Recording Prizes in Pure

You can use Pure to record prizes and awards you have received for your research and related activity. This may include a range of distinctions including medals, honours, competitive fellowships, commissions, elections to learned societies or appointments.

Use the Prizes module in Pure to record any research esteem indicators related to your work. Pure includes a range of templates that you can use to describe your prizes and awards. If no relevant template is available for the type of prize you would like to record, please email librarysystems@gcu.ac.uk with details and we can investigate whether a new template is required.

Prize records in Pure can be used:

- to promote your research and the recognition or merit you have received
- to build your research profile on ResearchOnline
- as evidence in your Performance and Development Annual Review (PDAR)
- in the environment section for the Research Excellence Framework (REF) submission
- to connect the information to other records held on Pure, e.g. a specific research output for which you have received recognition.

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

Adding a new prize 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 Prize. Select the most appropriate prize template from the list
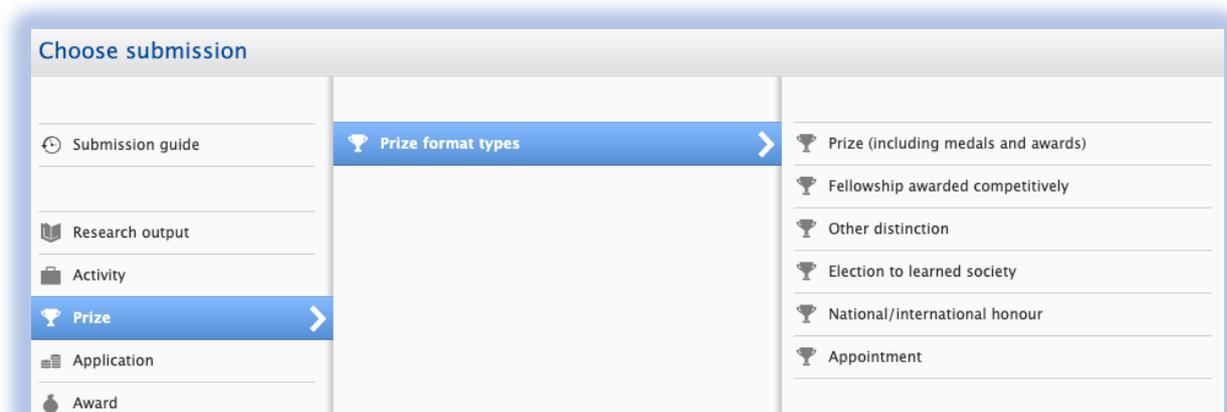
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3. Add a title which reflects the prize awarded

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

5. Enter the date the prize was awarded

6. Select the degree of recognition most appropriate to the prize. Choose between International, National, Regional and Local

7. Add a granting organisation or event at which the prize was awarded

Prize information

Title *

Description

Awarded date
Year *   Month   Day

Degree of recognition
No value ▼

Granting Organisations
Add granting organisation

Awarded at event
Add event...

8. Click **Edit** to update your Organisational affiliation if this is necessary. Note: your role will always display as Recipient

Persons/organisations

Persons *   +👤

👤 A. Researcher, Peer reviewer   Edit   −
External person

🏠 Glasgow Caledonian University   −
External organisation: Academic

Add person...   Add organisational unit...

9. 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 and links ⓘ

Documents
Add document...

Links
Add link...

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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**.
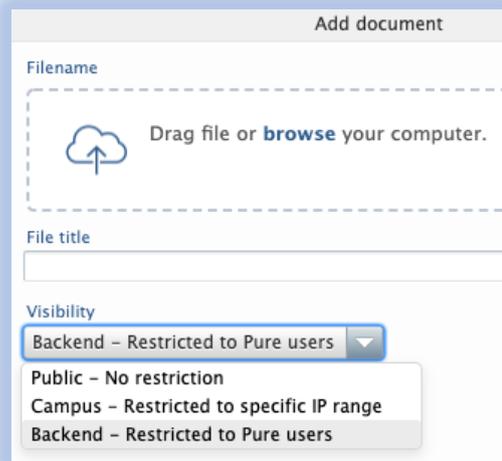
10. Link the prize to other related content in Pure, for example a specific research output for which you have received recognition. This helps to show the full network of relationships between the different aspects of your research

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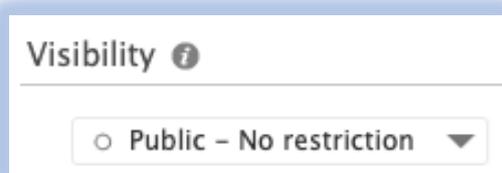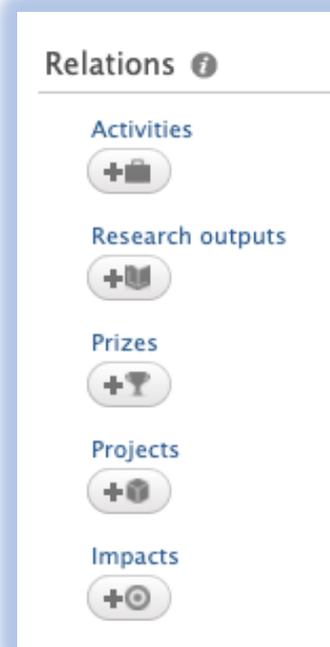
12. Remember to save the record when you have finished. Saved records with public visibility will be published to ResearchOnline immediately.