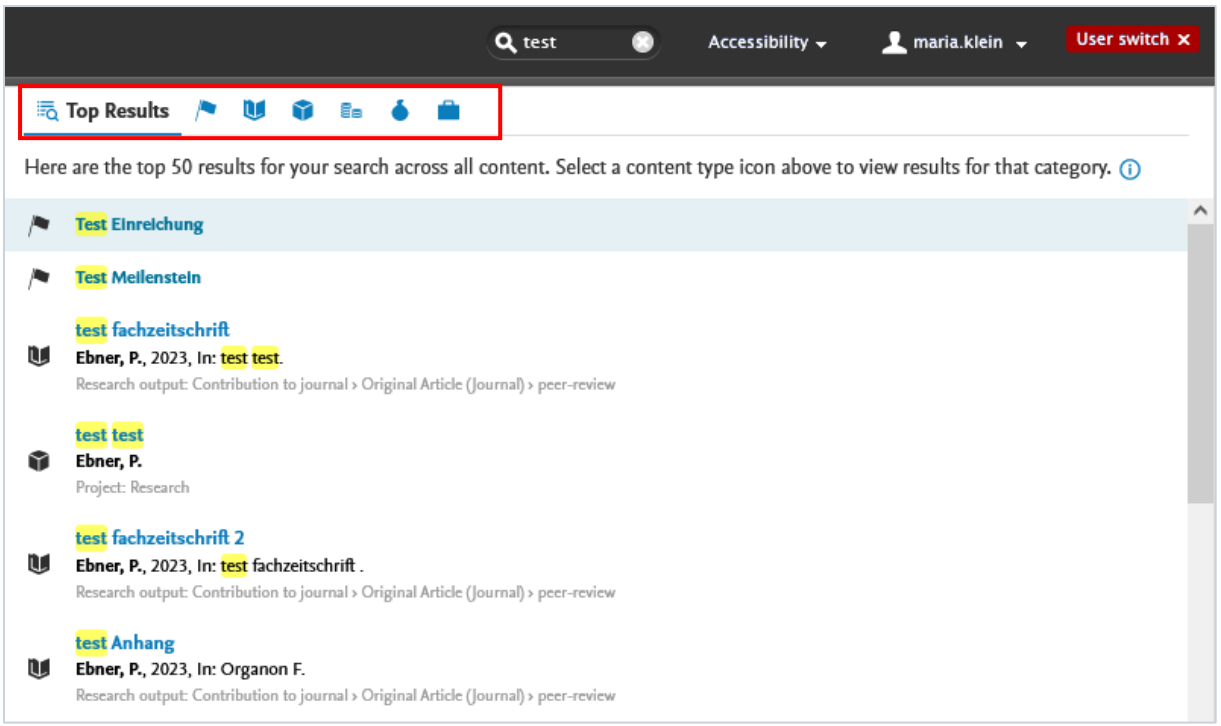
Please ensure that the information in **your Pure profile is accurate and correct**. If essential content is missing, please contact the Research Management (RM) at pure@pmu.ac.at.

1.1.1. Global search

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



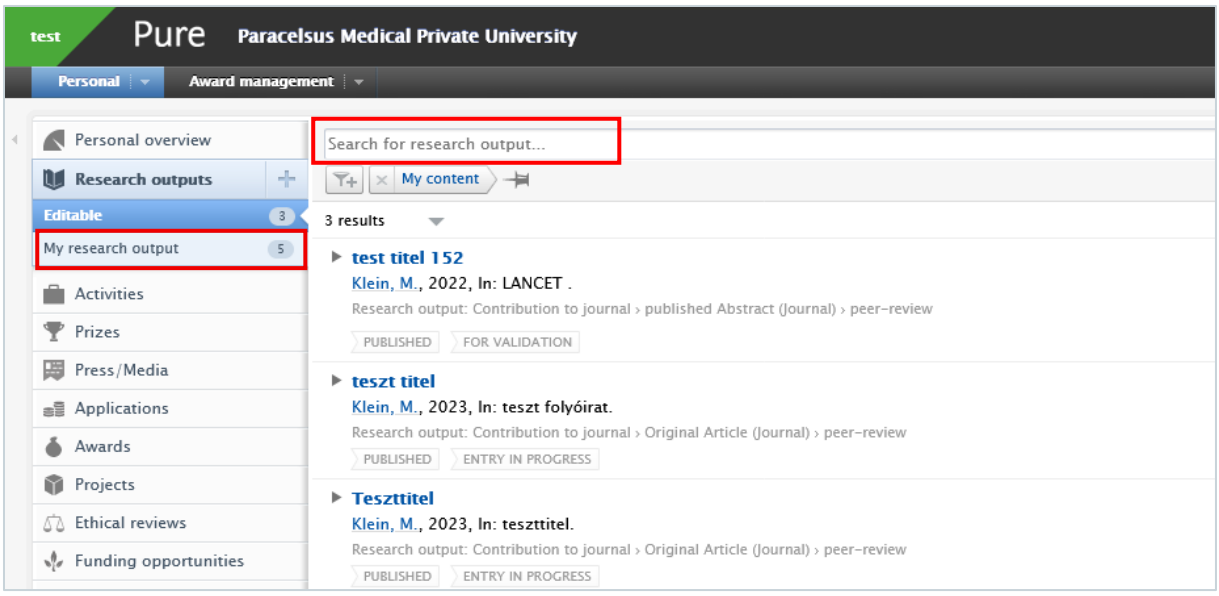
To **refine** the search to one content type, click on the icon you need next to the top results. You will be taken to the content type search results overview screen where you can add further filters to narrow down results:



1.1.2. Search within a content type

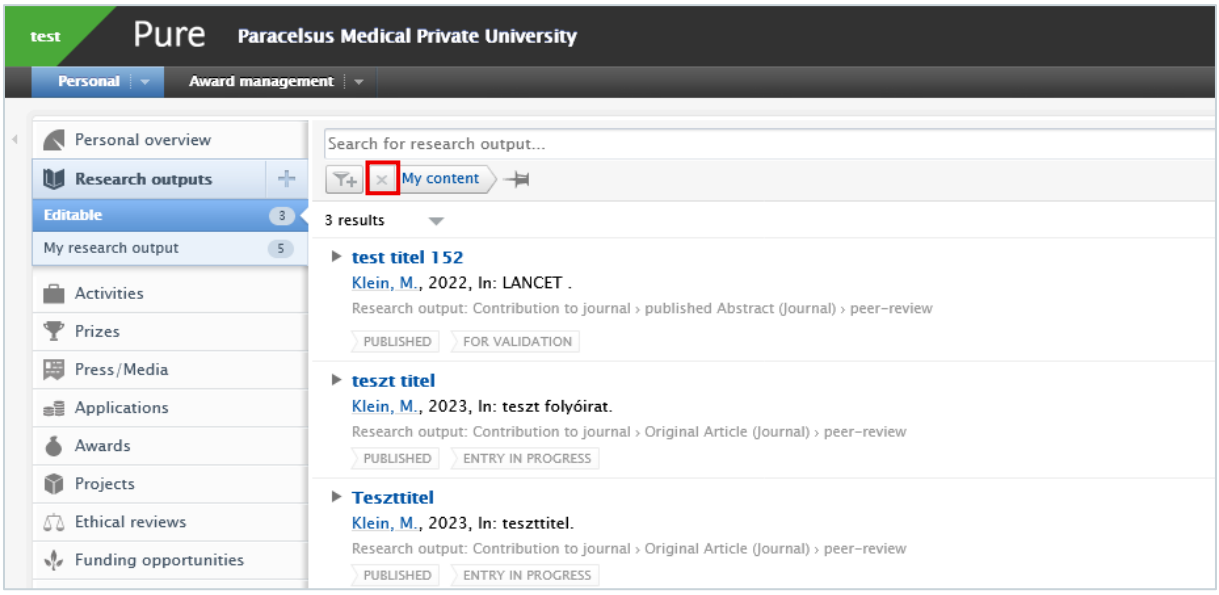
Click on one of the content type tabs, such as *Research outputs*, in the left-hand navigation to open the content list view with search functionality.

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:



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:

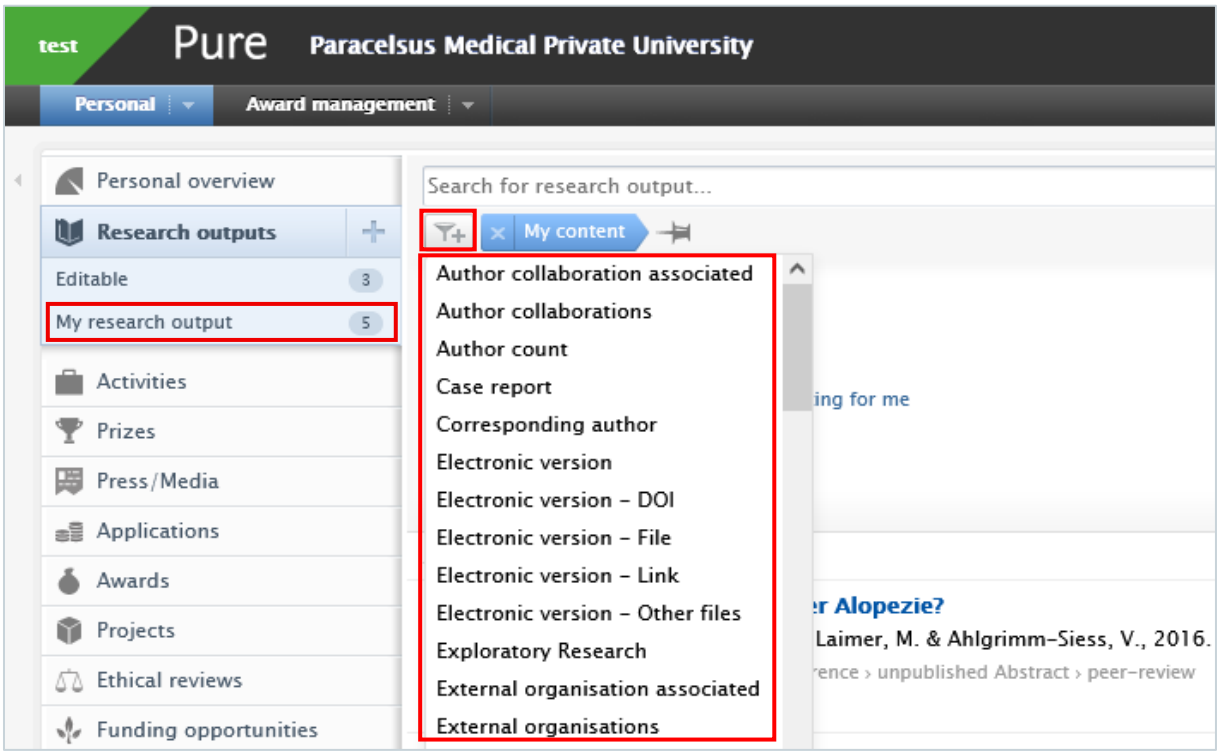


Tip

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:



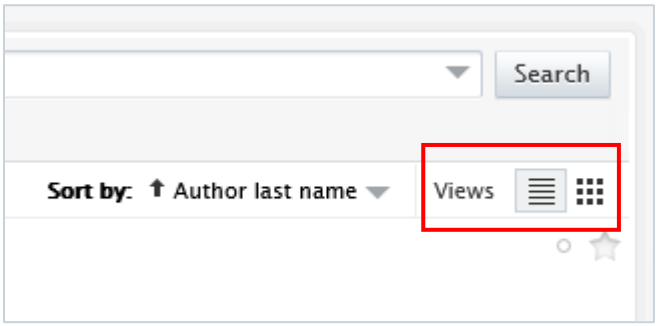
If you wish to use specific filters regularly, you can click on the **pin icon** to save the filter. By doing so, you can save time and easily filter content you need.

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

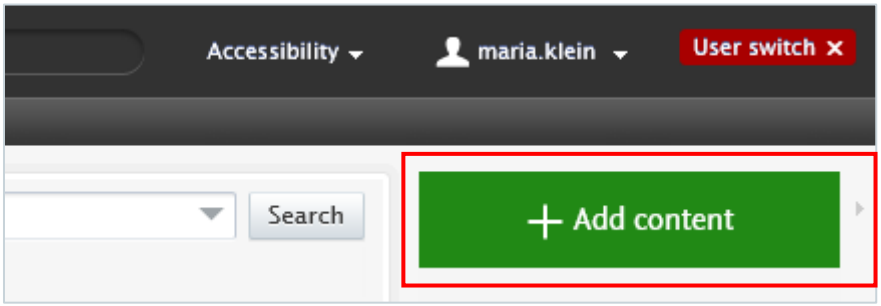
2.1.1. Import from online source – most preferable

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

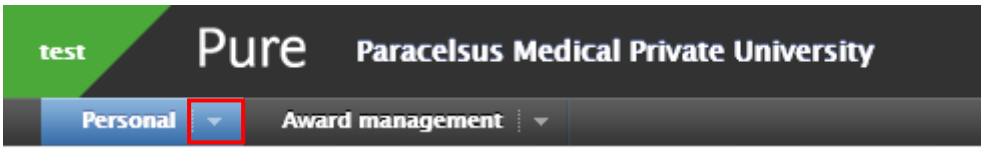
Importing a publication from online source **is most preferable** because this method can save you time, minimize effort, and reduce data-entry errors. It can be used for any kind of Research output that is **published in PubMed, Web of Science** or **ORCID**.

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:

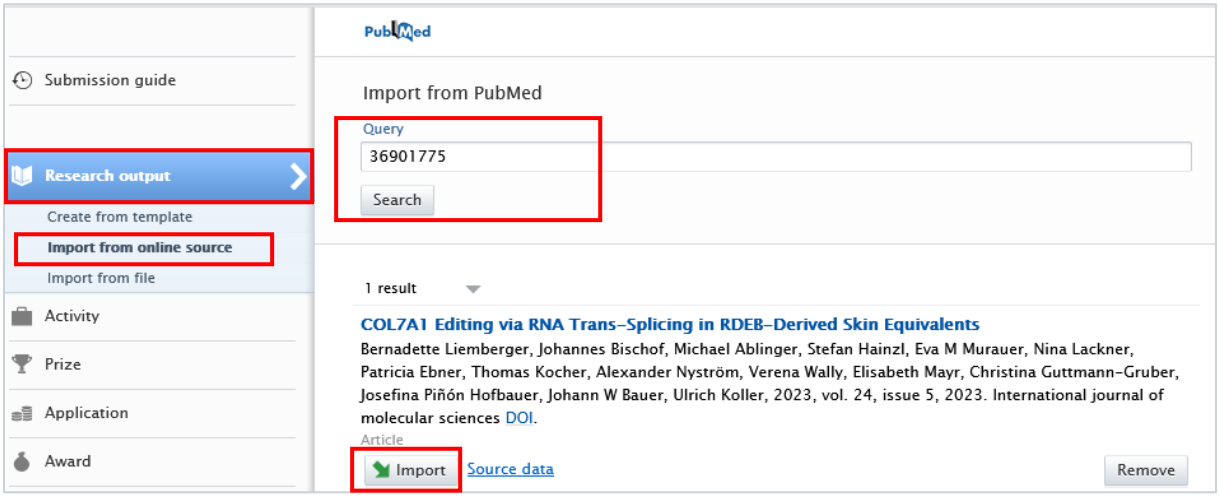


2. Go on *Research output* and then select *Import from online source*. At PMU you can import your data from **PubMed**, **Web of Science** and **ORCID**.

3. Select the online source you want import from.

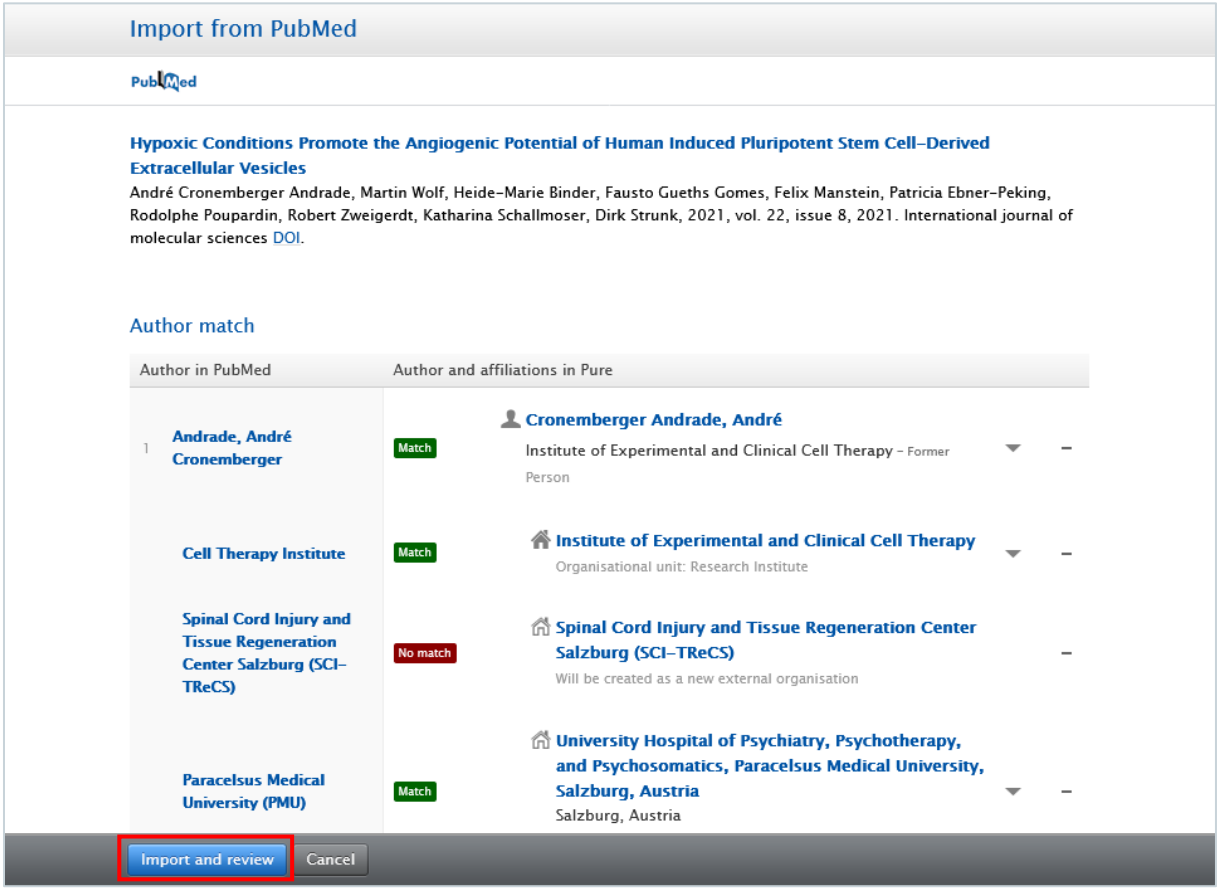
4. Enter the information you want to search for, such as PubMed ID or your name.

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



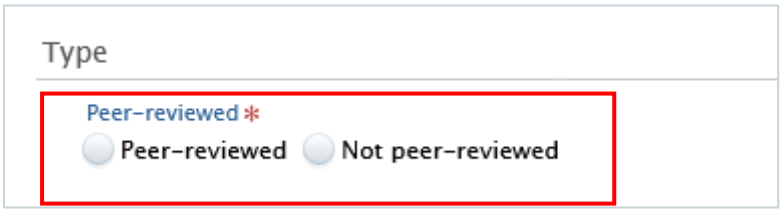
5. Click on the *Import* button located at the bottom of the article you wish to import into Pure.

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:



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

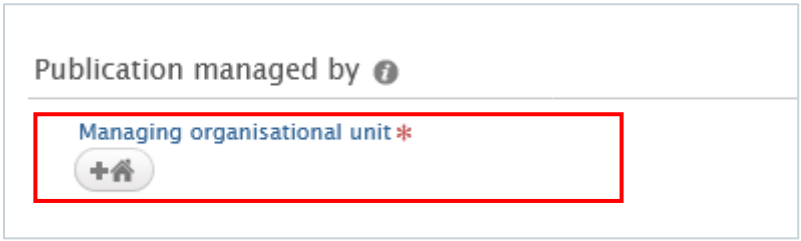
    1. **Peer-reviewed**:
    Whether the publication underwent a **peer-review process** or not (peer-reviewed or not peer-reviewed):



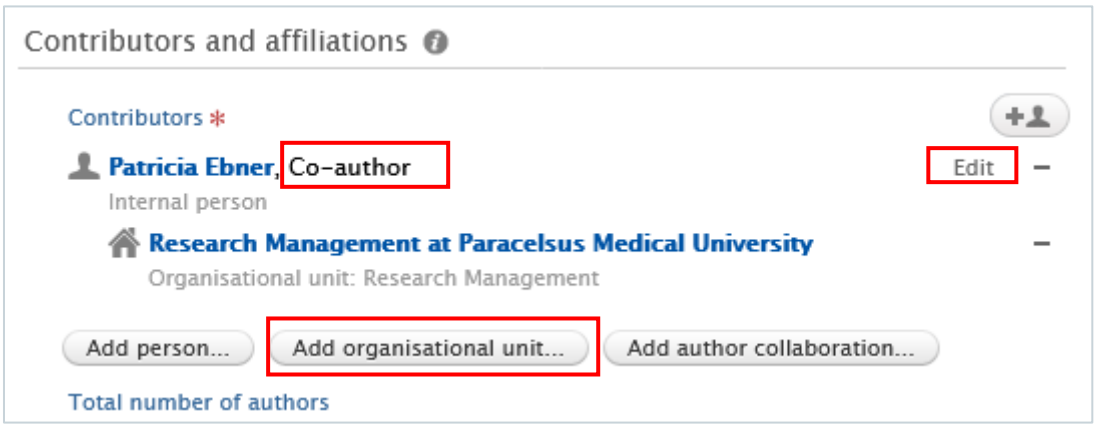
Note

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

2. **Managing organisational unit**:
   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).



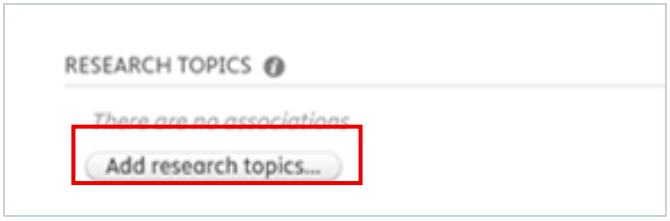
3. **Contributors and affiliations**:
   Pure automatically adds every contributor with their affiliations to these fields. Here, you only need to manage **your author role and affiliation**(s).
   Click on *Edit* on the right side to select the role (type of authorship) you contributed to the publication. 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:



4. **Research topic**

Assign on 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.



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.

Tip

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

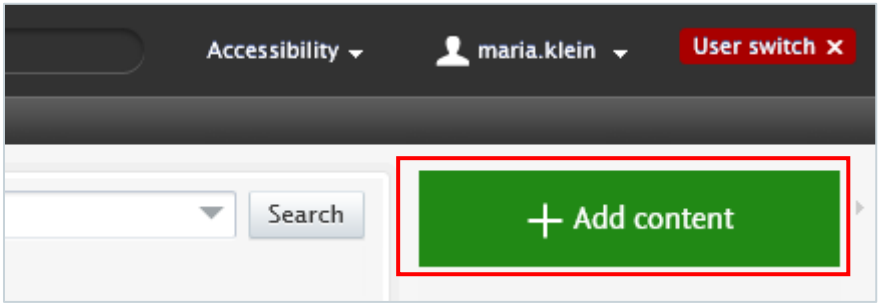
2.1.2. Import from file

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

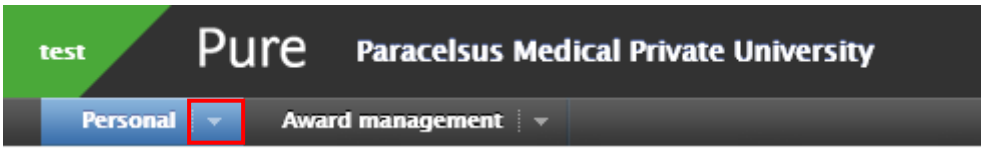
The option import from file is to be chosen if importing **from online sources is not possible**. Here, you can add any kind of Research outputs from BibTex, RIS and CERIF files.

To import Research output from file:

1. Click on the *Add content* button:



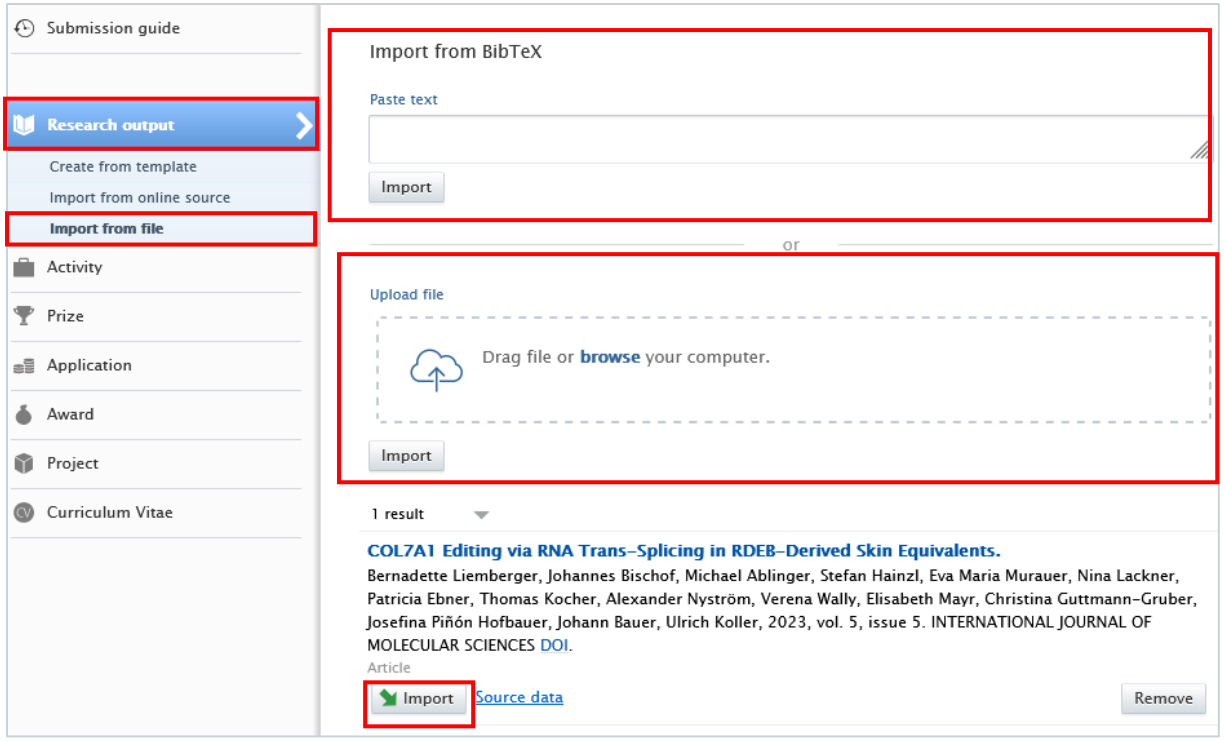
   Or click on the triangle next to *Personal* in the header, select *Research output,* and then click on the + New button:



2. Go on *Research output* and then select *Import from file*.

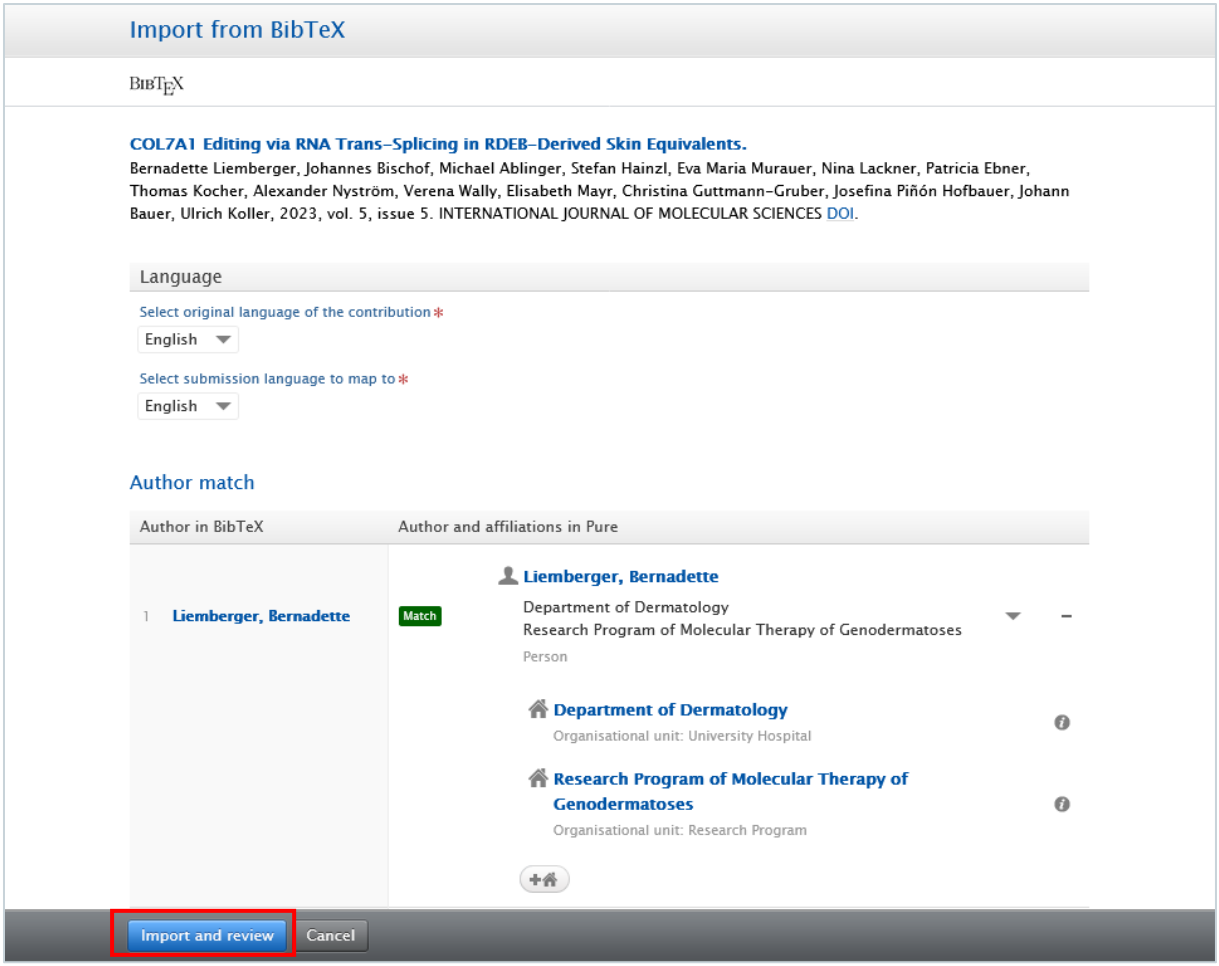
3. Click on the file type you want to import from. BibTex, RIS and CERIF file types are available.

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*:



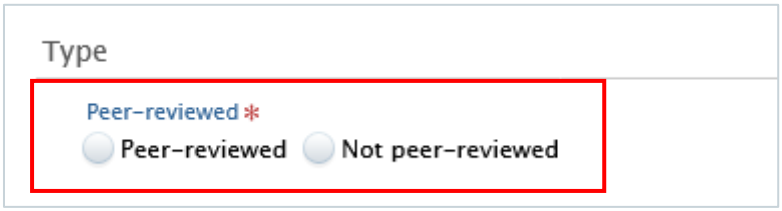
5. Click on the *Import* button located at the bottom of the article you wish to import into Pure.

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:



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

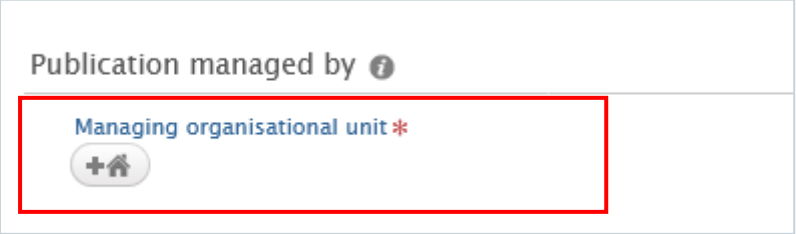
    1. **Peer-reviewed**:
    Whether the publication underwent a **peer-review process** or not (peer-reviewed or not peer-reviewed):



Note

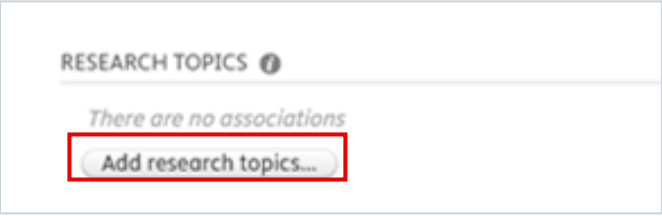
Click on *Change template* if you realise that the **subtype** of the Research output is **incorrect**. For example, if you have selected *Original article* but need to add a *Review article*, you can easily switch between template types without losing any of the data you have already filled in:

2. **Managing organisational unit**:
   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).

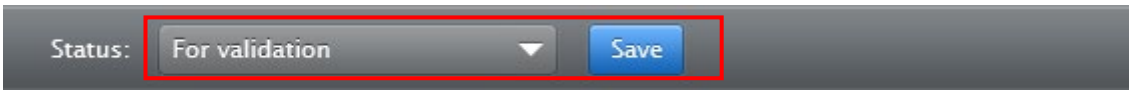


3. **Contributors and affiliations**:
   Pure automatically adds every contributor with their affiliations to these fields. Here, you only need to manage **your author role and affiliation**(s).
   Click on *Edit* on the right side to select the role (type of authorship) you contributed to the publication. 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:

4. **Research topic**
   Assign on 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.



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

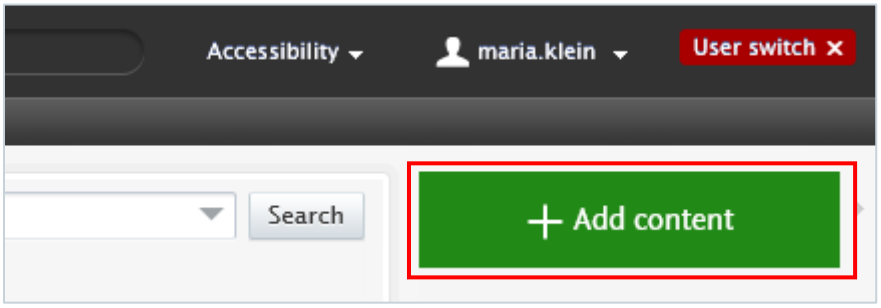
2.1.3. Create from template

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

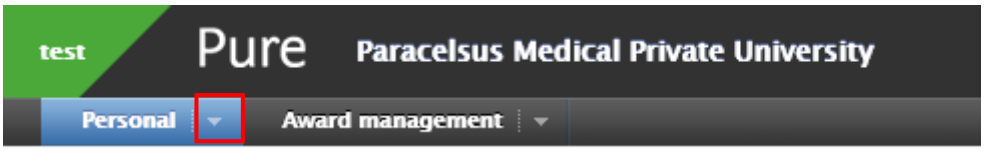
Please use this method only if the **two other methods** mentioned above are **not possible**. For instance, if you wish to add a poster, a book(chapter), or import a publication that is published in a scientific journal, but the journal is not listed in Web of Science or PubMed.

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:

   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:

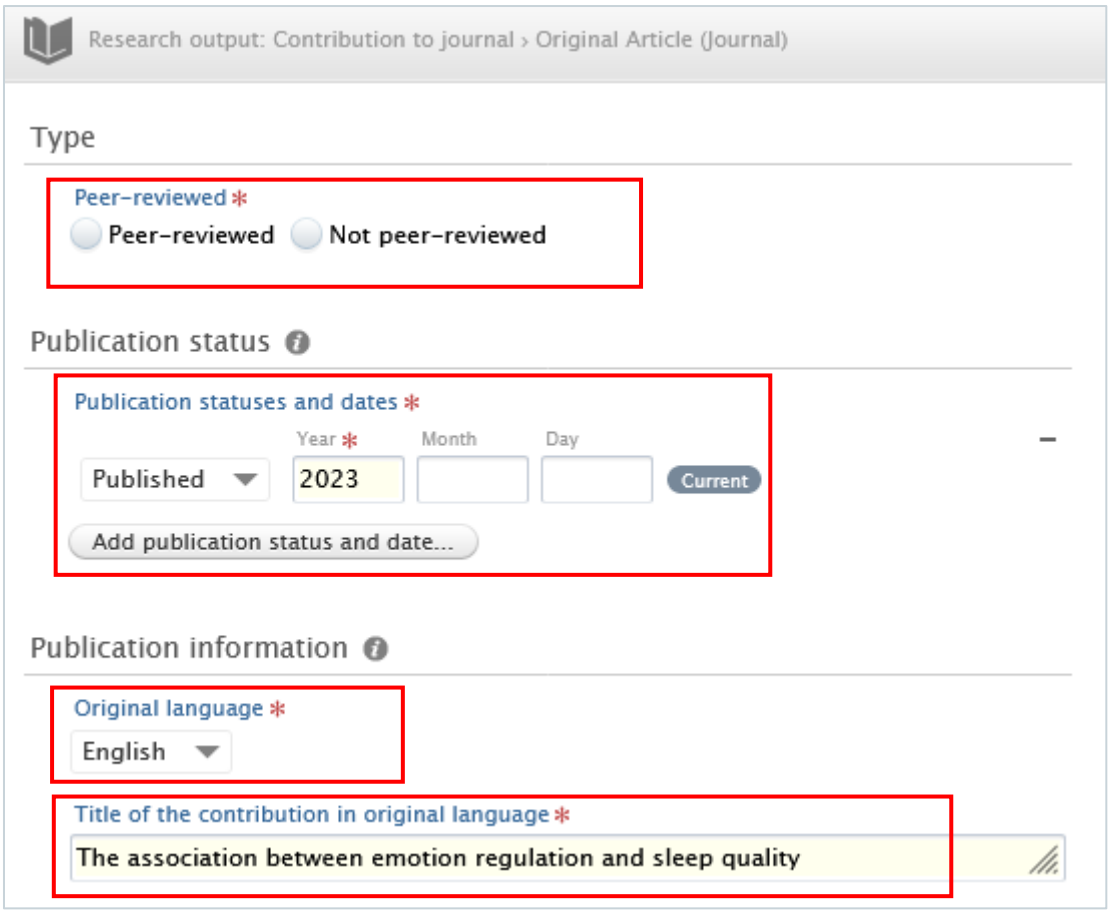
   2. **Publication statuses and dates:**
      Fill in the information of the publication status and dates.

   3. **Original language**:

Choose the original language of the publication.

4. **Title of the contribution in original language**:

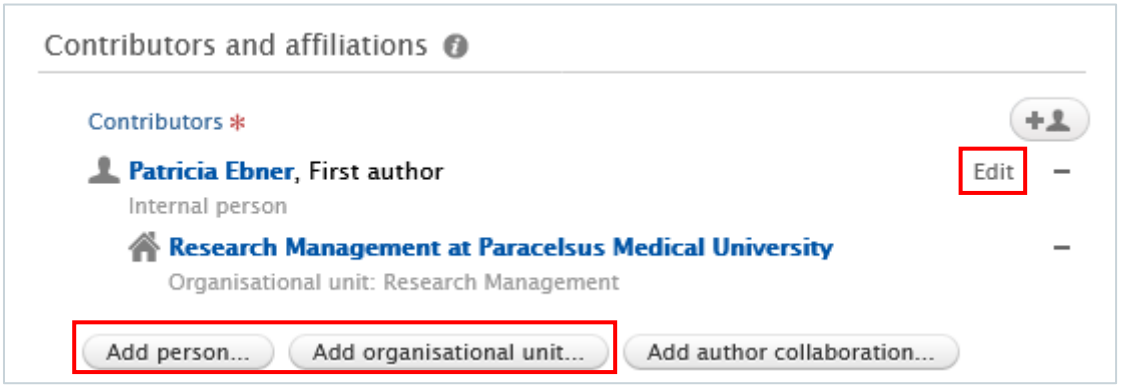
   Fill in the title of the contribution in the original language.



5. **Contributors and affiliations:**

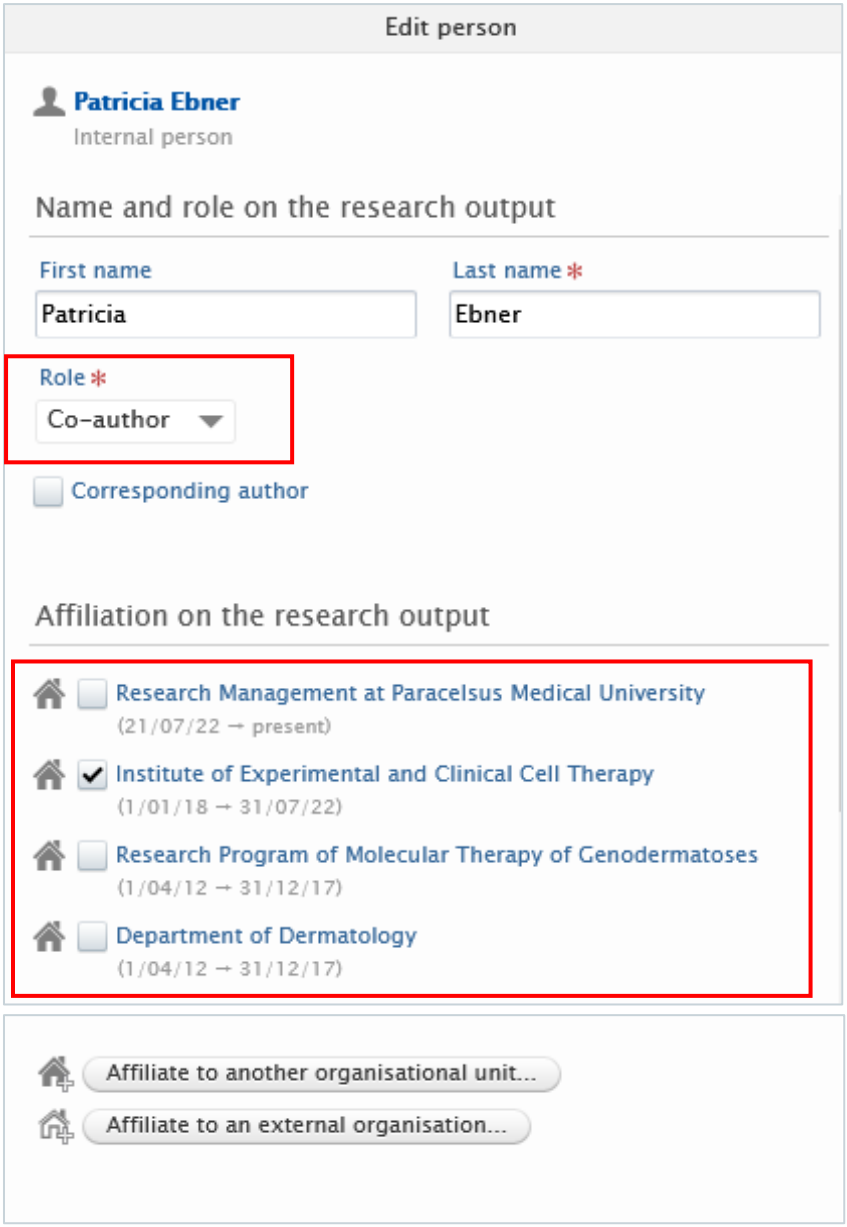
   You need to add **every contributor with their affiliations** to these fields.

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



   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.



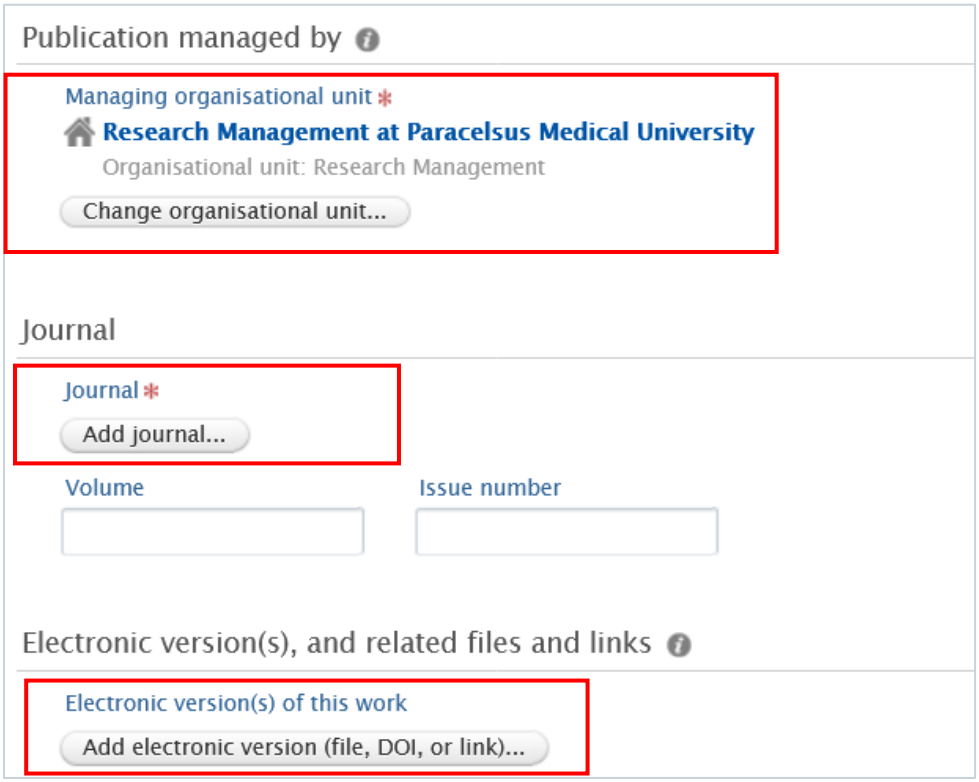
The **order** of the **authors** in Pure should **match** the order in the publication. You can change the order by clicking on the arrows.

6. **Managing organisational unit**:
   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).

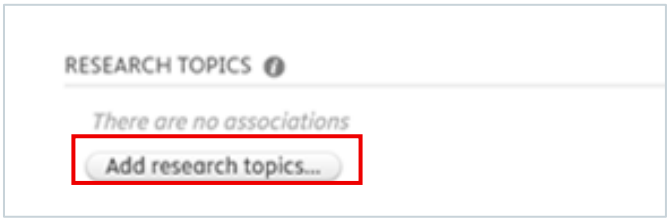
7. **Journal**:
   Click on *Add journal* then search for the name or the ISSN number of the journal.

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

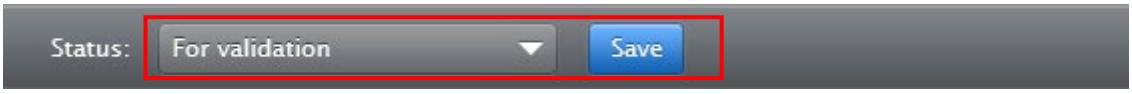
8. **Electronic versions of this work:**
   You can register a DOI or other links to your publication, but please **refrain from uploading the original publication** into Pure.



9. **Research topic**
   Assign on 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.



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

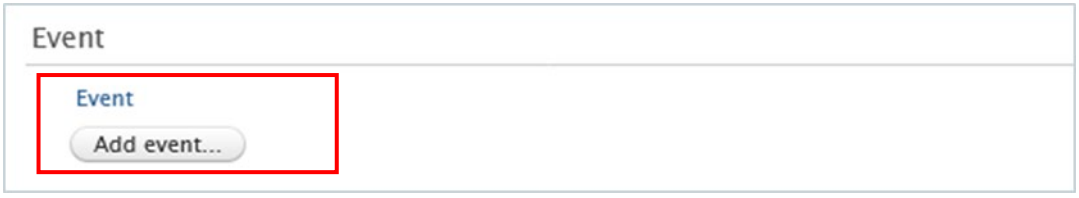


In the next step, the registered Research output undergoes **validation** by the RM.

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).

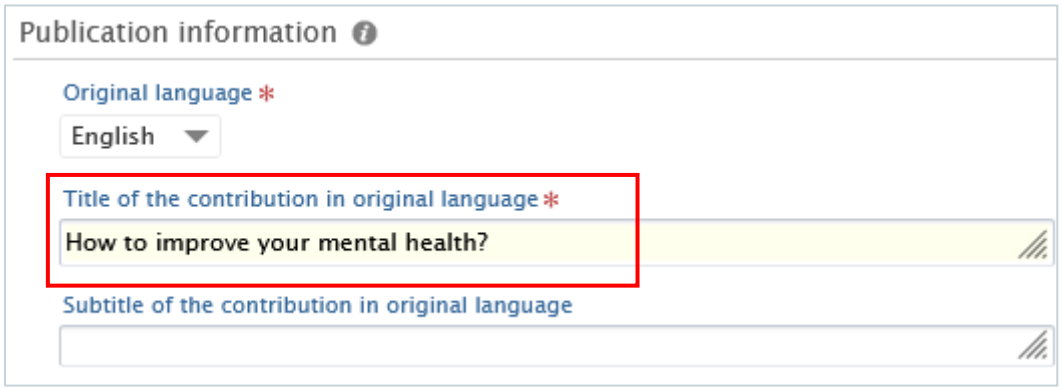
To add an event to your published abstract, click on the *Add event* button, which is located at the bottom of the Research output editor window:



2.1.5. Chapter(s) in a Book

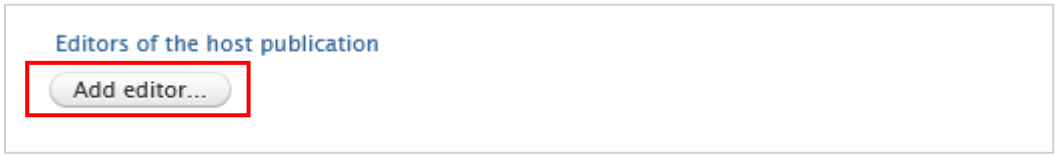
To register a Chapter in a book, you will need to fill in some extra fields additionally to the 'traditional' fields meant above.

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



- 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:

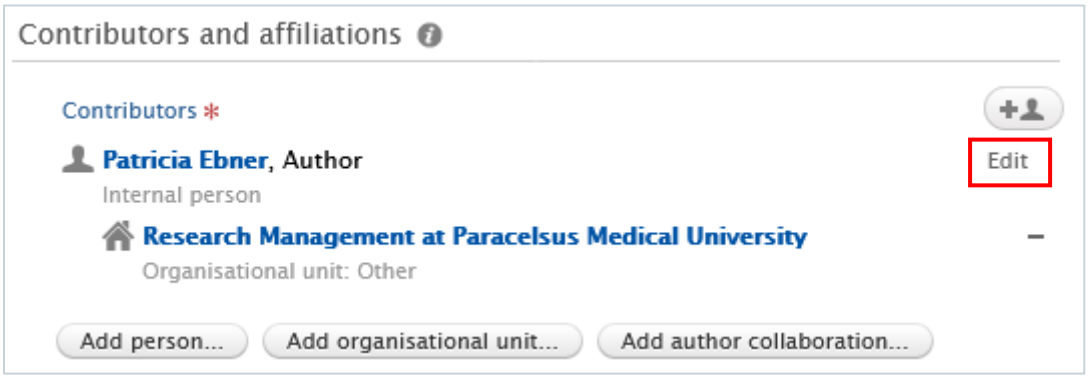
- You can register the **Editors** of the book (if it has any) by clicking on the *Add editor* button:



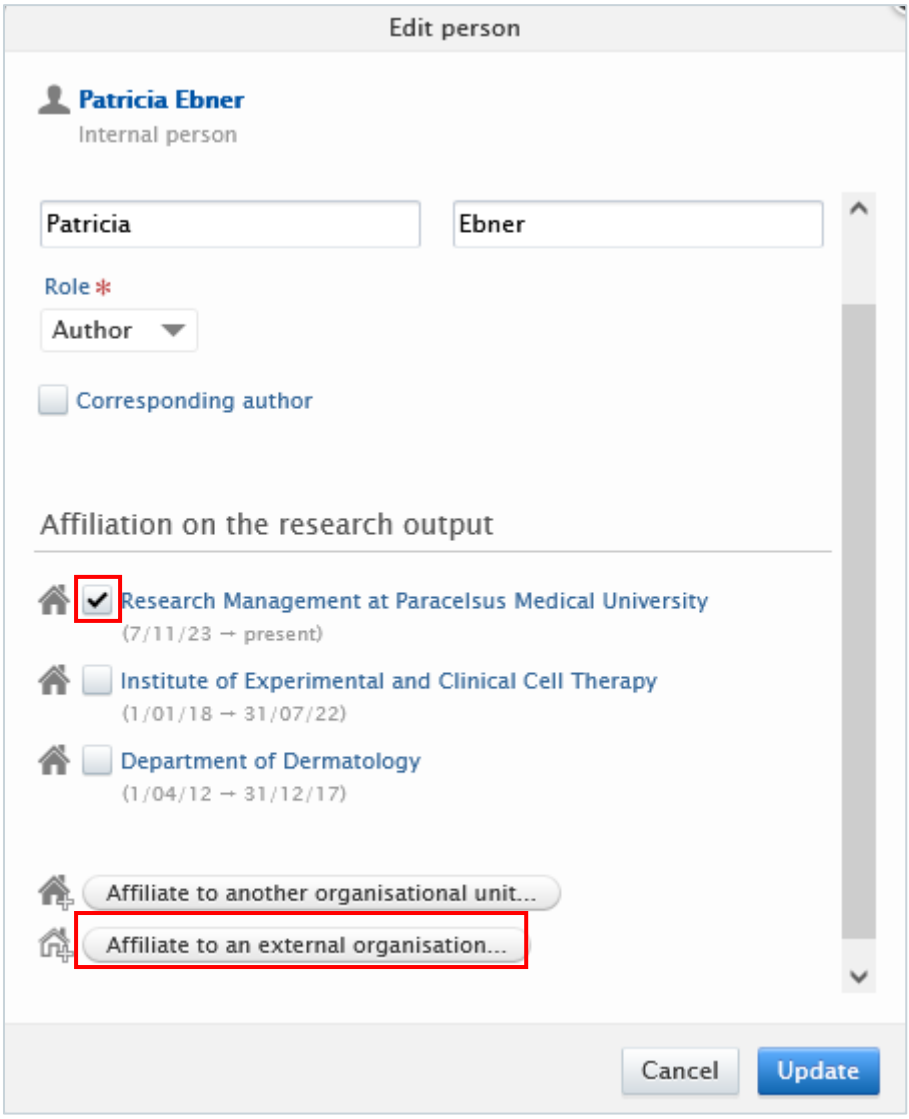
2.1.6. Research outputs without PMU affiliations

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:



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



3. Search for the external organisation(s) or create a new one if you don’t find it/them in the list.

4. Click on *Update* to save the changes.

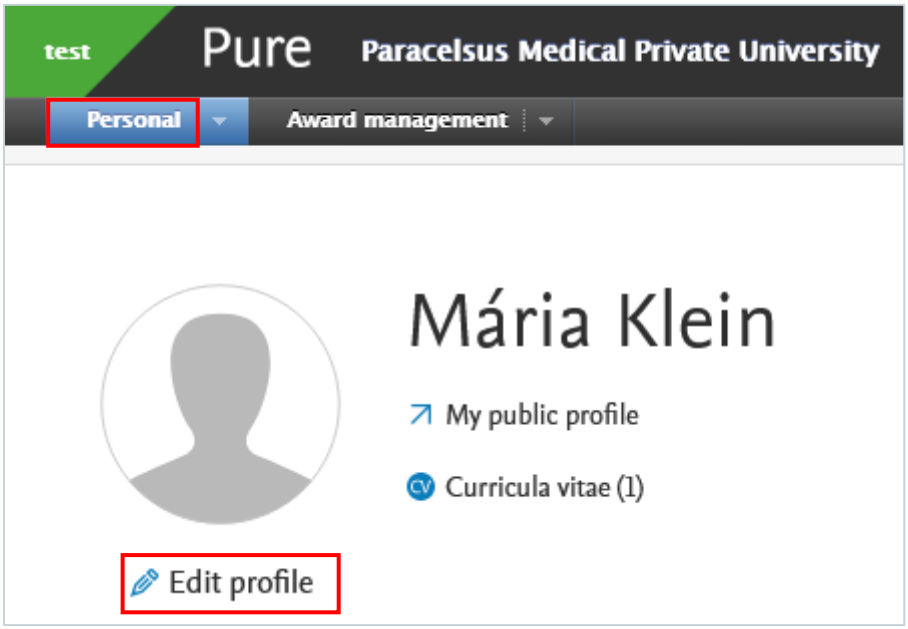
2.1.7. Automated search (without immediate effect)

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

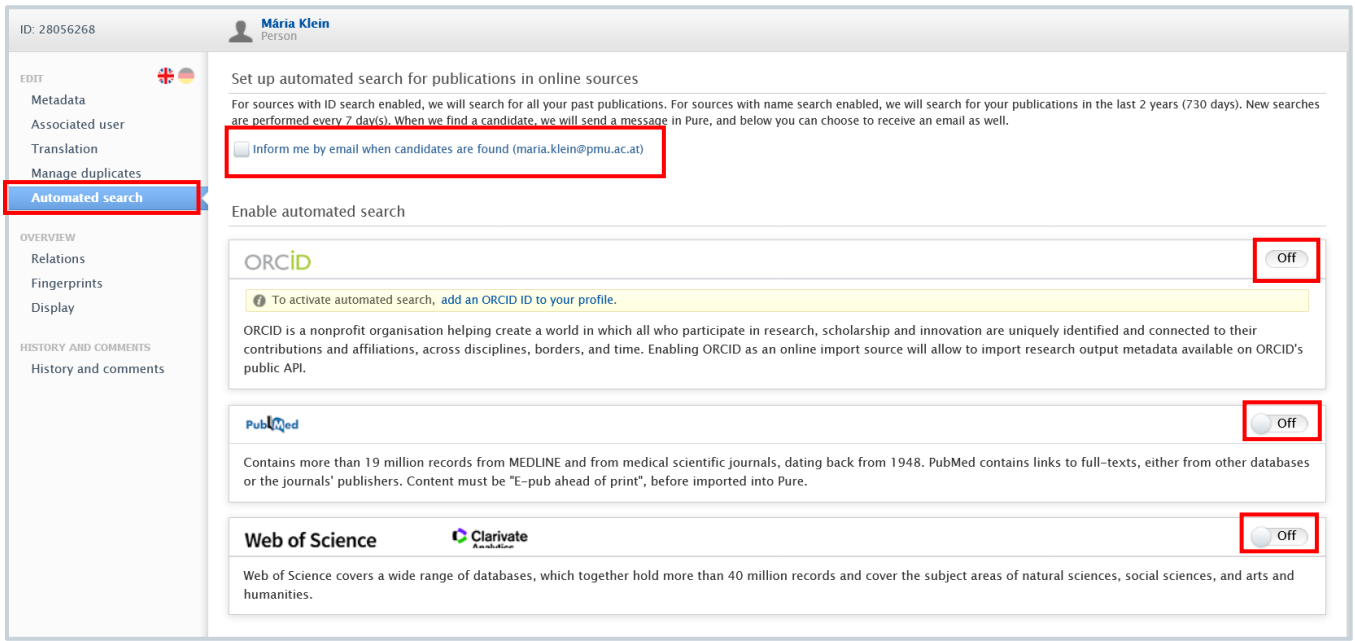
To set up an automated search:

1. Click on *Personal* in the header.

2. Go on *Edit profile* (located under the picture):

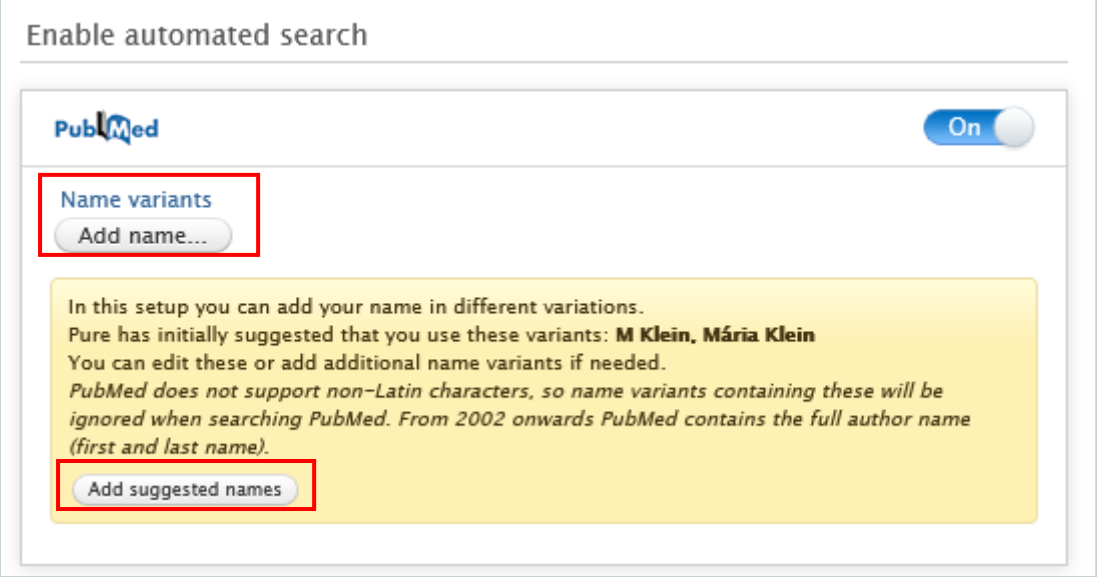


3. Click on the *Automated search* tab on the left navigation:

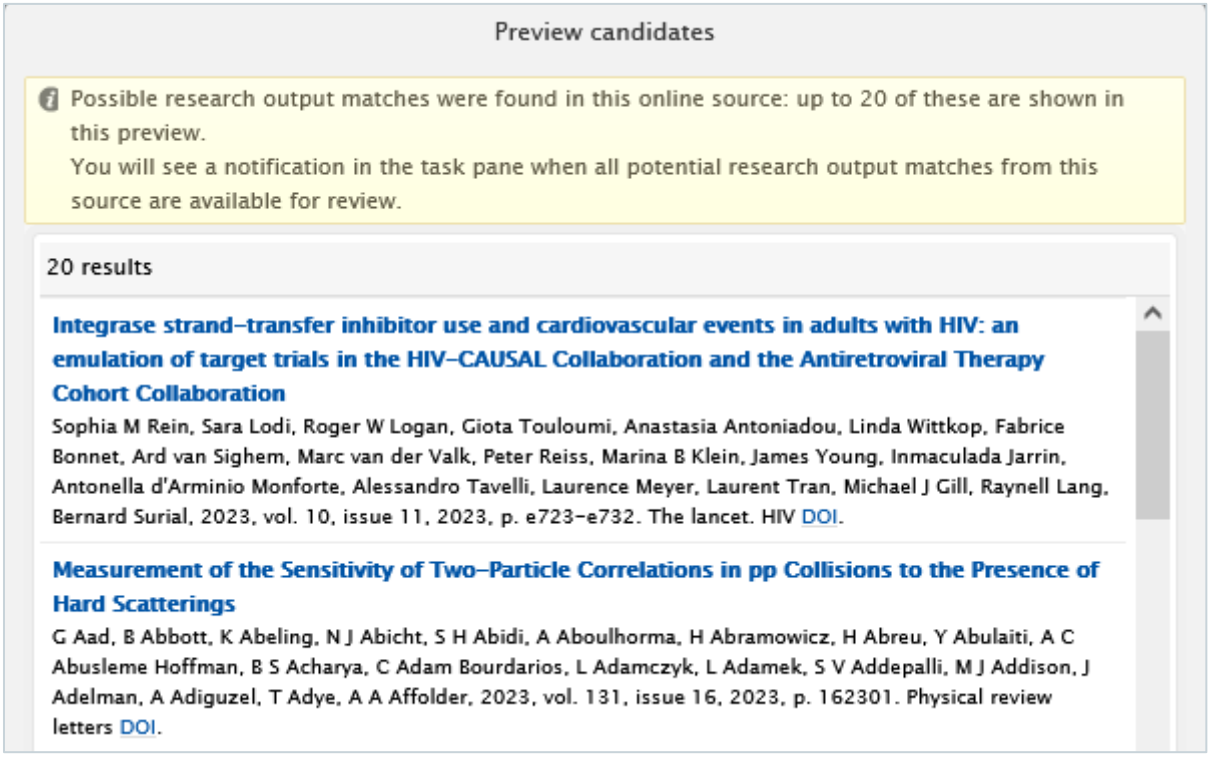


4. Toggle the switch to *On* for each online source for which you want to enable the automated search.

5. Automated search is based on the authors' names on publications or ORCHID-s. To add standard name suggestions provided by Pure, click on *Add suggested names*. If you want to manually add an additional name variant to search for, click on the *Add name* button and enter the additional name variant. To learn more about Name variants, refer to the guide on Name variants.



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:

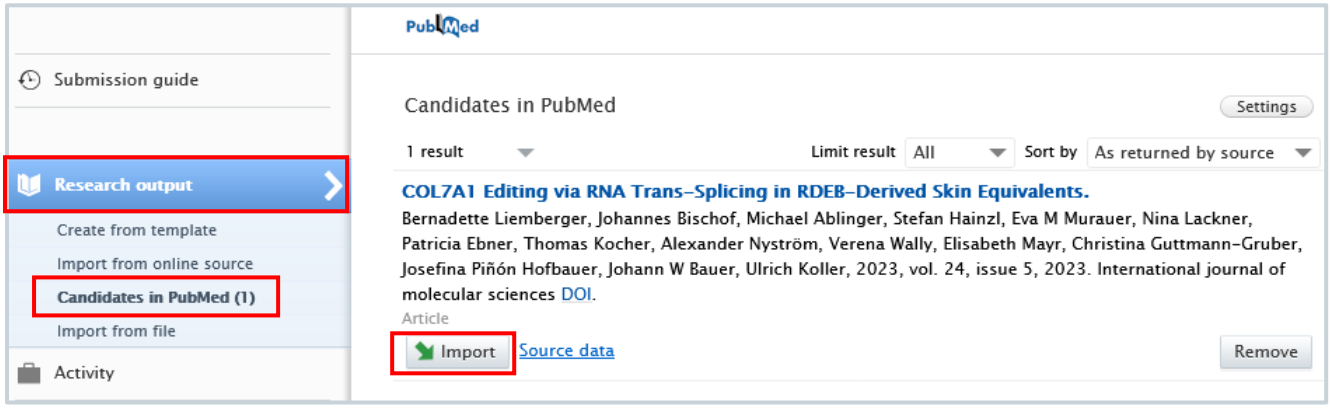


Important

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.

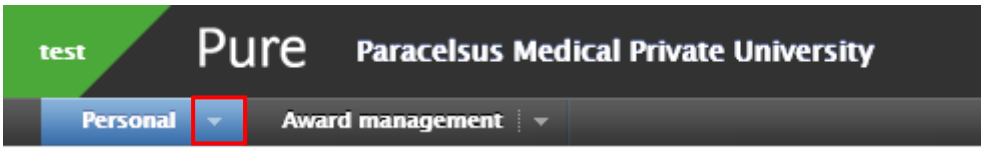


2.1.8. Claim a publication

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

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

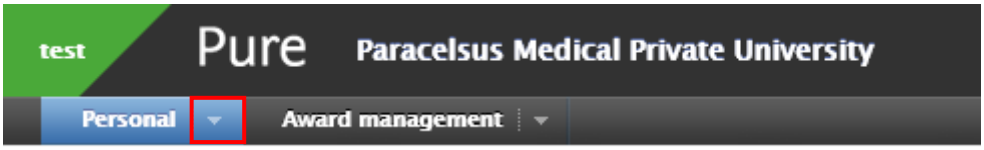
In the next step, your request will be processed by the RM.

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.

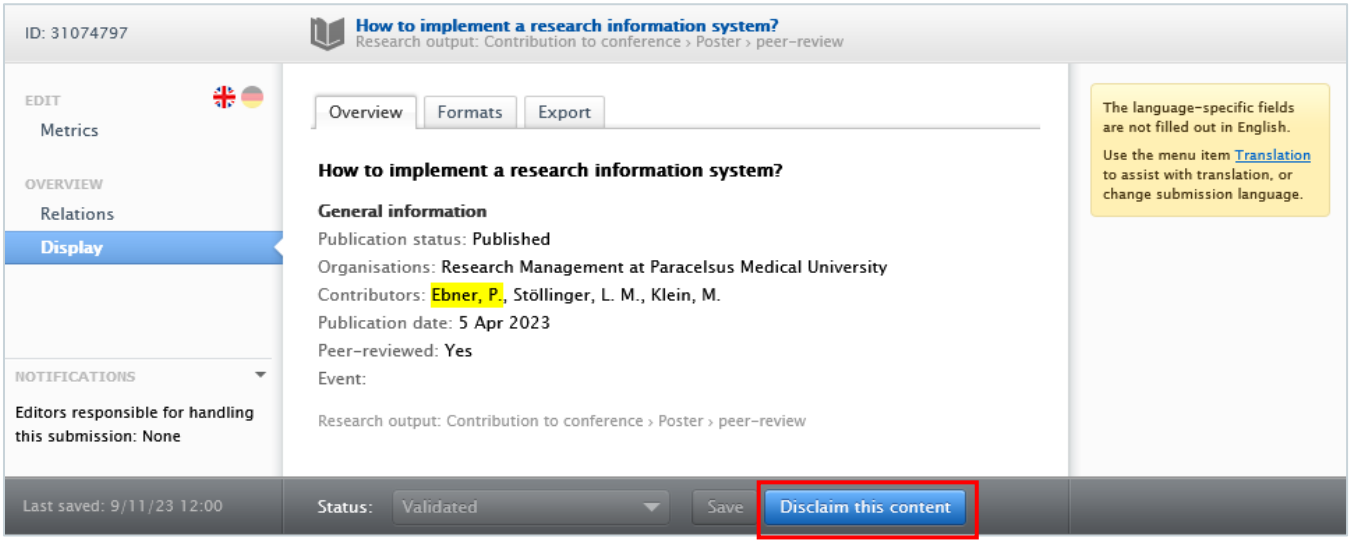
To disclaim a publication:

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:

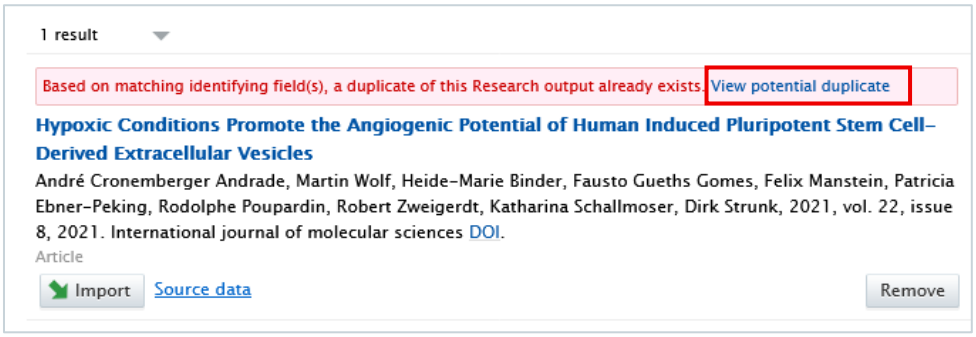


4. Write a brief message about your request, and then click on *Claim this content*.

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):



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 – 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

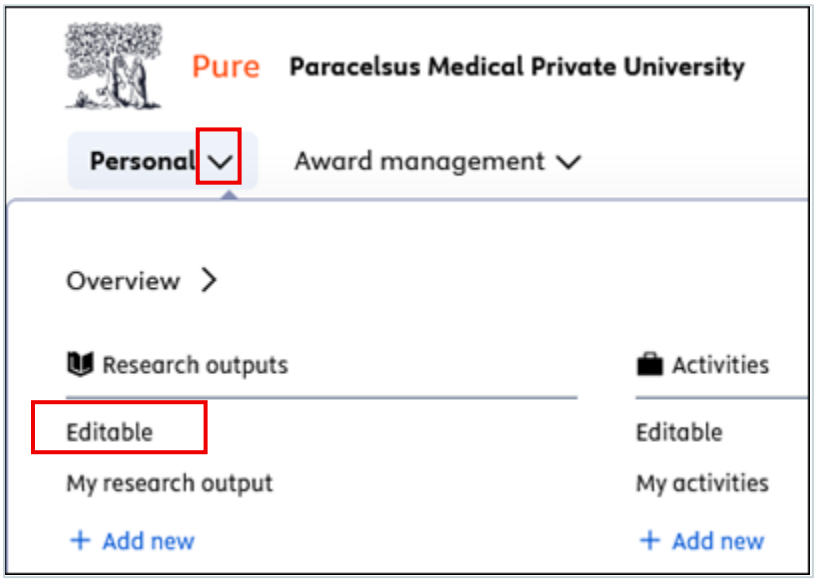
For **other categories**, such as abstracts, corrections or publications in which **only PMU teaching hospitals** are involved, **no** topic **assignment** is required.

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

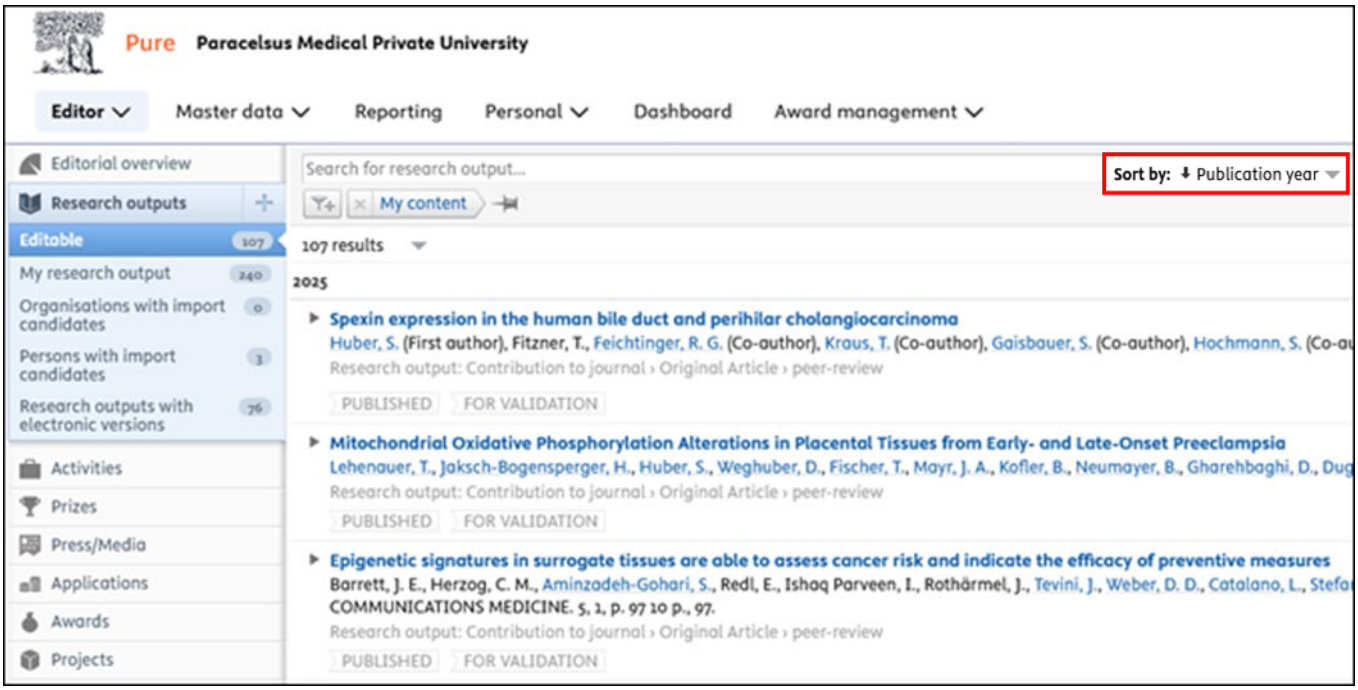
<u>To assign a research topics to research output that has already been imported:</u>

1. Click on the triangle icon next to ‘Personal’ in the left sidebar to display the subcategories.

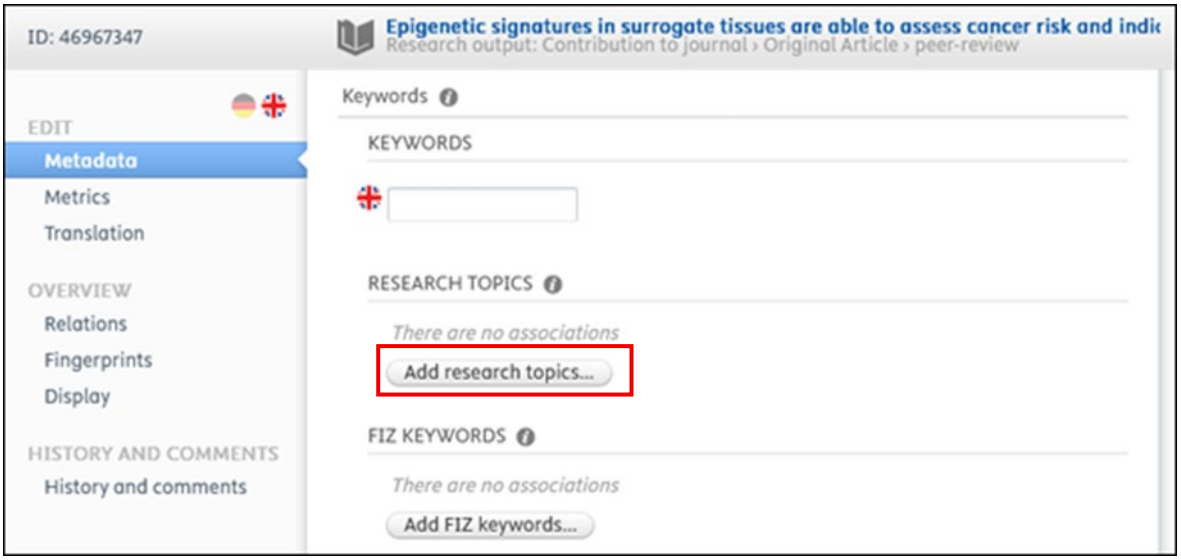
2. Under ‘Research outputs’ (aka publications), select ‘Editable’ to display all the entries you can edit.



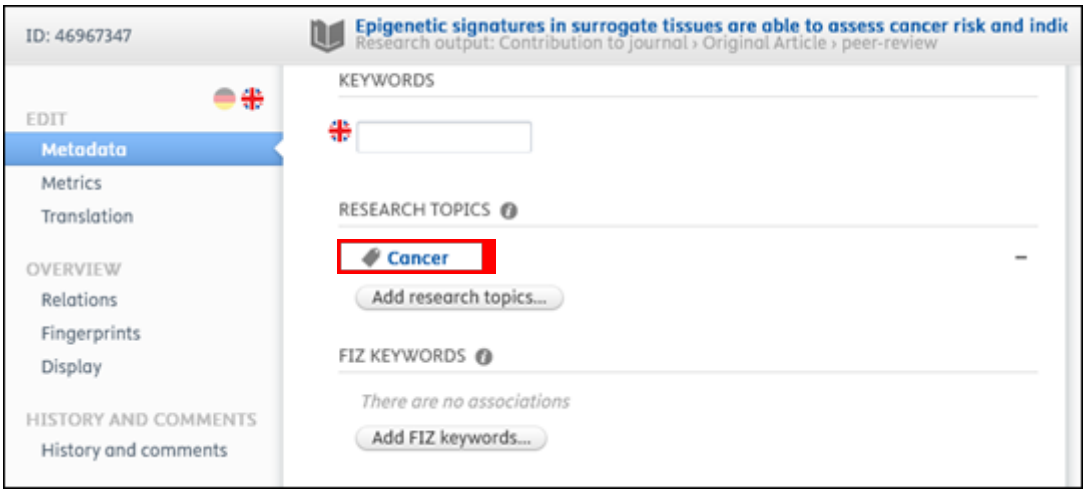
3. Sort the publications in descending order by ‘*Publication year’* so that the publications from 2025 are displayed at the top:



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*:



5. Click on '*Save*'.

Please ensure that the workflow status '*For validation*' **is not changed**:

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

Award Management module utilizes the following content types:

- Applications
- Awards
- Projects

At PMU, we distinguish between two types of Projects:

- competitive Projects
- non-competitive Projects

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

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

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

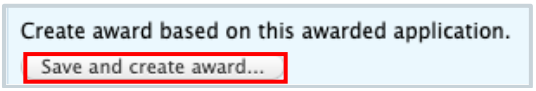
If your Application is awarded, you need to create both an Award and a Project as well. This method can be used for **competitive Projects**, **such as PMU-RIF, FWF or EU Projects**, etc.

To create an awarded application (competitive Project):

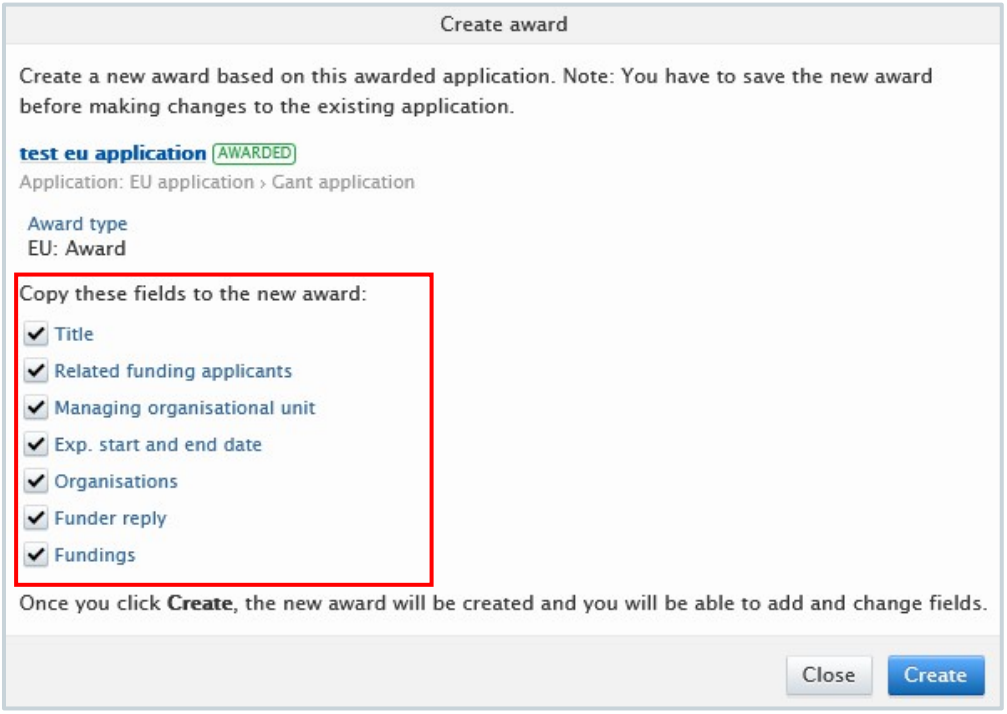
1. **Create** an **Application**. For the details, please refer to the section Applications.

2. **Inform the Editor** of your organisational unit **or RM** (pure@pmu.ac.at) about the **date of submission** and later the **reply of the funder**. They need to carry out certain work-flow steps in PURE.

3. Now you can **create an award based on the awarded application** by clicking on the button “Save and create award”:



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



Important

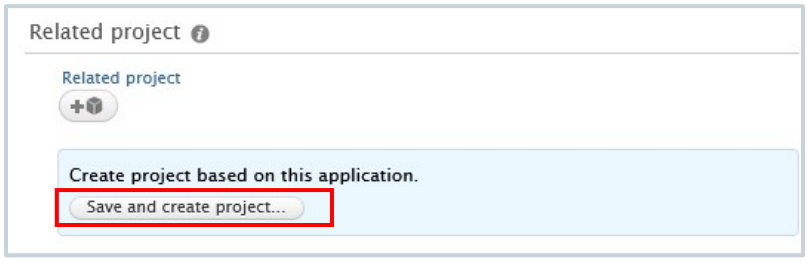
Popup blockers can block this new editor window; therefore, it is recommended to (temporarily) **disable** your pop-up blocker.

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

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

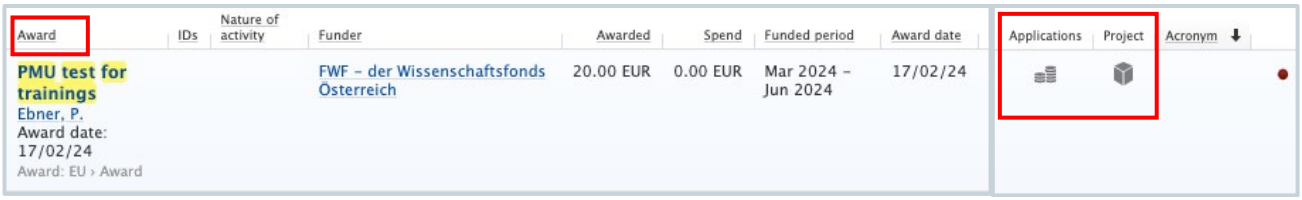
6. Click on *Save*.

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



8. Click on *Save*.

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



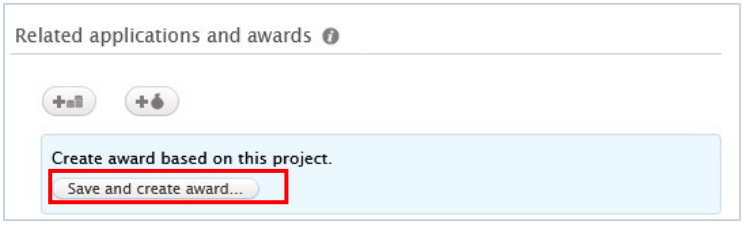
In case of **rejection from the funder**, the **process ends**, and you don't need to create either an Award or a Project.

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

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

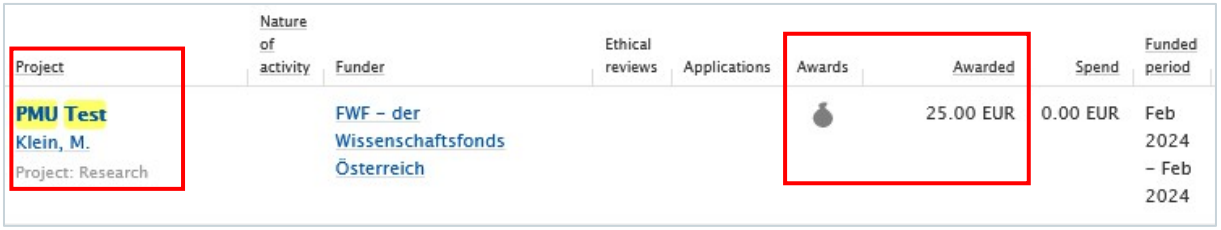
To create a non-competitive project in Pure:

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



3. Click on "*Save"*.

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

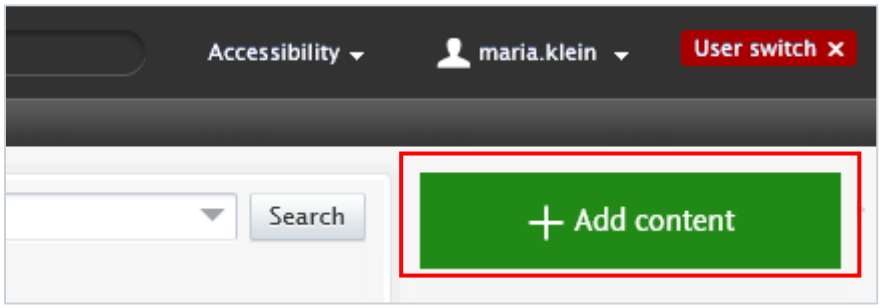


2.2.3. Applications

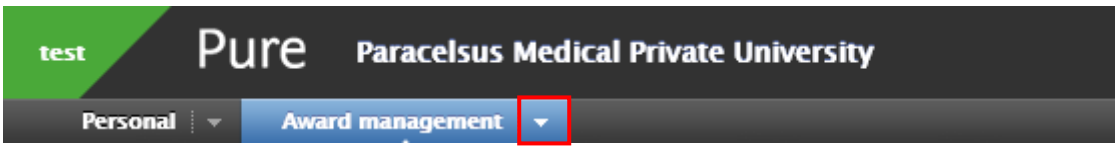
An application in Pure is a record with **information about** a Researchers' Application for funding. The application process should be carried out according to the current rules and guidelines. Pure doesn't replace any parts of the application process, including the approval of your superior. The entry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

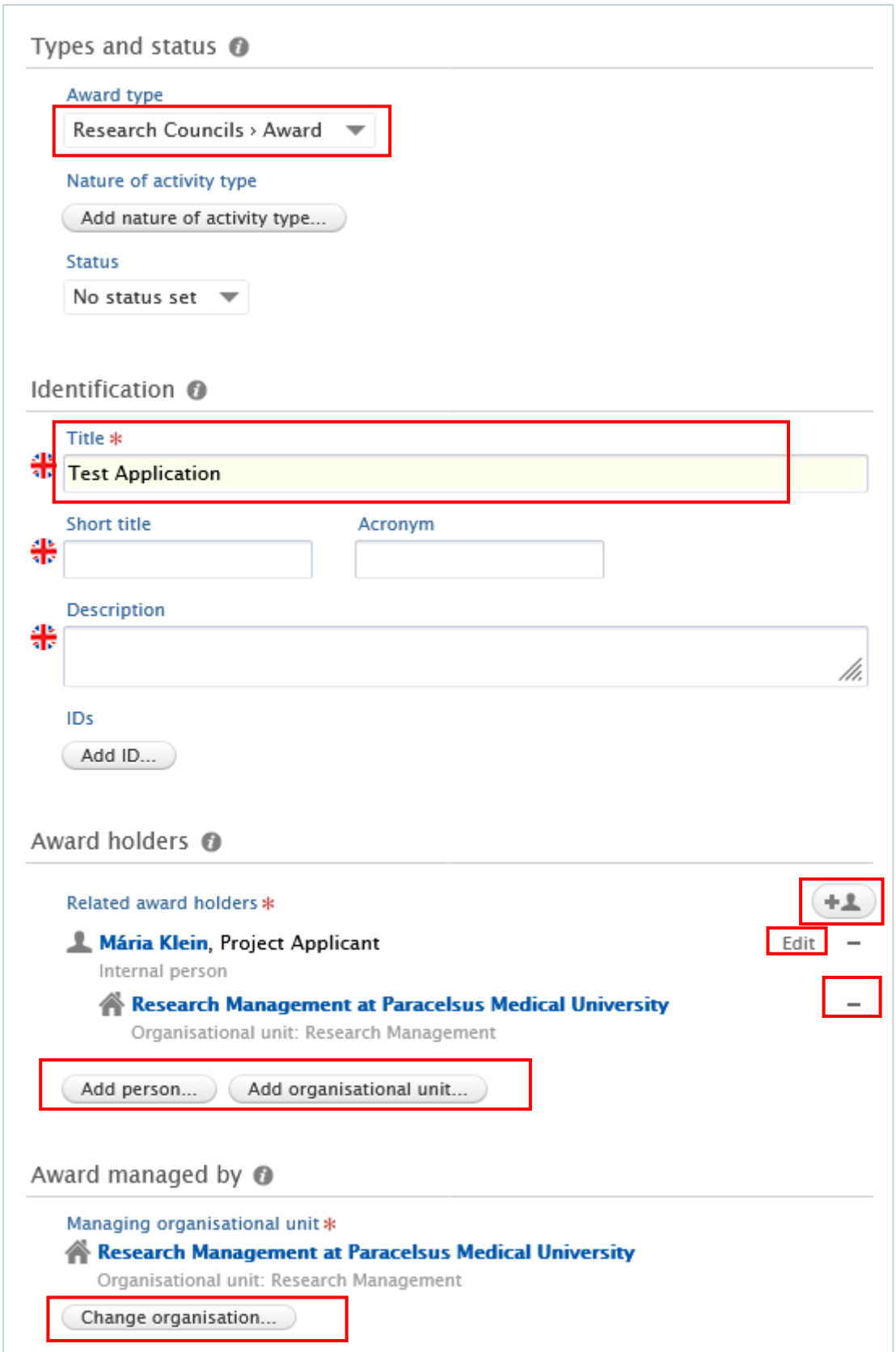
3. In the *Application* editor window, you need to enter all available information about the item. The required fields are marked with a red star, and filling them in is mandatory. To maintain data quality, we recommend providing information for some of the optional fields as well. The following steps 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.

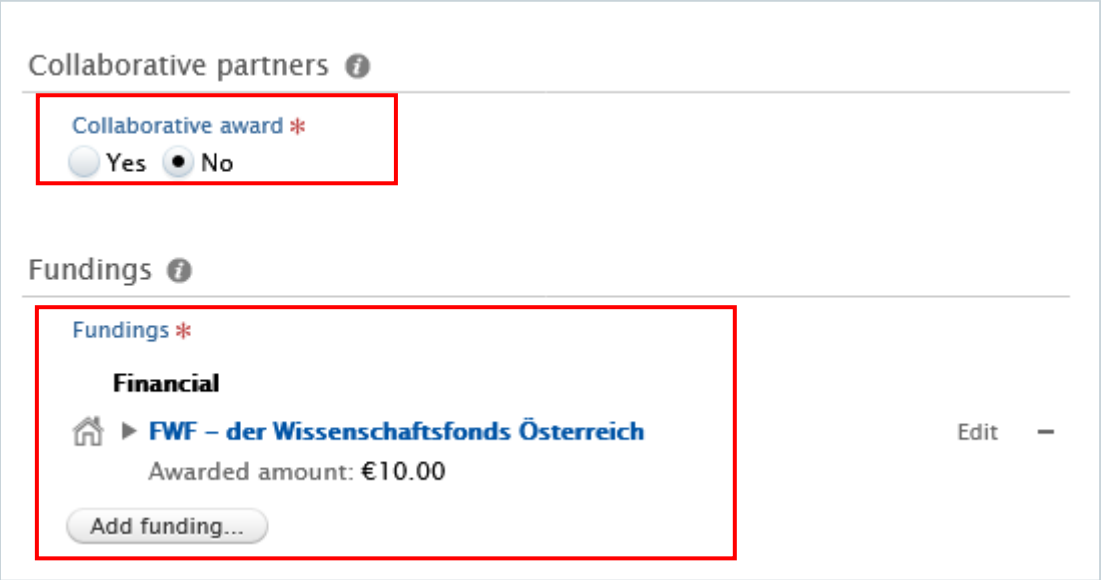
   4. **Managing organisational unit:**
      Pure automatically adds the internal organisational unit of the content creator to this field. Change the organisational if you need to by clicking on the *Change organisation* button.



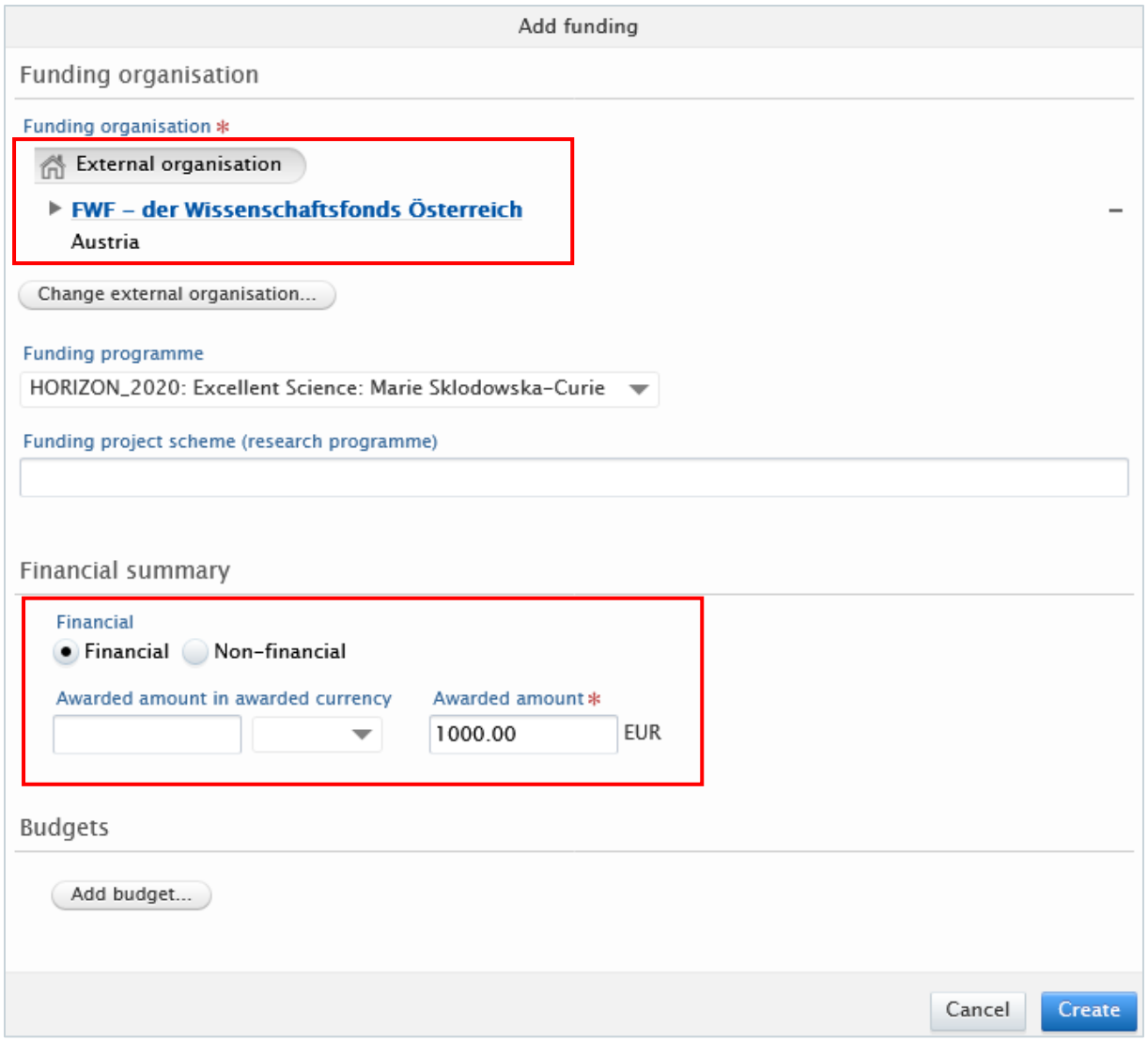
5. **Collaborative application:**
    - Select ***No*** if the application is not a collaboration between partners.
    - Select ***Yes*** if the application **involves internal and external** partners. By clicking on *Add collaborator* you can add further collaborators. Choosing

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

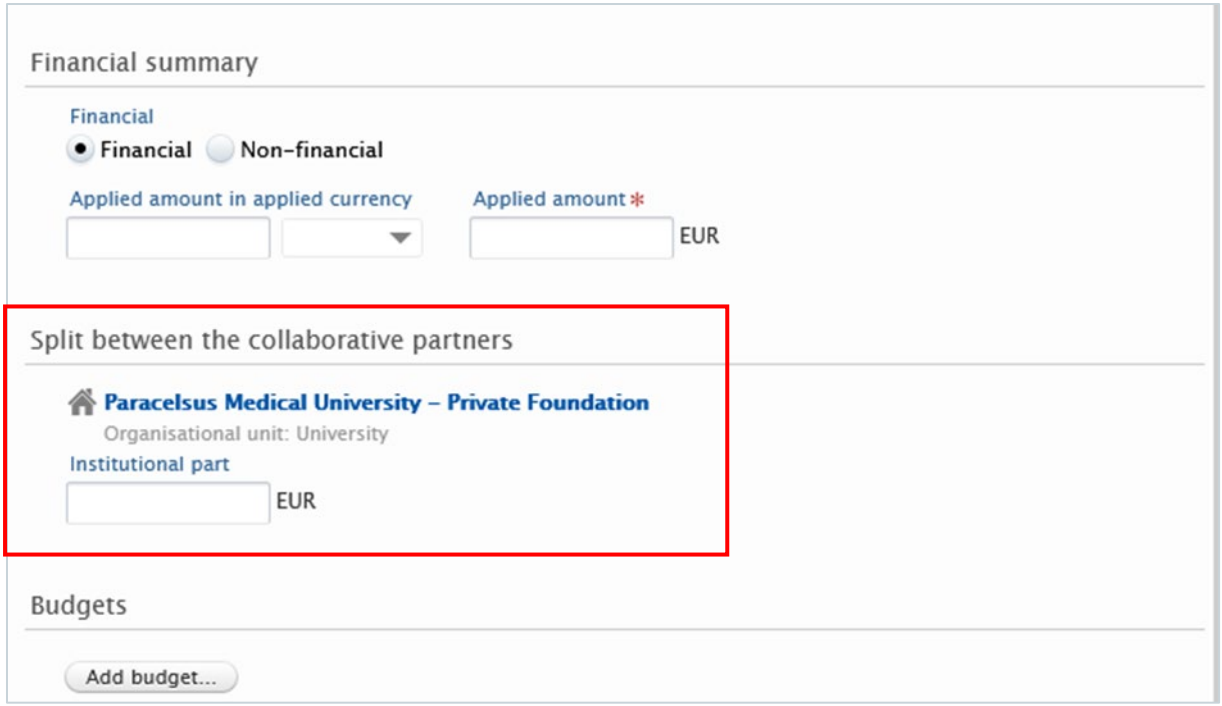
6. **Fundings**:
   Here you can provide your content with information about the funding organisation, financial summary (applied or estimated amount), etc:



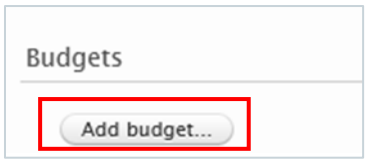
- If you selected ***No*** in the *Collaborative partners* field (see point 5), you can manage the funding organisation, funding program, financial summary and add budgets as needed.

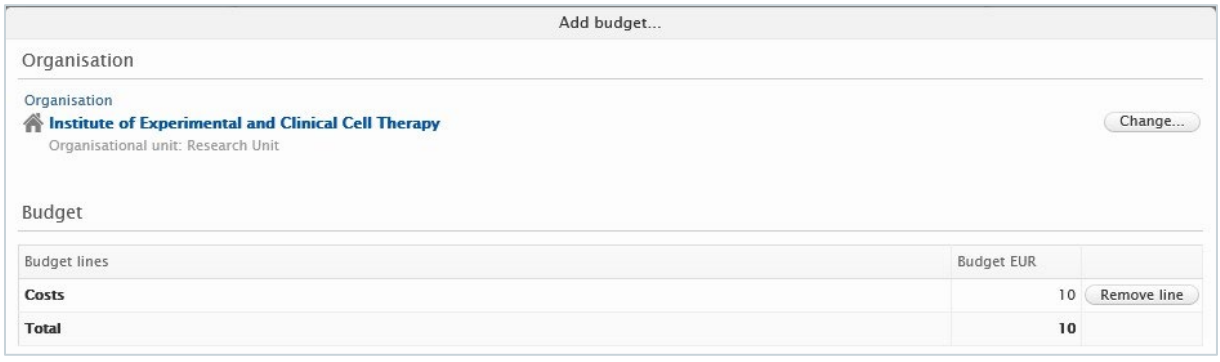


- If you selected ***Yes*** in the *Collaborative partners* field (see point 5), you can also manage **split** funding among project partners in addition to the fields mentioned above.



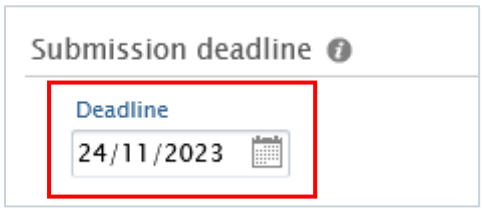
Optional: Click on "*Add budget*" if you need to register a **split between internal organisational units**:





7. Submission deadline:

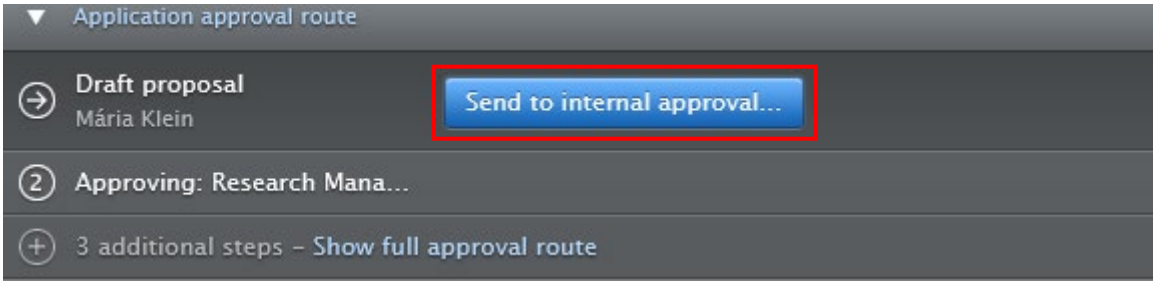
The entry should be in Pure **before** the planned submission.



8. ***Optional*: Milestones:**
   Milestones represent important events with specific deadlines in the lifecycle of the Applications, Awards, and Projects. See section Milestones for the details.

9. ***Optional*: Relations:**
   You can link your Applications with other Pure content, such as Projects.

4. Click on *Send to internal approval*.



Note

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

In the next step, the Application undergoes scrutiny by the 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.

Important

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

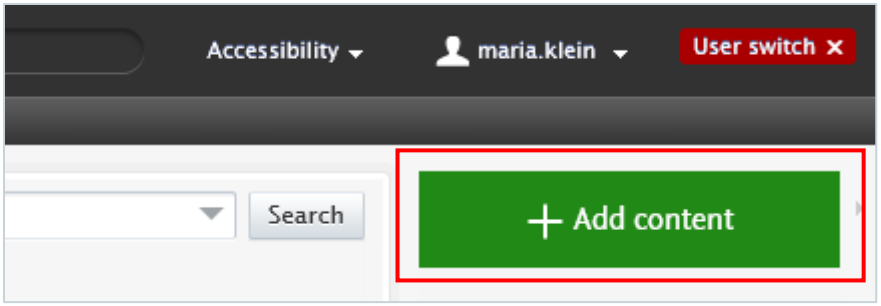
2.2.4. Awards

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

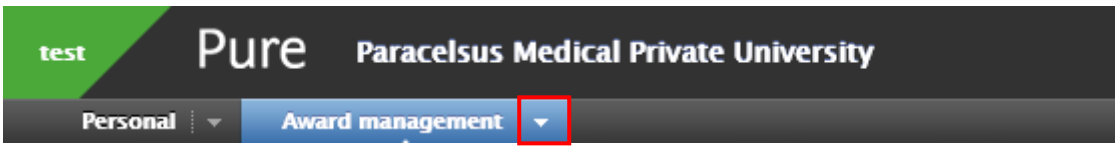
However, in certain cases, it may be necessary to create an Award without an Application.

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.

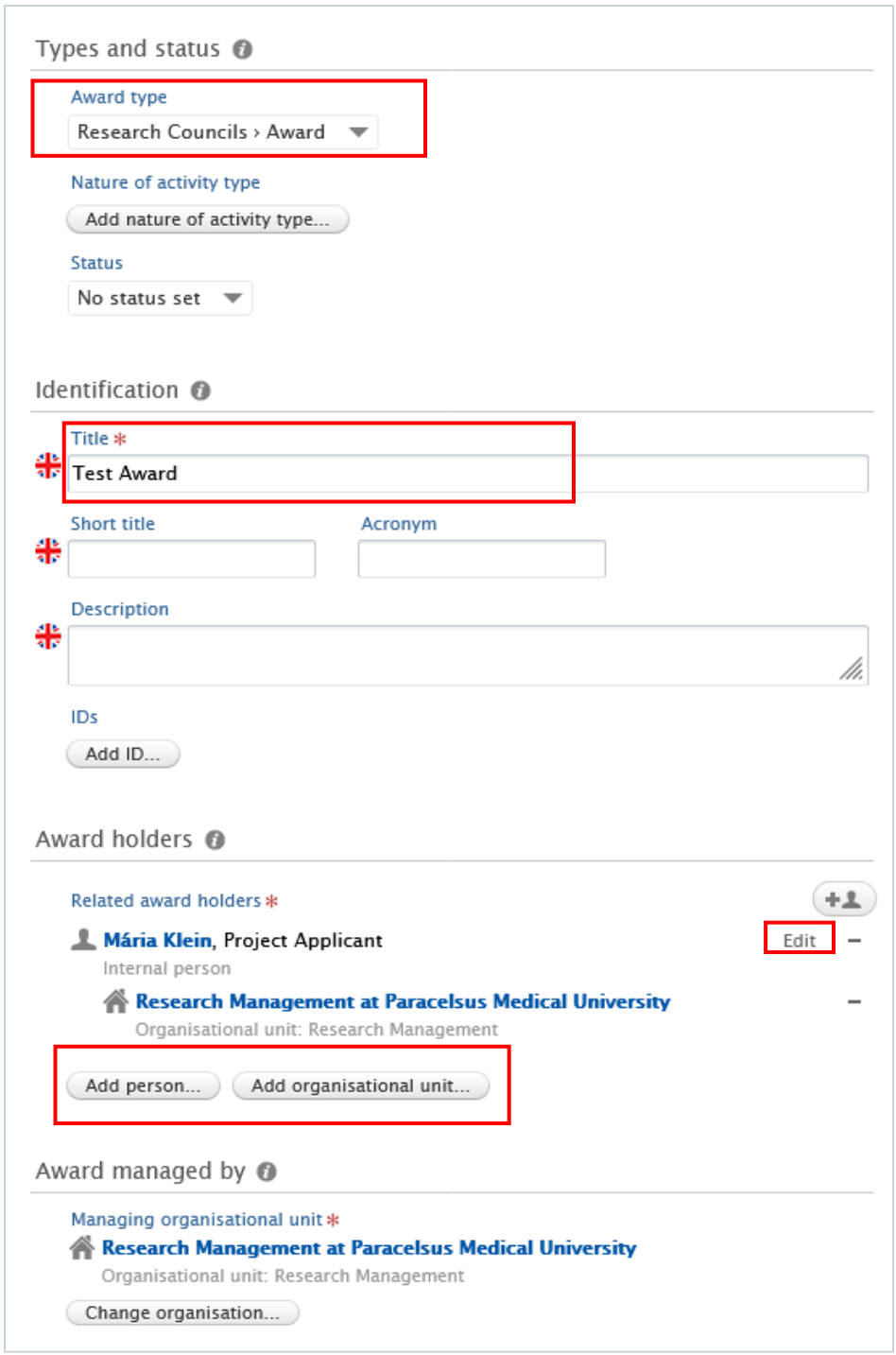
3. In the *Application* editor window, you need to enter all available information about the item. The required fields are marked with a red star and filling them in is mandatory. To maintain data quality, we recommend providing information for some of the optional fields as well. The following steps 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.

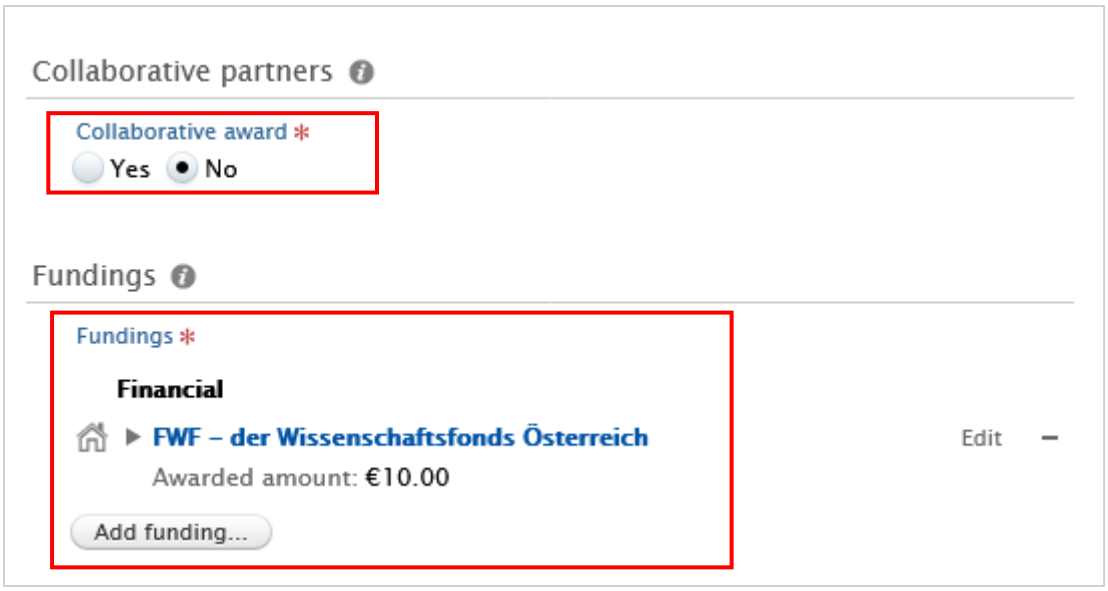
   3. **Related award holders:**
      Pure automatically adds the content creator with the *PI* role, along with their organisational unit, to this field. Click on *Edit* on the right side if you wish to change your role or your organisational unit. By clicking on the *Add person* button (left corner)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

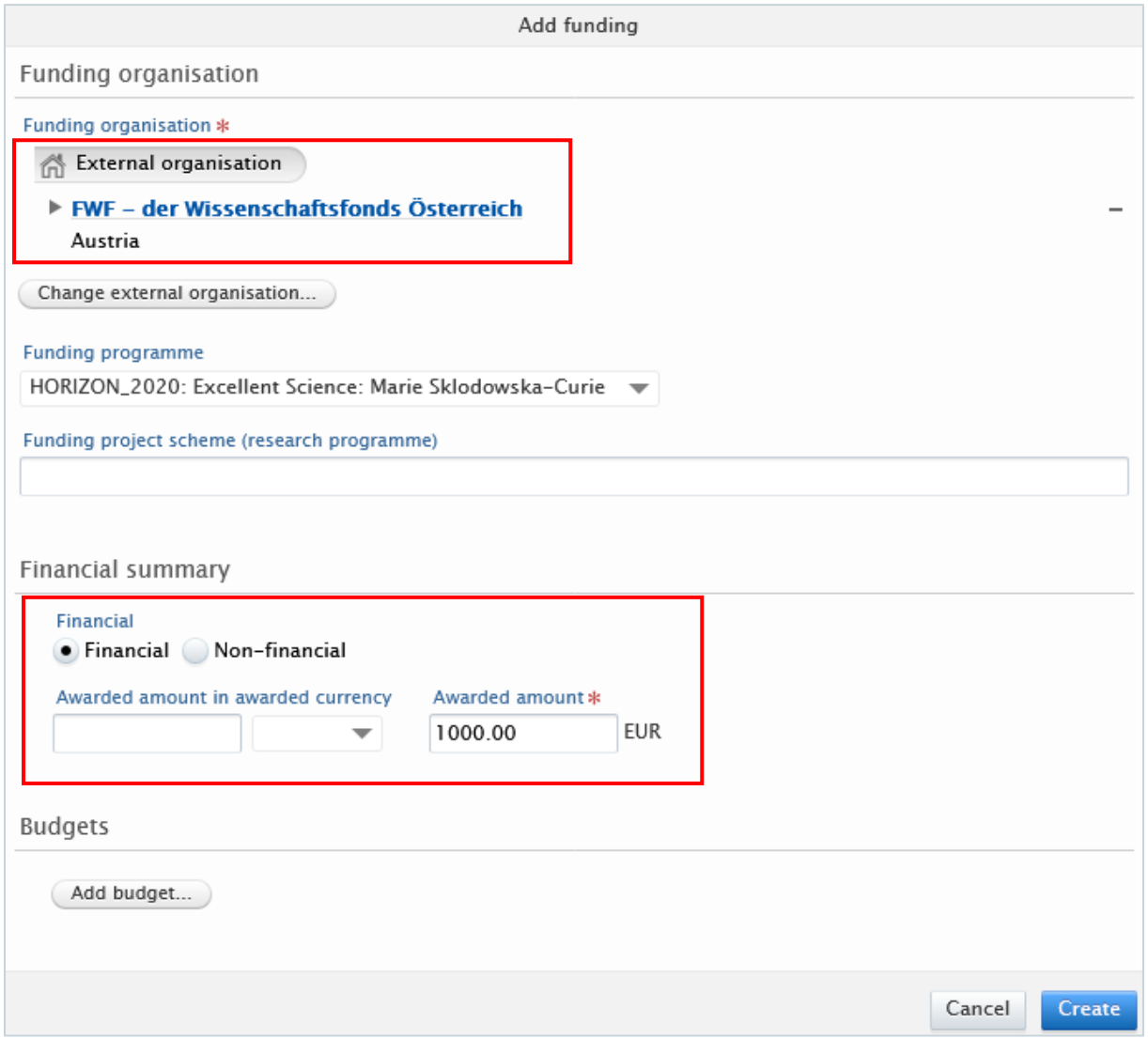


5. **Collaborative award:**
   - Select ***No*** if the award is not a collaboration between partners.
   - Select ***Yes*** if the application involves collaboration **involving internal and external** partners. By clicking on *Add collaborator* you can add further collaborators. Choosing *Yes* allows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

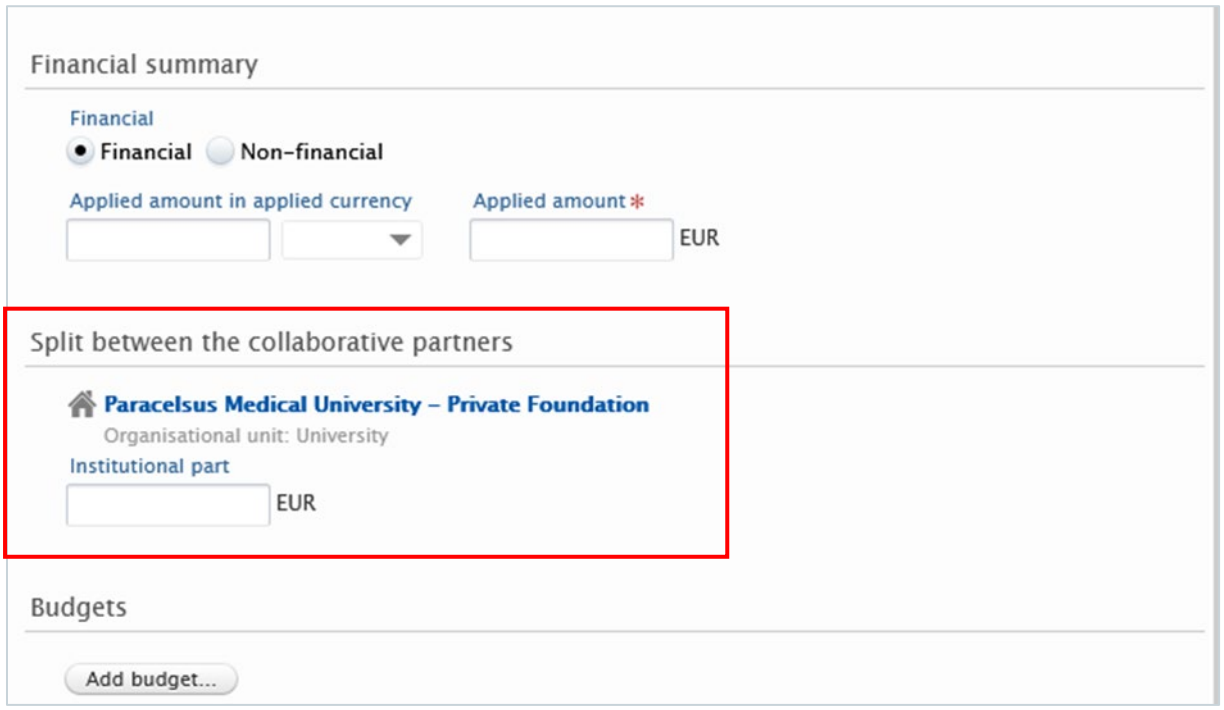
6. **Fundings:**
   Here you can provide your content with information about funding organisation, financial summary (applied or estimated amount), etc.



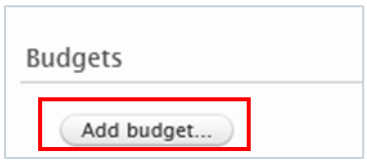
- If you selected ***No*** in the *Collaborative partners* field (see point 5), you can manage the funding organisation, funding program, financial summary and add budgets as needed:

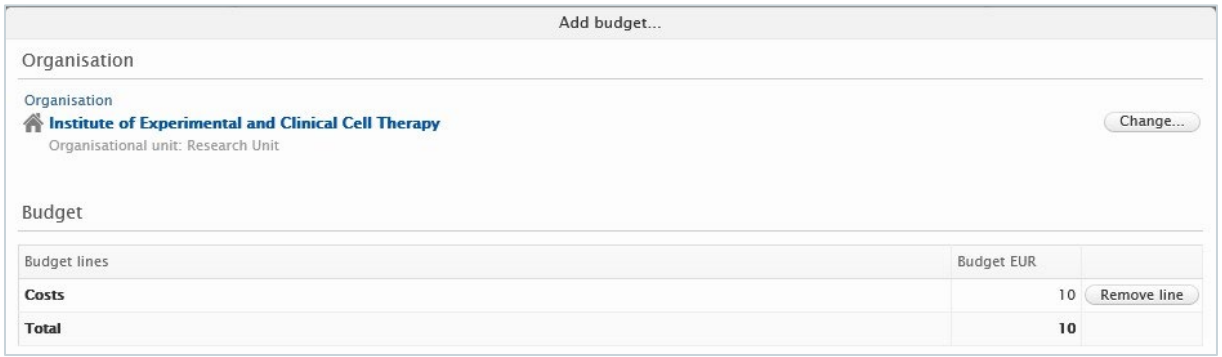


- If you selected ***Yes*** in the *Collaborative partners* field (see point 5), you can also manage **split** funding among project partners in addition to the fields mentioned above:

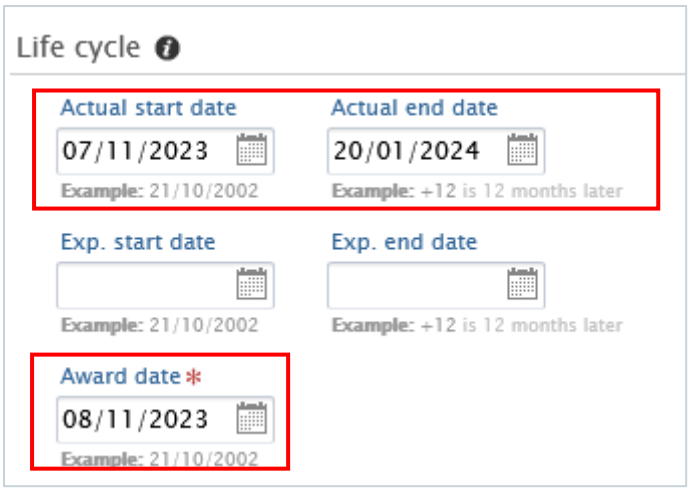


Optional: Click on "*Add budget*" if you need to register a **split between internal organisational units**:





7. **Actual start and end date and Award date:**
   Fill in the information about dates:



8. ***Optional*: Relations:**
   You can link your applications with other Pure content, such as Projects.

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

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

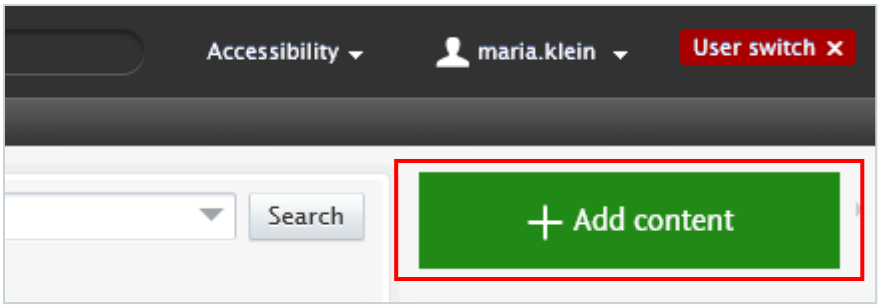
A project in Pure is a record of **information** about a research Project, such as the participants and collaborators.

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

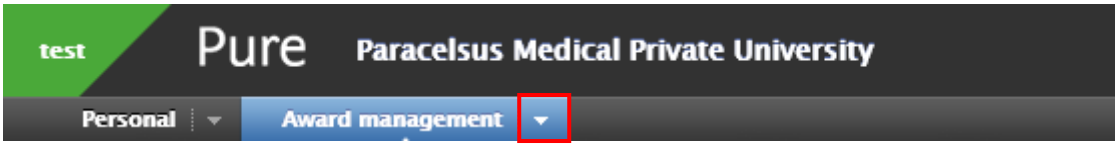
If you would like the enter information about a non-competitive Project, as privately funded projects (corporate funding) etc., please refer to the section Awards with projects (non-competitive Projects

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.

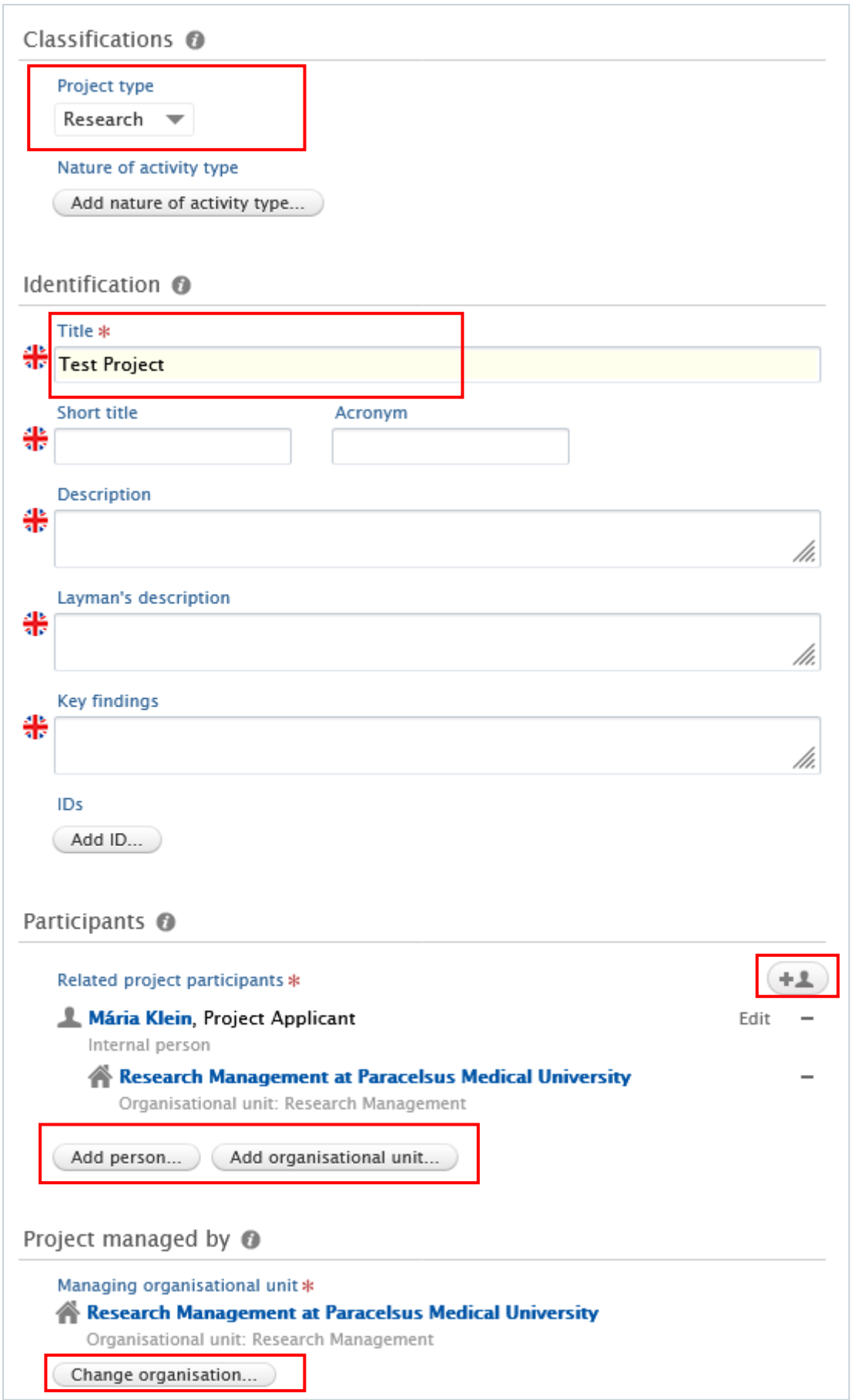
2. **Identification:**
   Fill in the title of the project.

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)

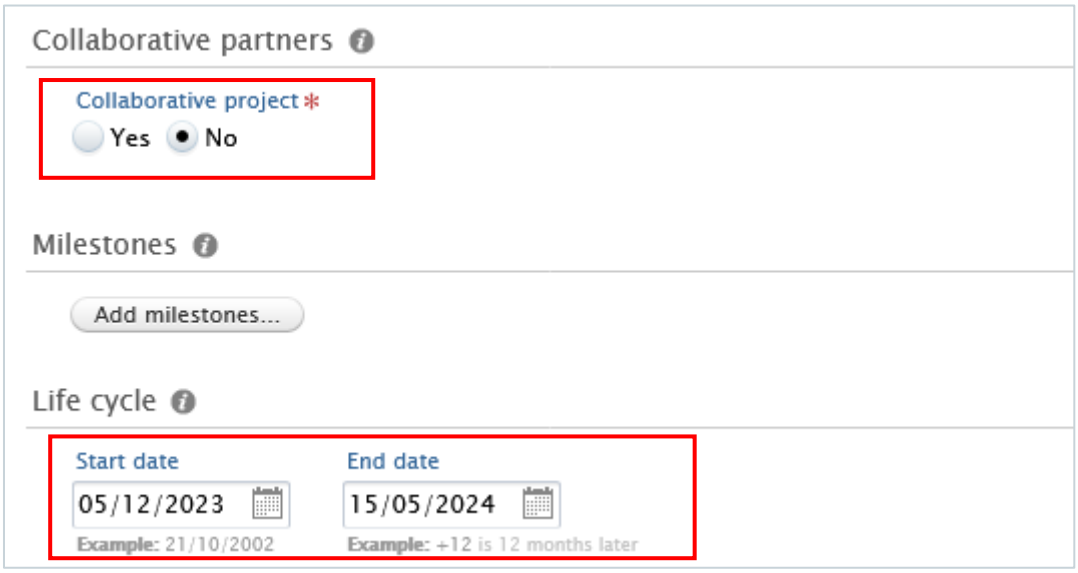
4. **Managing organisational unit:**
   Pure automatically adds the **internal** organisational unit of the content creator to this field. Change the organisational if you need to by clicking on the *Change organisation* button.



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 add further collaborators. One collaborator must be marked as lead.

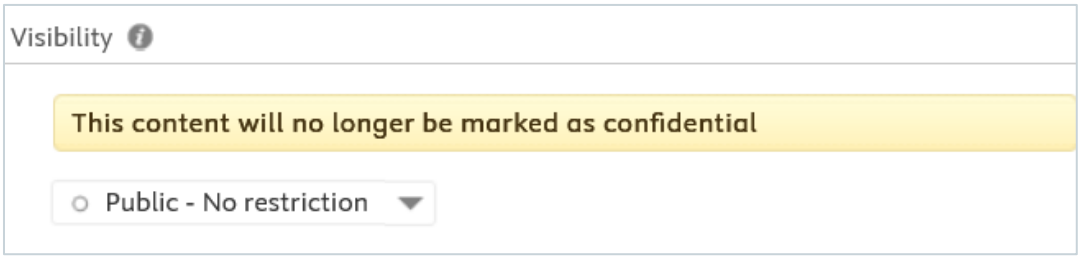
6. **Start and End date:**
   Fill in the start and the end date of the project.



7. ***Optional*: Relations:**
   You can link your project with other Pure content, such as research outputs.

8. **Visibility:**

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



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

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

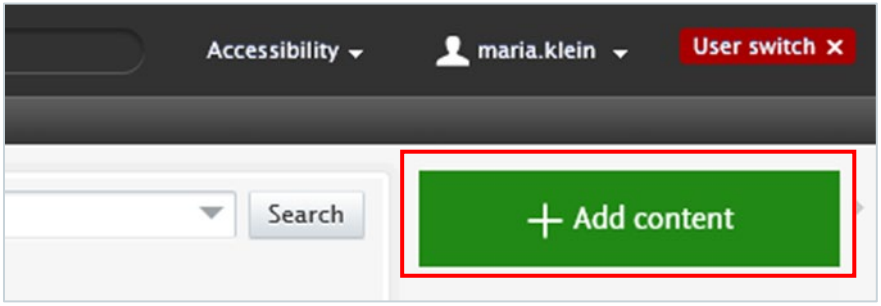
In this section you can add following activities connected to your scientific work:

- 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

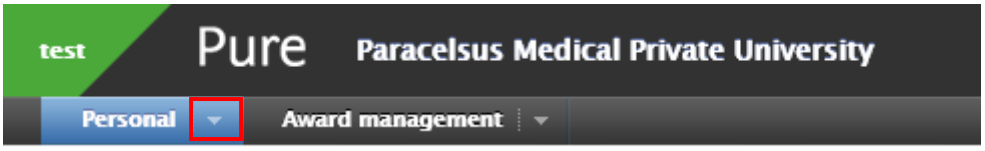
Here is an example how to add record about *Participating in an academic event*.
If you wish to add other types of activities, you can easily do so by following the same process used for adding participating in or organising an academic event.

To add an academic event that you participated in:

1. Click on *Add content* button:



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



2. Select *Participating in or organising an event*, then select *Participating in a conference, workshop*.

3. In the *Activities* editor window, you need to enter all available information about the item. The required fields (listed above) are marked with a red star and filling them in is mandatory. Filling in the other fields is optional.

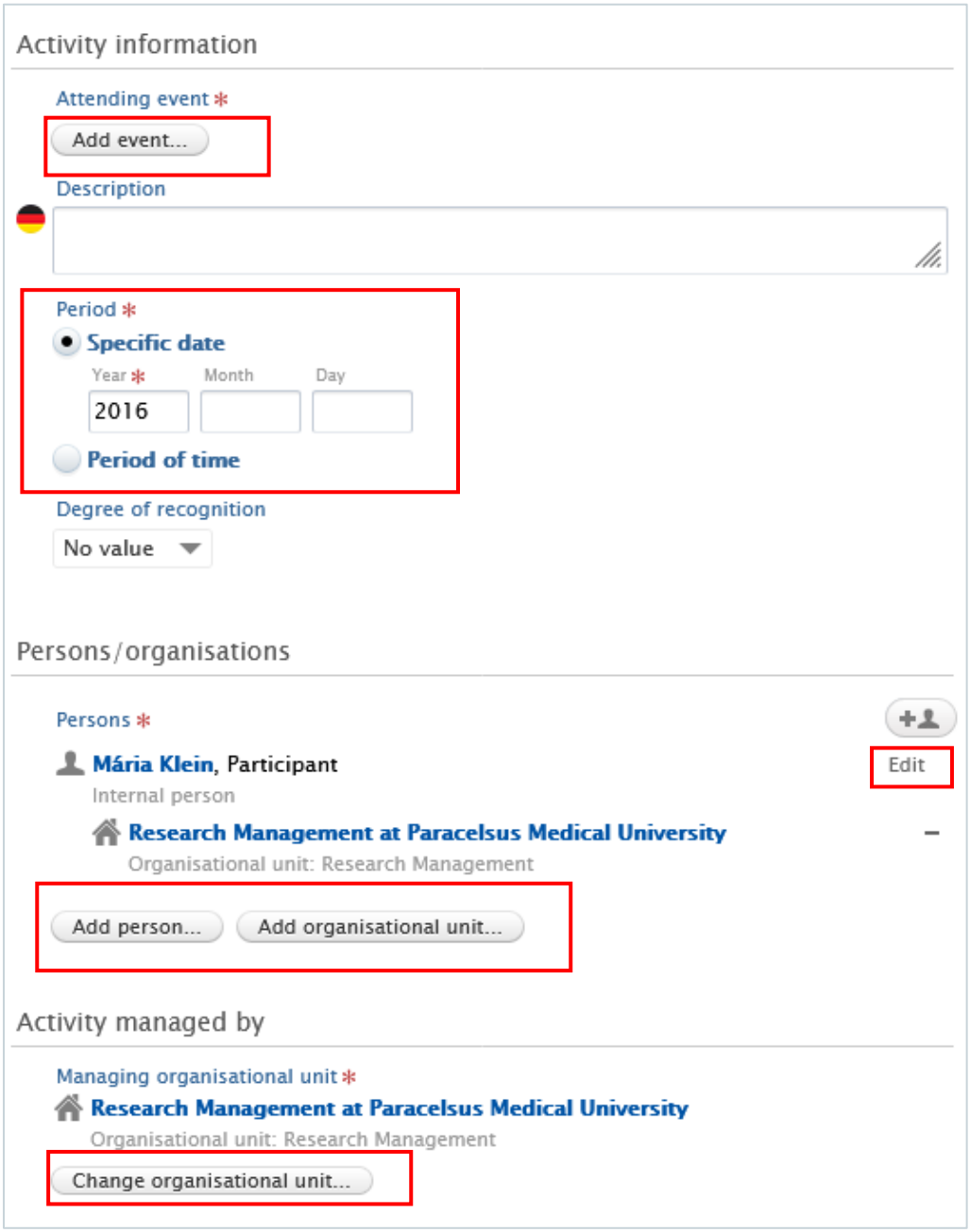
   1. **Attending event:**
      Search for/or add the title of the event.

   2. **Period:**
      Select if the event will take place on a specific date (for example 2024/03/15) or a period of time (for example 2024/03/15-2024/04/10). Fill the information about the exact date(s) in.

3. **Persons:**

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

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



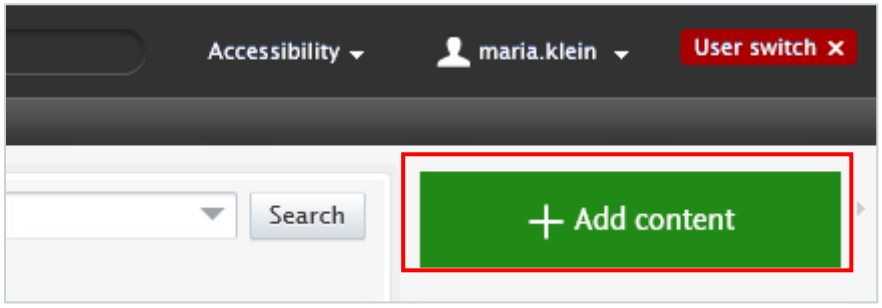
4. Click on *Save*.

2.4. Prizes

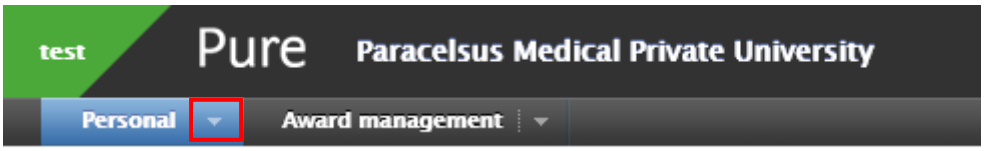
You can add a prize (honour) to your Pure profile.

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.

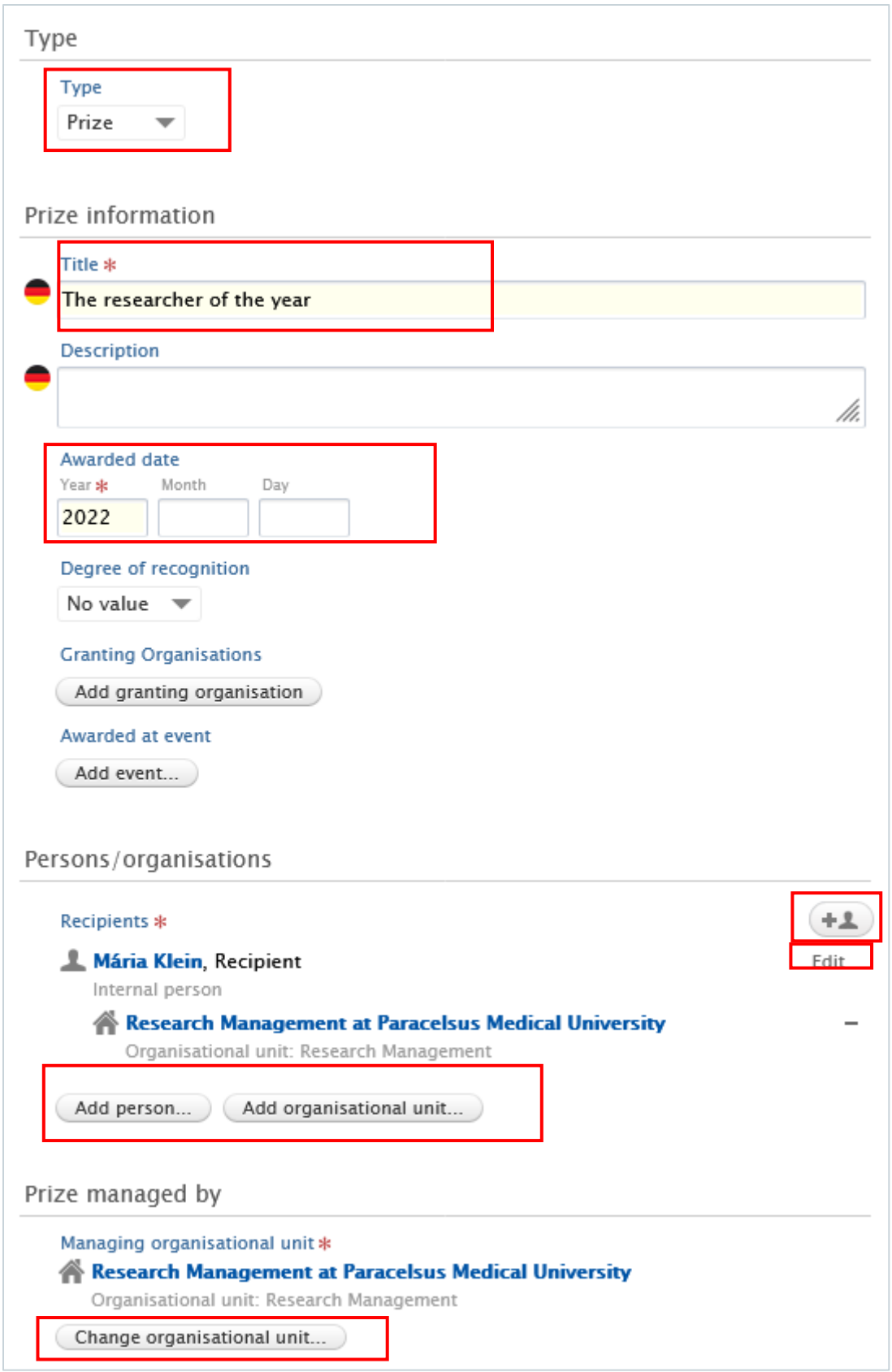
    1. **Type:**
    The default type is prize, use to dropdown menu if you need to choose another type.

    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.



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.

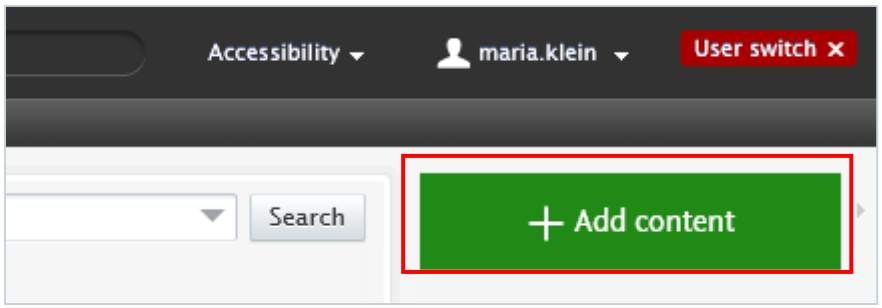
4. Click on *Save*.

2.5. Press/Media

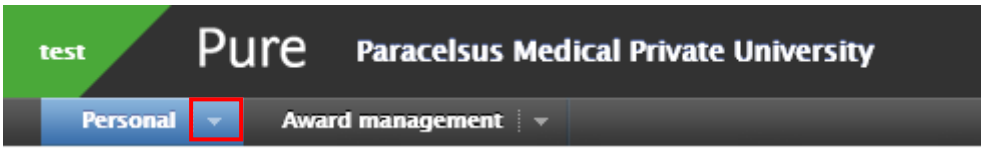
Press/Media contents include articles in daily newspapers, tv-reports, radio-talks, etc.

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:



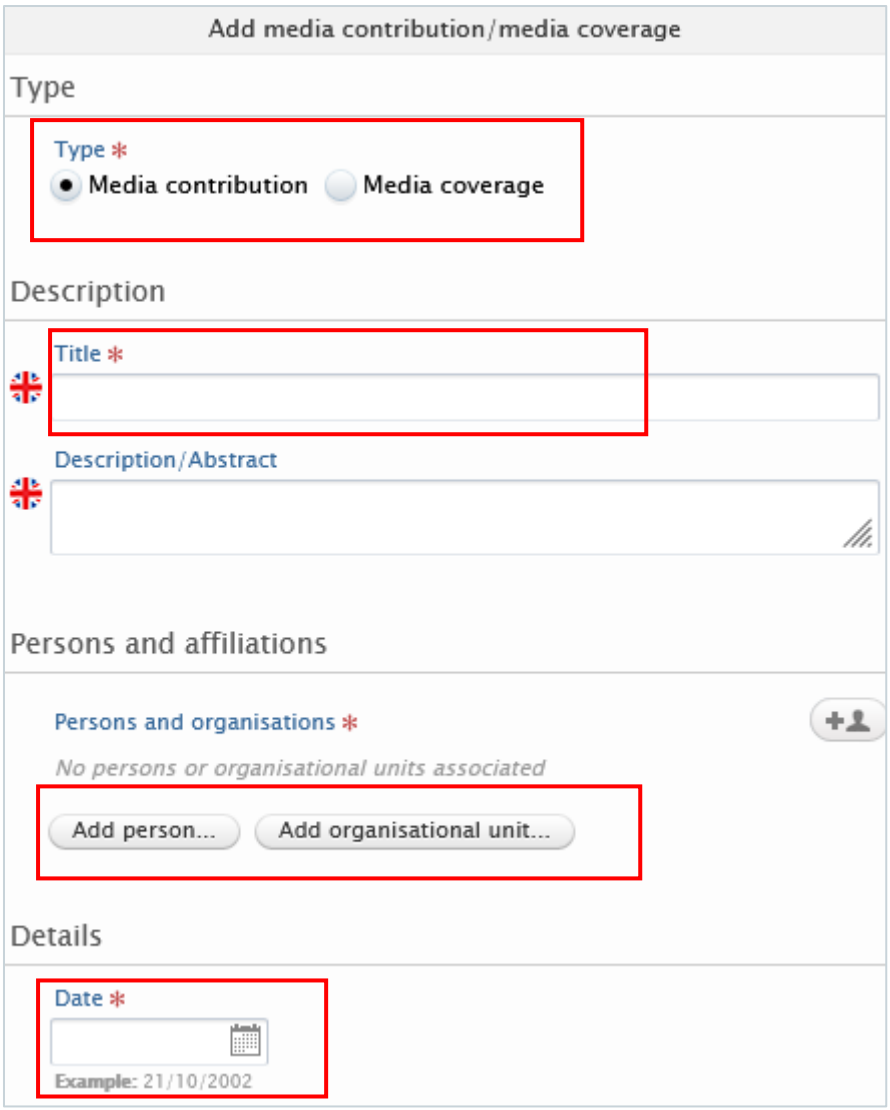
1. In the Press/Media editor window, you need to enter the relevant information about the content. The required fields are marked with a red star and filling them in is mandatory. Filling in the other fields is optional.

    1. **Title of theme/story:**
    Fill in the title of the record.

    2. **Media contribution/media coverage:**

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.



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

4. Click on *Save*.

2.6. CV

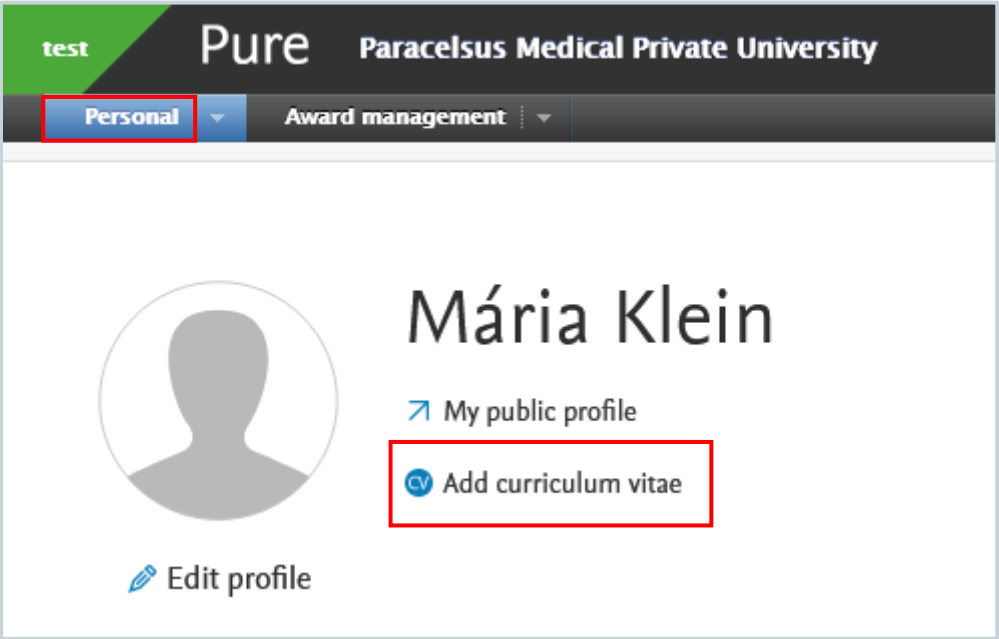
A Researcher can create a CV directly in Pure.

Two types of CV-s are available:

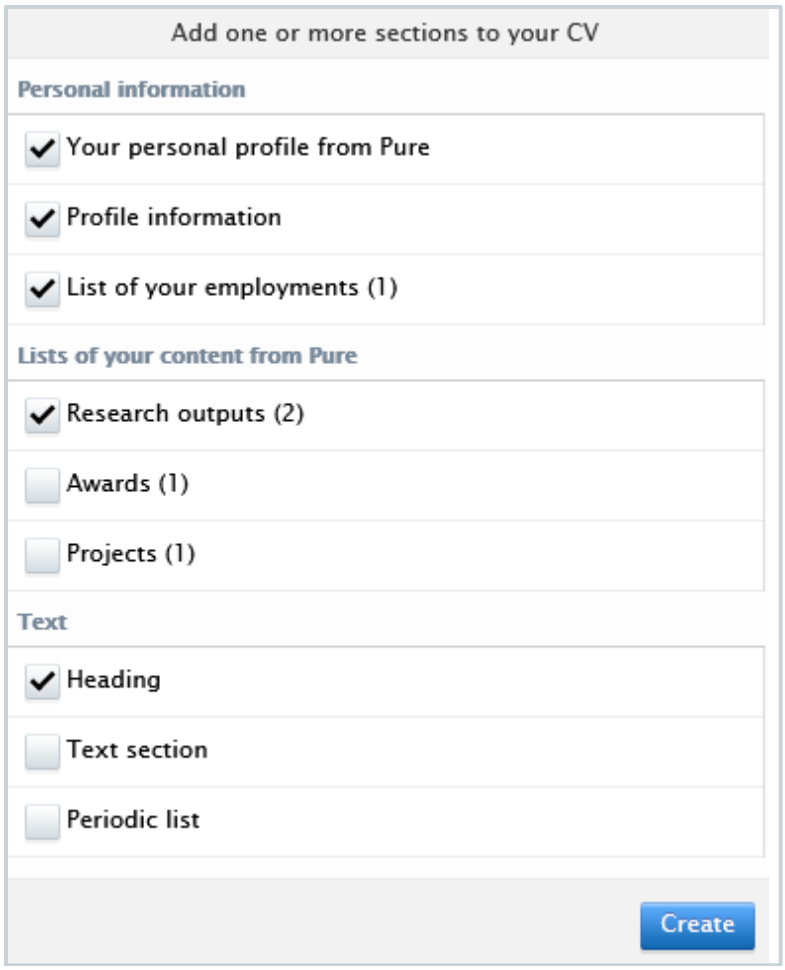
- Public CV: visible on the Pure Portal
- Private CV: only visible for you

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*.



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.

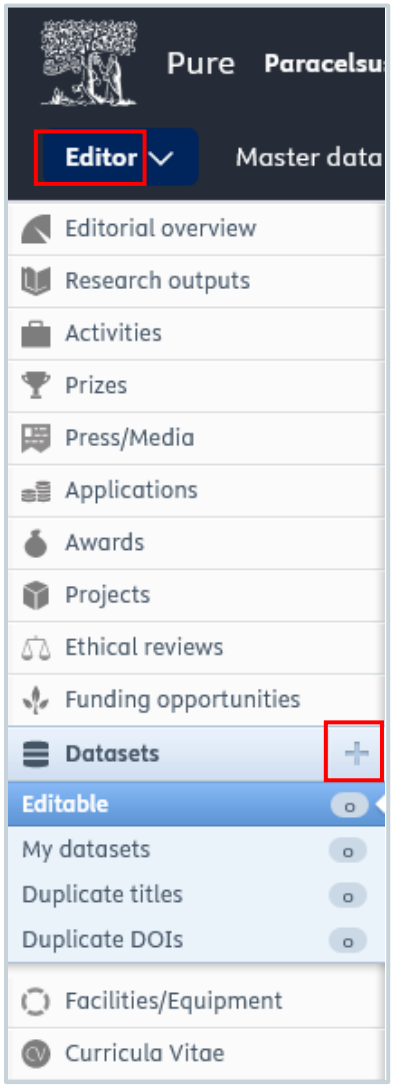
Important
It is not possible to store your data in PURE, as PURE is a **not a data repository system**. However, you can add a DOI or a link to your database in your entry.

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

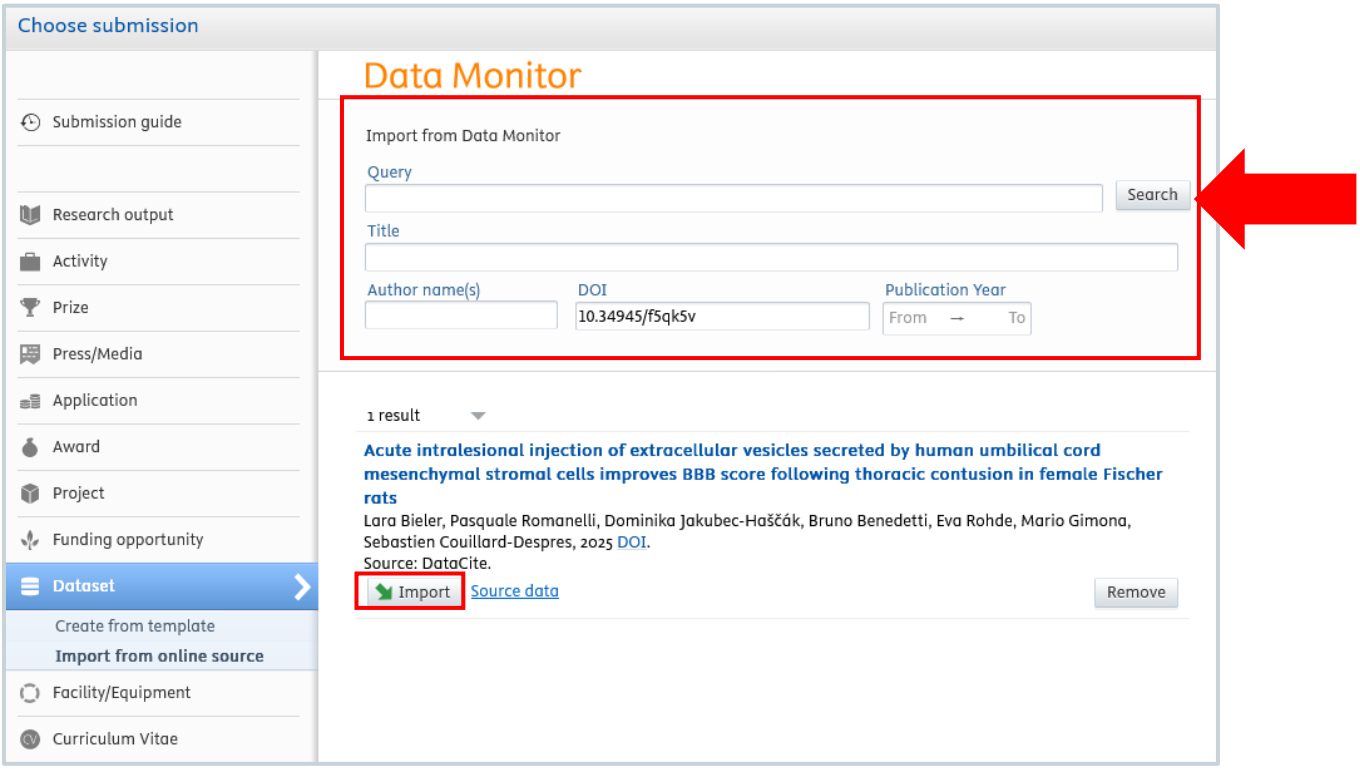
1. **Import from online source** – preferred
2. Create from template

To import datasets from online source:

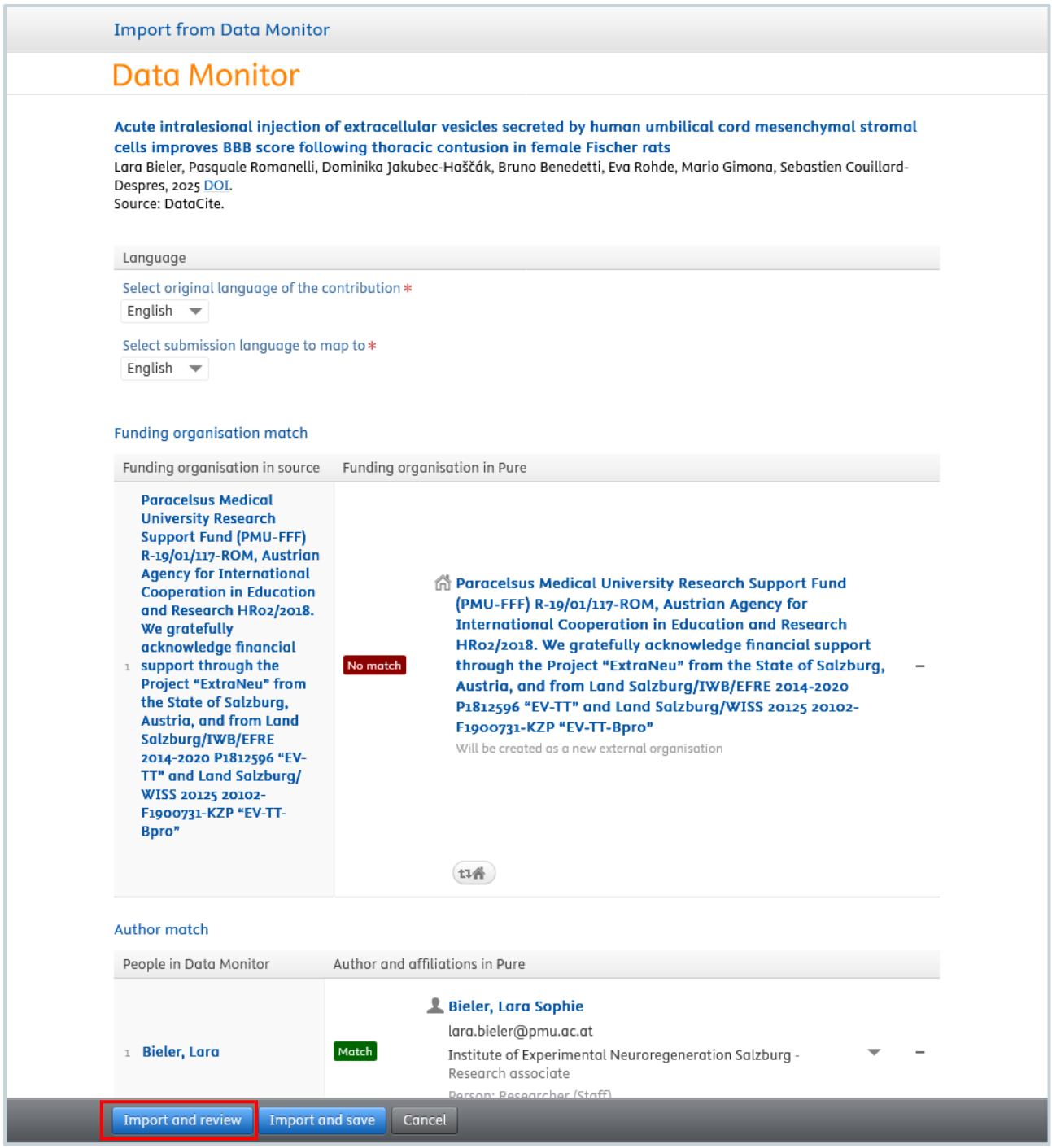
1. Click on *Editor* in the header, then click on the + next to *Datasets:*



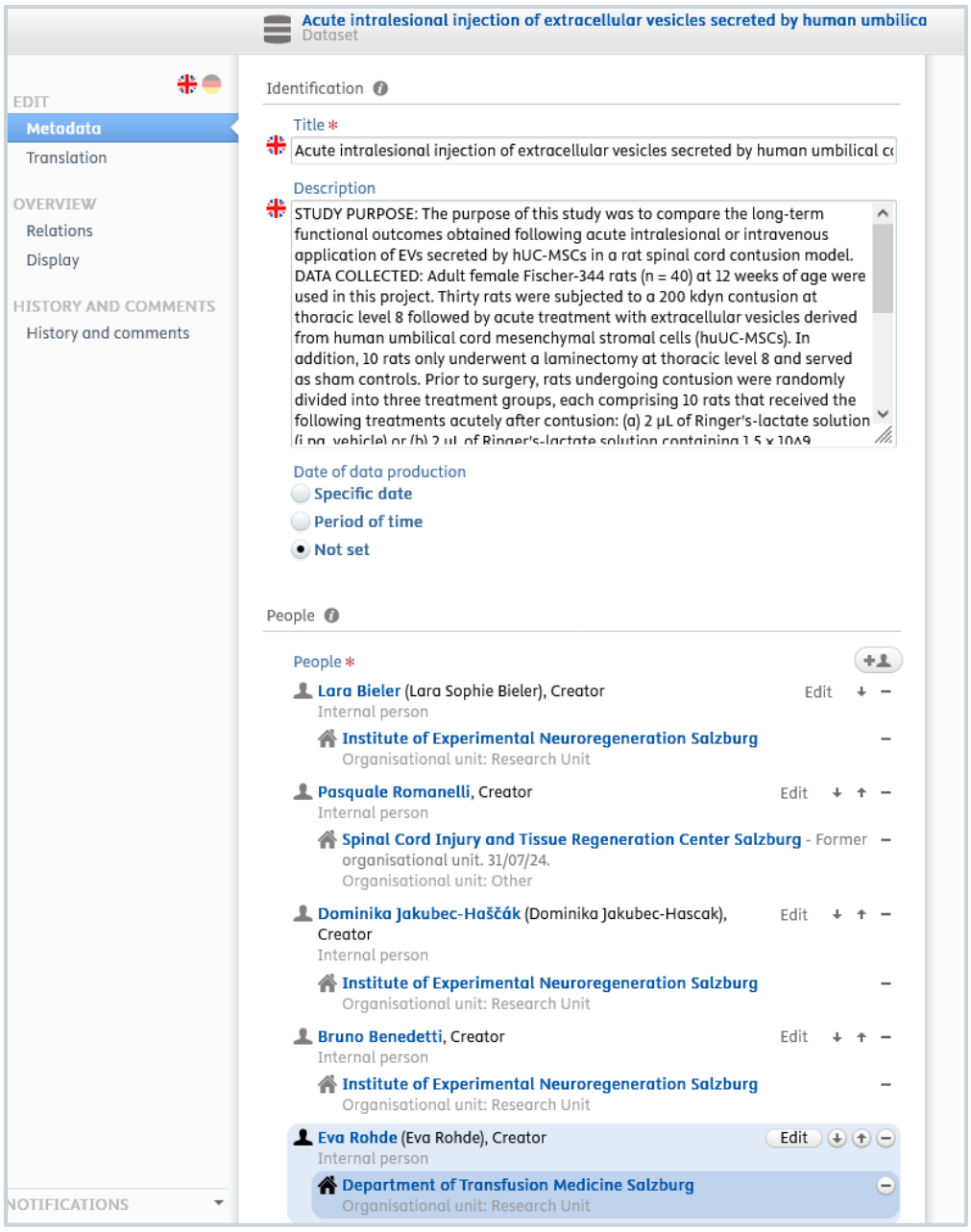
2. Select the option *Import from online source*. At PMU, the search engine Data Monitor is available for this purpose.
3. Enter the DOI, title, or another identifier to search for your data, then click the Search button. Click *Import* to begin importing your dataset, or *Remove* to delete the result(s):



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

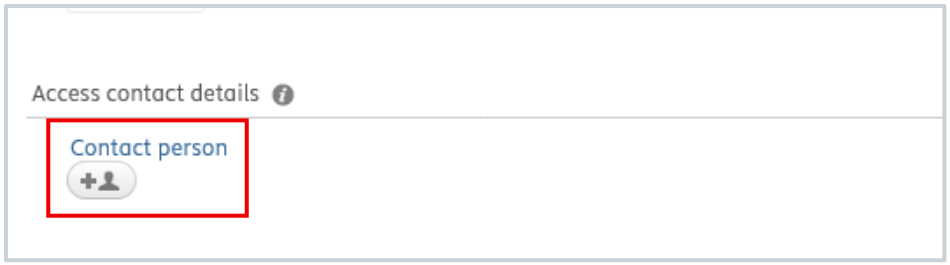


5. In the next step, you can review and, if necessary, edit the fields of the entry.



Tip

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



6. Click *Save* to store the entry.

To create datasets from template:

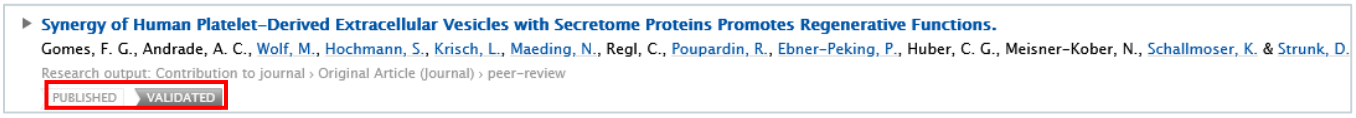
1. Click on *Editor* in the header, then click on the + next to *Datasets*.
2. Select the option *Create from template*.
3. Fill in all mandatory fields (marked with a red star *, such as Title) and any relevant fields.
4. Clik Save to store the entry.

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

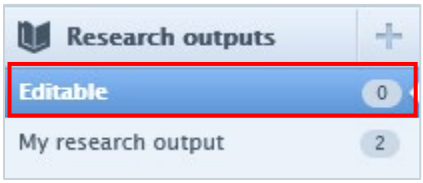
3. Workflows

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*).



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

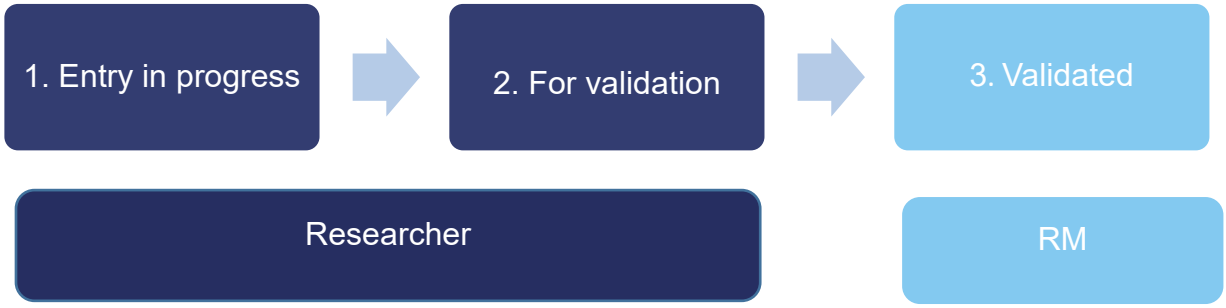


3.1. Workflow of Research outputs

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

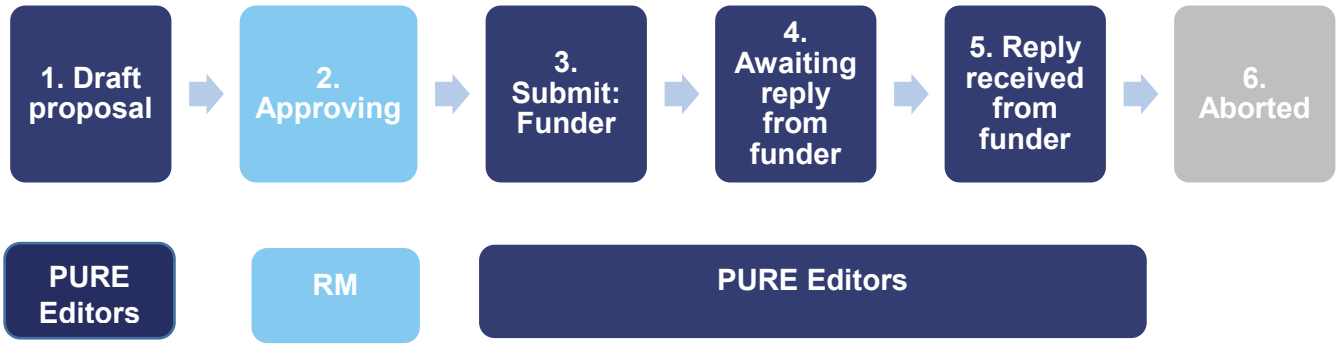
The content type Applications has a **6-step** workflow:

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.

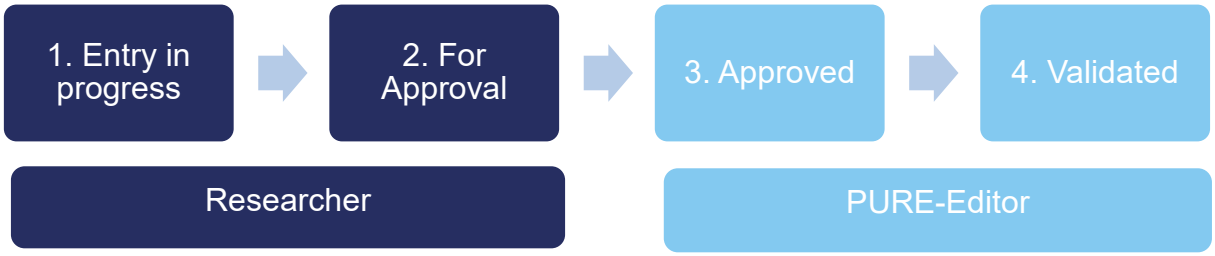
Once the Award has undergone the approving process (Step 2), the Researcher cannot edit anything but read the record.

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: The project has been approved by the PURE-Editor.
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.



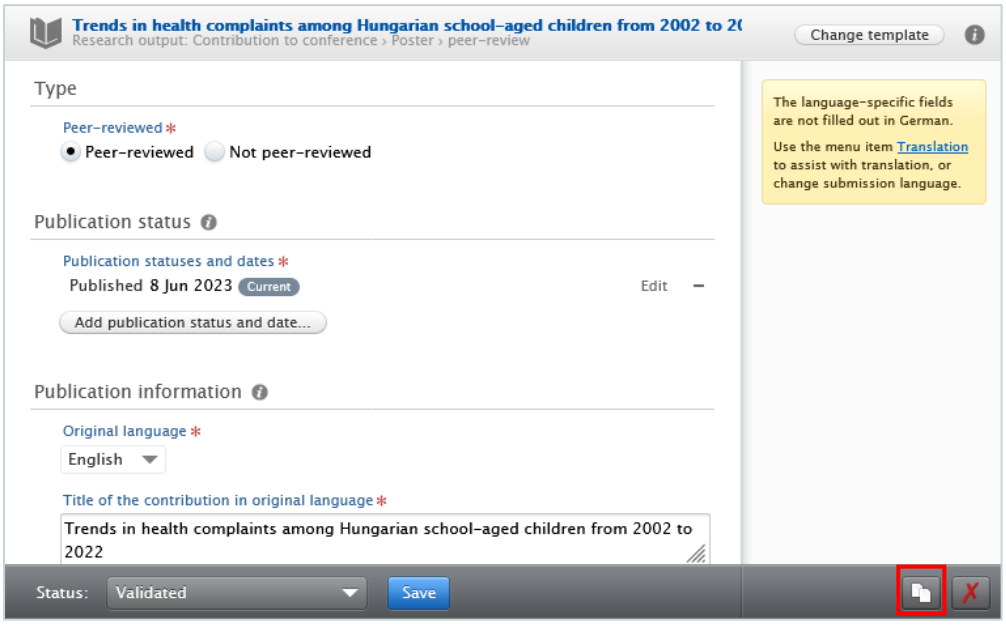
The content types of Activities, Prizes, Press/Media, and Curriculum Vita have no workflows.

4. General features of content types

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

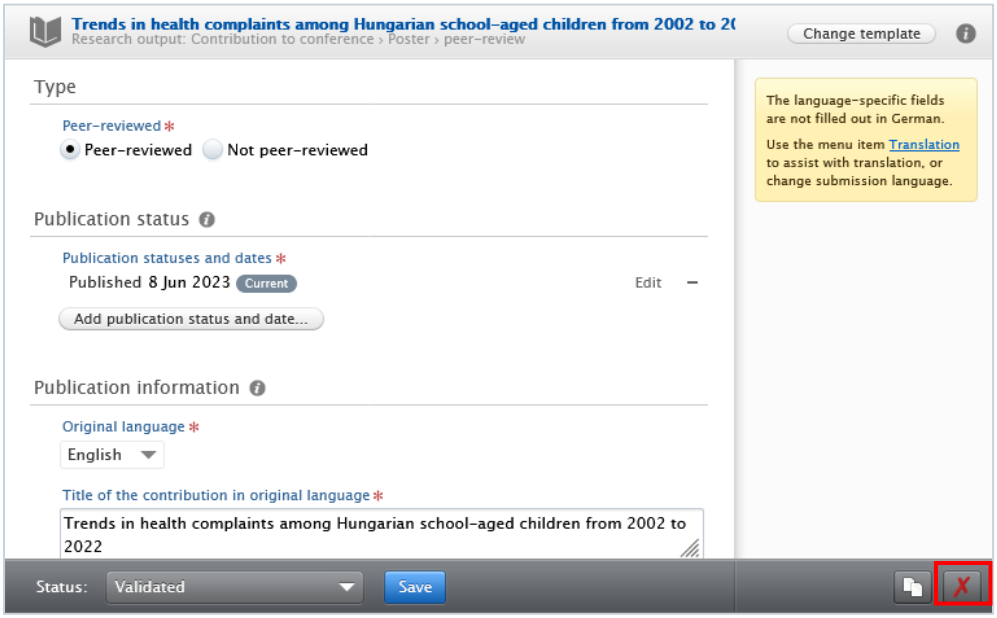
4.1. Create a copy

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:



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´.*

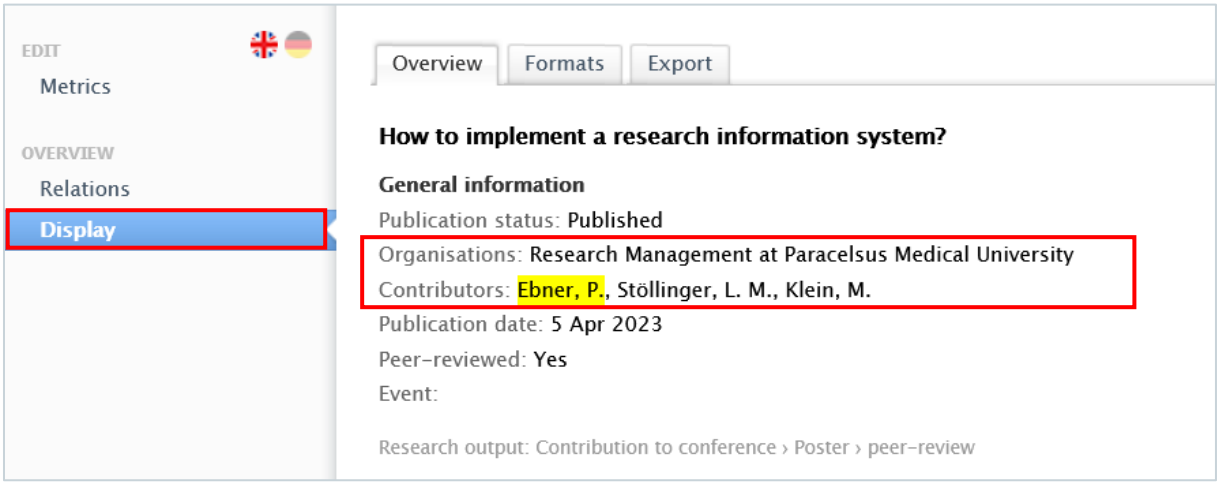


Important

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

4.3. Relations

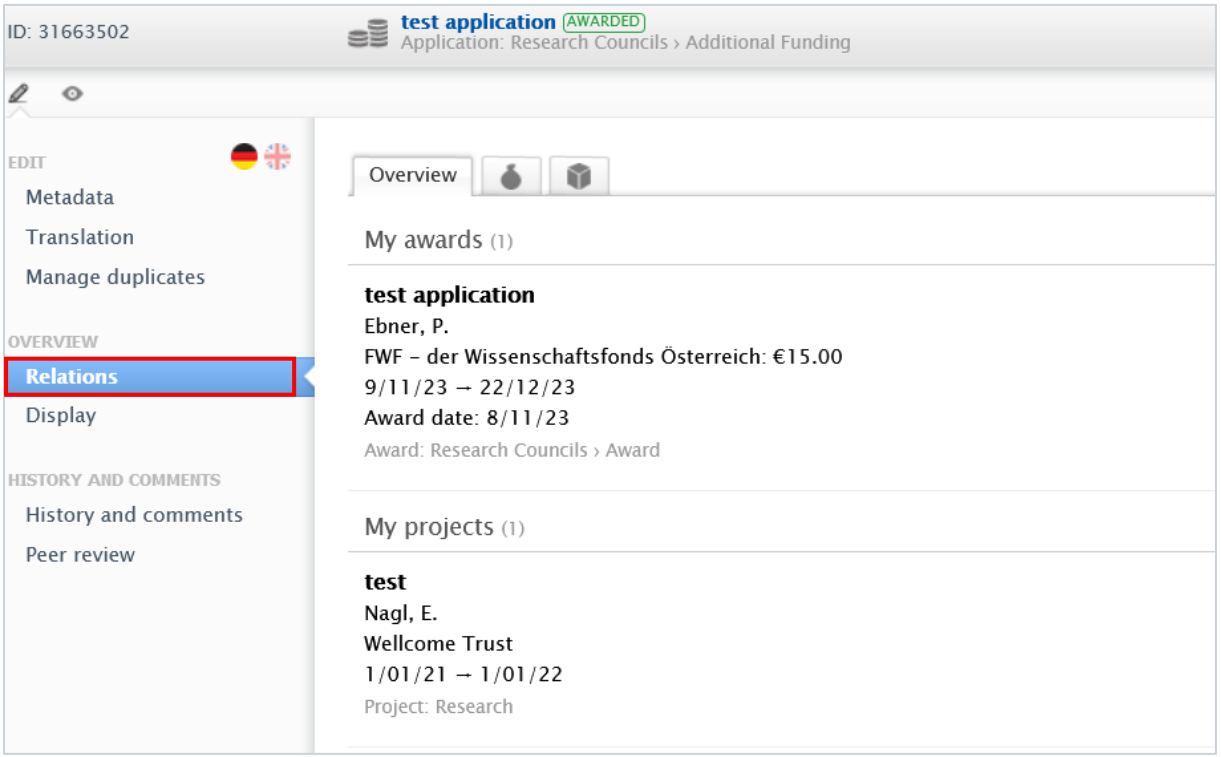
One of the most important advantages of Pure is, that it **connects** content types with each other. Using relations can help to improve our data quality. For example, a Research output is always related to a person and the person's organisation. These connections are shown under *Display* tab.



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:



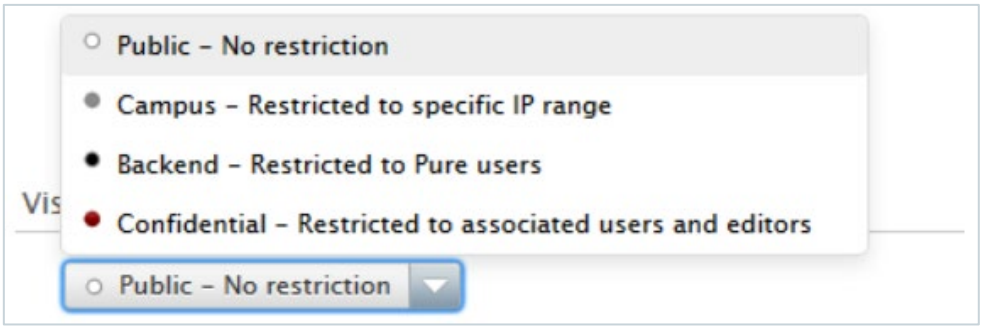
Important

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:



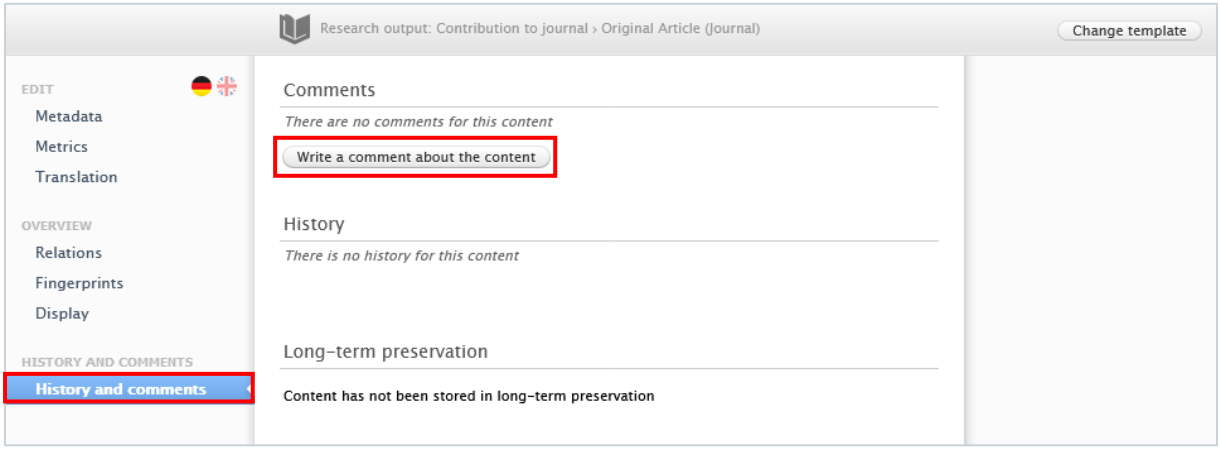
Visibility state	Description
Public	No restriction on visibility. All users of Pure can see this content and it is displayed on Pure Portal.
Campus	When viewed on the Pure Portal, visibility is restricted to viewers with a specific IP range set to reflect being on-campus at your institution. All users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

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



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**:

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:

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:

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 story 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 or 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 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.

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

I have just uploaded a profile photo to my Personal profile in Pure, but I cannot see it. What should I do?
First, please not the technical requirements for a profile photo: maximum file size: 1 MB, accepted file types: .jpg, .jpeg, .png, .bmp, .gif. Next step, ensure, that you have selected “Portrait” as the category for the profile photo.

I would like to input information about my teaching activity. Which category should I use?
You can create your teaching activity under the Activities/Other scientific activities/Teaching Activity option. For more details, please refer to the section Activities.