Recording Research Activity in Pure

You can use Pure to record activities related to your research, including editorial work, participating in conferences, membership of boards, committees or networks, plus much more.

Use the Activities module in Pure to record the activities related to your research. Pure includes a wide range of activity templates that you can use to describe your research activities. If no relevant template is available for the type of activity you would like to record, please email librarysystems@gcu.ac.uk with details and we can investigate whether a new template is required.

Activity records in Pure can be used:

- to keep track of the research-related events that you have attended
- to build your research profile on ResearchOnline
- as evidence in your Performance and Development Annual Review (PDAR)
- to create evidence for your research impact
- in the environment section for the Research Excellence Framework (REF) submission.

NOTE: Activity records do not go through a formal validation process in Pure. You are responsible for maintaining the accuracy of your activity records over time and as such have full control to edit or delete the records you create.

Adding a new activity record

1. Log in to Pure using your domain username and password

2. Click the + **Add content** button at the top right-hand side of the screen and choose Activity. Select the most appropriate activity template from the list
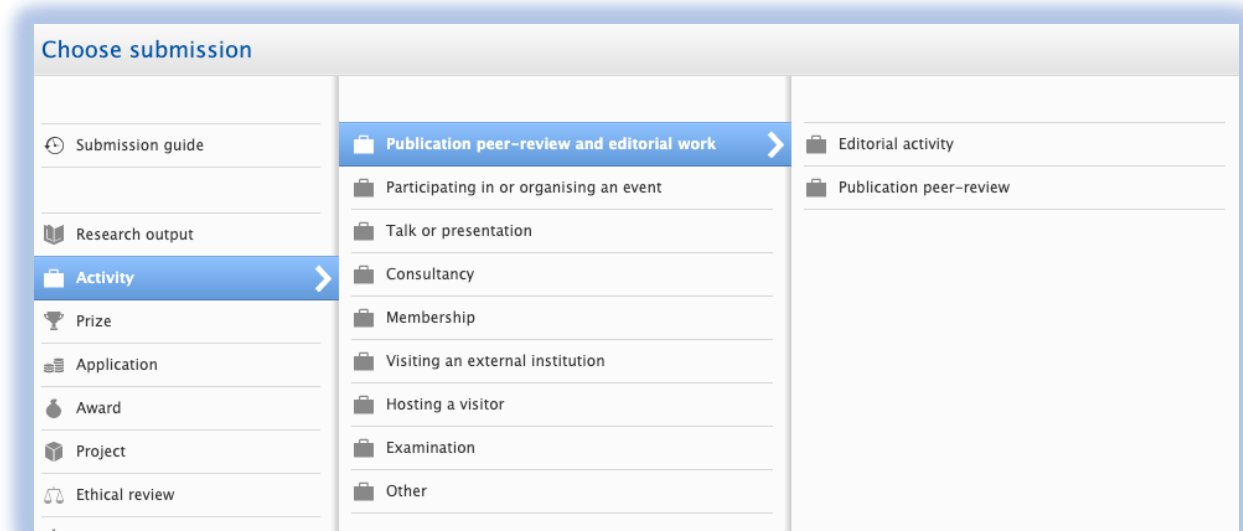
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3. Add **Journal** or **Publisher** or **Event**. Search for the required journal, publisher or event. If not found, create a new one

4. Describe the activity. The description added here will display on Research Online

5. Enter a **Specific date** or **Period of time** for the activity. If using a period of time enter both a start date and, where applicable, an end date

6. Select the **Degree of recognition** most appropriate to the activity

Activity information

Editorial work *

| Journal | Publisher | Event |

Description

Period *
- Specific date
- Period of time

Degree of recognition
| No value ▾ |

No value
International
National
Regional
Local

7. Click **Edit** to change your **Role** and/or your **Organisational affiliation**. Note: the roles available to select will differ depending on the template type selected

Persons/organisations

Persons *   + 👤

👤 **A. Researcher**, Peer reviewer   Edit   —
External person

🏠 **Glasgow Caledonian University**   —
External organisation: Academic

Add person...   Add organisational unit...

Edit person

👤 **A. Researcher**   Replace
External person

First name   Last name *
A.   Researcher

Role *   Type
Peer reviewer ▾   External person ▾

Peer reviewer
Editorial board member
Editor
Guest editor
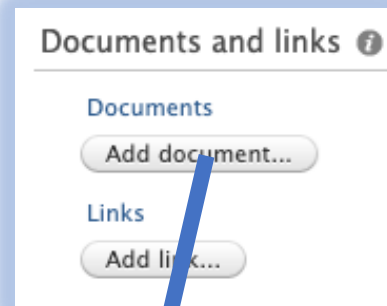Referee

🏠 **Glasgow Caledonian University**   —

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8. Add **Documents** or **Links** to the record. When adding documents ensure you have the necessary permission to upload. Consider the following:
   a. Who owns copyright of this document?
   b. Is there any content in this document I am not authorised to share?

   If you have any concerns, please contact copyright@gcu.ac.uk before you upload.

   Documents with **Visibility** set to **Public – No restriction** will be publicly accessible on Research Online. To restrict access to a document set **Visibility** to **Backend – Restricted to Pure users**.

9. Link the activity to other related content in Pure. This helps to show the full network of relationships between the different aspects of your research

10. Set the **Visibility** of the record
    a. **Public** means the record will display in Research Online
    b. **Backend** means the record will not be publicly accessible
    c. **Confidential** means the record contains confidential data or documents and can only be accessed by research administrators at GCU

11. Remember to save the record when you have finished. Saved records with public visibility will be published to ResearchOnline immediately.