

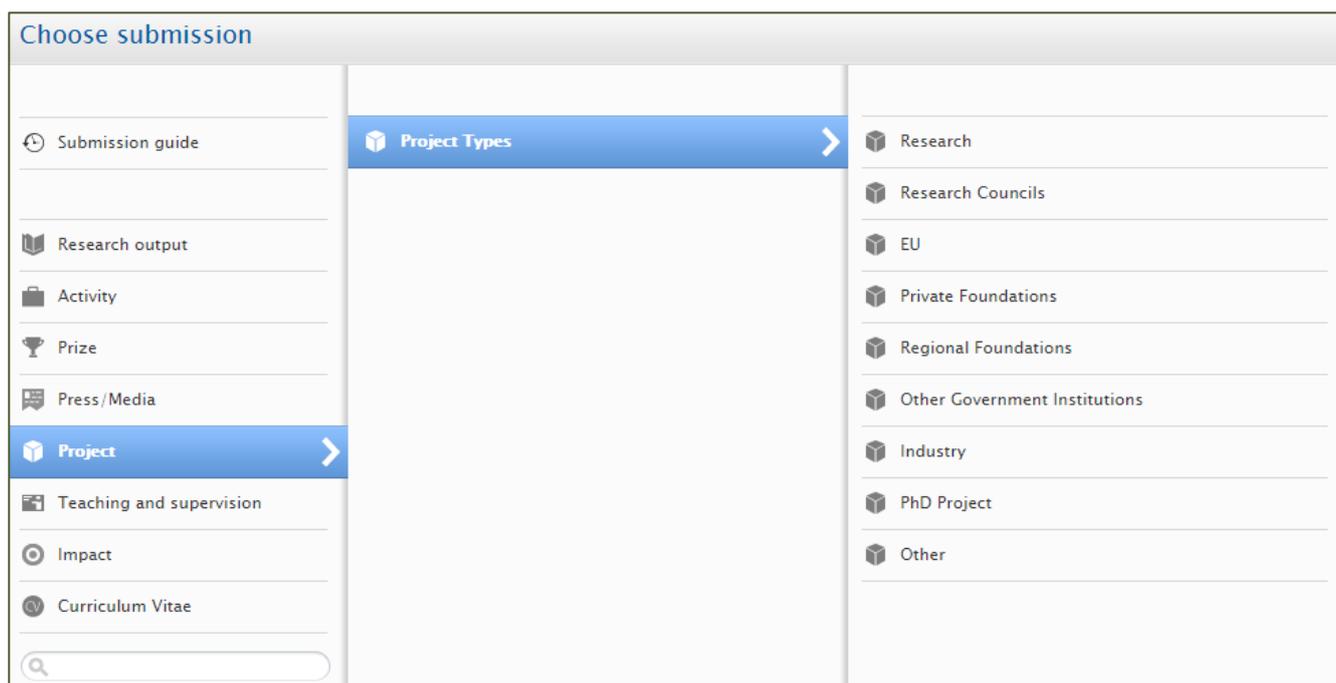
PROJECT REGISTRATION IN PURE

You can now register your research projects for display on your public profile in the Research Portal. The project template lets you showcase to the research community, to the public and to funders what research projects you are or have been involved with. Adding your research projects to Pure allows you to connect your projects to related research outputs in Pure, which provides visitors with a simple entry point to everything you have made in relation to a research project.

How to add a project in Pure?

First, log into Pure and then begin the process of adding a project to Pure by clicking on the green “+Add content”-button from your personal overview page and selecting “Project”.

Select the template matching the type of project you want to add. Is your project e.g. funded by the European Union you should select the project type “EU”.



How to fill out the project template?

You can always get help filling out the necessary fields on a template by reading the yellow help texts that emerge when you press the information icon next to a section headline 

CLASSIFICATION AND IDENTIFICATION

The first two sections to fill out on the project template is Classifications and Identification (see picture below). The classifications section consists of the previously selected project type and a field called Nature of project type. The project type can be changed here, if you want another type than the one previously selected.

The nature of project type is a menu of tags or modifiers that can be added to qualify the type of project you are adding to Pure. The nature of project type tags will be used for reporting purposes only and will not be visible on the project registration in the Research Portal. If you feel that a tag is missing from the menu, you can contact Pure support and we will consider adding the tag to the menu, if we think it adds value for users in general.

In the Identification section you should as a minimum add the title of your project, a description and any project IDs it might have. The other fields such as Short title, Acronym, Key findings and Layman's description is optional.

Classifications

Project type
EU 

Nature of project type

-  **Horizon 2020 project** 
-  **Basic research** 

 Add nature of project type

Identification

Title * 

Showcasing the utility of the Pure Project template

Short title  Project template

Acronym  TESTING

Description 

This project aims to showcase the utility of the new Pure Project template. The Project seeks to inspire researchers to use the template. 

Key findings 

There are currently no significant finding to report. Results are expected to be reportable at the end of 2019. 

Layman's description 

This project is a test of the new Pure Project template. 

IDs

H2020 Contract ID: 000000 

 Add ID...

PARTICIPANTS

In the Participants section (see picture below) you should add the people officially connected to the project. By default, you yourself are added by the Pure-system. You should by minimum add all people currently employed at SDU or its affiliated institutions e.g. OUH. Project partners can be added on an institutional level in the Collaborative partners section.

Adding people is done by clicking either the “Add person...”-button or this button . If you are unable to find a person you want to add by search, you can create this person as a new external person.

You should remember to edit the people you add to the project, and select the correct role for each. This is done by clicking the “Edit” button next to each persons name. It is encouraged to add affiliated organisations for people here, if these are known to you, since the organisations added under external people will be used to populate the external collaboration network map on your public researcher profile. It is also possible to individually define the time period in which people are connected to the project, meaning that you can set a different time period for a persons association, if necessary. By default any person will be connected to the project in the same time period as the project life cycle.

Participants

Related project participants * 

 Janis Dower, PI	Edit	↓
Internal person		
 University Library of Southern Denmark . Odense. Information Competencies		–
Organisational unit: Department/section		
 University Library of Southern Denmark		–
Organisational unit: Institution		
 Jane Doe, Col	Edit	↓ ↑ –
Period: 01/08/2019 → 31/08/2019		
Internal person		
 University Library of Southern Denmark		–
Organisational unit: Institution		
 Jane Smith Doe, Col	Edit	↑ –
External person		
 Roskilde University		–
External organisation: University		

Project managed by

Managing organisational unit *  **University Library of Southern Denmark**

Organisational unit: Institution

COLLABORATIVE PARTNERS

In the section Collaborative partners (see picture below), you should mark whether the project has collaborative partners or not. If there are collaborative partners, then these should be added by clicking the “Add collaborator...”-button that appears if “Yes” has been selected. If any collaborative partners are added in the field, then you must choose a lead collaborator.

If the University of Southern Denmark or any of its affiliated organizations e.g. OUH is a project partner or the lead collaborator, then it must be added in the collaborative partners field even when internal people are connected to the project in the participants field. This is for reporting purposes.

PROJECT LIFE CYCLE

In the project life cycle section (see picture below), you should fill out the project start and end dates. If the end date is not known or decided, then leave the field empty for now. It can be filled out later. If the project is curtailed and ends before it’s originally planned end date, mark the box Curtailed, and add the new end date. When a project is ‘curtailed you can also add a text stating the reason, in the “Reason for Curtail”-field that appears.

Collaborative partners

Collaborators

 University of Southern Denmark

 Roskilde University No value Mark as lead -

Collaborative project *

Yes No

Project life cycle

Start date **End date**

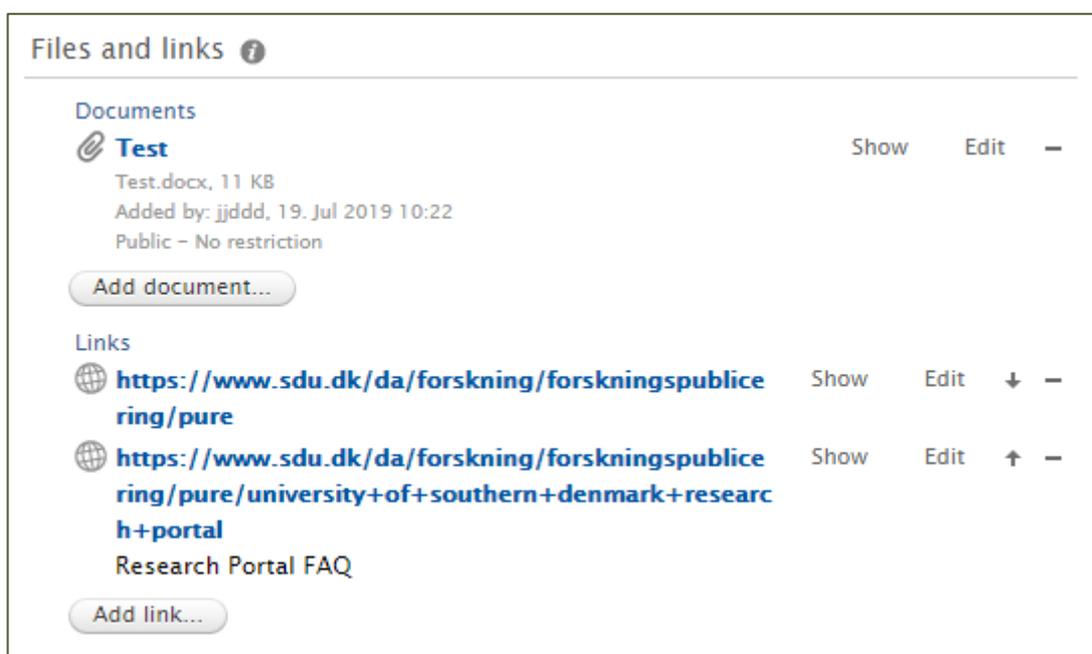
Example: 21/10/2002 Example: +12 is 12 months later

Curtailed

FILES AND LINKS

In the files and links section (see picture below) you can add links to the project website as well as any other relevant sites that you might want people to explore. If you only add the link and not a link title, the link will be visible in the Research Portal as it is. If you add a link title in the “Link title”-field then this text will become the link on the Portal, so keep it short and meaningful. Also, please add both a Danish and English link title if one is added.

In this section you can also upload project relevant documents. Documents can be made either Public, Campus restricted or Closed, depending on whether you want them visible and downloadable in the Research Portal or not. As with the link titles, please keep document titles short and relevant. Furthermore, we urge you to please keep copy right law in mind before uploading documents.



RELATED OUTPUTS

In the Related section you can connect your project with other outputs entered in Pure (see picture below). This section makes it possible for you to make links between your outputs that are visible in the Research Portal. Linking your project with the related outputs thus makes it easy for visitors to find the outcomes of your research project.

Research outputs

 **The utility of the Pure Project template for the dissemination of research**

Research output: Contribution to journal › Journal article › Communication



Edit —

Activities

 **Showcasing the Pure project template**

Activity: Talk or presentation types › Conference presentations



Edit —

Prizes

Prizes



Press/Media



Impacts



KEYWORDS

In the Keywords section you can add relevant keywords to your project (see picture below). Added keywords will be visible and searchable in the Research Portal.

Keywords

KEYWORDS

 Pure

projects

templates

research dissemination

testing

VISIBILITY

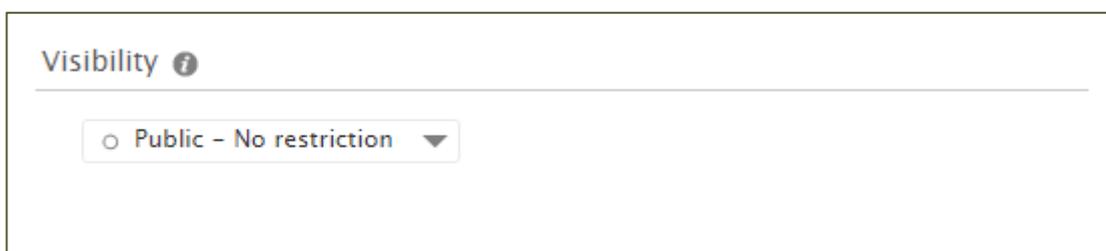
The last section to be filled out is the visibility (see picture below). There are four different visibility settings to choose from:

Public - Visible in the Research Portal

Campus - Visible in the Research Portal for people from allowed IP-addresses

Backend - Only visible to Pure users when logged into Pure

Confidential - Only visible for contributors and users with editorial rights to the content when logged into Pure



How does it look in the Research Portal?

This is how your project registration will look in the Research Portal.

Showcasing the utility of the Pure Project template

Dower, Janis (PI), Doe, Jane (Col), Doe, Jane Smith (Col)
 University Library of Southern Denmark . Odense. Information Competencies, University Library of Southern Denmark
 Project: EU

Description

This project aims to showcase the utility of the new Pure Project template. The Project seeks to inspire researchers to use the template.

Key findings

There are currently no significant finding to report. Results are expected to be re-portable at the end of 2019.

Layman's description

This project is a test of the new Pure Project template.

SHORT TITLE	Project template
ACRONYM	TESTING
STATUS	Active
EFFECTIVE START/END DATE	01/07/2019 → 31/12/2019

Keywords

Pure projects templates research dissemination testing

Access Project

Test
 File: application/vnd.openxmlformats-officedocument.wordprocessingml.document, 11 KB
 Type: Text file

<https://www.sdu.dk/da/forskning/forskningpublicering/pure>

[Research Portal FAQ](#)

Related content

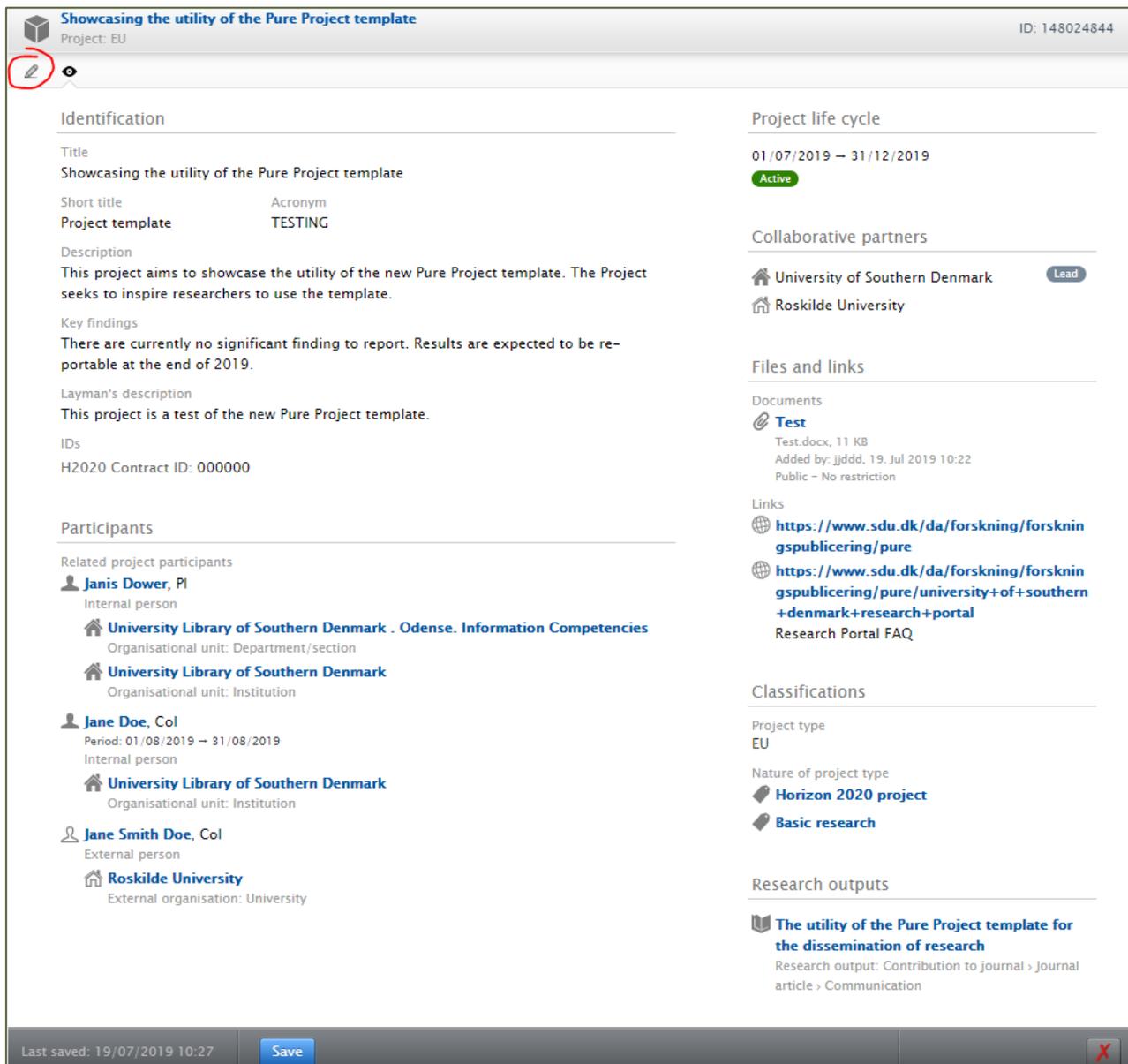
Research Output
 The utility of the Pure Project template for the dissemination of research

Activities
 Showcasing the Pure project template

How do I update my project registration?

If you wish to update an existing project registration later, you can do so by locating the registration in Pure under the menu item “Projects” and clicking on the project title.

The registration will be shown to you in a “Reading layout” that makes it easy for you to get an overview of the entire registration (see picture below). In order, to edit the registration, you will need to click on the small pencil-icon in the upper left-hand corner which switches you to the “Editing layout”.



The screenshot shows the 'Reading layout' of a project registration in Pure. At the top, the project title is 'Showcasing the utility of the Pure Project template' with ID: 148024844. A small pencil icon in the top left corner is circled in red, indicating the edit function. The page is divided into several sections:

- Identification:** Title: 'Showcasing the utility of the Pure Project template'. Short title: 'Project template', Acronym: 'TESTING'. Description: 'This project aims to showcase the utility of the new Pure Project template. The Project seeks to inspire researchers to use the template.' Key findings: 'There are currently no significant finding to report. Results are expected to be reportable at the end of 2019.' Layman's description: 'This project is a test of the new Pure Project template.' IDs: 'H2020 Contract ID: 000000'.
- Project life cycle:** 01/07/2019 – 31/12/2019, Active.
- Collaborative partners:** University of Southern Denmark (Lead), Roskilde University.
- Files and links:** Documents: 'Test' (11 KB, added 19 Jul 2019 10:22, Public - No restriction). Links: 'https://www.sdu.dk/da/forskning/forskningpublicering/pure' and 'https://www.sdu.dk/da/forskning/forskningpublicering/pure/university+of+southern+denmark+research+portal' (Research Portal FAQ).
- Classifications:** Project type: EU. Nature of project type: Horizon 2020 project, Basic research.
- Research outputs:** 'The utility of the Pure Project template for the dissemination of research' (Contribution to journal > Journal article > Communication).

At the bottom, it shows 'Last saved: 19/07/2019 10:27' and a 'Save' button.

If you have any comments or questions regarding project registration in Pure these can be directed at puresupport@bib.sdu.dk. This guide was created on the 18th of July 2019 by logr.