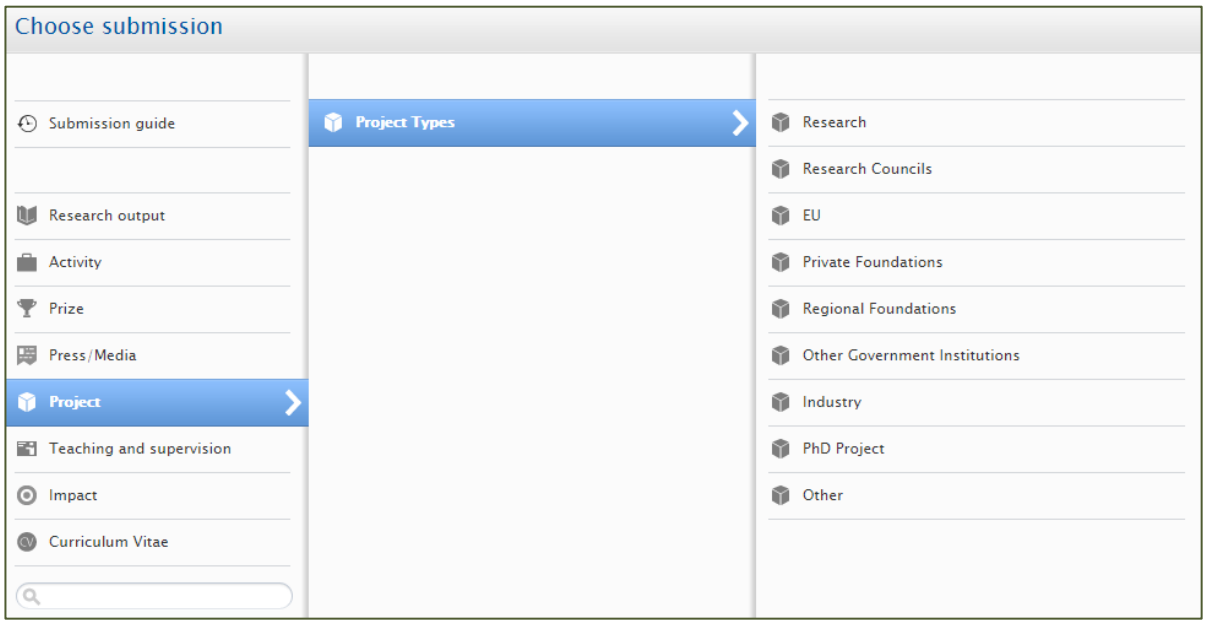
PROJECT REGISTRATION IN PURE

You can 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.

How to add a project in Pure?

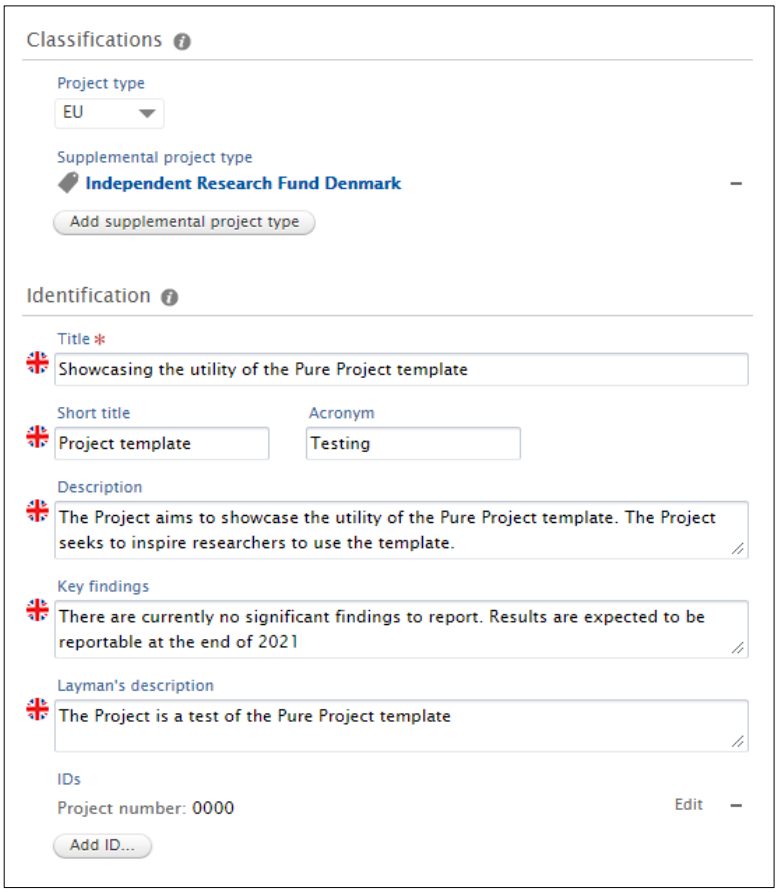
First, log into Pure and then begin the process of adding a project to Pure by clicking on the green "+Add content"-button from your personal overview page and choose "Project". Then select the template matching the project type that you want to have displayed on the Research Portal.



Classification and Identification

The first two sections to fill out on the project template is Classifications and Identification. The project type can be changed in case you want another type than the one previously selected. If there are more than one type matching your project, then please add supplemental project type. The supplemental types are unfortunately not displayed on the Research Portal but are important for reporting purposes

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



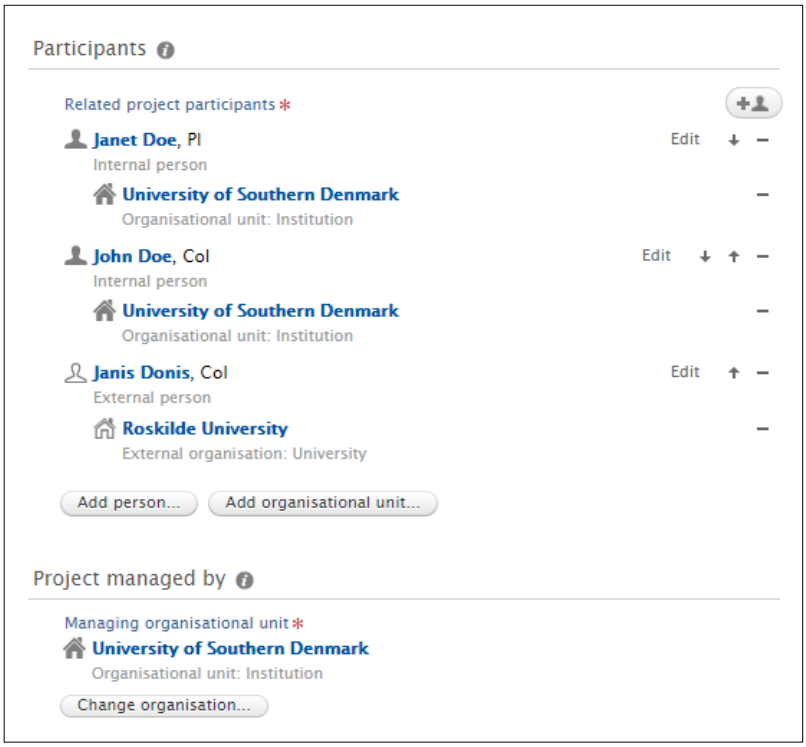
Participants

In the Participants section you should add the people officially connected to the project. By default, you yourself are added by Pure. You should by minimum add all participants 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.
It is encouraged to add affiliated organisations for people here, if theses 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.

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. Otherwise all are by default PI.

It is also possible to indivudually 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. Click edit next to the name and define period if nessesary.

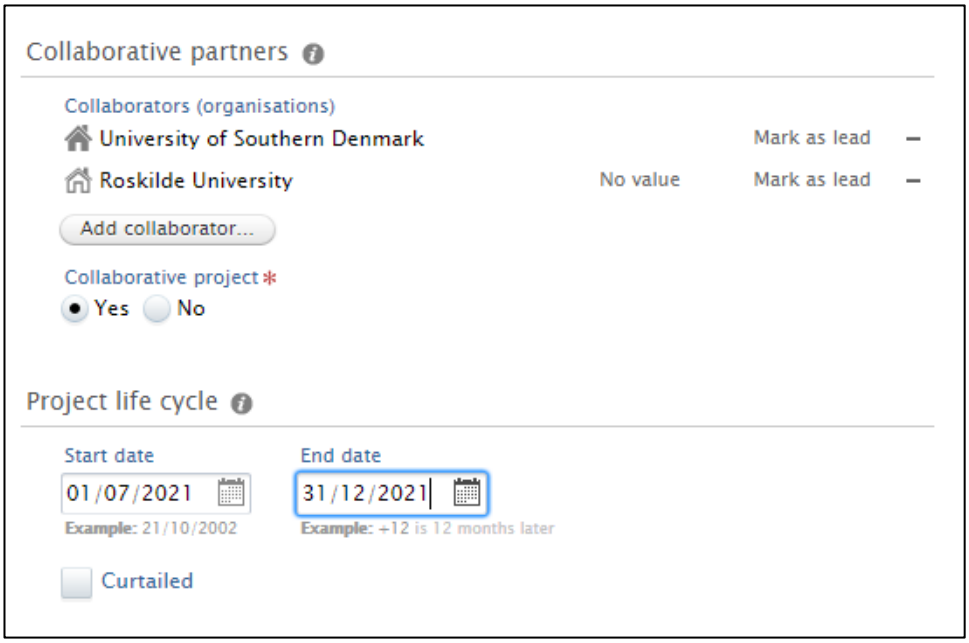


Collaborative partners

In the section Collaborative partners, 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 organization is missing then create an external organization. You must choose a lead collaborator if there are any collaborative partners.
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 as well 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, 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 added 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.

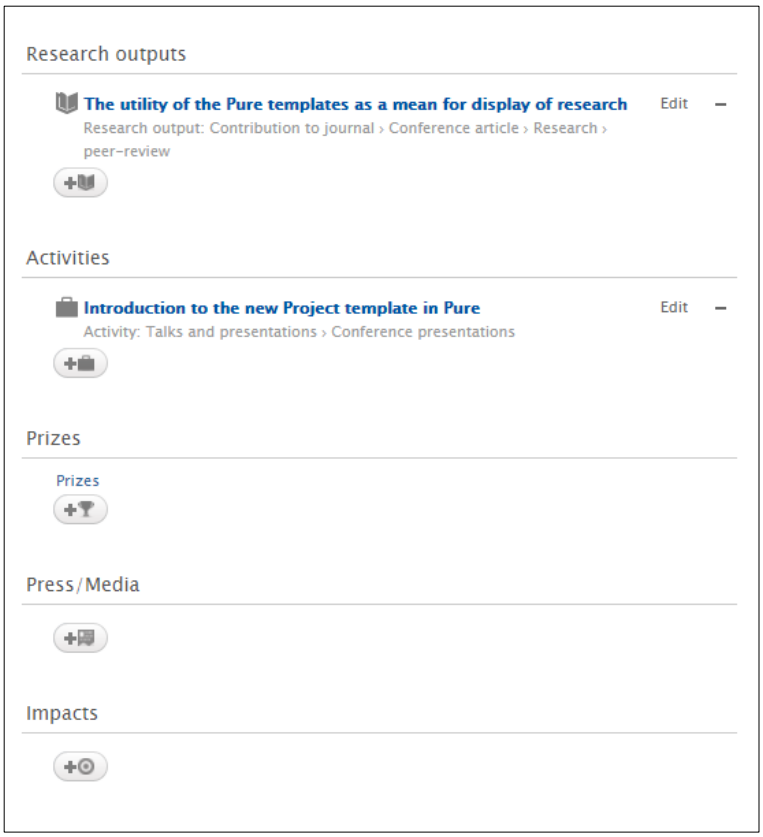


Files and links

In the files and links section you can upload files and add links which then will be displayed at the Research Portal. In addition to text files it is also possible to upload audio files and videos.

Related outputs

In the Related section you can connect your project with other outputs entered in Pure. 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.



Keywords

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

Visibility

There are four different visibility settings to choose from:

Public - Visible in the Research Portal

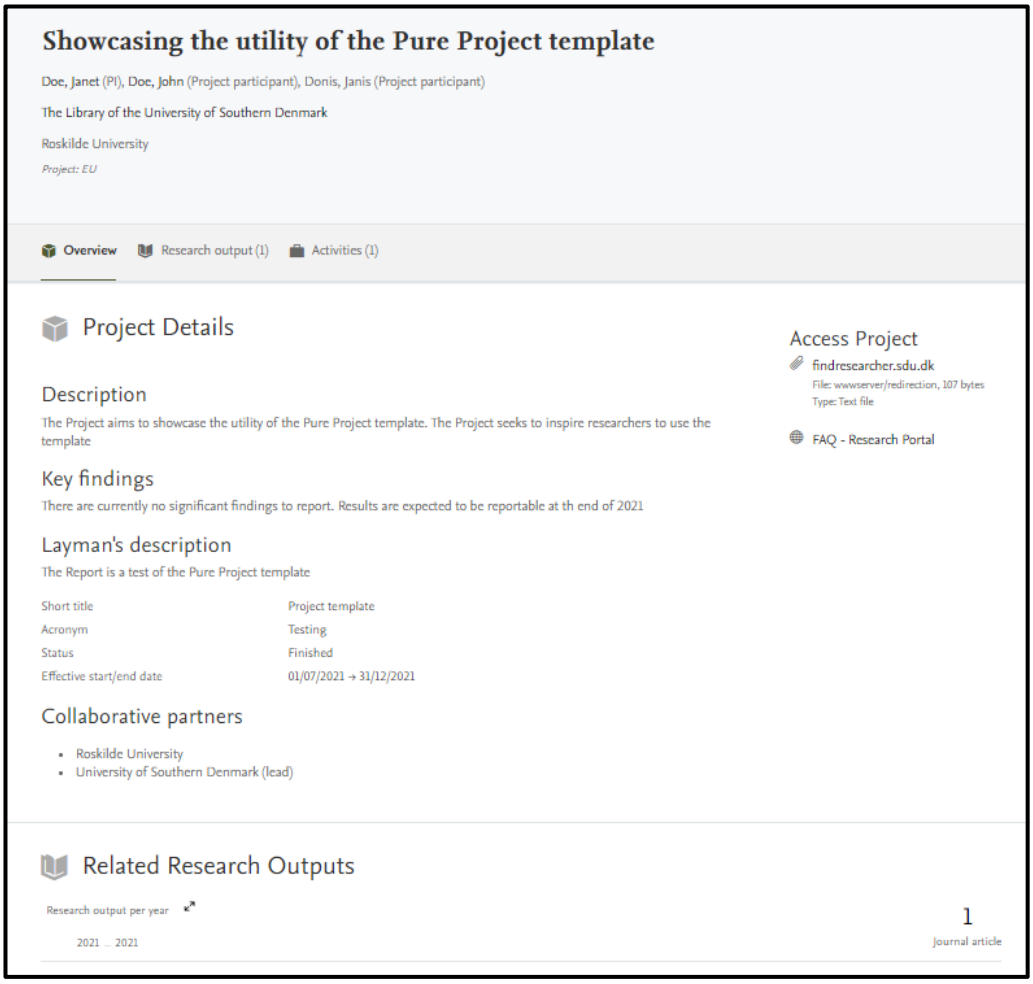
Campus - Visible in the Research Portal for people from allowed IP-addresses

Backend - Only visible to Pure users when logged into Pure

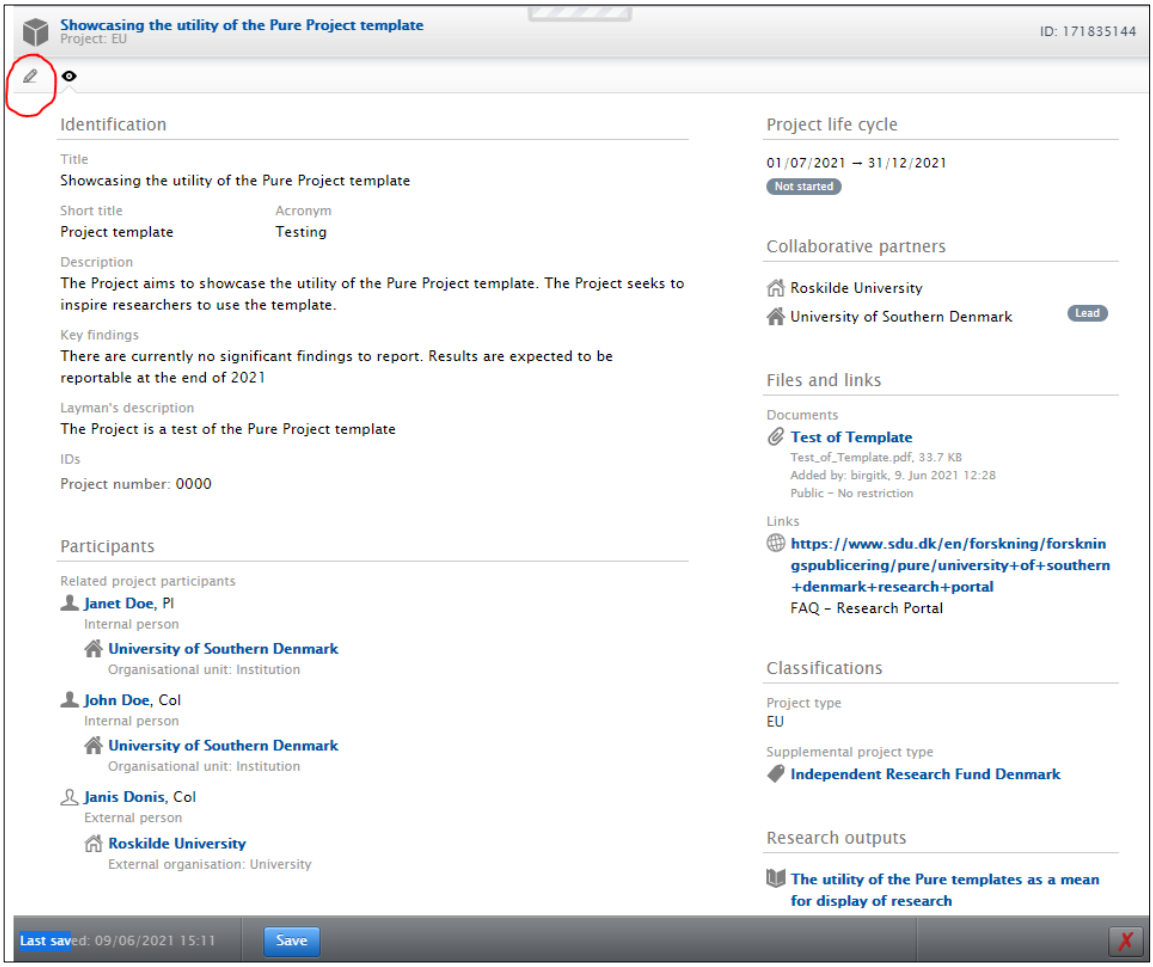
Confidential - Only visible for contributors and users with editorial rights to the content when logged into Pure

How does it look in the Research Portal?

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



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”.