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## Introduction to Pure

Pure is the University's Research Information System, and addresses two main aims:

- To provide academic and support staff with a user-friendly platform to bring together data in one place and improve the capturing and reporting of research and related activities;
- To improve the visibility of research activities on the University's website via a Research Portal.

Pure gives us:

- A single source of information on research and related activities, bringing together data from HR and Finance and Commercial Development (via Agresso and SITS)
- A new institutional repository, with TeesRep now part of Pure rather than on a separate platform
- A replacement for the previous central Staff Profile system
- The functionality to record additional activities, including research impact activities and evidence
- The functionality to prepare the University's submission to the Research Excellence Framework (REF)
- A public Research Portal, which will be available via the University's website to give a public view of TU's research and better search functionality
- An administrative site where users can view their information – this site populates the public Research Portal.

All members of academic and research staff, research students and professional doctorate students, will have a profile within Pure. This will give access to the system and the ability to update, manage and add to the information contained within it.

Pure is administered and supported by Research and Innovation Services, with the repository managed by Student and Library Services.

- To access the University's Research Portal, go to <https://research.tees.ac.uk/>
- To access the administrative site, go to <https://research.tees.ac.uk/admin> (no log-in is required if you log in from a TU computer, otherwise access the site with your University credentials)
- For queries about any aspect of Pure, please contact [researchportal@tees.ac.uk](mailto:researchportal@tees.ac.uk)

## Why use Pure?

Members of staff and students are strongly encouraged to ensure that they keep their profile, outputs, projects and other records up-to-date in order to create a rich dataset and help to capture, organise and easily share research activities.

A guiding principle of Pure is that members of staff and students control their own data, and have the ability to directly maintain their profile and other information within Pure.

The main benefits of Pure are twofold:

- Pure provides the infrastructure necessary to maintain relevant data and to respond much more easily to external and internal reporting requirements (from REF, funding bodies and others, as well as the University); and
- The Research Portal gives a much more powerful search functionality than previously available on the University website, and enables prospective collaborators, students and external organisations (from funding bodies to companies seeking consultancy support) to discover the research interests and expertise available at Teesside.

The University is a signatory to the San Francisco Declaration on Research Assessment (DORA), and will use Pure to inform research assessment in accordance with the principles of DORA. Further information is available [here](#).

## Responsibilities when using Pure

All Pure users are responsible for checking, amending and updating their information, including data which will be made publicly visible on the Research Portal.

When adding data to Pure, please take care to select the correct level of visibility (please see the section below on '*Who has access to the data within Pure?*').

Many items of data added to Pure have the potential to be sensitive in some way; please ensure that you take care when adding data.

**All Pure users must comply with the University's IT Acceptable Use policy, which is available [here](#).**

## Data within Pure

The following data are synchronised from other University systems into Pure:

- HR data from iTrent
- Student data (for PhD, MPhil and Professional Doctorate students) with a link between the records of students and their supervisors, including student completions on or after 1<sup>st</sup> August 2013
- Data on external funding awards from Agresso, including current awards and those which were active on or after 1<sup>st</sup> August 2013

The following data have been imported into Pure and will now be maintained in Pure (the previous systems will be discontinued):

- Data from the previous TeesRep platform (outputs with a publication date of on or after 1<sup>st</sup> January 2014 have been imported into Pure as a first priority; older outputs will be imported at a later date)
- Staff profile data (previously held in the central ITaCS Staff Profile system)

Members of staff and students with access to Pure are able to create, develop and maintain the following data:

- Personal overview – profile information, including links to ResearchGate, Twitter, LinkedIn and other websites
- Research outputs
- Activities, such as hosting a visitor or organising an event
- Prizes, honorary awards and other distinctions
- Press and media appearances
- Project records
- Courses developed
- Impact records, including but not limited to potential REF Impact Case Studies
- Facilities and equipment

Funding awards are brought in from Agresso and cannot be added manually; funding applications will be integrated at a later date, following the implementation of a new, separate system within the University.

## Who has access to the data in Pure?

Some of the data within Pure are only visible on the admin site. Only data marked as 'Public – no restriction' is visible on the public Research Portal, and only for following content categories:

- Profiles
- Research units (Schools and Departments)
- TeesRep
- Projects

Records in other content categories will only be available on the admin site, although other categories (such as Prizes) may be made available on the Portal in the future, if they become sufficiently populated.

The visibility of the records can be controlled on the admin site, allowing access to records to be restricted using the following options:

- 'Public - No restriction' makes the content publicly available
- 'Campus – Restricted to specific IP range' makes the content visible only on the University campus
- 'Backend – Restricted to Pure users' gives access only to other Pure users at Teesside
- 'Confidential – restricted to associated users and editors' gives access only to those Pure users who are directly linked to the data, plus system administrators

Funding Awards are only visible to the award holder and any project team members who are added to the Award record in Pure. Access to Impact records can be restricted to team members.

'Public – no restriction' is set as the default access level for all Staff Profile, outputs and project records. This can be changed using the options at the bottom of each page – however, the visibility of outputs must be maintained to ensure compliance with Open Access requirements, including for REF.

Support staff in Research and Innovation Services, and the Digital Collections team within Student and Library Services, can also access Pure in order to maintain content and generate reports.

The Digital Collections team has administrator access to research outputs, to allow outputs to be checked and validated before they are published on the Research Portal.

Research and Innovation Services have access to the admin site in order to manage Pure and respond to any queries about any aspect of Pure.

In addition, REF leads will be able to view data relating to staff in the Unit of Assessment for which they are responsible, including HR data, research outputs, student completions, research funding awards, and impact.

Impact Champions will also be able to view impact records relating to their School's impact activities.

Staff in Schools also have access to Pure, for example administration staff who need access to CV information in order to generate CVs for programme approval and review events.

### Visibility of student records & the 'No Publicity' option

By default, the records of all PhD, Professional Doctorate and MPhil students are 'hidden' within Pure, and are not visible on the public Research Portal.

The aim is to enable students to choose whether to make their profile visible, and to provide the opportunity to add profile information (on research interests, etc.) before making this information live on the Research Portal.

If you are a student who would like to make your profile visible on the Portal, log into Pure and follow the link from your Personal Overview page to edit your profile. This will open a new window and allow you to add and edit your profile information.

You can also change the visibility of your profile at the bottom of this page – change to 'Public – No Restriction' and click the save button to make your profile visible on the Portal:

#### Visibility ⓘ

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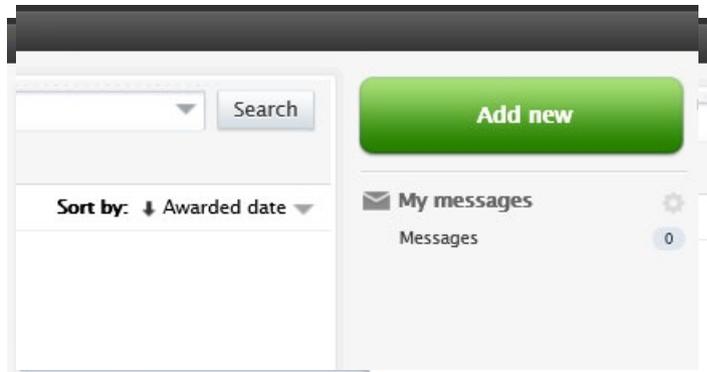
Visibility

Public - No restriction ▼

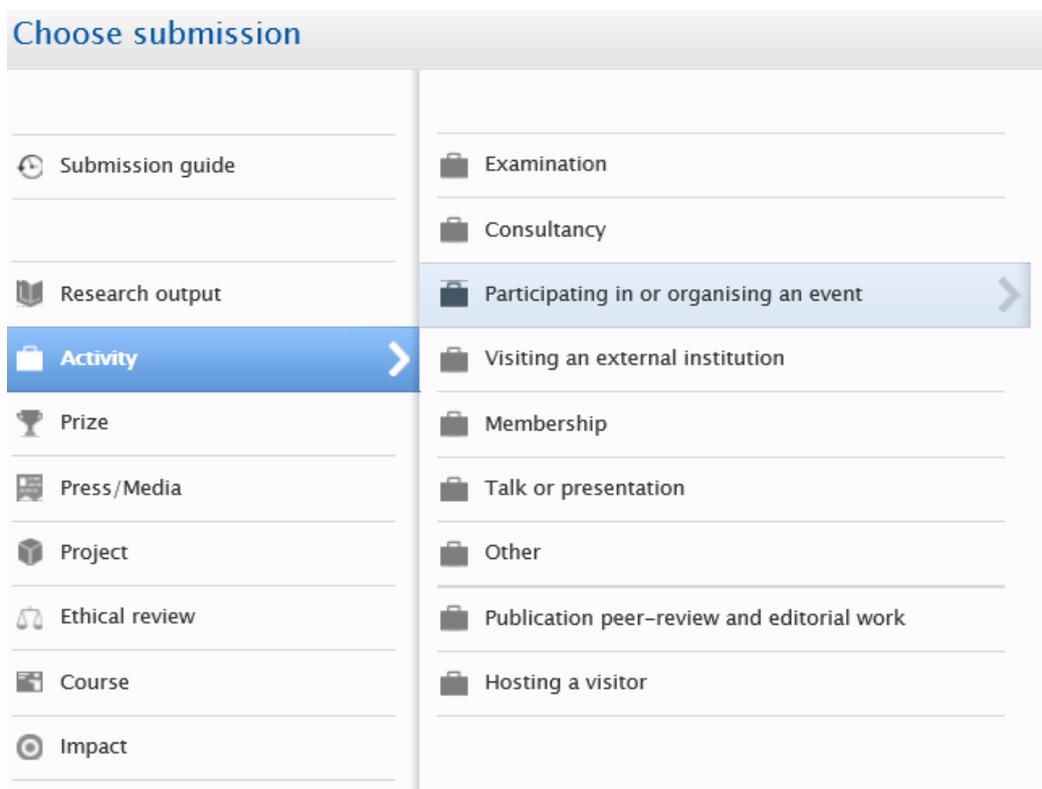
If you make your profile visible on Pure and subsequently request 'No Publicity' within the University's student records system, **you will need to change the visibility of your Pure profile separately** by selecting 'Backend – restricted to Pure users' under the Visibility section. Your profile **will not** be hidden automatically when you select 'No Publicity' if you have previously made your profile publicly available.

## Adding data to Pure

Data can be added to Pure, either by selecting the green Add New button and selecting the correct type of content, or by selecting the '+' icon next to the content types in the left-hand menu on the screen:



Please select the content type you wish to create, and work through the fields, as below:



Mandatory fields are marked with a red asterisk, but please add as much information as possible.

Please see the sections below for information on creating Project and Impact records within Pure.

Adding other Pure users to a record (using the 'Add person' option under Persons / Organisations) will allow them to view and edit the record, and link to their own publications and other Pure content.

## Adding data to Pure – Profile information

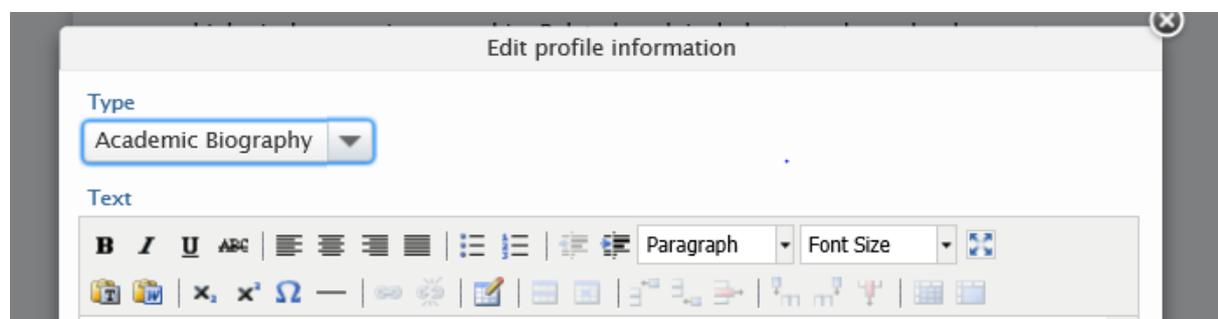
Select the 'Edit my profile' button to make changes to your profile in the admin site (these changes will then be visible on the public Research Portal).

Photographs can be added, along with links to other websites (including LinkedIn, Twitter, Research Gate, Facebook and other sites) and your ORCID number, which will link to your page on the ORCID website. If you add a link to your LinkedIn profile, for example, the relevant icon will display underneath your photograph on your profile page on the Research Portal.

Select the 'Add Profile Information' to add details of your academic biography, research interests, etc.:

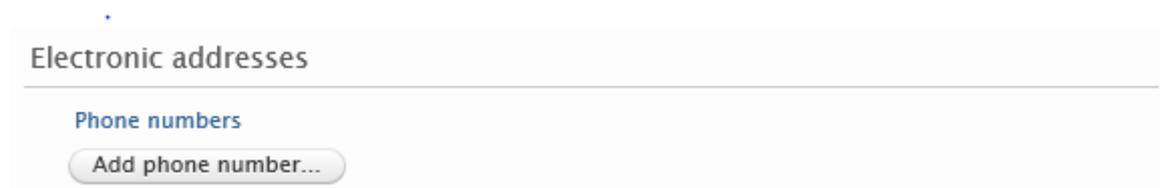


If you had a profile on the previous central staff profile system, this data will have been transferred to Pure and you will be able to edit it from the same page:



Your HR data and details of the PhD and MPhil students whom you supervise will be shown on your profile page on the admin site, but only limited information is displayed on the Portal.

For members of staff, your email address is added automatically to your profile on the Research Portal. You can also add your telephone number by selecting 'Edit Profile' from your Personal Overview page and then scrolling down to the Organisational Affiliations section. Click 'edit' next to your current staff affiliation, and a new window will open; it is then possible to add a telephone number to the electronic addresses section:



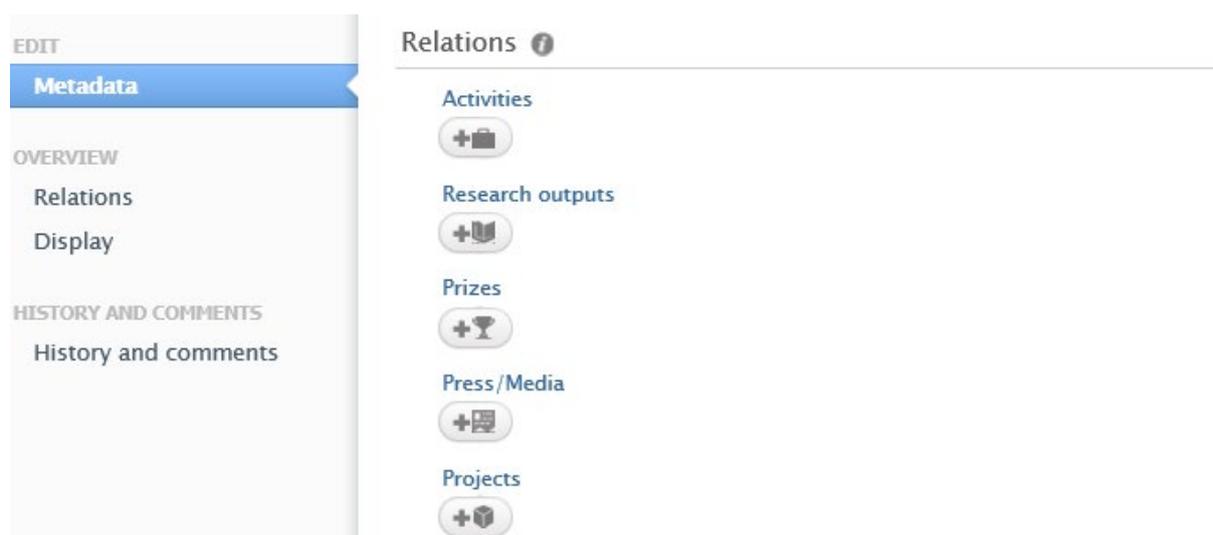
Please add your full work telephone number, including the 01642 area code.

## Linking data in Pure

Records can be linked to each other to show the connection between them – or relations, the term used within Pure. This helps to illustrate the relationship between, for example, outputs and impact, or funded projects, outputs and media coverage (including for the purposes of reporting to funders).

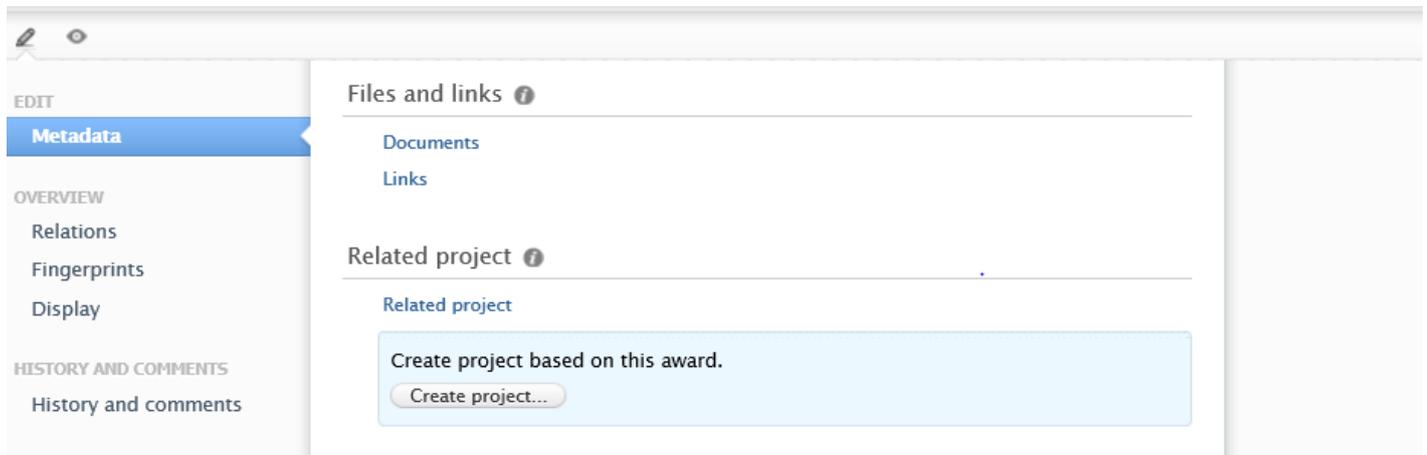
Linking records by creating relations is one of the main ways of creating a rich dataset and outlining and maintaining a body of work within Pure.

Relations can be created towards the end of each record by selecting the '+' button underneath the content type you want to add, and selecting from your available records. You can also search and link to other content:



All relations can be viewed in the Overview section on the left of the screen.

You can create a Project record using the details of a funding award (as imported from Agresso) by selecting this option on the Award page:



## Projects and Impact within Pure

### Projects

A Project Board was established to oversee the implementation of Pure, and Board agreed to use the following principles when creating a Project record:

- Projects should be used to link outputs, funding applications, awards and impact activities.
- Projects must have a start and end date, and should not represent a broad, ongoing programme or portfolio of work.
- Projects can be funded externally (by an external grant or contract) or internally funded or supported by the University.
- For externally funded Projects, the funding award or contract should be attached to the Project record.
  - It is possible to link more than one award to the same Project, in the case of follow-on funding for example.
- If a Project is externally funded it should have the same name as the funded award or contract.
  - If a Project includes more than one funding award, the title should be the same as the main funding award or reflect the broader work.

### When adding a Project to Pure:

- Use the 'Nature of activity type' to categorise the project type
- Add internal team members as Participants (these should be listed as the PI or Co-I), and external organisations as collaborative partners (they should be listed as project partners)
- Populate the 'life cycle' dates to give the start and end of the Project
- Add external web links (e.g. if there is a project website)
- Link to 'Related applications and awards', and other content types as 'Project relations'
- You can also create a Project from an Award, when creating a Project record for funded research

### **Impacts**

Pure gives the functionality to create, maintain and develop records of impact activity, and to add documents, web links and other evidence.

As with Projects and other content types, team members can be assigned to Impact to enable sharing of the records.

All forms of impact can be captured and updated, from early-stage impact work to prospective Impact Case Studies which may be considered for submission to the Research Excellence Framework (REF).

The aim is to capture impact at all stages and to support the development, tracking and sharing of impact across the University – and not just impact related to the next REF exercise.

Impact records can be linked together (for example several 'strands' of an Impact Case Study can be linked to an overarching record for the Case Study itself). Alternatively, one Impact record can be maintained and developed over time.

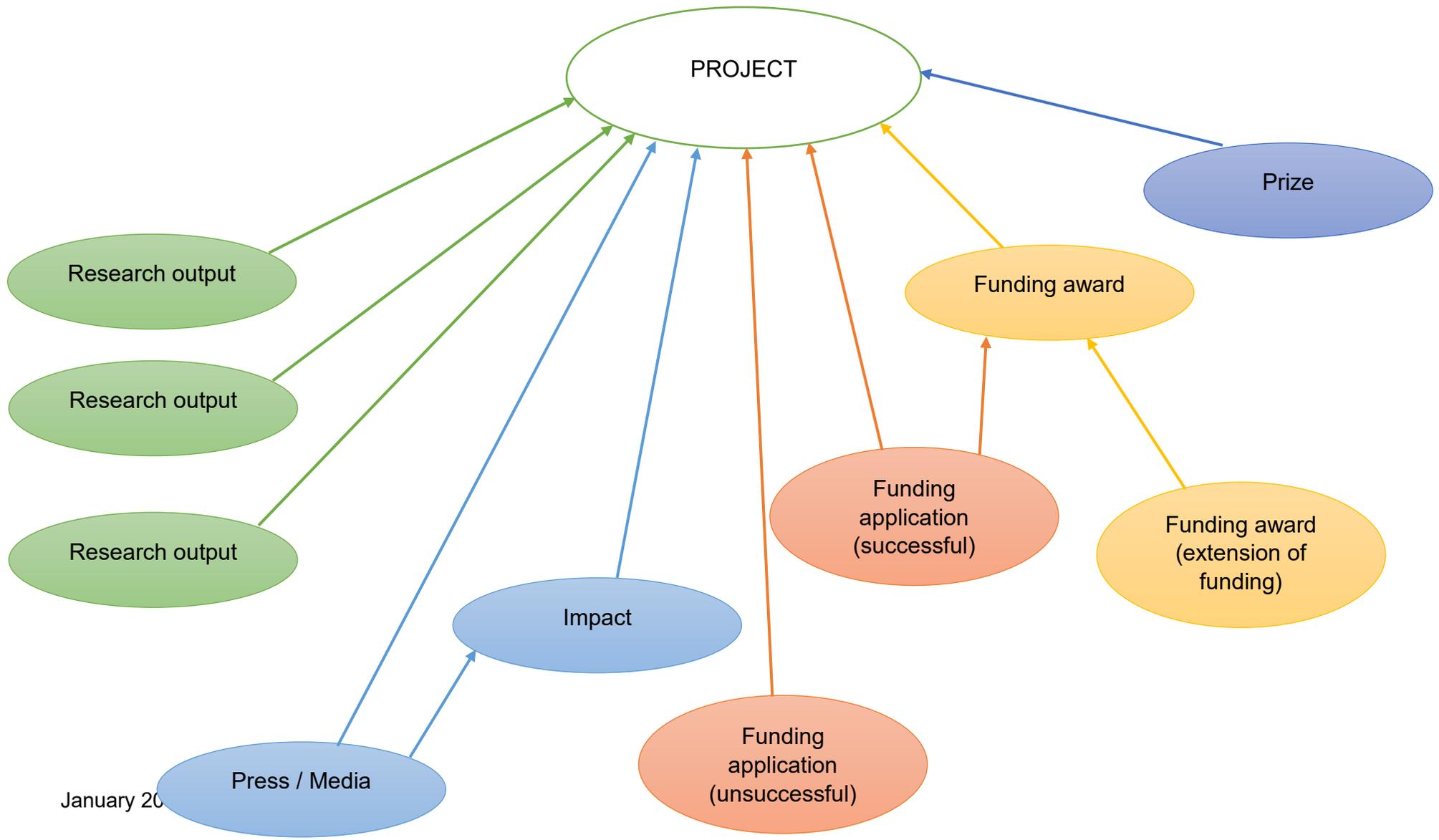
Other records, including research outputs, funding awards and Projects, can also be linked to Impact records.

### When adding Impact to Pure:

- Use the Impact level to categorise the stage of the impact, choosing from adoption, benefit or, engagement

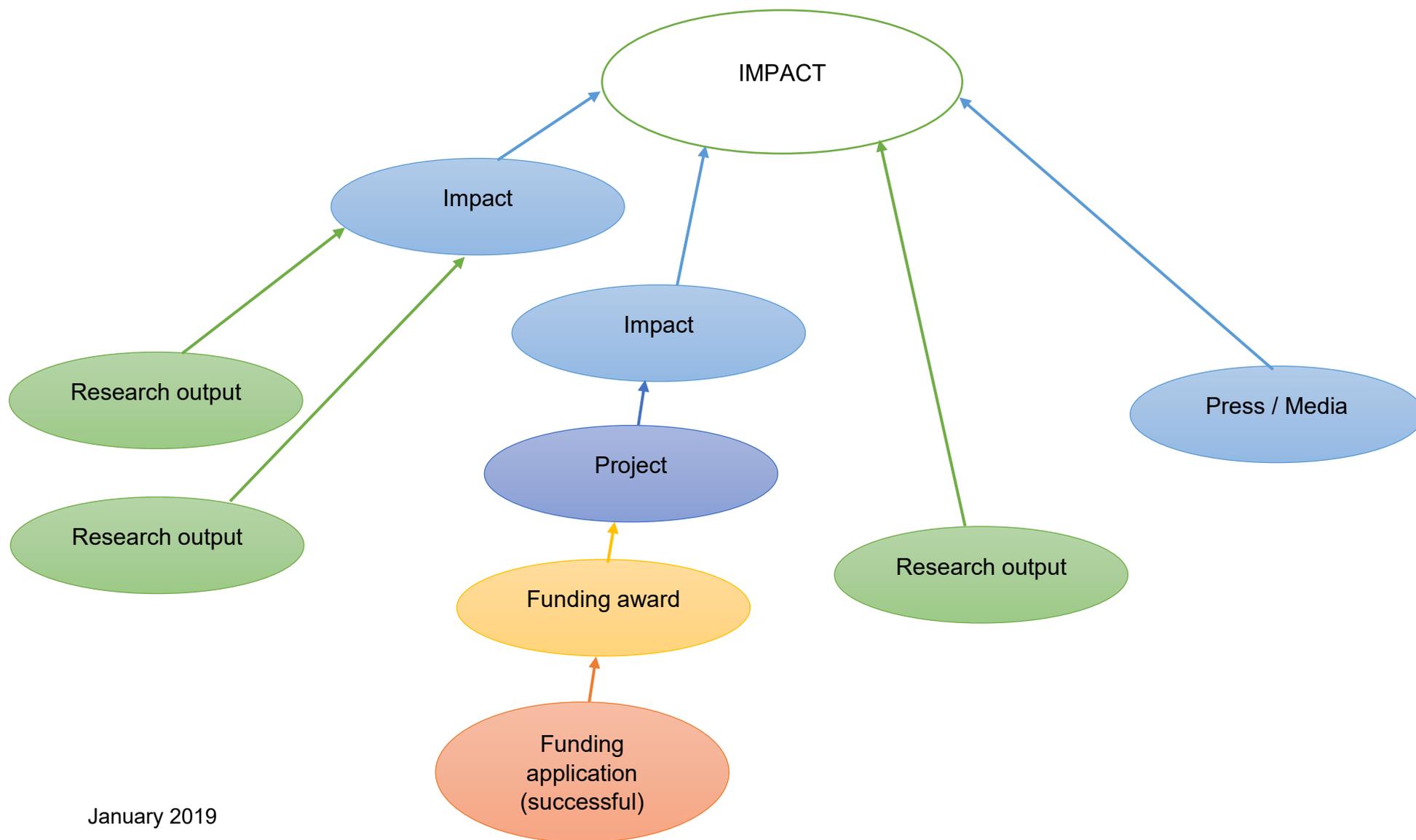
- Choose a concise and meaningful title, which other Pure users can understand at a glance
- Consider addressing the following within the description of the Impact:
  - Which external organisation(s) are you working with? External contacts can also be added as participants
  - What need or problem are you addressing?
  - How is your research being used?
  - What has changed or is changing?
- Add evidence, including documents and web links
- Link to other Pure content, including outputs
- Please note that Impact records will not be visible on the public Research Portal.

Example of a Project structure within Pure



January 20

Example of an Impact record within Pure



## Creating a CV in Pure

All users can create a CV in Pure, selecting from either:

- A public CV, which will be available on your profile page on the Research Portal;
- A private CV, which can be exported to PDF and Word, and is not visible to anyone else.

In both cases, you can select which information to include as part of your CV, choosing from your populated sections of Pure:

**Public CV**  
The public CV is used for presentation on the public portal. Once the CV is published it is available

Add one or more sections to your CV

**Personal information**

- Your personal profile from Pure
- Profile information
- List of your employments (1)

**Lists of your content from Pure**

- Research outputs (10)
- Awards (15)
- Projects (3)

**Text**

- Heading
- Text section
- Periodic list

Create

CV content can also be controlled, for example for publication type, date and the order in which publications are shown:

Settings for list

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**Header**

Fill in a header in order to insert a header right before the list

 Research outputs

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**Filters**

**Maximum count**  
8

**Categories**  
 Research

**Types**  
 Contribution to journal > Article  
 Contribution to conference > Paper

**Peer reviewed**  
Yes

**Publication year**  
Beginning → 2010

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**Display**

**Format** Short      **Ordering** Publication date ↘

**Select list style** No list style       Show type of content for each item in the list

Cancel    OK

Working through the options will generate a CV which can be edited on the screen and then exported into Word or as a PDF. New content such as outputs will be automatically included in your CV, unless you choose to make a content type static:

**Dynamic/static list**

---

This section is dynamic and will be automatically filled with any new content, as per the selections above. Making this section static will 'freeze' the content (with any selections made above applied), such that no content will be added automatically and you have some freedom to edit the section.

Make static

Cancel    OK