Pure user guide: Adding and editing a Project

The project section in Pure shows both the funded and non-funded research projects that you have. Research projects, whose visibility is set to “Public”, will be listed on the research portal when it goes live, and they will be visible to people outside the University. The public will be able to view the title, start and end dates, the investigators involved and the description of the project.

Adding descriptions to projects increases the awareness of users and the public (where applicable) to the research being carried out across the University. Increasing the awareness allows users to discover the research of other members of the University, which increases the opportunities for more collaborative research of international quality. Allowing the public to view the research the university undertakes will allow you to disseminate your research more easily and improve the research portfolio of the Departments and the University.

1. On your personal overview all your research output, applications/funding and other content can be viewed.

2. For funded projects; once an application has been awarded and set up in Agresso, there will be a corresponding project record in the Project section. You also will be able to access the application information for a particular project via the project record.
For **non-funded projects or funding such as studentships** the project will not automatically be generated for you. You can add a project such as a studentship using the non-funded option and declare it clearly in the project title as a funded project i.e. “EPSRC funded studentship”

A project can be added by selecting the “+” button next to Projects on your personal overview (see above). Other types of projects can also be chosen from and used as appropriate.

3. To add more information to a project either select the project, or create a new one. Then, within the information section, you can add or update the Project Description. A website address for the project can also be included in the Project Website box (if a project website address is available).
4. The project record brings in the PI and CI information from Agresso, however Pure allows you to add other project members to the project record (Such as RA's and PhD students who work on the project). Any members that are added will be able to view the entire project record (including the budget and expenditure) and be able to add other members to the project themselves.

To add a project member, click on the "Add Person" button located at the top of the participation section.

You can search for the correct person in the box that appears and then edit their role in the project to that which is most appropriate.
5. Other Project information
Other project information can be found on this page that may be useful. There are details of the project period and status, the participants, and any other relations.

For funded projects, there is also information about the application details, along with the project spending (Note: the years stated in Pure run from August to July, not project years). If you are viewing a Master project, this will also contain the Sub projects spending. By clicking on the Related Application funding title, you will be able to view the Application record for the project. Alternatively, you can click on the "Applications/Funding" tab on the left hand side of the main screen. Please note this information comes from pFact and Agresso so will match the information in those databases, but if you require more detailed information, please ask your usual Research contact.

You can also add information such as key words or upload any relevant files to the record.

6. It is important to link research output from your project back to the project itself. If you link the content on the project itself it will be listed under the output (i.e. a publication) on the research portal and help to increase the public visibility of your work. It is also a requirement of Open Access policies that publications be linked with projects. Please see the separate user guide for linking projects.
Content can be related at the bottom of the project, simply click on the plus button and search for the content you want to relate to.

7. If you wish the project to be viewable on the research portal, then please change the “Visibility”, which is located at the bottom of the screen, to “Public – No restrictions”. If you do not wish the project to be viewable, please ensure it is set to the relevant access level, which is generally “Backend – Restricted to Pure Users”.

This user guide is in addition to the videos and detailed help sections on Pure Support.

If you find any wrong or incomplete information in this guide do alert us so that we can update it. Please contact pure-support@lancs.ac.uk