



# **PURE Overview and Profile Guide**

## ***Recording Profile information in PURE***

**Rev 1.0 CVD**

# Bangor University PURE – Research Information Management System

## Overview and Profile User Guide

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## What is PURE?

In order to manage our research activities Bangor University has implemented a Research Information Management System called PURE. This system aims to provide solutions for both researchers themselves as well as back-office staff administering research within the University. The PURE system supports organisational efficiency and also provides a professional shop window for the University's research activity through a new research portal <http://research.bangor.ac.uk>. PURE draws together research information from both internal and external sources and facilitates an evidence-based approach to Bangor's research and collaboration strategies, assessment exercises, RCUK, open access compliance and real time visibility of current research activity.

PURE holds information for research active staff grouped into the following categories:

- Research Outputs
- Research Activities and Events
- Press Clippings
- Research Students
- Research Data Sets
- Research Applications, Awards, Funding and Projects
- Research Impact
- Research Equipment and Facilities
- Researcher Expertise

This information can be linked, viewed, exported and presented in various ways to help individual researchers, research administrators and managers and external people access Bangor's research activity, for example:

- CV's - public, private, highlighted
- Internal and external research networks
- External research positions
- Academic and professional qualifications
- Person expertise and key words associated with your research
- Open Access Repository
- Data feeds to your individual web pages
- Reporting functions on information held in PURE

## Project Progress

There are many elements to implement PURE in Bangor and not all can be launched at the start. The following are key elements and when we anticipate launching them.

- Element 1 - Installation of Server Environment and Basic Set-up of PURE - **COMPLETED**
- Element 2 - Synchronisation of Person Data from line of business systems - **COMPLETED**
- Element 3 - Import of Legacy Publications Data - **COMPLETED**
- Element 4 - Core Components: Profiles, Outputs and Impacts - **COMPLETED**
- Element 5 - Trial of Core Components in one college - **ONGOING**
- Element 6 - Roll Out of Core Components to wider University - **Expected late July 2016**
- Element 7 - Advanced Portal (Portal with Bangor Specific Branding) - **Expected late August 2016**
- Element 9 - Directory of Expertise - **Expected before the end of 2016**
- Element 10 - Press Clippings - **Expected before the end of 2016**
- Element 11 - Data Sets - **Expected before the end of 2016**
- Element 12 - Enhanced Project Finance Reporting - **Expected before the end of 2016**
- Element 13 - Application, Award and Project Management - **No confirmed date yet**

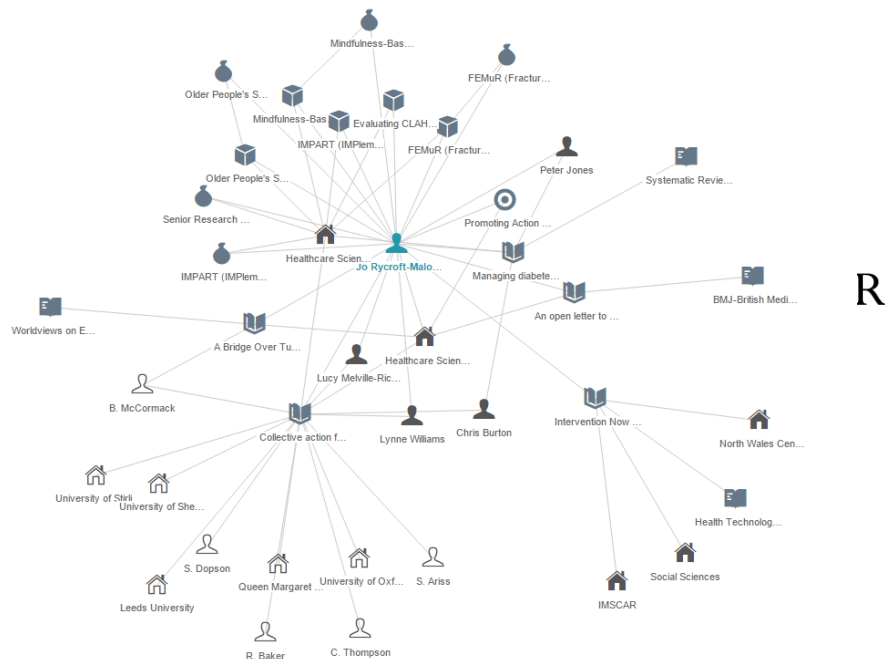
## Data Quality

Person and financial data surfaced within PURE is derived from our other line-of-business systems. If you think data about you (e.g. name, job title, department etc) is incorrect then you'll need to contact Human Resources to remedy it. Similarly financial data about research projects arrives in PURE from the finance system and any deficiencies will need to be considered by the Finance department.

## To log into PURE

<https://pure.bangor.ac.uk> – you can log in using your usual Bangor University user name and password.

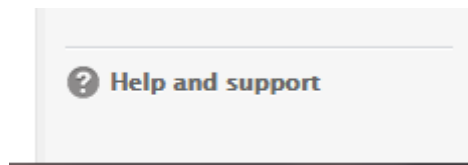
## General information



PURE is a relational database that enables you to create links between different PURE content types to build up a picture of your research activity. Above is an example of a PURE graph of relations.

- Bangor colleagues
- External collaborators
- Bangor Schools and Research Units
- External organisations
- Outputs
- Impacts
- Research projects
- Research awards

## Help and Support

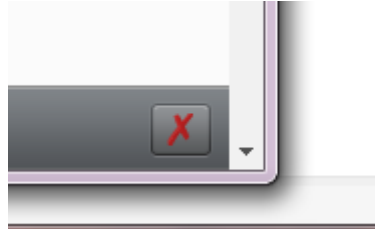


At the bottom right hand corner of every main screen you can find the Help and support pages. The **Manual** option takes you to Elsevier’s PURE manuals. The **Bangor specific** user guides, of which this is one, provide detailed, step by step information on how PURE can be used by Bangor staff. The **Screencasts** are Elsevier’s brief guides to specific tasks within PURE. Finally, there is an **IT helpdesk** link for you to use if you encounter any technical issues with the system itself.

Wherever you see the symbol within any screen in PURE further information is provided in a small message text box, hover over, or click the icon. If you toggle the symbol at the top right hand corner of any pop-up screen all the information text boxes will appear and remain visible whilst you are working on that screen.



Whenever you open a new window or screen in PURE and add information please remember to press the blue Save button at the bottom of the page otherwise the information you have inputted will be lost.



**Warning** - if you click the red cross at the bottom right-hand side of any screen this will delete the PURE record. Do not click this unless you intentionally wish to remove a record from PURE.

### Preferred language

PURE can be used and viewed in either Welsh or English. To set your preferred language click on your personal user icon on the far right of the top blue PURE menu bar.



This will open a screen allowing you to select your preferred language, the top **Language** option will alter the language of the PURE system and the **default submission language** will allow you to enter information in either Welsh or English.



### Associated person

This will open your PURE Profile page – further details about this page are in the Your PURE profile section below.

### Roles

This will list any research focused administrative roles you hold for your School, College or the University that allow you to view more information held within PURE. For example, Professor Jo Rycroft-Malone has a REF2020 Reporter Role which allows her to see information regarding Bangor's preparations for the next Research Excellence

Framework, the number of REF eligible staff per Unit of Assessment etc. Most staff will not have any PURE Roles other than their personal User Role.

### E-mail settings

On the left hand menu of your User profile page you are able to set how often you wish to receive emails to your Bangor email account regarding the different content types associated with you in PURE - when content is added to your profile or when your content is edited. You may select All emails, Never, Instantly, Daily, Weekly, Monthly or Quarterly.

### Message settings

This allows you to customise the messages that you receive within the PURE system for the different content types associated with you. These messages will appear in the right hand side of your PURE workspace.

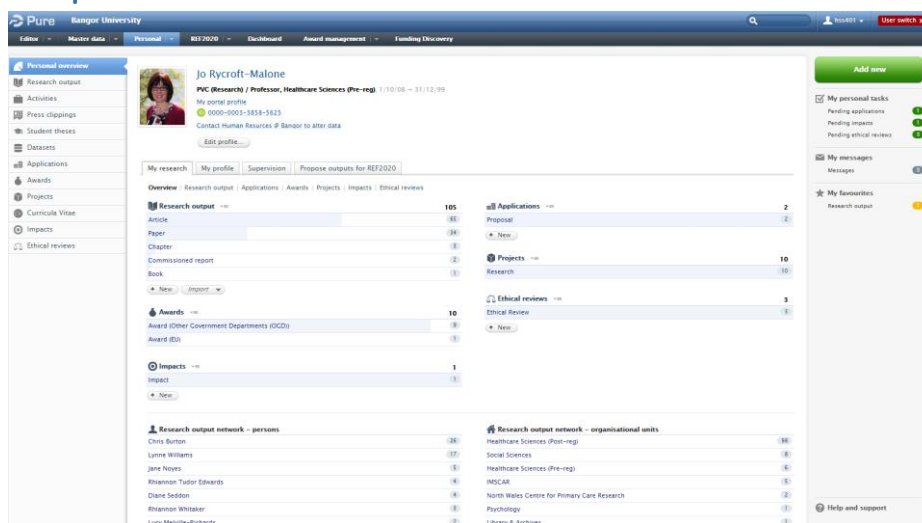
### Task settings

This allows you to select the task you wish to be visible in the right hand side of your PURE workspace.

### Trusted users

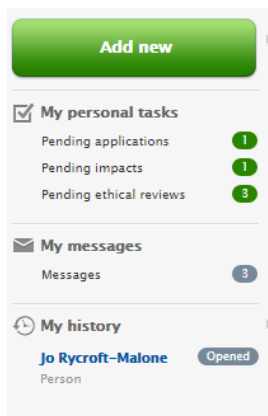
Here you may add users you trust to act on your behalf using your PURE User account. Once you have added a trusted user they will be able to view and edit all your content and any additional content that you have access to via any PURE User Roles you may have.

## Your PURE Workspace



This is what you should see when you log into PURE as a personal user. There are three sections – the left-hand navigation menu, the central section and the right-hand side of the workspace.

## Right-hand side of your PURE workspace



### Add new

You can add content to PURE by clicking the green 'Add new' button. This will open a window providing you with the same options of content type that are available via the left-hand menu.

### My personal tasks

Here PURE will highlight any tasks that require your attention.

### My messages

Messages will appear here from PURE administrators, either regarding your content or in response to any messages you have sent via the 'history and comments' options available in a number of the content types, e.g. messages sent to the Repository Team regarding an issue with a particular output.

### My history

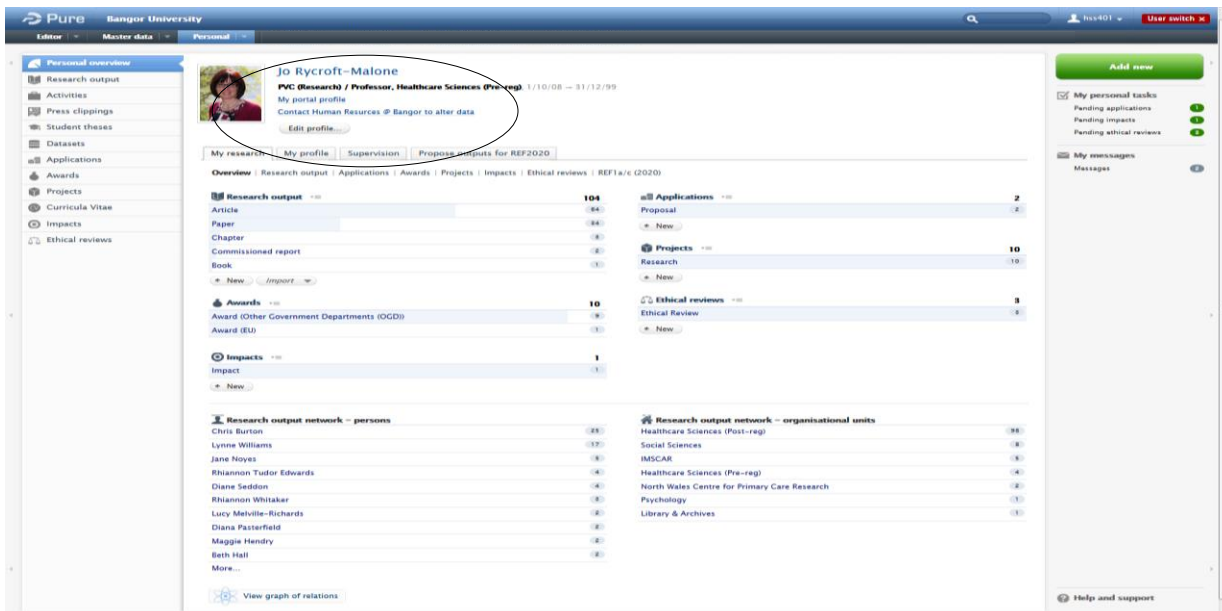
This will show the latest items you have been working on from your current and previous PURE session for easy navigation.

## Central section of your PURE workspace

### Your PURE profile

This will be how your individual profile page will look in PURE. It is from here that you can manage your various types of research content and add new information and research content. You can navigate around your profile using the horizontal menu tabs in the central section of your PURE workspace or via the left hand menu. When the **Personal overview** at the top of the left-hand menu is selected your workspace will show a summary of your activity listed under the PURE content type.

At the top of the central section of the workspace, next to your profile picture, you will see your name, position, dates of your current contract. Underneath this you will find a link to your portal profile.



## My portal profile

The PURE Advanced Portal is the external window to Bangor's Research and shows how some of the content and information you have added through PURE will appear to the outside world.

The Research portal can be found at <http://research.bangor.ac.uk>. The current (August 2016) portal you link to is not the final Bangor portal but rather a simplified 'out of the box' version. Bangor is having a customised, advanced portal developed which is expected to be live by the end of August 2016.

The information that is held in PURE will be used to populate school webpages, replacing the current webpages as the system is rolled out across the institution.

## Edit Profile

Edit profile...

The Edit profile button, located beneath the **My portal profile** link, allows you to view basic HR information the institution holds for you. This data is being pulled directly from Bangor's other line-of-business systems. If you think data about you (e.g. name, job title, department etc) is incorrect then you'll need to contact Human Resources directly to remedy it. This data, in its entirety, is only visible to certain other PURE users based on specific user access rights. Basic profile information will be visible in the Portal.

### Positions outside of the institution

External positions

Add External Position...

### Education / Qualification

Education / Academic qualification

Add education / academic qualification...

### Keywords

KEYWORDS

There are no associations

Add keywords...

### Portal details

Willingness to take Ph.D. students

Yes  No

Ph.D. research projects available

### Person Expertise

Person Expertise

Add Person Expertise...

### Visibility

Visibility

Public - No restriction

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

Some information comes directly from Bangor's HR system, e.g. your title, ID HESA staff ID etc.

You are encouraged to add additional Profile information - research interests and biographical information. Positions outside of the institution, Education/Qualifications, Keywords, Person Expertise can all be manually added to your profile. This will populate your Portal profile and thus promote your research expertise outside of Bangor to potential collaborators, PhD students and so forth.

Where the content can be seen.  
**Publicly available**  
- e.g. website /portal  
**Campus (IP)**  
- from allowed IP-addresses  
**Restricted to Pure-users**  
- Only visible when logged in to Pure.



The left hand menu of 'edit profile' allows you to:

#### [Propose outputs for REF 2020](#)

Here you can propose outputs for the next REF that will be reviewed during the annual Rolling REF rounds. More information about how to do this is provided in the *Outputs User Guide*.

#### [Associated user](#)

This will list the roles you have within PURE e.g. REF2020 reporter (for Deans, Directors of Research both College and School).

#### [Translation](#)

PURE is not a translation system; however you can manually add your key research terms in both Welsh and English.

#### [Automated search](#)

Here you can set up an automated search for your publications. More information and details of how to do this are provided in the *Outputs User Guide*.

#### [Relations](#)

This is another way to see the connections between your various research activities.

#### [Fingerprints and Display](#)

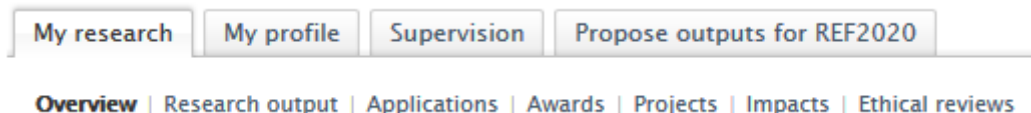
Please ignore these for the time being until the PURE system is fully operational.

#### [History and comments](#)

This will show you both your and PURE administrators activity on your PURE profile.

**If you make any additions or changes don't forget to save before you close the window.**

### Central horizontal Menu Tabs



#### [My research](#)

This contains a summary screen of your PURE content; it also includes Research output network information (the people and schools you collaborate with most frequently).

**Overview** – a summary screen of your research activity that is recorded in PURE.

**Research outputs** (publications) – these are listed by type. Manually added outputs will be passed to the Repository Team for verification before being externally visible via the Portal. Imported outputs will require you to verify the output is yours. Full information regarding outputs is provided in the *Outputs User Guide*.

**Applications** – Bangor is not currently using this module so please ignore it for the time being.

**Awards and Projects** - data is currently the same for both Awards and Projects and is imported from Bangor's Agresso Finance system – further specific training on these elements will be rolled out later in the PURE project cycle. Staff can currently view some detail of research grants for which they are the Principle Investigator - funder, timescale, budget and expenditure in various ways.

*NB. Project is the top level and can comprise multiple awards. If you wanted to group together a number of different awards that are on a similar research topic you could group them by creating an overarching project*

for that research topic. Other elements in PURE, e.g. Outputs or Impact, can only be attached to a Project and not to an Award.

**Impacts** – full information regarding Impact is provided in the *Impacts User Guide*.

**Ethical reviews** – Bangor will not be using this module so please ignore it.

## My profile

Information summarised from information held within the **Edit profile** screen.

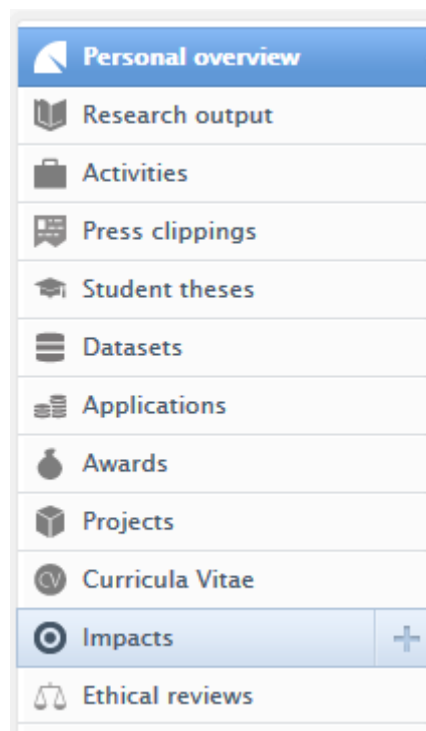
## Supervision

This provides details of current and former PhD supervision. This data is being pulled directly from Bangor's other line-of-business systems, in this case BANNER. If you think this data is incorrect then you'll need to contact the Academic Office directly to remedy it or through any existing School or College based reporting system.

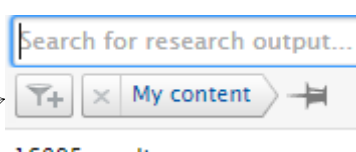
## Propose outputs for REF2020

This is an additional way to propose outputs for the next REF. Staff may select outputs in the current REF window that they wish to nominate for review in the rolling REF process. Some basic information needs to be added by the author. You can change your mind and remove the selection. Detailed guidance on selecting outputs for REF2020 can be found in the *Outputs User Guide*.

## Left-hand menu



The tabs on this left-hand menu will show your PURE content and will show all PURE content of that type in the central section of the workspace if you clear the 'my content' filter, pictured below. What content appears once you have removed the filter will depend on your PURE User Roles.



You can also add filters if you wish to narrow down searchers to particular content types.

## Personal overview

Please see information provided earlier in this guidance document.

## Research output

Full information and step by step guide provided in the *Outputs User Guide*.

## Activities

Staff can manually add anything research related that isn't an output, grant, impact etc. General categories include Awards, Conference participation, external academic engagement, editorial work or peer review of publications, Business and community and Public engagement and outreach. Each of these categories contains a sub category. See Annex A at the end of the document for full list of these categories and sub-categories. It is possible to link these activities other content held in PURE, such as outputs, projects, impacts etc.

## Press clippings

This module will be rolled out at a later date and guidance will be available then. These will be imported from an existing Bangor source before staff can interact with them.

## Student theses

Although it appears that staff can add these, the current plan is for these to be added by the Library following their current workflow.

## Datasets

This element will be introduced later in the roll out but you will be able to add any data sets connected to your research. Particularly crucial for EPSRC funded projects. Storage issues being looked into by IT and RSTG. Repository Manager responsible for this.

## Applications

This will be rolled out at a later date when guidance will be provided.

**Awards Projects Impacts** – please see information provided earlier in this guidance document.

## Curricula Vitae

Options for staff to generate and save various forms of CV using the data stored in PURE. Any CVs created can be stored as either **Public** or **Private** and confidential.

## Ethical reviews

Bangor will not be using this module so please ignore it.

## Bangor University Help and Support

For REF and general PURE related queries contact: **Claire Davis**, Research Assessment Manager, [c.davis@bangor.ac.uk](mailto:c.davis@bangor.ac.uk)

For output and dataset related queries contact: **Michelle Walker**, Repository and Research Data Manager, [m.walker@bangor.ac.uk](mailto:m.walker@bangor.ac.uk)

For Impact related queries contact: **Saskia Pagella**, Impact and RCUK Officer, [s.l.pagella@bangor.ac.uk](mailto:s.l.pagella@bangor.ac.uk)

For technical help with the **PURE system** contact: IT helpdesk, [helpdesk@bangor.ac.uk](mailto:helpdesk@bangor.ac.uk)

## Annex A – Activity types

Activity	Awards	Prize (including medals and awards)
		National/international honour
		Honorary degree
		Election to learned society
		Fellowship awarded competitively
		Appointment
		Other distinction
	Conference Participation	Participation in conference
		Participation in workshop, seminar, course
	External Academic Engagement	Contribution to the work of the national or international committees and working groups
		Membership of peer review panel or committee
		Membership of external research organisation
		Research and Teaching at External Organisation
		Invited talk
		Hosting an Academic visitor
	Editorial work or peer review of publications	Editorial activity
		Publication peer-review
	Business and community	Membership of public/government advisory/policy group or panel
		Work on advisory panel to industry or government or non-governmental organisation
		Hosting of external, non-academic visitor
		Joint or sponsored appointments or secondments with industry or commerce
		CPD delivery/organisation of courses for externals (in kind)
		Consultancy (in kind)
	Public engagement and outreach	Public lecture/debate/seminar
		Media article on participation
		Work on advisory panels for social community and cultural engagement
Schools engagement		
Festival/Exhibition		