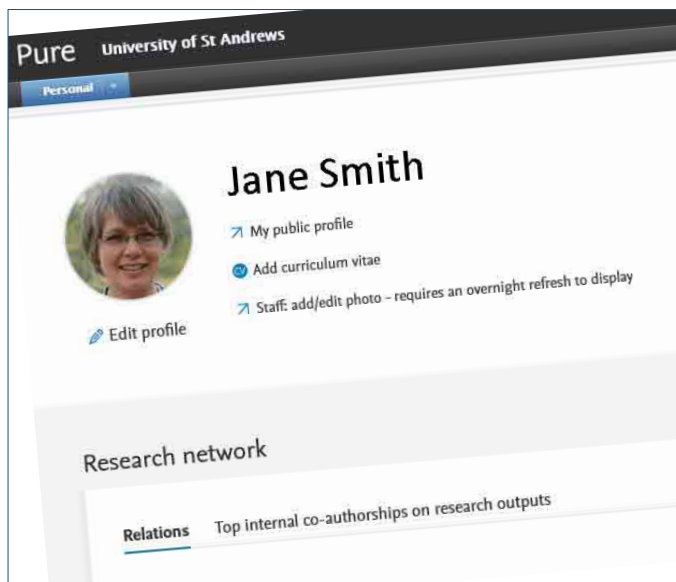# Managing your research in Pure

Quick Start Guide

The University of St Andrews is committed to supporting research excellence. As part of this support, the University has made a web based Research Information System available to its research staff - Pure.

About Pure

Pure allows you to record your research outcomes, including:

- publications
- datasets
- press/media
- activities
- impacts

All held in one place, so you can re-use your content on University and personal web pages.

Pure is integrated with the University's central systems so automatically updates your core information, including funded award and project details from **Finance**, staff details from **Human Resources** and postgraduate research student details from **Registry**.

You can login to your Pure profile using your university username and password at:
https://risweb.st-andrews.ac.uk/admin/login.xhtml

Why use Pure?

Pure offers the flexibility to manage and re-use information on many research-related activities:

- Capture your research publications, including open access

- Record professional activities, prizes, outreach and knowledge exchange

- Increase the visibility of your work via the St Andrews research portal

- Re-use your Pure content on other websites via the Pure web services

- Publish your research data, increase visibility and meet funder requirements on open data

- Create and dynamically update your CV as you add new content to Pure

- Capture and maintain impact records and evidence of impact

- Link your publications to projects and save time reporting to Researchfish (limited to publications with DOIs)

- Help you meet funders' requirements on open access for publications

Research Portal

Information from Pure underpins the **St Andrews Research Portal, https://research-portal.st-andrews.ac.uk**, a public gateway to University research information, with your personal profile within Pure used to populate this public space. To see how your profile looks in the portal, click the **My public profile** link below your name in Pure.

Editing your Profile

- From the **Personal overview** screen, click on the **Edit profile** button under your photo.

iD Add or set up an ORCID iD

- Link to your existing ORCID iD or create one.
- Select the **Create or Connect link** and follow the online instructions to complete the process.
- For more information on ORCID visit **https://www.st-andrews.ac.uk/staff/research/managing/orcid/**

Pure data is used to populate much of your school's **People** pages, for details please consult the **School Webpage Guide** which includes information on adding **name variants,** your **profile photo,** your **Research Overview,** and other relevant sections.

Importing your existing publications

You can import your existing publication data into Pure from a range of external sources e.g. Scopus, Web of Science (WoS); or from a file e.g. BibTeX or RIS format, saved from the publisher/journal's website.
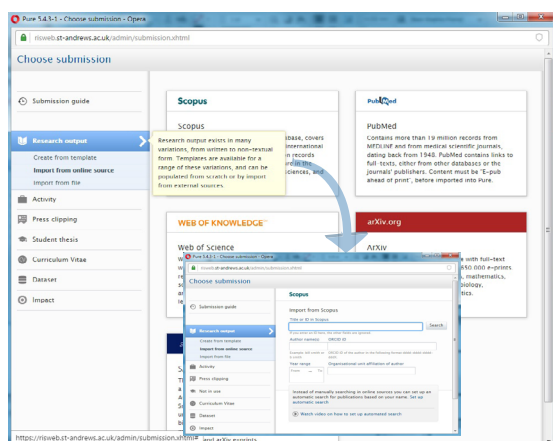
For this example, we will look at an import from Scopus.

- From the **Personal overview** screen, click on the green **+ Add content** button at the top right.
- The **Choose submission** window opens.

> **Tip**: By hovering your cursor over menu items in this window, you can view explanatory text for each category.

Click on **Research output** in the left-hand navigation, then select **Import from online source**.

A list of source options is displayed on the right. Select Scopus.

Using Scopus/WoS will allow citation information to be pulled into Pure, if it is available, therefore we recommend use of these import sources where possible.

- Enter your name as the author, and/or your **ORCID iD**, in the relevant search fields. You can use the publication year fields to limit your search or add St Andrews as your organisational unit.
- If you have the **DOI** for the publication, use this for an exact match.
- Click the **Search** button.
- Browse through the search results to locate your publications.
- Click the **Import** button next to a publication you wish to import.
- Pure will try to match any internal St Andrews authors to the publication in Pure.
- Once you have checked all authors, click the **Import & review** button.

> **Tip**: Check each internal author is matched correctly. If an author has been mis-matched, you can change them by clicking the arrow next to their name and selecting another option from the drop-down list.

- The main editing window will open, and the publication information will be displayed.
- Fields marked with a red asterisk (*) are mandatory. The import process in most cases will complete these automatically, however, if necessary you can add/edit the information that has been imported.

Saving your content

When you add a new publication, the publication state defaults to **Published**. You can add further publication status and dates by clicking the **Add publication status and date** button.

Note about Visibility: Within Pure, you have the ability to choose if your research output appears in the **St Andrews Research Portal**, i.e. in the public domain. The default visibility for a published output is **Public - No restriction**.

To prevent a publication showing in the portal, select **Backend - Restricted to PURE users**. Please use caution if changing the visibility of an Open Access publication, if in doubt please contact **open-access@st-andrews.ac.uk**

Once you are happy with the information added for the publication, click the **Save** button. Repeat these steps to add further publications.

Import your content from a file

- From the **Personal overview** screen, click on the **Add content** button at the top right and the **Choose submission** window opens.
- Click on **Research output** in the left-hand navigation, then select **Import from file**. A list of file types is displayed to the right. This example will follow a BibTeX file, but the process is the same for all file tyes.

Getting your import file

You can export your output information from packages such as EndNote and online sites such as ADS (Astrophysics) or, for individual publications, directly from the publisher/journal website. The way to export a file varies depending on source, check your particular source/website for guidance on how to export to BibTeX.
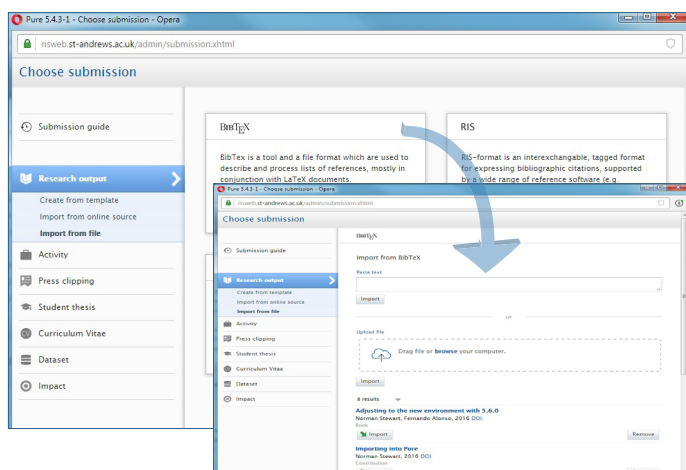
- Select BibTeX from the file type options.

- You can either use the Browse button to locate the BibTeX file you wish to import or paste the BibTeX code directly into the Paste text box.

- Click the Import button next to the publication you wish to import.

- As with importing from an online source, check each author carefully to ensure they are matched correctly, and follow the same steps to fix any anomalies.

- Click the **Import & review** button and follow the same process as previously.

REMEMBER: Always click the Save button before you exit.

Choosing your Highlights

You can choose a selection of publications and other content that you wish to display first in your research portal profile (and your school **People** page).

To set-up **Highlighted content**, from the options in the left hand menu within your **Person Profile**, select **Highlighted Content,** and then click the ![icon] icon, to choose your publications. Once you have added your preferred selection of publications, click **Save**.

Tip: It is your responsibility to maintain your profile in Pure. You will have to regularly update your **Highlighted Content** if you want new content to show on your profile page. By keeping your profile up-to-date, you are keeping all other sites which may re-use your data up-to-date too, saving you, and the school, time and effort.

To check how the highlights look in your portal profile, click on **My portal profile** in the personal overview. You can make changes to your highlights by returning to the highlight content window, editing the list and re-saving it.

Linking your Research Output to Projects using the 'Relations' section

When you add new content you are able to make links to other items in Pure (the main one being grant information, known as **Projects** within Pure). Project information comes into Pure from the main **Finance** database, so if you work on a Project held at St Andrews and it doesn't appear in your profile, please let us know.

As a minimum you should link outputs to the grant(s) associated with them. You can create a link by clicking on the ![icon] icon and searching by Title, Pure ID or Project number. If you need any assistance, please get in touch.

Research Data

Pure also enables you to publish your research data, increasing the visibility of your work and helping you meet funders' requirements.

If you have already published your research data elsewhere you can import the metadata in Pure by using the data DOI. Having a record of your research data in Pure allows you to link your data to your outputs and funding, enriching your portal profile.

To import a dataset in Pure:

- From the **Personal overview** screen, click on the **Add content** button at the top right.
- Click on **Dataset/Software** in the left-hand navigation, then select **Import from online source**.
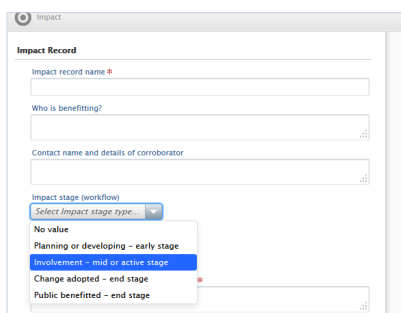- Select **Data Monitor** and search for the dataset using one of the available search fields.

If you need advice on research data management, including data management planning, funder compliance, open data and long-term preservation, please visit: **https://www.st-andrews.ac.uk/research/ support/open-research/research-data-management/**

or contact the research data team via:

research-data@st-andrews.ac.uk

Impact

Pure can help you record the steps towards your impact narrative by capturing discrete impact 'records' that inform your story.

Follow the St Andrews Impact blog at:
http://univstandrews-impact.blogspot.co.uk/
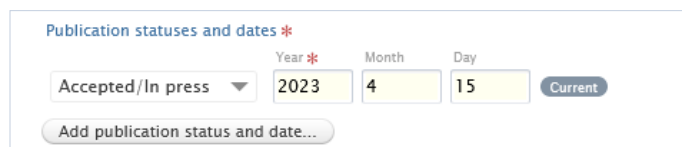
Contact: **impact@st-andrews.ac.uk**

Open Access

Pure is the method used by the University to manage Open Access for research publications, as advised by VP Research, Collections and Innovation.

It is the responsibility of authors to deposit **author accepted manuscripts** in Pure as soon as possible after acceptance, and **within 3 months** at the latest.

Make sure you enter the details of your publications into Pure and upload your **author accepted manuscripts** for journal articles and proceedings, along with the **full date** of acceptance.

In the relevant template, click 'Add electronic version(s) of this work' to upload the **author accepted manuscript** (Do not upload proofs or final published versions].

Public access to file must be set to **Unknown**.

When this option is used the file will not be made public until the Open Access team has checked the publisher's OA policy.

As well as meeting REF and funder requirements, Open Access for publications increases visibility and has the potential for your work to reach wider audiences.

The Open Access team can advise on all aspects of Open Access.

More details: **https://www.st-andrews.ac.uk/research/ support/open-research/open-access/**

Contact: **openaccess@st-andrews.ac.uk**

Researchfish

If you are an UKRI grant holder you will be required to feedback the outcomes from your grant to the funder via Researchfish. The Pure team can upload relevant publications directly from Pure into Researchfish. To ensure your publications are part of the bulk upload make sure you have made the link to your UKRI award in the relations section of your publication. For further guidance on Pure for Researchfish see:

https://www.st-andrews.ac.uk/staff/research/managing/researchfish-recordingoutcomesforukri/
For more information on Researchfish and your reporting responsibilities to UKRI, see:
https://www.ukri.org/manage-your-award/reporting-your-projects-outcomes/

UK Research and Innovation

Contact Us

If you have any queries, please contact the relevant team:

purelive@st-andrews.ac.uk
openaccess@st-andrews.ac.uk
research-data@st-andrews.ac.uk

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