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1. Manage your content

1.1. Check your content

When you log in for the first time, please check the following content types related to your profile in PURE:

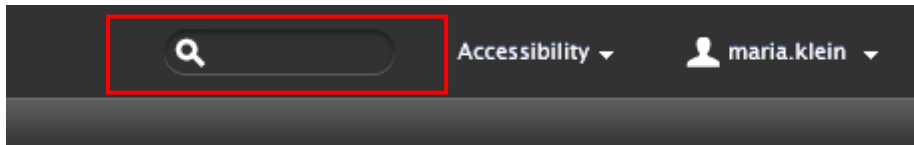
- Publications (Research outputs)
- Applications
- Awards
- Projects
- Activities
- Prizes

Important

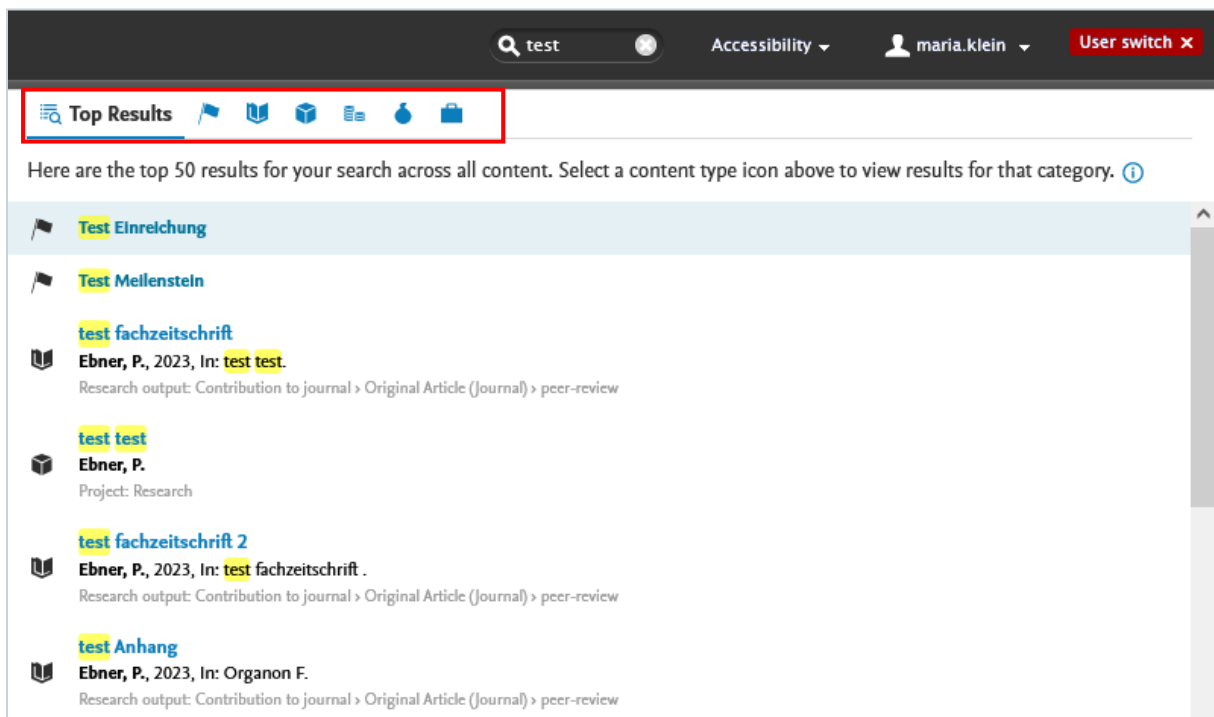
Please ensure that the information in **your PURE profile is accurate and correct**. If essential content is missing, please contact the Research Management at pure@pmu.ac.at.

1.1.1. Global search

This searches through metadata of all records and content types available in Pure.

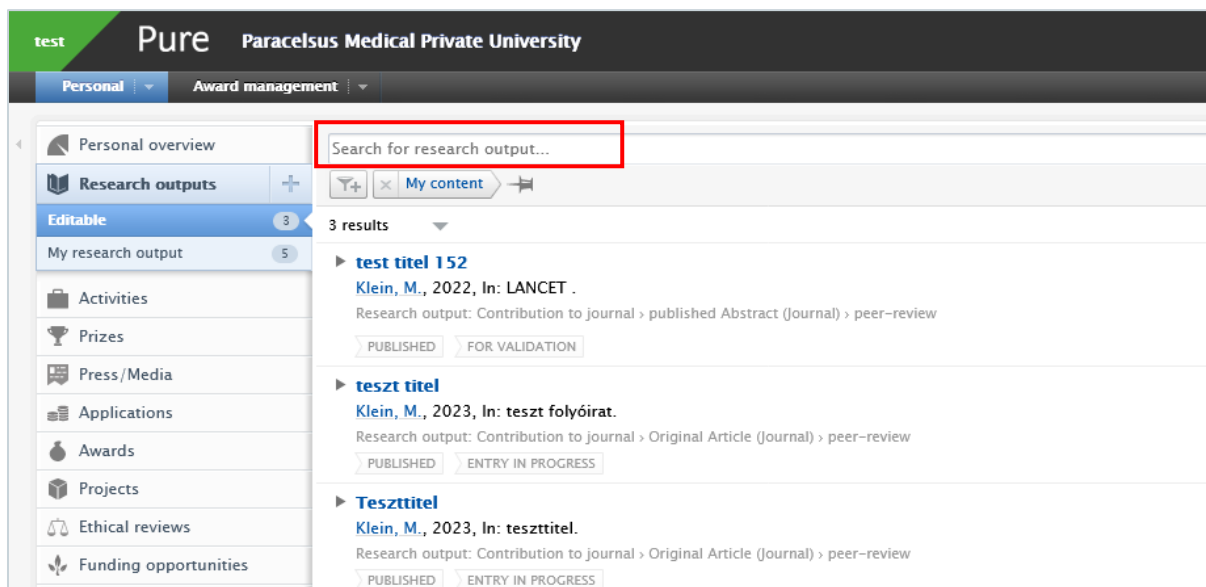


To refine the search to one content type, click on the icon you need next to the top results. You will be taken to the content type search results overview screen where you can add further filters to narrow down results.



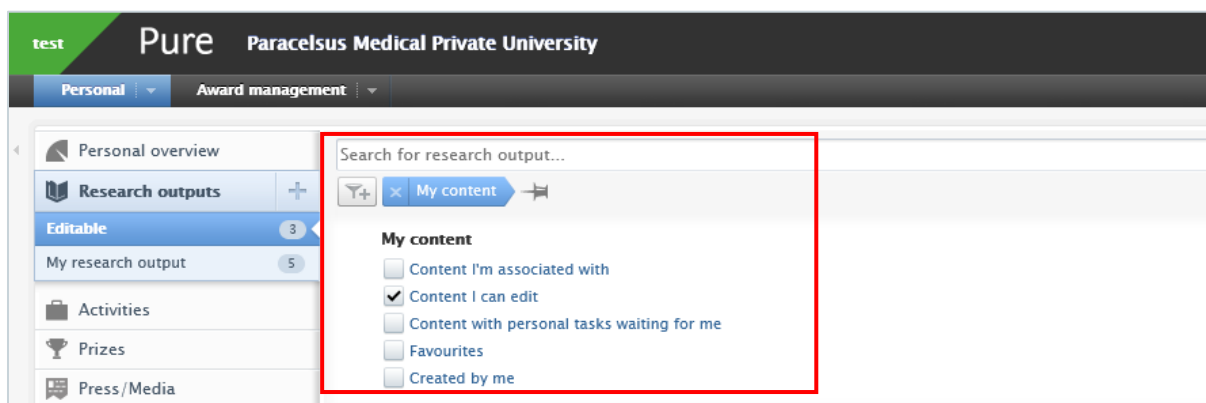
1.1.2. Search within a content type

Click on one of the content type tabs on the left navigation to open the content list view with search functionality. Using this method, your searches are limited to the currently open content type.



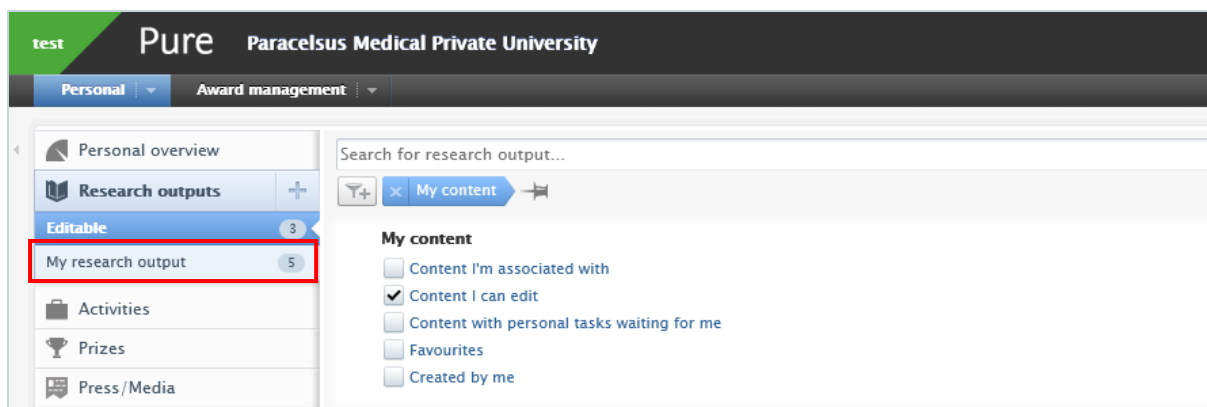
Note that the *My content > Content I can edit* filter option is automatically applied (pinned) to the search results by default, but you can easily remove it if necessary.

After clicking on the *My content* button, additional filters will appear:



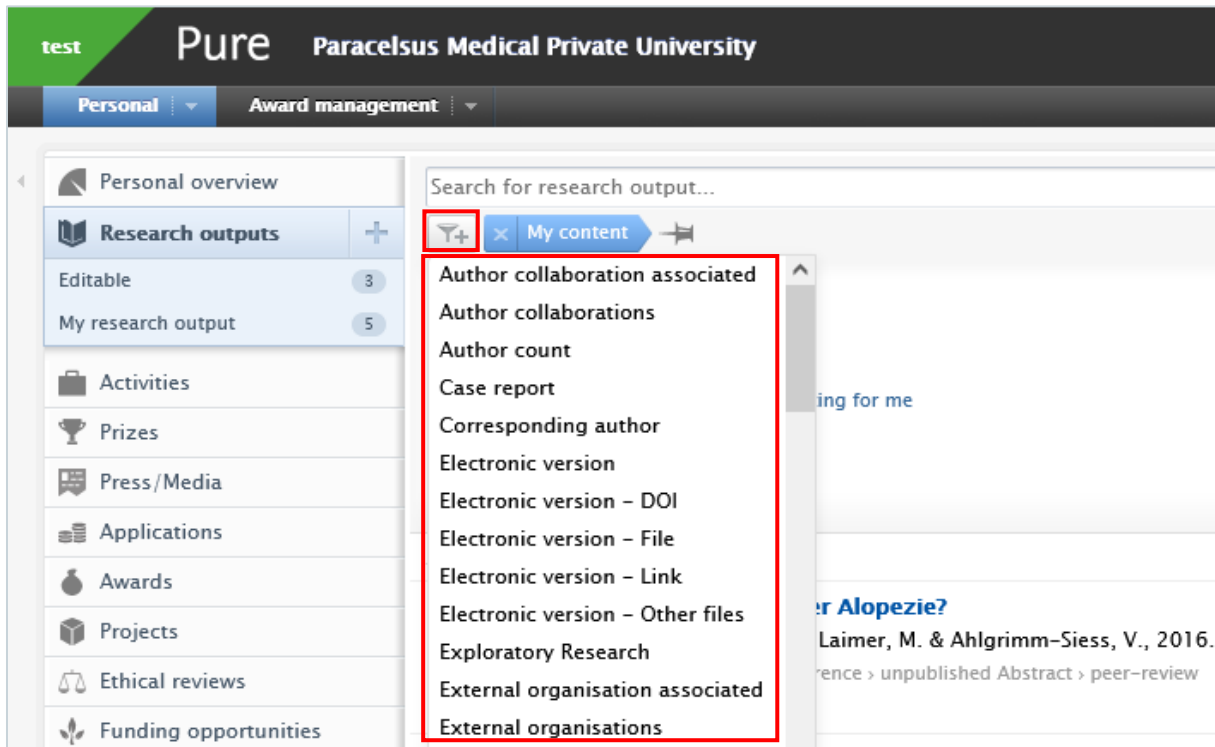
Tip

To access your record list directly, click on the content type (e.g., *Research output*) and select the *My research output* field. This method can be used for other content types as well:

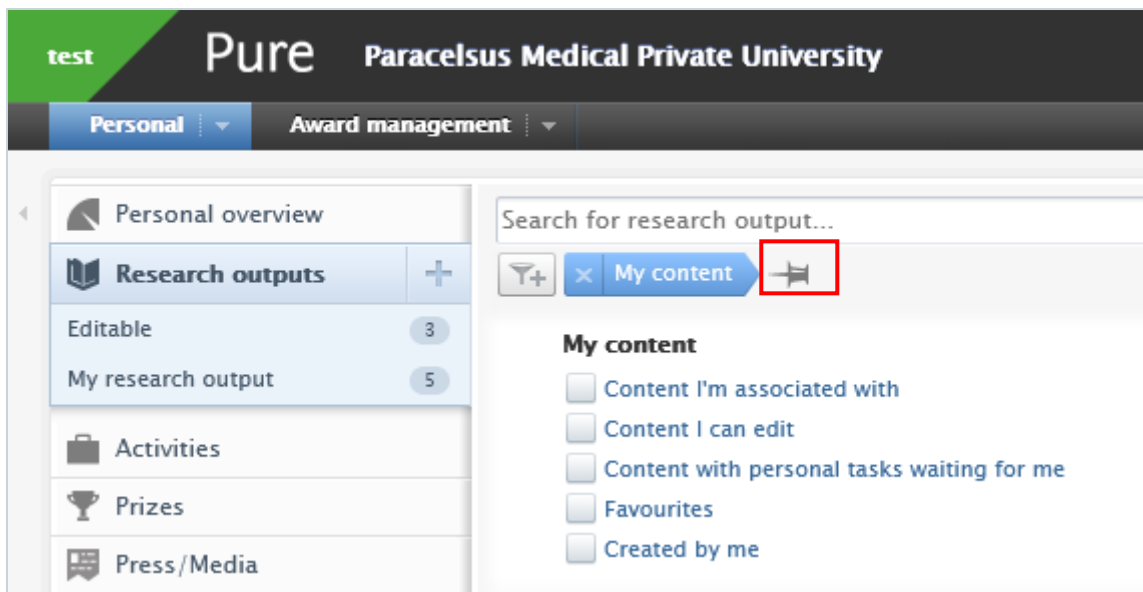


1.1.3. Filter within a content type

After choosing a content type (e.g. *Research output*) click on the *Add filter* icon and select from the available filter options. You can add multiple filters if you need to.



If you wish to use specific filters regularly, you can click on the pin icon to save the filter. By doing so, you can save time and easily filter content you need:



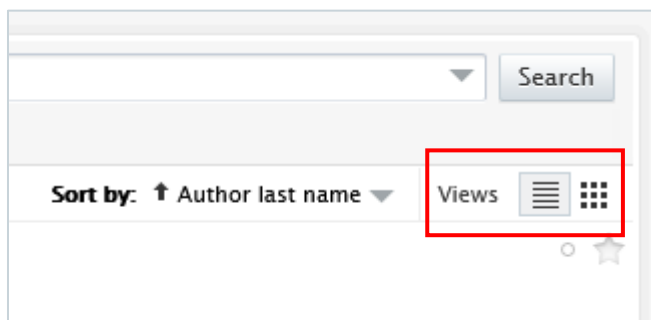
1.1.4. Sort by within a content type

After obtaining a list of records within a content type, there is the possibility to sort the records by several options (e.g. title, type, etc.).



1.1.5. View types within a content type

You can choose from the list view or the matrix view to visualise your data:



1.1.6. Export a list

On the bottom of the page you can select your preferred file type for export. The file type depends on the content type; therefore, different file types are available for different content types.



Important

Exporting a **list of your own publications** is not directly possible for Researchers from Pure. If you need such a list, please contact the Research Management at pure@pmu.ac.at.

2. Create your content

First, you always need to **check if the content already exists in Pure**. See the previous chapter on how to [Check your content](#).

2.1. Research outputs (Publications)

Under research output you can choose from a wide range of publication types:

- peer-reviewed journal articles, case reports, editorials, review articles, letters, commentaries, published abstracts
- conference posters, unpublished abstracts
- book, chapters in books
- patent
- theses

The Research Management imports publications from Web of Science weekly. The completeness and accuracy of the publication data will be checked by the research management in the validation process.

Please note that sometimes it takes time until a publication is listed in Web of Science.

Important

Please **refrain from uploading original publications** in PURE, as our system is designed to store information about publications. Uploading original content may potentially violate Open Access guidelines; therefore, it is not recommended. Alternatively, you can register a DOI or other link to your publication in the editor window.

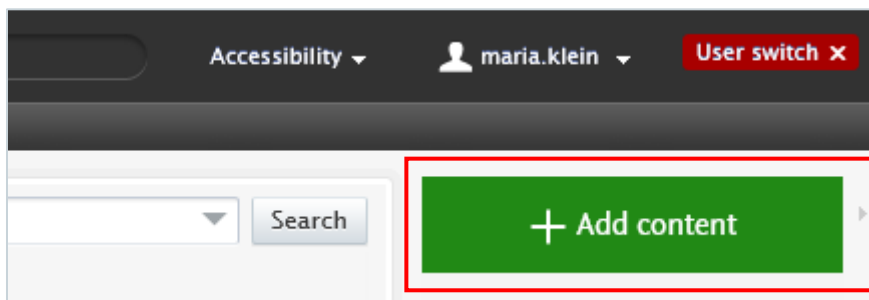
After checking your Research output and ensuring that the publication does not exist in Pure, you have three options to import a publication immediately.

2.1.1. Import from online source

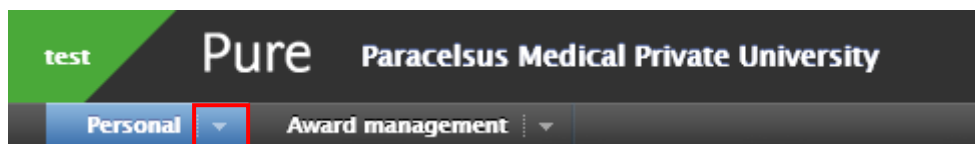
This option is **most preferable** because this method can save you time, minimize effort, and reduce data-entry errors. It can be used for any kind of research output that is **published in PubMed or Web of Science**.

To import a Research output from online source:

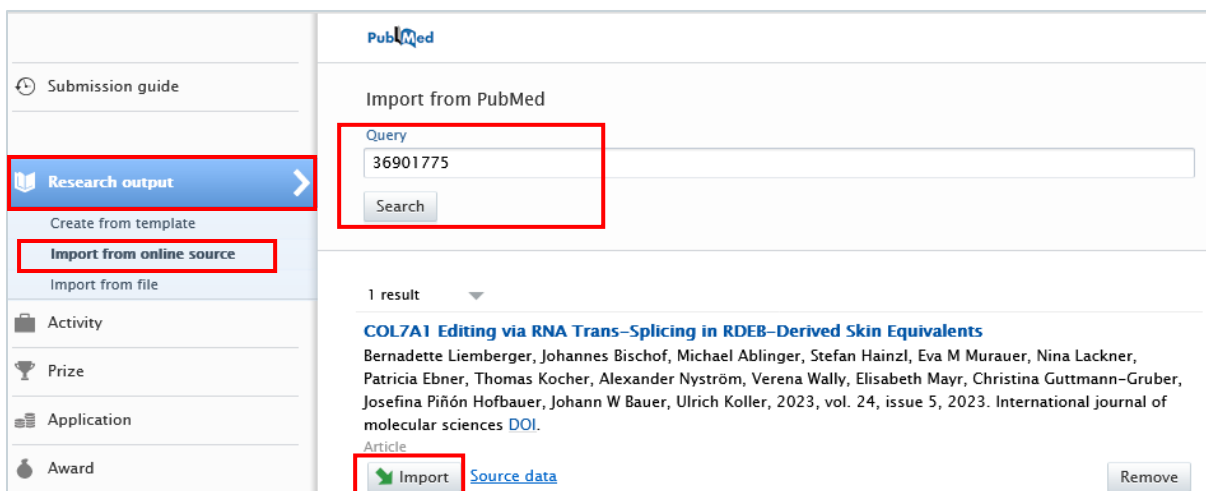
1. Click on the *Add content* button:



Or click on the triangle next to *Personal* in the header, select *Research outputs*, and then click on the **+ New** button:



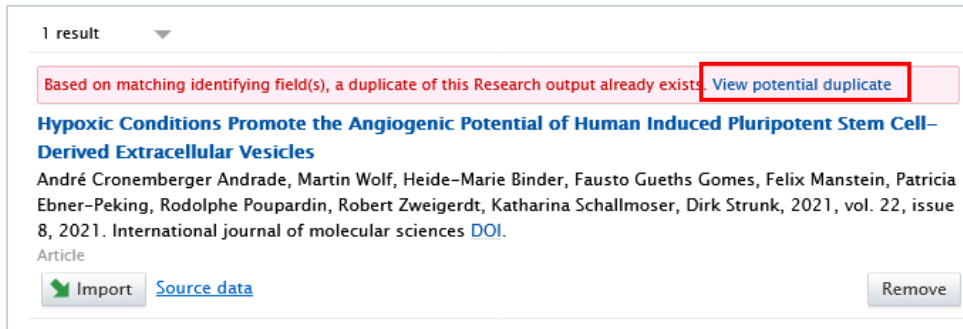
2. Go on *Research output* and then select *Import from online source*. As PMU subscribes to PubMed and Web of Science, these two online sources are available for importing.
3. Select the online source you want import from.
4. Enter the information you want to search for, such as PubMed ID or your name. Please ensure you always review the guidelines for the correct format of the information you intend to look for:



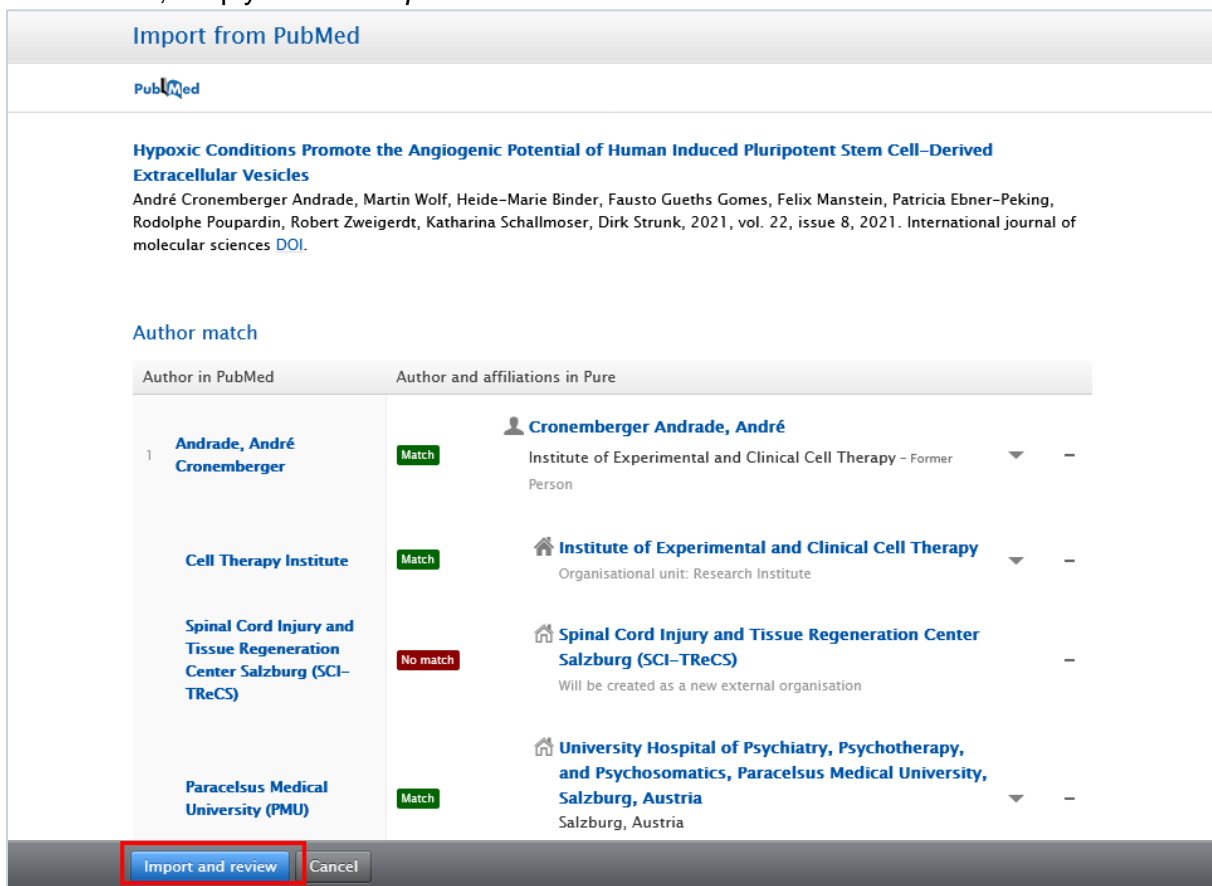
5. Click on the *Import* button located at the bottom of the article you wish to import into Pure.

Important

Please pay attention to warnings that notify you of possible duplicates. By clicking on View **potential duplicate** you can confirm if the publication already exists in Pure. If it does, please refrain from selecting the Import button.



6. Now, you can view the publication details. Do not modify the information displayed here; simply click on *Import and review* at the bottom of the window:



7. In the Research output editor window, you need to manage this fields:

1. Peer-reviewed: Whether the publication underwent a peer-reviewed process or not (peer-reviewed or not peer-reviewed):

Type

Peer-reviewed *

Peer-reviewed Not peer-reviewed

Note

Click on 'Change template' if you realise that the subtype of the research output is incorrect. For example, if you have selected 'original article' but need to add a 'review article,' you can easily switch between template types without losing any of the data you have already filled in.

Research output: Contribution to journal > Original Article (Journal)
Change template

- Managing organisational unit: Choose the internal organisational unit, which is responsible for managing the publication, no external organisations can be added in this field. The corresponding author manages the publication. Alternatively, the organisational unit of the last, first, or co-author can be chosen. All this information can be found in the affiliations section of the publication.

Publication managed by ?

Managing organisational unit *

- Contributors and affiliations: Pure automatically adds every contributor with their affiliations to these fields. Here, you only need to manage **your** author role and affiliation(s). Click on 'Edit' on the right side to select the role (type of authorship) you contributed to the publication. In the affiliations field, include only those affiliations associated with the publication. You can delete them by clicking on the minus button, and you can add internal and external organizations by clicking on the 'Add Organization Unit' button:

Contributors and affiliations ?

Contributors *

	Patricia Ebner , Co-author	Edit -
	<small>Internal person</small>	
	Research Management at Paracelsus Medical University	-
	<small>Organisational unit: Research Management</small>	

Total number of authors

8. Set the workflow status *For Validation* and then click on *Save*. In the next step, the imported research output undergoes validation by the Research Management.

A screenshot of a user interface element. On the left, the text "Status:" is followed by a dropdown menu. The dropdown menu is currently set to "For validation" and has a small downward-pointing arrow on its right side. To the right of the dropdown menu is a blue button with the text "Save" in white. A red rectangular box highlights the dropdown menu and the "Save" button.

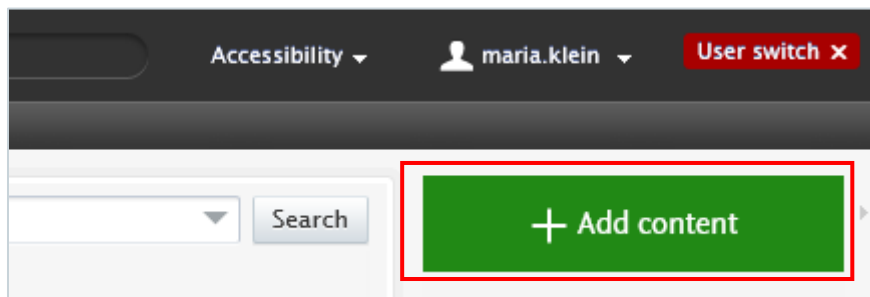
Are you interested in an automated search from online sources? See section [Automated search](#) (without immediate effect).

2.1.2. Import from file

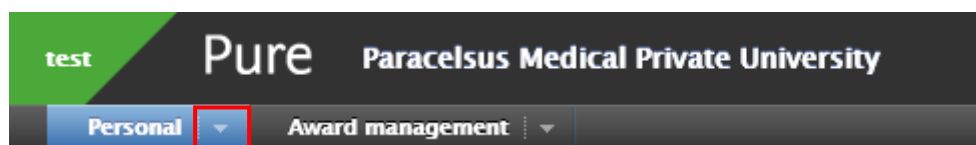
This option is to be chosen if importing from online sources is not possible. Here, you can add any kind of Research Outputs from BibTeX, RIS and CERIF files.

To import Research output from file:

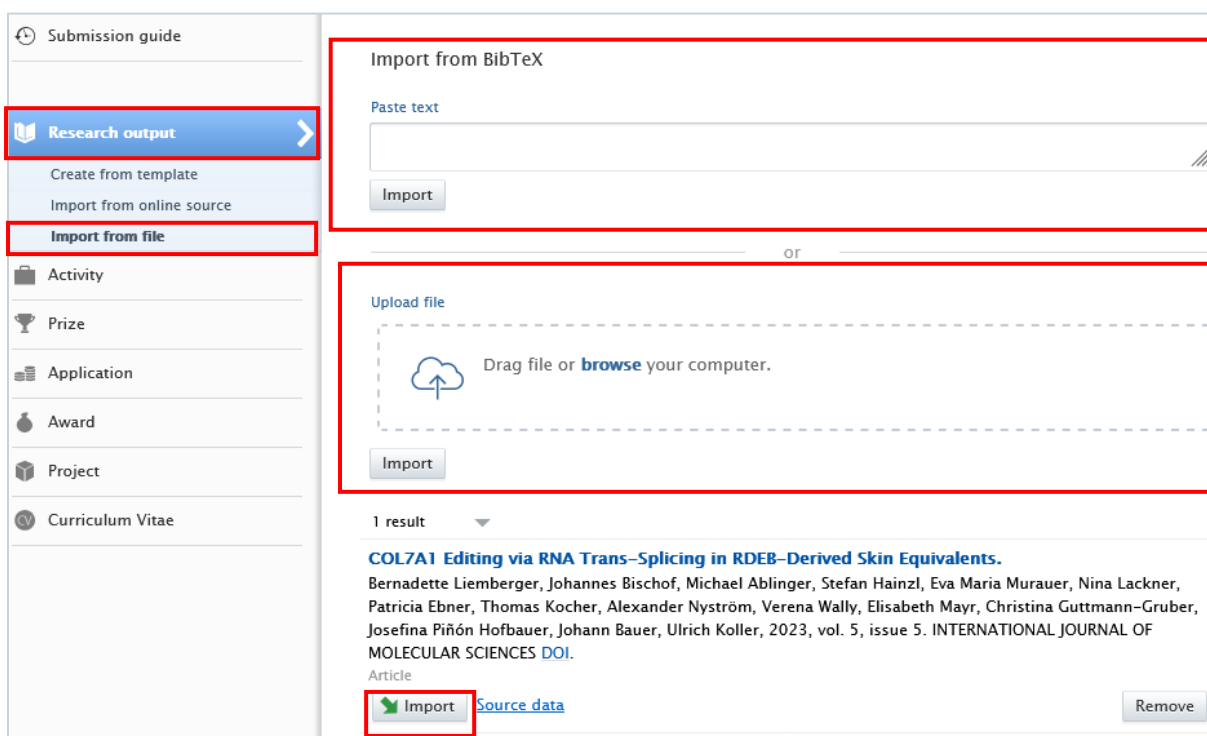
1. Click on the *Add content* button:



Or click on the triangle next to *Personal* in the header, select *Research outputs*, and then click on the **+ New** button:



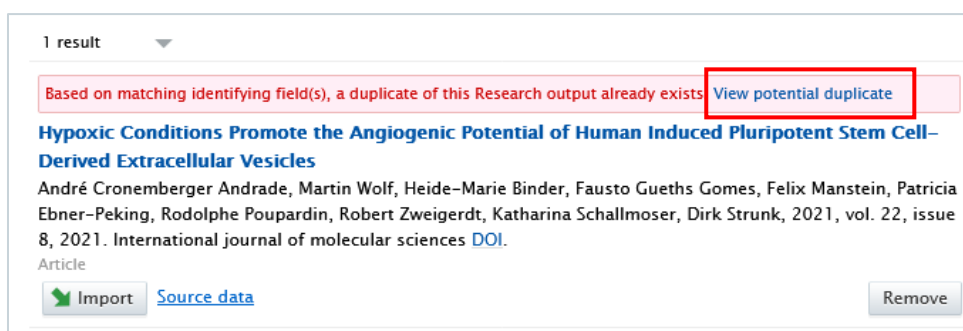
2. Go on *Research output* and then select *Import from file*.
3. Click on the file type you want to import from. BibTeX, RIS and CERIF file types are available.
4. You can directly paste your data into to *Paste text* field if you have already copied it to the clipboard or you can upload a file by clicking on the field *Drag file and browse your computer*.



- Click on the *Import* button located at the bottom of the article you wish to import into Pure.

Important

Please pay attention to warnings that notify you of possible duplicates. By clicking on **View potential duplicate** you can confirm if the publication already exists in Pure. If it does, please refrain from selecting the *Import* button.



1 result

Based on matching identifying field(s), a duplicate of this Research output already exists [View potential duplicate](#)

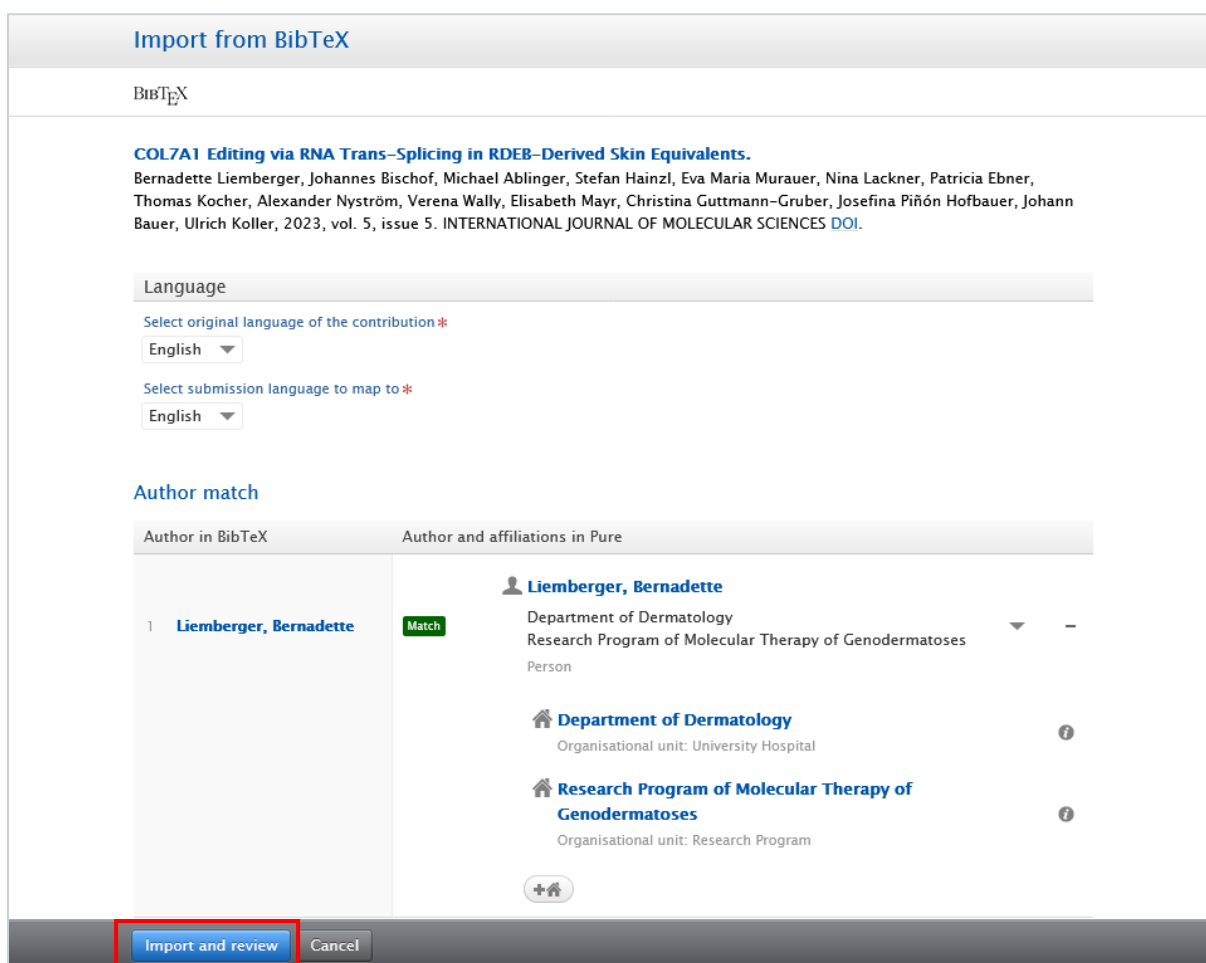
Hypoxic Conditions Promote the Angiogenic Potential of Human Induced Pluripotent Stem Cell-Derived Extracellular Vesicles

André Cronemberger Andrade, Martin Wolf, Heide-Marie Binder, Fausto Gueths Gomes, Felix Manstein, Patricia Ebner-Peking, Rodolphe Poupardin, Robert Zweigerdt, Katharina Schallmoser, Dirk Strunk, 2021, vol. 22, issue 8, 2021. International journal of molecular sciences [DOI](#).

Article

[Import](#) [Source data](#) [Remove](#)

- Now, you can view the publication details. Do not modify the information displayed here; simply click on *Import and review* at the bottom of the window:



Import from BibTeX

BibTeX

COL7A1 Editing via RNA Trans-Splicing in RDEB-Derived Skin Equivalents.

Bernadette Liemberger, Johannes Bischof, Michael Ablinger, Stefan Hainzl, Eva Maria Murauer, Nina Lackner, Patricia Ebner, Thomas Kocher, Alexander Nyström, Verena Wally, Elisabeth Mayr, Christina Guttmann-Gruber, Josefina Piñón Hofbauer, Johann Bauer, Ulrich Koller, 2023, vol. 5, issue 5. INTERNATIONAL JOURNAL OF MOLECULAR SCIENCES [DOI](#).

Language

Select original language of the contribution *

English

Select submission language to map to *

English

Author match

Author in BibTeX	Author and affiliations in Pure
1 Liemberger, Bernadette	<p>Liemberger, Bernadette</p> <p>Department of Dermatology Research Program of Molecular Therapy of Genodermatoses Person</p> <p>Department of Dermatology Organisational unit: University Hospital</p> <p>Research Program of Molecular Therapy of Genodermatoses Organisational unit: Research Program</p>

[Import and review](#) [Cancel](#)

- In the Research output editor window, you need to manage this fields:

1. Peer-reviewed: Whether the publication underwent a peer-reviewed process or not (peer-reviewed or not peer-reviewed):

Type

Peer-reviewed *

Peer-reviewed Not peer-reviewed

Note

Click on 'Change template' if you realise that the subtype of the research output is incorrect. For example, if you have selected 'original article' but need to add a 'review article,' you can easily switch between template types without losing any of the data you have already filled in.

Research output: Contribution to journal › Original Article (Journal)
Change template

2. Managing organisational unit: Choose the internal organisational unit, which is responsible for managing the publication, no external organisations can be added in this field. The corresponding author manages the publication. Alternatively, the organisational unit of the last, first, or co-author can be chosen. All this information can be found in the affiliations section of the publication:

Publication managed by ?

Managing organisational unit *

3. Contributors and affiliations: Pure automatically adds every contributor with their affiliations to these fields. Here, you only need to manage **your** author role and affiliation(s). Click on 'Edit' on the right side to select the role (type of authorship) you contributed to the publication. In the affiliations field, include only those affiliations associated with the publication. You can delete them by clicking on the minus button, and you can add internal and external organizations by clicking on the 'Add Organization Unit' button:

Contributors and affiliations ?

Contributors * +

Patricia Ebner, Co-author
Internal person Edit -

Research Management at Paracelsus Medical University
Organisational unit: Research Management -

Add person... Add organisational unit... Add author collaboration...

Total number of authors

8. Set the workflow status *For Validation* and then click on *Save*. In the next step, the imported Research Output undergoes validation by the Research Management.

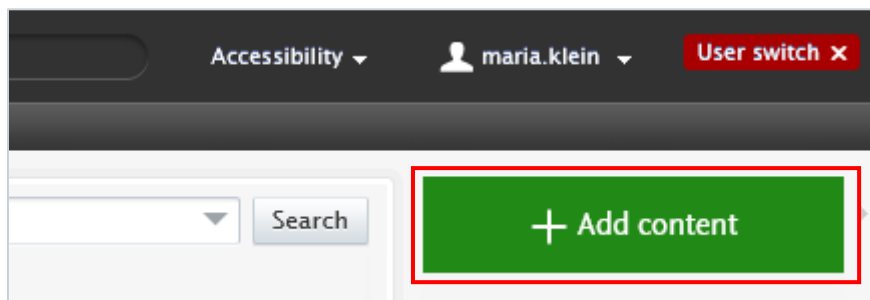
Status: For validation ▼ Save

2.1.3. Create from template

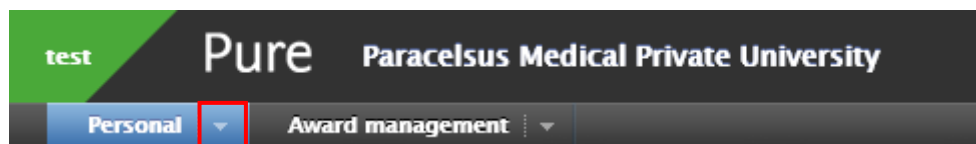
Please use this method only if the two other methods mentioned above are not possible. For instance, if you wish to add an poster, a book(chapter), or import a publication that is published in a scientific journal, but the journal is not listed in Web of Science or PubMed.

To create a new Research output from template:

1. Click on *Add content*.



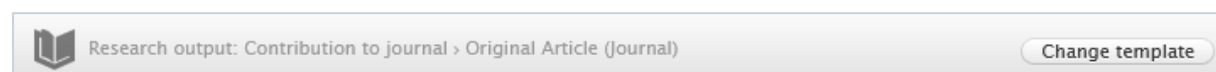
Or click on the triangle next to *Personal* in the header, select *Research outputs*:



2. Go to *Research output* and then select *Create from template*. Scroll down until you locate the precise type of the item you want to add. In most cases it is a *Contribution to a journal/Original article*.
3. In the *Research output* editor window, you need to enter all available information about the item. The required fields (listed above) are marked with a red star, and filling them in is mandatory. Filling in the other fields is optional.
 1. Peer-reviewed: The option reviewed is to be chosen if the publication is intended to be published through a peer-review process. The option not reviewed means that the publication will appear without a peer-review process.

Note

Click on '*Change template*' if you realise that the subtype of the research output is incorrect. For example, if you have selected 'original article' but need to add a 'review article,' you can easily switch between template types without losing any of the data you have already filled in.



2. Publication statuses and dates: Fill in the information of the publication status and dates.
3. Original language: Choose the original language of the publication.
4. Title of the contribution in original language: Fill in the title of the contribution in the original language.

Research output: Contribution to journal > Original Article (Journal)

Type

Peer-reviewed *

Peer-reviewed Not peer-reviewed

Publication status ⓘ

Publication statuses and dates *

Published ▾ Year * 2023 Month Day Current

Add publication status and date...

Publication information ⓘ

Original language *

English ▾

Title of the contribution in original language *

The association between emotion regulation and sleep quality

Important

Please pay attention to warnings that notify you of possible duplicates. By clicking on **View possible duplicate** you can confirm if the publication already exists in Pure. If it does, please refrain from duplicating it.

- Contributors and affiliations: You need to add every contributor with their affiliations to these fields. You can add additional contributors by clicking on the *Add person* button, and you can add internal and external organisations by clicking on the *Add Organization Unit* button:

Contributors and affiliations ⓘ

Contributors *

+ person

Patricia Ebner, First author Edit -

Internal person

Research Management at Paracelsus Medical University -


Organisational unit: Research Management

Add person... Add organisational unit... Add author collaboration...

By clicking on Edit next to the name of the contributor, a new editor window will appear. In this Edit person window, you need to fill in the author's role and information about their affiliation. If the person is an internal author, Pure will automatically add the internal organisation(s) linked to the person. By clicking on

Affiliate to another organisational unit you can add internal organisations. By clicking on *Affiliate to an external organisation*, you can add external organisations.

Edit person

 **Patricia Ebner**
 Internal person

Name and role on the research output

First name

Last name *

Role *

Co-author ▼

Corresponding author

Affiliation on the research output

- Research Management at Paracelsus Medical University**
(21/07/22 → present)
- Institute of Experimental and Clinical Cell Therapy**
(1/01/18 → 31/07/22)
- Research Program of Molecular Therapy of Genodermatoses**
(1/04/12 → 31/12/17)
- Department of Dermatology**
(1/04/12 → 31/12/17)

The order of the authors in Pure should match the order in the publication. You can change the order by clicking on the arrows

6. Managing organisational unit: Choose the internal organisational unit, which is responsible for managing the publication, no external organisations can be added in this field. The corresponding author manages the publication. Alternatively, the organisational unit of the last, first, or co-author can be chosen. All this information can be found in the affiliations section of the publication.
7. Journal: Click on *Add journal* then search for the name or the ISSN number of the journal. If you do not find the journal in the list, click on *Create new* and fill in the required information.

Publication managed by ⓘ

Managing organisational unit *
🏠 **Research Management at Paracelsus Medical University**
Organisational unit: Research Management

Journal

Journal *

4. Set the workflow status *For Validation* and then click on *Save*. In the next step, the imported research output undergoes validation by the Research Management.

Status:

Tip

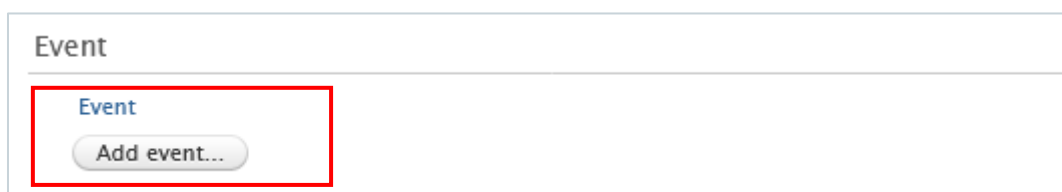
If you find a Research Output in Pure where you are not listed as an author, please use the [Claim a publication](#) method.

2.1.4. Contribution to conference: published abstract, unpublished abstract, poster

If you wish to register a published abstract, including conference participation in the record, you only need to follow the traditional steps of creating a Research output (see above). To add an event to your published abstract, click on the 'Add event' button, which is located at the bottom of the Research output editor window.

Note

Published/unpublished **abstracts and posters** are **different** content types in Pure (they were the same content types in Squid) and can be linked with each other under the *Relations* tab.



2.1.5. Chapter(s) in a Book

To register a Chapter in a book, you will need to fill in some extra fields additionally to the 'traditional' fields meant above.

To fill in the title of the chapter please use the '*Title of the contribution in original language*' field:

Publication information ⓘ

Original language *
English ▼

Title of the contribution in original language *
How to improve your mental health?

Subtitle of the contribution in original language

To fill in the title of the book please use the '*Title of the host publication in original language*' field, and to add the Publisher, click on the '*Add publisher*' button:

Host publication

Title of the host publication in original language *
Handbook of mental health

Subtitle of the host publication in original language

Publisher
Add publisher...

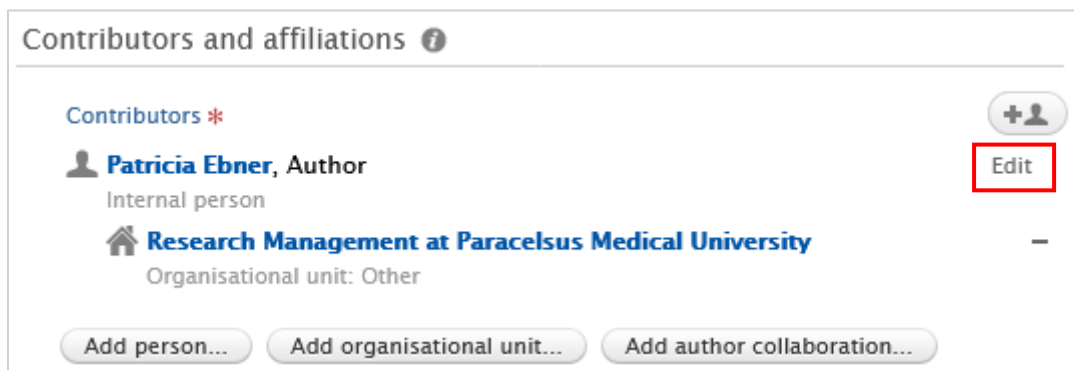
You can register the Editors of the book (if it has any) by clicking on the '*Add editor*' button:

Editors of the host publication
Add editor...

2.1.6. Research outputs without PMU affiliations

If you have publications without PMU affiliations, you can register these publications in Pure on an equal footing with PMU publications. Regardless of the method you choose to import your publication, some changes are required in the *Contributors and Affiliations* section.

1. Click on *Edit* next to your name:



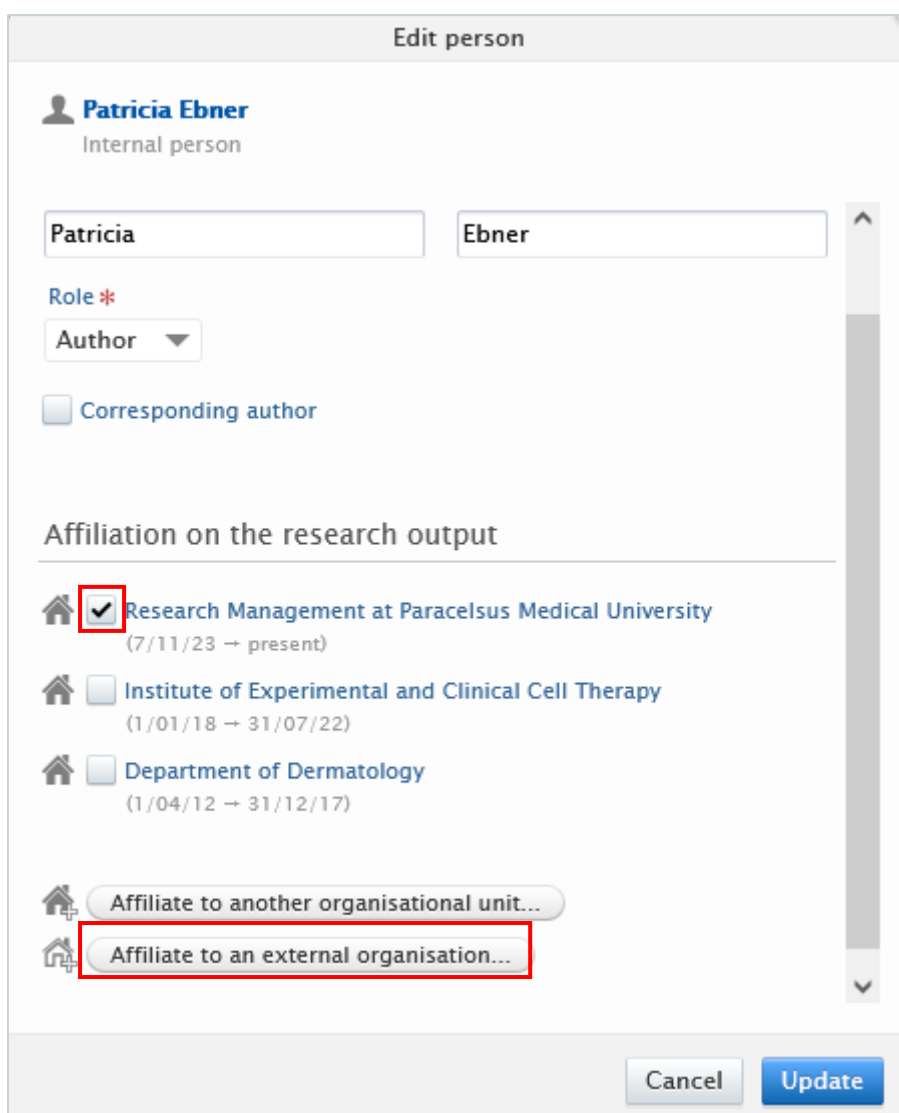
Contributors and affiliations ⓘ

Contributors *

Patricia Ebner, Author
Internal person

Research Management at Paracelsus Medical University
Organisational unit: Other

2. Remove the black tik(s) from the box(es) next to your internal organisation(s), and click on *Affiliate to an external organisation* to register your external organisation:



Edit person

Patricia Ebner
Internal person

Patricia Ebner

Role *
Author

Corresponding author

Affiliation on the research output

Research Management at Paracelsus Medical University
(7/11/23 → present)

Institute of Experimental and Clinical Cell Therapy
(1/01/18 → 31/07/22)

Department of Dermatology
(1/04/12 → 31/12/17)

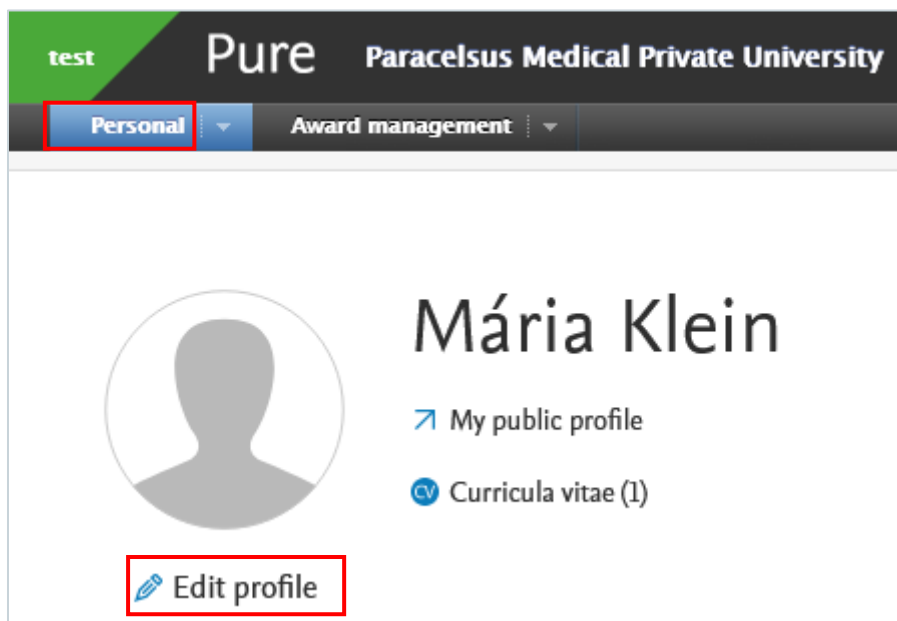
3. Search for the external organisation(s) or create a new one if you don't find it/them in the list. Click on *Update* to save the changes.

2.1.7. Automated search (without immediate effect)

You can set up automated search for your publications in PubMed and/or Web of Science. When choosing this option, new searches are performed every 7 days. When PURE finds a candidate, you will get a message in Pure, and you can choose to turn on email notifications as well.

To set up an automated search:

1. Click on *Personal* in the header.
2. Go on *Edit profile* (located under the picture):



3. Click on the *Automated search* tab on the left navigation:

ID: 29212777 Mária Klein
Person

EDIT 🇩🇪 🇬🇧

- Metadata
- Associated user
- Translation
- Automated search

OVERVIEW

- Relations
- Fingerprints
- Display

HISTORY AND COMMENTS

- History and comments

Set up automated search for publications in online sources

For sources with ID search enabled, we will search for all your past publications. For sources with name search enabled, we will search for your publications in the last 2 years (730 days). New searches are performed every 7 day(s). When we find a candidate, we will send a message in Pure, and below you can choose to receive an email as well.

Inform me by email when candidates are found (maria.klein@pmu.ac.at)

Enable automated search

PubMed Off

Contains more than 19 million records from MEDLINE and from medical scientific journals, dating back from 1948. PubMed contains links to full-texts, either from other databases or the journals' publishers. Content must be "E-pub ahead of print", before imported into Pure.

Web of Science Off

Web of Science covers a wide range of databases, which together hold more than 40 million records and cover the subject areas of natural sciences, social sciences, and arts and humanities.

4. Toggle the switch to *On* for each online source for which you want to enable the automated search.

Automated search is based on the authors' names on publications. To add standard name suggestions provided by Pure, click on *Add suggested names*. If you want to manually add an additional name variant to search for, click on *Add name...* and enter the additional name variant. To learn more about Name variants, refer to the guide on [Name variants](#).

Enable automated search

PubMed On

Name variants

Add name...

In this setup you can add your name in different variations.
 Pure has initially suggested that you use these variants: **M Klein, Mária Klein**
 You can edit these or add additional name variants if needed.
PubMed does not support non-Latin characters, so name variants containing these will be ignored when searching PubMed. From 2002 onwards PubMed contains the full author name (first and last name).

Add suggested names

5. Once you have at least one name variant, you can click on *Preview candidates* to check that the search criteria is able to locate some results:

Preview candidates

i Possible research output matches were found in this online source: up to 20 of these are shown in this preview.
You will see a notification in the task pane when all potential research output matches from this source are available for review.

20 results

Integrase strand–transfer inhibitor use and cardiovascular events in adults with HIV: an emulation of target trials in the HIV–CAUSAL Collaboration and the Antiretroviral Therapy Cohort Collaboration
Sophia M Rein, Sara Lodi, Roger W Logan, Giota Touloumi, Anastasia Antoniadou, Linda Wittkop, Fabrice Bonnet, Ard van Sighem, Marc van der Valk, Peter Reiss, Marina B Klein, James Young, Inmaculada Jarrin, Antonella d'Arminio Monforte, Alessandro Tavelli, Laurence Meyer, Laurent Tran, Michael J Gill, Raynell Lang, Bernard Surial, 2023, vol. 10, issue 11, 2023, p. e723–e732. The lancet. HIV [DOI](#).

Measurement of the Sensitivity of Two–Particle Correlations in pp Collisions to the Presence of Hard Scatterings
G Aad, B Abbott, K Abeling, N J Abicht, S H Abidi, A Aboulhorma, H Abramowicz, H Abreu, Y Abulaiti, A C Abusleme Hoffman, B S Acharya, C Adam Bourdarios, L Adamczyk, L Adamek, S V Addepalli, M J Addison, J Adelman, A Adiguzel, T Adye, A A Affolder, 2023, vol. 131, issue 16, 2023, p. 162301. Physical review letters [DOI](#).

Important

The number of previewed candidates is not indicative of the actual number of publications related to you, but rather **how well** your **search criteria** will work. It is not possible to import publications from the *Preview candidates* dialog. If you want to import publications from online sources, please visit the [Import from online source](#) chapter.

- Click on *Save*. When the automated search has finished you will be informed about any publication candidates.

Once the search is completed you can easily import your publication(s) by clicking on the *Import* button.

Submission guide

Research output

Create from template

Import from online source

Candidates in PubMed (1)

Import from file

Activity

PubMed

Candidates in PubMed Settings

1 result Limit result All ▼ Sort by As returned by source ▼

COL7A1 Editing via RNA Trans–Splicing in RDEB–Derived Skin Equivalents.
Bernadette Liemberger, Johannes Bischof, Michael Ablinger, Stefan Hainzl, Eva M Murauer, Nina Lackner, Patricia Ebner, Thomas Kocher, Alexander Nyström, Verena Wally, Elisabeth Mayr, Christina Guttman–Gruber, Josefina Piñón Hofbauer, Johann W Bauer, Ulrich Koller, 2023, vol. 24, issue 5, 2023. International journal of molecular sciences [DOI](#).

Article

Import

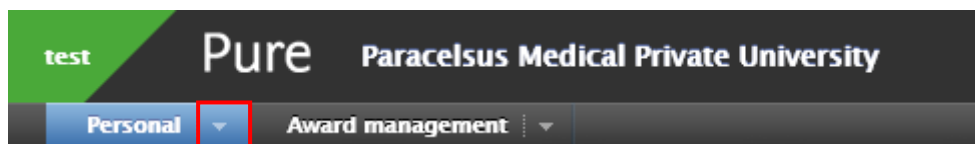
[Source data](#) Remove

2.1.8. Claim a publication

If you find a Research Output in Pure where you are not listed as an author, you can request to be **included as a contributor** to the content.

To claim a publication:

1. Click on the triangle icon next to *Personal* in the header:



2. Navigate to *Research outputs*, remove the *My content* filter, and search for the publication that is not (yet) associated to you.
3. After finding the research output you want to claim, click on it and then click on *Claim this content* in the footer of the editor window:

The image shows a detailed view of a research output page in the Pure system. At the top, there is a blue header with a book icon and the title 'Is predisposition for nephroblastoma linked to polymorphisms of the WTX gene?'. Below the title, there is a breadcrumb trail: 'Research output: Contribution to journal > Original Article (Journal) > peer-review'. The main content area has three tabs: 'Overview' (selected), 'Formats', and 'Export'. Below the tabs, the title is repeated in bold. Underneath, there is a section for 'General information' containing details like 'Publication status: Published', 'Organisations: Institute of Pathology', 'Contributors: Guertl, B., Leuschner, I., Guelly, C., Ebner, B., Kronberger, C., Hoefler, G.', 'Pages: 18-91', 'Publication date: 2010', and 'Peer-reviewed: Yes'. A 'Publication information' section follows, listing 'Journal: PATHOLOGY ONCOLOGY RESEARCH', 'Volume: 2', 'Issue number: 2', 'Original language: English', 'Keywords: WILMS-TUMOR', and 'DOIs: 10.1007/s12253-009-9205-6'. At the bottom of the page, there is a dark grey footer with a 'Status: Validated' dropdown menu, a 'Save' button, and a blue 'Claim this content' button, which is highlighted with a red square.

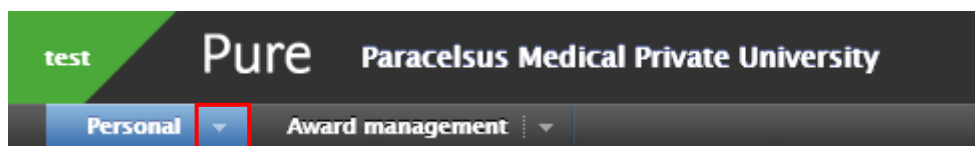
4. Write a brief message about your claim, and then click on *Claim this content*. In the next step, your request will be processed by the Research Management.

2.1.9. Disclaim a publication

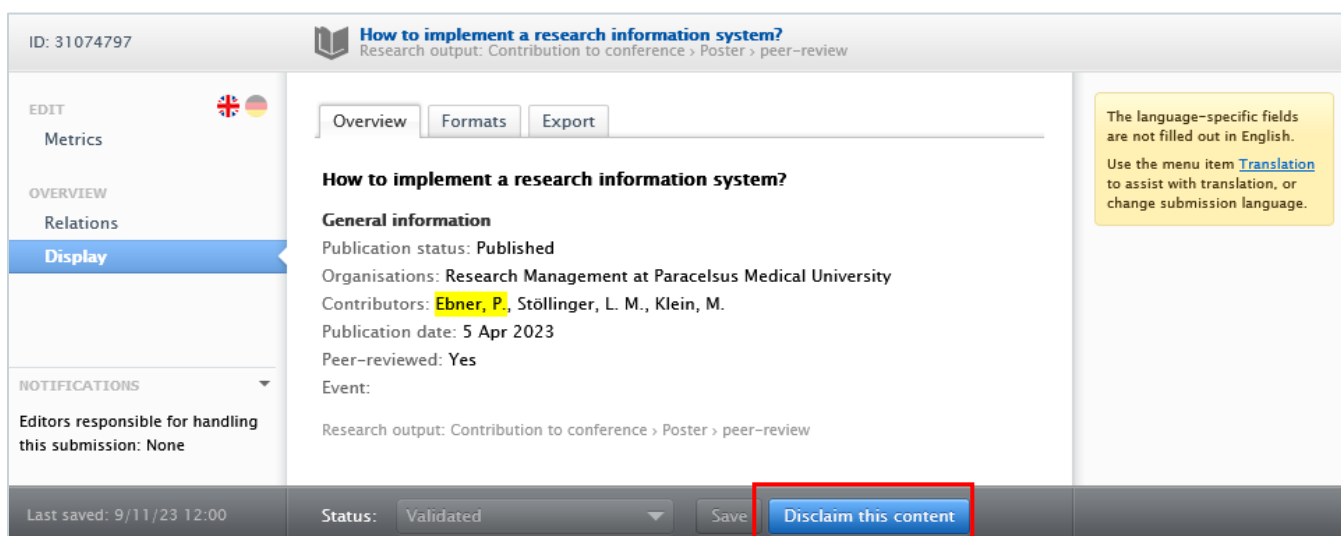
If you find a Research output in your publication list that **does not belong to you**, you can disclaim it.

To disclaim a publication:

1. Click on the triangle icon next to *Personal* in the header:



2. Navigate to *Research outputs*, and search for a publication you want to disclaim.
3. After finding the research output you want to claim, click on it and then click on *Disclaim this content* in the footer of the editor window:



ID: 31074797

How to implement a research information system?
Research output: Contribution to conference > Poster > peer-review

EDIT
Metrics

OVERVIEW
Relations
Display

NOTIFICATIONS
Editors responsible for handling this submission: None

Last saved: 9/11/23 12:00

Status: Validated

Save Disclaim this content

The language-specific fields are not filled out in English. Use the menu item [Translation](#) to assist with translation, or change submission language.

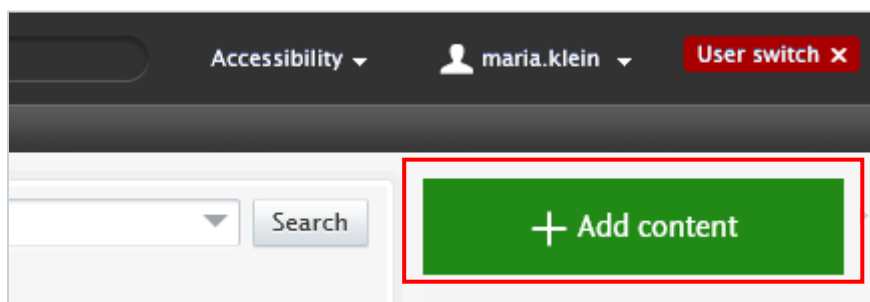
4. Write a brief message about your concern, and then click on *Claim this content*. In the next step, your request will be processed by the Research Management.

2.2. Applications

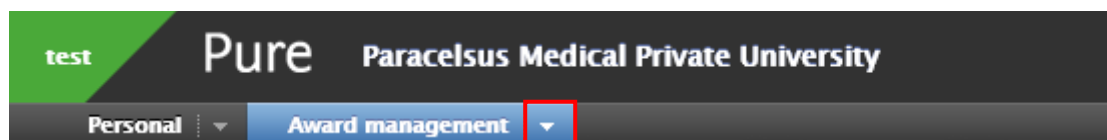
An application in Pure is a record with **information about** a researchers' **application** for funding. The application process should be carried out according to the current rules and guidelines. Pure doesn't replace any parts of the application process, including the approval of your superior. The entry should be in Pure **before** the planned submission.


To create a new Application:

1. Click on *Add content* button:



Or click on the triangle next to *Award Management* in the header, select *Applications*, and click on the **+ New** button:



2. Scroll down until you locate the precise type of the item you want to add.
3. In the *Application* editor window, you need to enter all available information about the item. The required fields are marked with a red star, and filling them in is mandatory. To maintain data quality, we recommend providing information for some of the optional fields as well. The following steps include all the fields you suggested to fill in.
 1. **Application type:** the default type is *Research Councils – Additional funding*. Use the dropdown menu if you want to select another type.
 2. **Title:** Fill in the title of the application.
 3. **Related funding applicants:** Pure automatically adds the content creator with the *Project Applicant* role, along with their organisational unit, to this field. Click on *Edit* on the right side if you wish to change your role or your organisational unit. By clicking on the *Add person* button (left corner) or the add person icon  (right corner) you can add other persons who are related to this application. Click on *Add organisational unit* if you wish to register additional organisations.
 4. **Managing organisational unit:** Pure automatically adds the internal organisational unit of the content creator to this field. Change the organisational if you need to by clicking on the *Change organisation* button.

Types and status ?

Award type
Research Councils > Award ▼

Nature of activity type
Add nature of activity type...

Status
No status set ▼

Identification ?

Title *
Test Application

Short title Acronym

Description

IDs
Add ID...

Award holders ?

Related award holders *

Mária Klein, Project Applicant
 Internal person + person Edit -

Research Management at Paracelsus Medical University
 Organisational unit: Research Management -

Add person... Add organisational unit...

Award managed by ?

Managing organisational unit *
Research Management at Paracelsus Medical University
 Organisational unit: Research Management Change organisation...

5. Collaborative application

- Select **No** if the application is not a collaboration between partners.
- Select **Yes** if the application involves collaboration with two or more partners. By clicking on *Add collaborator* you can add further collaborators. Choosing Yes allows you to register the **split** between

collaborative partners, which can be done in the *Fundings`* field (see the next point).

6. Fundings: Here you can provide your content with information about the funding organisation, financial summary (applied or estimated amount), etc.

Collaborative partners ?


Collaborative award *

Yes No

Fundings ?

Fundings *

Financial

 [FWF – der Wissenschaftsfonds Österreich](#) Edit -

Awarded amount: €10.00

[Add funding...](#)

- If you selected **No** in the *Collaborative partners* field (see point 5), you can manage the funding organisation, funding program, financial summary and add budgets as needed.

Add funding

Funding organisation

Funding organisation *

External organisation

▶ **FWF – der Wissenschaftsfonds Österreich** –
Austria

Change external organisation...

Funding programme

HORIZON_2020: Excellent Science: Marie Skłodowska-Curie ▼

Funding project scheme (research programme)

Financial summary

Financial

Financial Non-financial

Awarded amount in awarded currency Awarded amount *

▼ EUR

Budgets

Add budget...

Cancel Create

- If you selected **Yes** in the *Collaborative partners* field (see point 5), you can also manage **split** funding among project partners in addition to the fields mentioned above.

Financial summary

Financial

Financial
 Non-financial

Applied amount in applied currency
 Applied amount * EUR

Split between the collaborative partners

Paracelsus Medical University – Private Foundation
 Organisational unit: University

Institutional part EUR

Budgets

[Add budget...](#)

7. Submission deadline: The entry should be in Pure **before** the planned submission.

Submission deadline ?

Deadline

24/11/2023

8. *Optional*: Milestones. Milestones represent important events with specific deadlines in the lifecycle of the applications, awards, and projects. See section [Milestones](#) for the details.

9. *Optional*: Relations. You can link your applications with other Pure content, such as projects.

4. Click on *Send to internal approval*.

▼ Application approval route

→

Draft proposal

Mária Klein

Send to internal approval...

②

Approving: Research Mana...

+

3 additional steps – Show full approval route

Note

By default, the visibility type of applications is *Confidential*. You can change it, if you need to.

PMU Research Management

38

● Confidential – Restricted to associated users and editors ▼

In the next step, the application undergoes scrutiny by the Research Management. This involves a thorough review of the content to ensure accuracy and completeness. It's important to note that while the Research Management verifies the **overall correctness and adequacy** of the information, they don't delve into the specifics, such as scrutinizing funding details.

Important

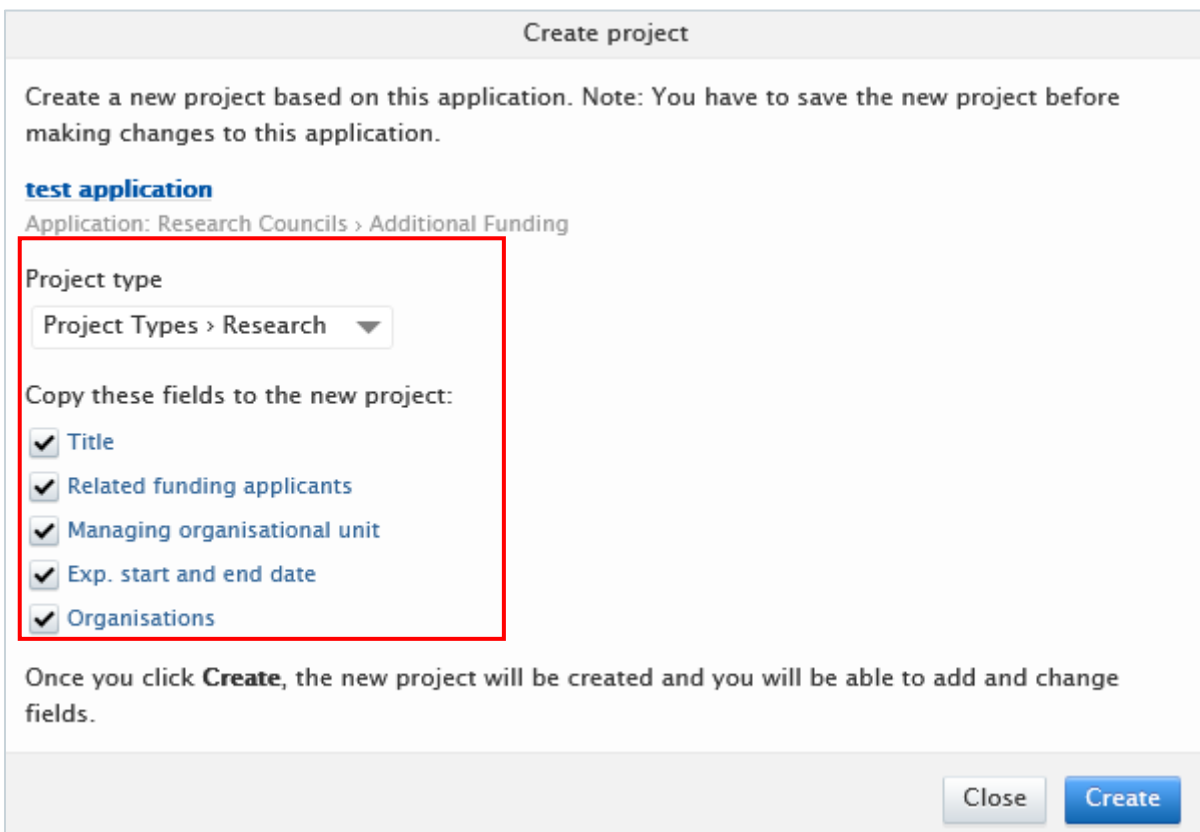
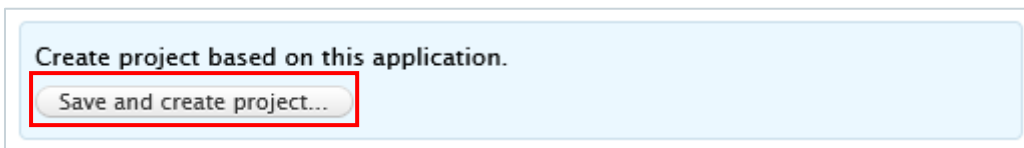
Please get in touch immediately with the Research Management at pure@pmu.ac.at once you have: 1. **submitted the application to the funder**, and 2. **received a reply from the funder** regarding the result of your application.

2.2.1. Relations between applications, awards, and projects (Award Management content types)

For administrative and reporting purposes it is useful to link Award management records of different content types together. For example, a funded research project (with the content type Project) should be linked to its funding applications (with the content type Application) and the awarded funding from the successful application (with the content type Award).

2.2.2. Life cycle of applications, awards, and projects

As you continue through the life cycle of managing awards, applications, and projects, you can use quick shortcuts. For example, you can create a project based on the current application. Some fields of the application are copied, so you don't need to manually re-enter the data.



Important

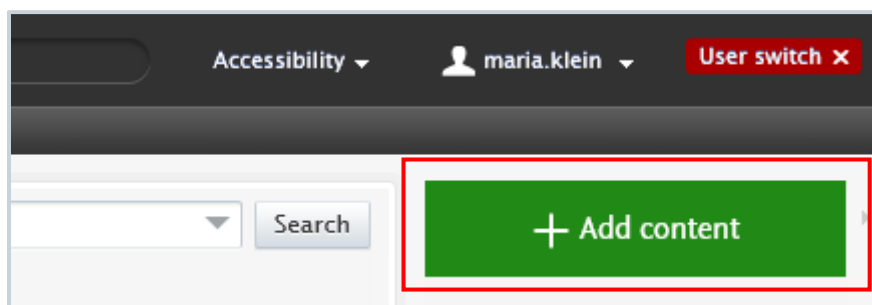
Popup blockers can block this new editor window; therefore, it is recommended to (temporarily) disable your pop-up blocker.

2.3. Awards

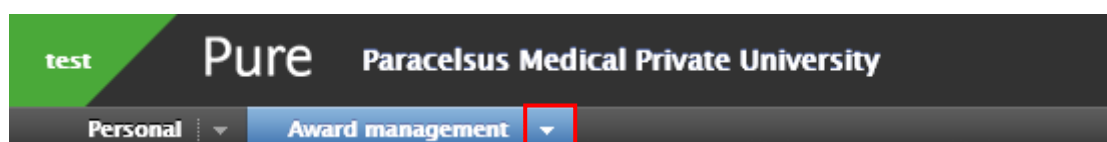
An award in Pure is a record with information about research funding granted by a funder. Usually, if an application is successfully awarded, you can automatically create an award based on the application. However, in certain cases, it may be necessary to create an award without an application.


To create a new Award:

1. Click on *Add content* button:



Or click on the triangle next to *Award Management* in the header, select *Awards*, and click on the **+ New** button:



2. Scroll down until you locate the precise type of the item you want to add.
3. In the *Application* editor window, you need to enter all available information about the item. The required fields are marked with a red star, and filling them in is mandatory. To maintain data quality, we recommend providing information for some of the optional fields as well. The following steps include all the fields you suggested filling in.
 1. Award type: The default type is *Research Councils – Award*. Use the dropdown menu if you want to select another type.
 2. Title: Fill in the title of the award.
 3. Related award holders: Pure automatically adds the content creator with the *PI* role, along with their organisational unit, to this field. Click on *Edit* on the right side if you wish to change your role or your organisational unit. By clicking on the *Add person* button (left corner) or the add person icon  (right corner) you can add other persons who are related to this application. Click on *Add organisational unit* if you wish to register additional organisations.
 4. Managing organisational unit: Pure automatically adds the internal organisational unit of the content creator to this field. Change the organisational if you need to by clicking on the *Change organisation* button.

Types and status ?

Award type
Research Councils > Award ▼

Nature of activity type
Add nature of activity type...

Status
No status set ▼

Identification ?

Title *
Test Award

Short title **Acronym**

Description

IDs
Add ID...

Award holders ?

Related award holders *

Mária Klein, Project Applicant Edit -
Internal person

Research Management at Paracelsus Medical University -
Organisational unit: Research Management

Add person... Add organisational unit...

Award managed by ?

Managing organisational unit *
 Research Management at Paracelsus Medical University
Organisational unit: Research Management

Change organisation...

5. Collaborative award

- Select **No** if the award is not a collaboration between partners.
- Select **Yes** if the award involves collaboration with two or more partners. By clicking on *Add collaborator* you can add further collaborators. Choosing **Yes** allows you to register the **split** between collaborative partners, which can be done in the *'Fundings'* field (see the next point)

6. Fundings: Here you can provide your content with information about funding organisation, financial summary (applied or estimated amount), etc.

Collaborative partners ⓘ


Collaborative award *

Yes No

Fundings ⓘ

Fundings *

Financial

 ▶ **FWF – der Wissenschaftsfonds Österreich** Edit –


Awarded amount: €10.00

- If you selected **No** in the *Collaborative partners* field (see point 5), you can manage the funding organisation, funding program, financial summary and add budgets as needed:

Add funding

Funding organisation

Funding organisation *

 External organisation

▶ **FWF – der Wissenschaftsfonds Österreich** –

Austria

Funding programme

HORIZON_2020: Excellent Science: Marie Skłodowska-Curie ▼

Funding project scheme (research programme)

Financial summary

Financial

Financial Non-financial

Awarded amount in awarded currency ▼

Awarded amount * EUR

Budgets

- If you selected **Yes** in the *Collaborative partners* field (see point 5), you can also manage **split** funding among project partners in addition to the fields mentioned above:

Financial summary

Financial

Financial
 Non-financial

Applied amount in applied currency Applied amount *

EUR

Split between the collaborative partners

Paracelsus Medical University – Private Foundation
 Organisational unit: University

Institutional part

EUR

Budgets

[Add budget...](#)

7. Actual start and end date and Award date: Fill in the information about dates:

Life cycle ?

Actual start date **Actual end date**

Example: 21/10/2002 Example: +12 is 12 months later

Exp. start date **Exp. end date**

Example: 21/10/2002 Example: +12 is 12 months later

Award date *

Example: 21/10/2002

- 8. *Optional*: Milestones. Milestones represent important events with specific deadlines in the lifecycle of the applications, awards, and projects. See section [Milestones](#) for the details.
- 9. *Optional*: Relations. You can link your applications with other Pure content, such as projects.

4. Set the workflow status *For Approval* and click on *Save*.

Status: For approval

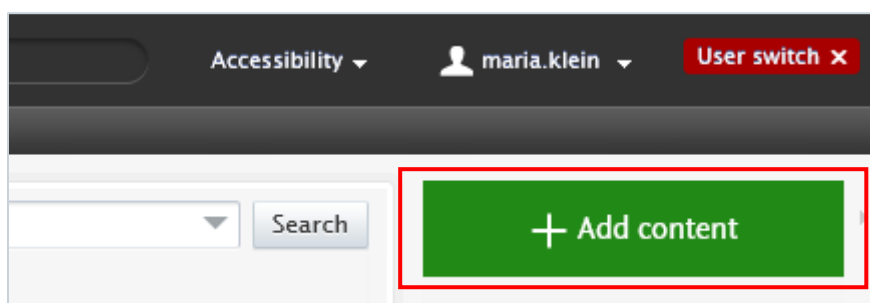
In the next step, the application undergoes scrutiny by the Research Management. This involves a thorough review of the content to ensure accuracy and completeness. It's important to note that while we verify the **overall correctness and adequacy** of the information, **we don't delve into the specifics**, such as scrutinizing funding details.

2.4. Projects

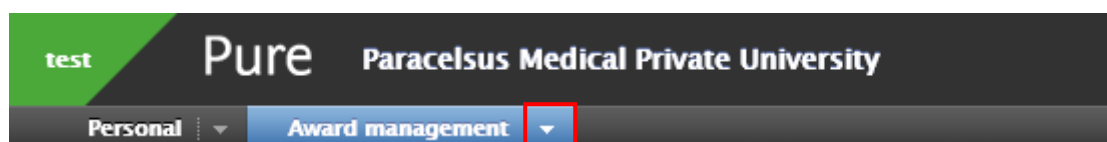
A project in Pure is a record of information about a research project, such as the participants and collaborators, applications and awards, links to research output, etc. A project can stand alone in Pure without relation to applications or awards, or can have these relations. If relevant, a project can be related to multiple awards and applications.


To create a new Project:

1. Click on *Add content* button.



Or click on the triangle next to *Award Management* in the header, select *Projects*, and click on the **+ New** button:



2. Scroll down until you locate the precise type of the item you want to add.
3. In the Project editor window, you need to enter all available information about the item. The required fields are marked with a red star, and filling them in is mandatory. To maintain data quality, we recommend providing information for some of the optional fields as well. The following steps include all the fields you suggested filling in.
 1. Project type: The default type is *Research* project. Use the dropdown menu if you want to select another type.
 2. Identification: Fill in the title of the project.
 3. Related project participants: Pure automatically adds the content creator with the *Project Applicant* role, along with their organisational unit, to this field. Click on *Edit* on the right side if you wish to change your role or your organisational unit. By clicking on the *Add person* button (left corner) or the add person icon  (right corner) you can add other persons who are related to this application. Click on *Add organisational unit* if you wish to register additional organisations.
 4. Managing organisational unit: Pure automatically adds the internal organisational unit of the content creator to this field. Change the organisational if you need to by clicking on the *Change organisation* button.

Classifications ⓘ

Project type
Research ▾

Nature of activity type
Add nature of activity type...

Identification ⓘ

Title *
Test Project

Short title
Acronym


Description


Layman's description


Key findings

IDs
Add ID...

Participants ⓘ


Related project participants * 

 **Mária Klein**, Project Applicant Edit -
Internal person

 **Research Management at Paracelsus Medical University** -
Organisational unit: Research Management

Add person... Add organisational unit...

Project managed by ⓘ

Managing organisational unit *
 **Research Management at Paracelsus Medical University**
Organisational unit: Research Management

Change organisation...

5. Collaborative project

- Select **No** if the project is not a collaboration between partners.
- Select **Yes** if the project involves collaboration with two or more partners. By clicking on *Add collaborator* you can add further collaborators. One collaborator must be marked as lead.

6. Start and End date: Fill in the start and the end date of the project.

The screenshot shows a form with three main sections: 'Collaborative partners', 'Milestones', and 'Life cycle'. In the 'Collaborative partners' section, the 'Collaborative project' label is followed by two radio buttons: 'Yes' (unselected) and 'No' (selected). In the 'Life cycle' section, there are two date input fields: 'Start date' with the value '05/12/2023' and 'End date' with the value '15/05/2024'. Below each date field is a calendar icon and an example: 'Example: 21/10/2002' for the start date and 'Example: +12 is 12 months later' for the end date. A red box highlights the 'Collaborative project' radio buttons and the two date input fields.

7. *Optional*: Milestones. Milestones represent important events with specific deadlines in the lifecycle of the applications, awards, and projects. See section [Milestones](#) for the details.
8. *Optional*: Relations. You can link your project with other Pure content, such as research outputs.

4. Set the workflow status *For Approval* and click on *Save*.

The screenshot shows a dark grey bar with the text 'Status:' on the left. To its right is a dropdown menu with 'For approval' selected and a downward arrow. To the right of the dropdown is a blue button with the text 'Save'. A red box highlights the dropdown menu and the 'Save' button.

In the next step, the project undergoes scrutiny by the Research Management. This involves a thorough review of the content to ensure accuracy and completeness. It's important to note that while we verify **the overall correctness and adequacy** of the information, we **don't delve into the specifics**, such as scrutinizing project details.

2.5. Activities

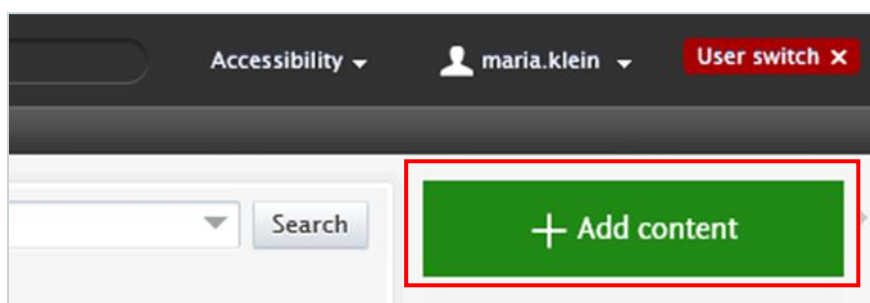
In this section you can add following activities connected to your scientific work:

- hosting an academic visitor
- membership
- consultancy
- visiting an external academic institution
- participating in an academic event, e.g. conference, workshop
- organising an academic event, e.g. conference, workshop
- publication peer-review and editorial work
- examination, supervision or reviewing of graduation work
- talk or presentation

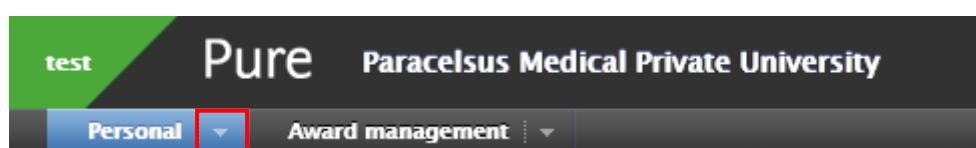
Here is an example how to add record about 'Participating in an academic event'. If you wish to add other types of activities, you can easily do so by following the same process used for adding participating in or organising an academic event.


To add an academic event that you participated in:

1. Click on *Add content* button:



Or click on the triangle next to *Personal* in the header, select *Activities*, and then click on the *+ New* button:



2. Select *Participating in or organising an event*, then select *Participating in a conference, workshop*.
3. In the *Activities* editor window, you need to enter all available information about the item. The required fields (listed above) are marked with a red star, and filling them in is mandatory. Filling in the other fields is optional.
 1. Attending event: Search for/or add the title of the event.
 2. Period: select if the event will take place on a specific date (for example 2024/03/15) or a period of time (for example 2024/03/15-2024/04/10). Fill the information about the exact date(s) in.
 3. Persons: Pure automatically adds the content creator with the *Organiser* role, along with their organisational unit, to this field. Click on *Edit* on the right side if you wish to change your role or your organisational unit. By clicking on the *Add person* button (left corner) or the add person icon  (right corner) you can add other persons

who are related to this activity. Click on *Add organisational unit* if you wish to register additional organisations.


4. Managing organisational unit: Pure automatically adds the internal organisational unit of the content creator to this field. Click on *Change organisational unit* if you want to change the current organisational unit for another intern organisation.

Activity information

Attending event *

Add event...

Description



Period *

Specific date


Year * Month Day


Period of time

Degree of recognition


▼

Persons/organisations

Persons * + 

 **Mária Klein**, Participant Edit

Internal person

 **Research Management at Paracelsus Medical University** -


Organisational unit: Research Management

Add person...

Add organisational unit...

Activity managed by

Managing organisational unit *

 **Research Management at Paracelsus Medical University**

Organisational unit: Research Management

Change organisational unit...

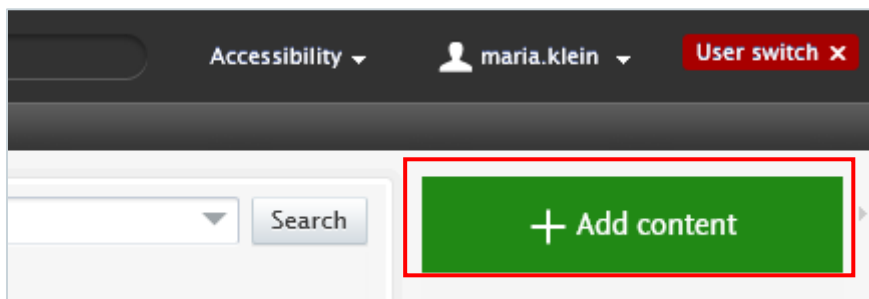
4. Click on Save.

2.6. Prizes

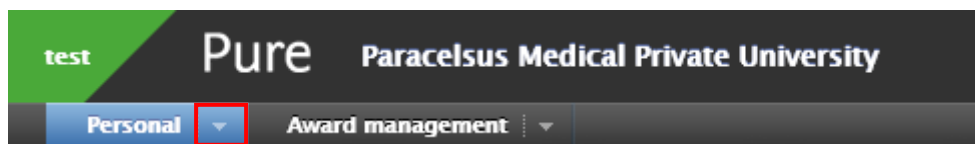
You can add a prize (honour) to your Pure profile.


To add a new prize, you will be provided with:

1. Click on *Add content* button:



Or click on the triangle next to *Personal* in the header, select *Activities*, and then click on the **+ New** button:



2. Click on *Prizes* in the left pane, then select the type of Prize.
3. In the Prize *editor* window, you need to enter all available information about the item. The required fields (listed above) are marked with a red star, and filling them in is mandatory. Filling in the other fields is optional.
 1. Type: The default type is prize, use to dropdown menu if you need to choose another type.
 2. Title: Fill in the title of the prize.
 3. Awarded date: Fill in the title and awarded date of the prize.
 4. Recipients: Pure automatically adds the content creator with the *Recipient* role, along with their organisational unit, to this field. Click on Edit on the right side if you wish to change your role or your organisational unit. By clicking on the *Add person* button (left corner) or the add person icon  (right corner) you can add other persons who are related to this activity. Click on *Add organisational unit* if you wish to register additional organisations.
 5. Managing organisational unit: Pure automatically adds the internal organisational unit of the content creator to this field. Click on *Change organisational unit* if you want to change the current organisational unit for another intern organisation.

Type

Type
 Prize ▼

Prize information

Title *
 The researcher of the year

Description

Awarded date
 Year * Month Day
 2022

Degree of recognition
 No value ▼

Granting Organisations
 Add granting organisation

Awarded at event
 Add event...

Persons/organisations

Recipients *

Mária Klein, Recipient
Internal person

Research Management at Paracelsus Medical University
Organisational unit: Research Management

Add person...
Add organisational unit...

Edit

Prize managed by

Managing organisational unit *
Research Management at Paracelsus Medical University
Organisational unit: Research Management

Change organisational unit...

6. *Optional*: Relations: Other content from Pure can be linked to the content you want to submit. Add relations, for example research outputs, to content that is relevant here.

4. Click on Save.

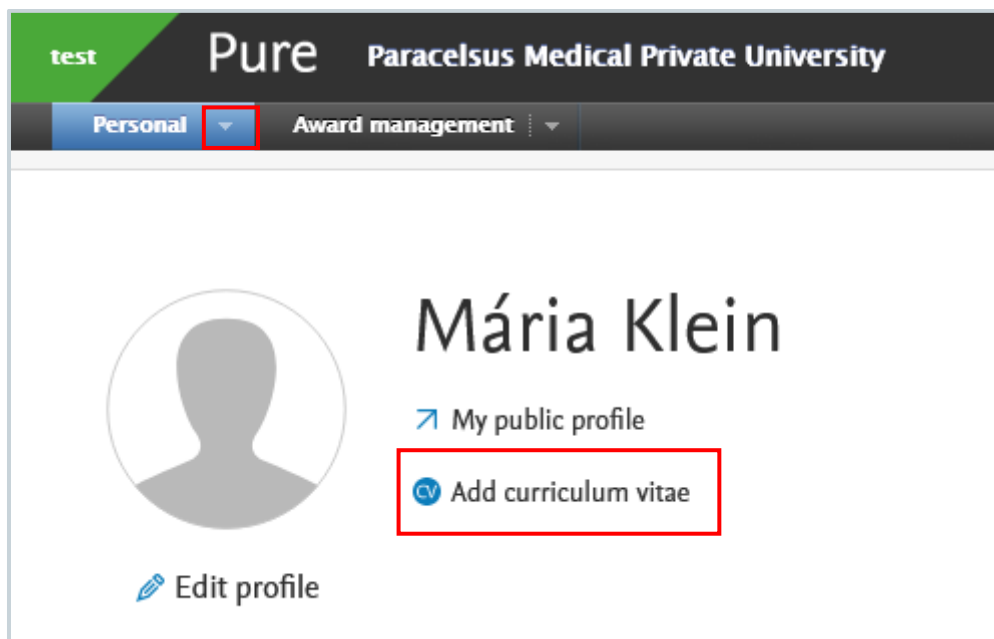
2.7. CV

A Researcher can create a CV directly in Pure. Two types of CV-s are available:

- Public CV: visible on the Pure Portal
- Private CV: only visible for you

To create a CV:

1. Click on the triangle next to *Personal* in the header.
2. Click on *Add curriculum vitae*:



3. Select either Public or Private CV
4. Select the information you want to show in your CV by checking the boxes with a tick. Click on *Create*.

Add one or more sections to your CV

Personal information

Your personal profile from Pure

Profile information

List of your employments (1)

Lists of your content from Pure

Research outputs (2)

Awards (1)

Projects (1)

Text

Heading

Text section

Periodic list

[Create](#)

5. Click on *Save* to finish the changes.

You can export your CV in either PDF or Word document format by clicking on the icon at the bottom of the right side.

If you have chosen a Public CV, you can manage the publishing of your CV by checking the box with the tick next to *'Publish'*.

[Save](#) Publish  Download as PDF  Download as Word document

3. Workflows

Workflows allow to keep track of the information status in Pure. For example, an incomplete publication entry has the workflow status 'Entry in progress', while a validated publication has the status 'Validated'.

The 'label' under the record shows the workflow status (in this case it is '*Validated*').

► **Synergy of Human Platelet-Derived Extracellular Vesicles with Secretome Proteins Promotes Regenerative Functions.**
Gomes, F. G., Andrade, A. C., Wolf, M., Hochmann, S., Krisch, L., Maeding, N., Regl, C., Poupardin, R., Ebner-Peking, P., Huber, C. G., Meisner-Kober, N., Schallmoser, K. & Strunk, D.
Research output: Contribution to journal › Original Article (Journal) › peer-review

PUBLISHED | VALIDATED

In the category *Editable* you can find the Research outputs, you can still edit (they have not yet gone through the validation process):

Research outputs +

Editable 0

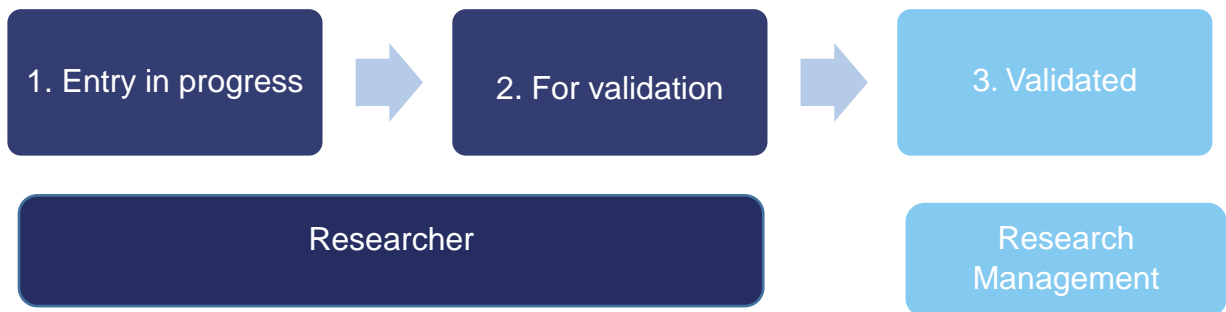
My research output 2

3.1. Workflow of Research outputs

The content type Research outputs has a 3-step workflow.

1. Entry in progress: The Research output entry still is in progress and being worked on
2. For Validation: The Research output is awaiting validation approval.
3. Validation: The research management has validated the Research output.

Once the publication has undergone the validation process, the Researcher cannot edit anything, but read the record.



3.2. Workflow of Applications

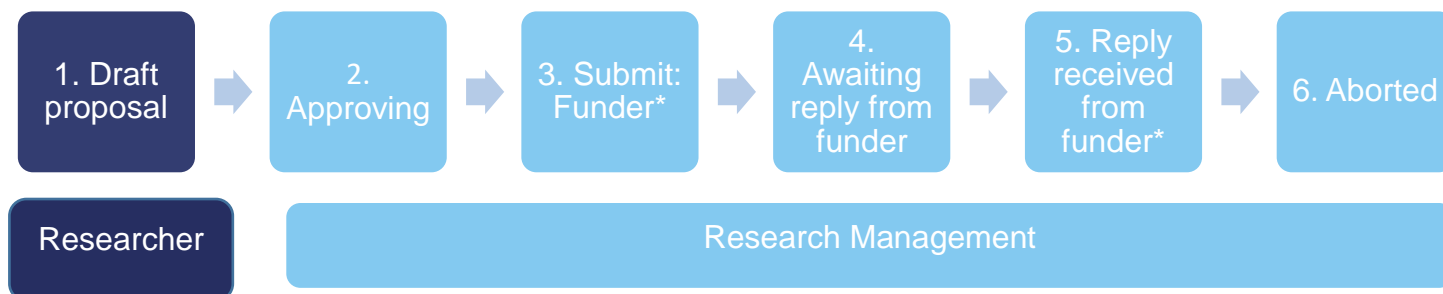
The content type Applications has a 6-step workflow:

1. Draft proposal: The Application entry still is in progress and being worked on
2. Approving: The Application is awaiting internal approval from the research management
3. Submit: funder: The Application is ready to be submitted to the Funder.
4. Awaiting reply from funder: The Application has been submitted and you are waiting for the Funder reply
5. Reply received from funder: The Funder has replied. In most cases this will be the last workflow step, and the Application is either successful or not.
6. Aborted: The Application process has been stopped (Aborted) somewhere in the process.

Once the application has undergone the approving process, the Researcher cannot edit anything, but read the record.

Important

The research management needs information to proceed to the workflow steps regarding the data of ***Submission by the funder** and the ***Reply from the funder** (awarded/unsuccessful). Please, provide the research management with this information immediately at pure@pmu.ac.at.



3.3. Workflow of Awards

The content type Awards has a 5-step workflow:

1. Entry in progress: The Award entry still is in progress and being worked on.
2. For Approval: The Application is awaiting internal approval from the Research Management.
3. Approved: The Application has been approved by the Research Management.
4. Validated: The Application has been validated by the Research Management.
5. Closed: The Award process is closed.

Once the Award has undergone the approving process (Step 2), the Researcher cannot edit anything, but read the record.

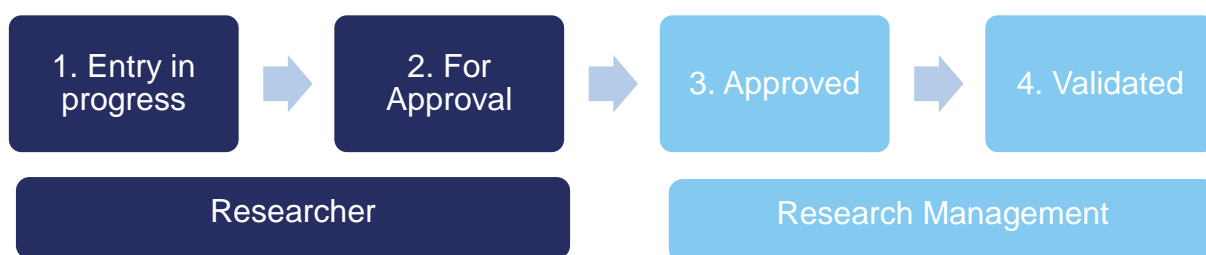


3.4. Workflow of Projects

The content type Projects has a 4-step workflow:

1. Entry in progress: The Award entry still is in progress and being worked on.
2. For Approval: The Application is awaiting internal approval from the Research Management.
3. Approved: The Application has been approved by the Research Management.
4. Validated: The Application has been validated by the Research Management.

Once the Project has undergone the approving process (Step 2), the Researcher cannot edit anything, but read the record.



The content types Activities, Prizes, and Curriculum Vita have no workflows.

4. General features of content types

These features are in almost all content types available, and carry import information about the content.

4.1. Create a copy (only available in Research outputs)

This function is useful when you need to use the same or similar data multiple times. For example, if you want to enter multiple chapters of the same book:

The screenshot shows a web form for a research output titled "Trends in health complaints among Hungarian school-aged children from 2002 to 2022". The form is divided into several sections:

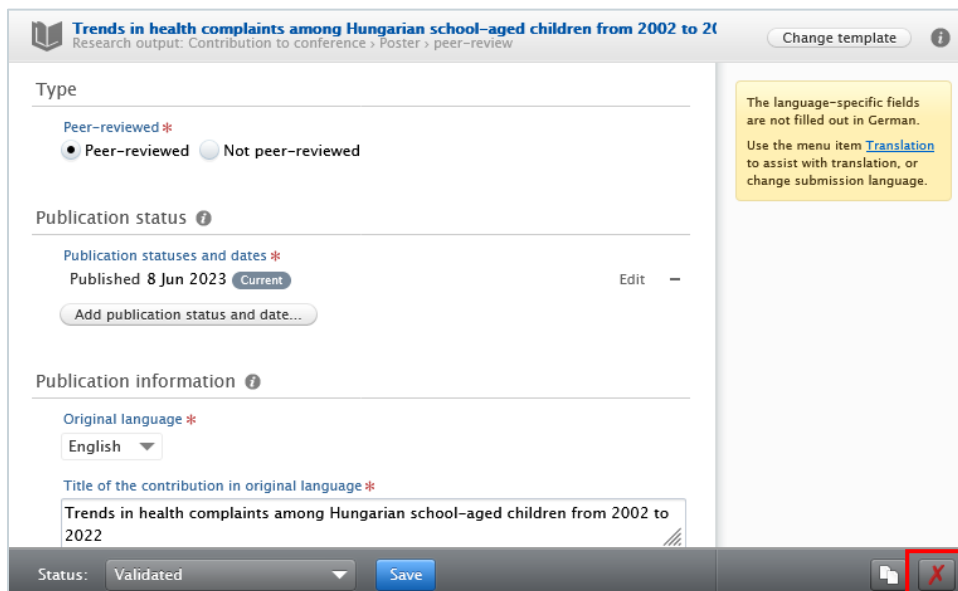
- Type:** Includes a "Peer-reviewed" section with radio buttons for "Peer-reviewed" (selected) and "Not peer-reviewed".
- Publication status:** Shows "Published 8 Jun 2023" with a "Current" tag and an "Add publication status and date..." button.
- Publication information:** Includes a dropdown for "Original language" set to "English" and a text field for "Title of the contribution in original language" containing the same title as the main output.

At the bottom of the form, there is a "Status" dropdown set to "Validated" and a "Save" button. A red box highlights a "Create a copy" icon (two overlapping document pages) in the bottom right corner of the form area.

A yellow warning box on the right side of the form states: "The language-specific fields are not filled out in German. Use the menu item [Translation](#) to assist with translation, or change submission language."

4.2. Delete an item

You can completely delete an item by clicking on the red 'x' icon. By doing so, you will receive an automated message from Pure, which you can either confirm or cancel, with the message: *'Are you sure you want to delete this content? The content will be deleted immediately, and this action cannot be undone.'*



The screenshot shows the Pure interface for editing a research output. The title is "Trends in health complaints among Hungarian school-aged children from 2002 to 2022". The interface includes sections for "Type" (Peer-reviewed), "Publication status" (Published 8 Jun 2023), and "Publication information" (Original language: English). A yellow warning box on the right states: "The language-specific fields are not filled out in German. Use the menu item [Translation](#) to assist with translation, or change submission language." At the bottom right, a red 'x' icon is highlighted with a red box, indicating the delete action.

Important

If you **accidentally delete** content in Pure, please immediately get in touch with the research management team at pure@pmu.ac.at.

4.3. Relations

One of the most important advantages of Pure is, that it connects content types with each other. Using relations can help to improve our data quality. For example, a research output is always related to a person and the person’s organisation. These connections are shown under *Display* tab.

To manually add relations to a record:

1. Search for the exact record, you want to link with another (in Pure already existing) record.
2. Go the *Relations* or *Related* section, and choose the type of the content. Begin to search for the record you want to add to this record.
3. Click on *Save*.

These relations are shown in the *Relations* tab of the record:

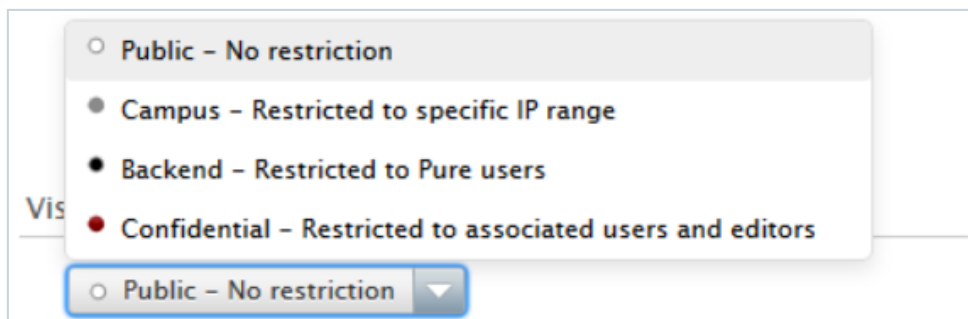
Important

To manually add relations to a record **depends on the workflow state**. For example, if a research output has gone through the validation process, adding a relation is no longer possible for Researchers.

4.4. Visibility

Visibility controls the internal and the external access of the records in Pure. You can control the visibility of your records by setting the visibility state from the dropdown list.

The following 4 visibility types are available in Pure:



Visibility state	Description
Public	All users of PMU Pure can see this content and it is displayed on PMU Website and Pure-Portal.
Campus	All users of PMU Pure from IP-addresses of PMU can see this content in Pure.
Backend	Restricted to PMU Pure users, the content is only visible within Pure.
Confidential	Only visible when logged into PMU Pure and only for contributors and users with editorial rights to the content.

4.5. Comments and History

If you want to contact someone about a record in Pure, you can send them a message from that record. This method helps to avoid of the use of print screens, and long correspondence. Writing a comment on a record **depends on the workflow state**. For example, if a publication has gone through the validation process, writing a comment is no longer possible. In this case, please feel free to contact the research management at pure@pmu.ac.at.

To write a comment about a record:

1. Search for the record.
2. Go on *Comments and History*.
3. Click on *Write a comment about the content*.



Research output: Contribution to journal › Original Article (Journal) Change template

EDIT 🇩🇪 🇦🇹

- Metadata
- Metrics
- Translation

OVERVIEW

- Relations
- Fingerprints
- Display

HISTORY AND COMMENTS

- History and comments**

Comments

There are no comments for this content

Write a comment about the content

History

There is no history for this content

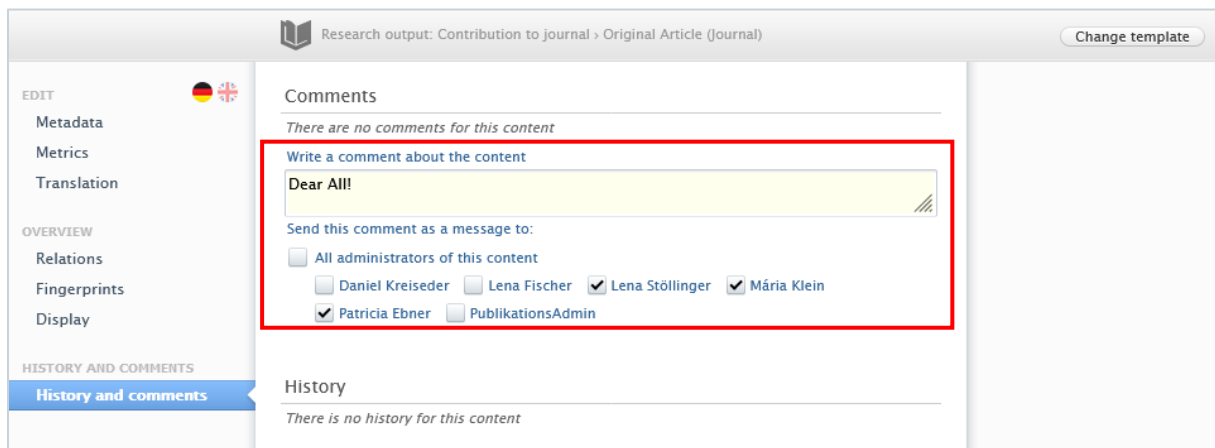
Long-term preservation

Content has not been stored in long-term preservation

4. Write a comment in the text box and select the names/roles of the Pure users who you want to see the comment.

Important

Make sure, that you select the checkboxes next to the names, otherwise no message is sent. If **admins** are also affected, please only select **Patricia Ebner**, **Lena Stöllinger** and **Mária Klein**.



Research output: Contribution to journal › Original Article (Journal) Change template

EDIT 🇩🇪 🇦🇹

- Metadata
- Metrics
- Translation

OVERVIEW

- Relations
- Fingerprints
- Display

HISTORY AND COMMENTS

- History and comments**

Comments

There are no comments for this content

Write a comment about the content

Dear All!

Send this comment as a message to:

- All administrators of this content
- Daniel Kreiseder Lena Fischer Lena Stöllinger Mária Klein
- Patricia Ebner PublikationsAdmin

History

There is no history for this content

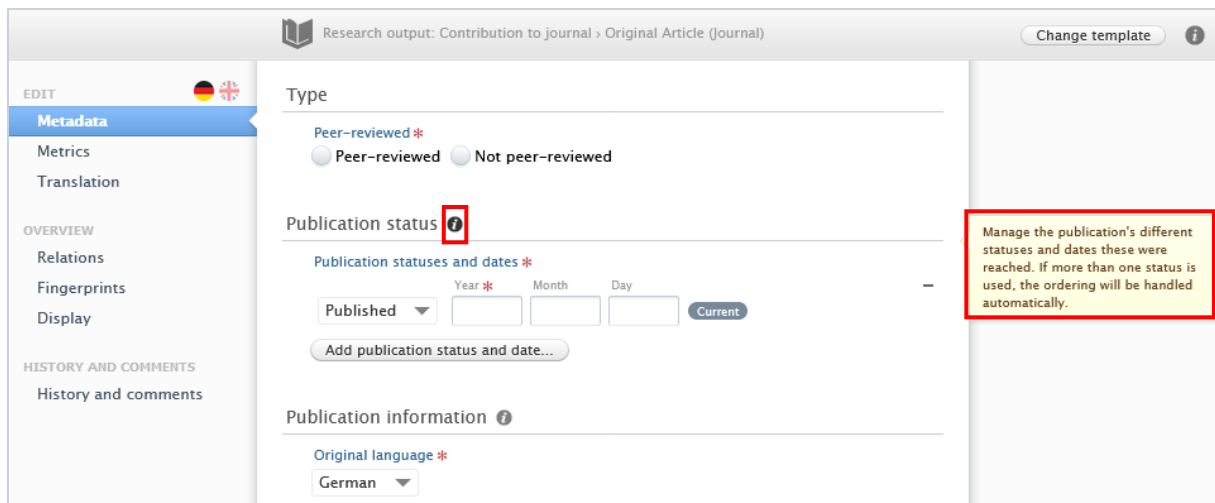
5. In the next step, users are alerted, and they will see your comment alongside a link to the content.

4.6. Information icons

Information icons are valuable tools that assist in correctly filling out fields. We highly recommend using them, especially if you are new to Pure.

4.6.1. To check in one information icon

1. Navigate your mouse to the information icon next to the fields. Now, you can see the information belongs to the submission on the right panel:



Research output: Contribution to journal > Original Article (Journal) Change template i

EDIT DE +

- Metadata
- Metrics
- Translation

OVERVIEW

- Relations
- Fingerprints
- Display

HISTORY AND COMMENTS

- History and comments

Type

Peer-reviewed *

Peer-reviewed Not peer-reviewed

Publication status i

Publication statuses and dates *

Published Year * Month Day -

Publication information i

Original language *

German

Manage the publication's different statuses and dates these were reached. If more than one status is used, the ordering will be handled automatically.

4.6.2. To check in all the information icons

1. Click on the information icon in the upper right corner. Now, you can see all the information boxes that belong to the content:

Research output: Contribution to journal › Original Article (Journal) Change template ?

EDIT DE EN

Metadata

Metrics

Translation

OVERVIEW

Relations

Fingerprints

Display

HISTORY AND COMMENTS

History and comments

Type

Peer-reviewed *

Peer-reviewed Not peer-reviewed

Publication status ?

Publication statuses and dates *

Year * Month Day

Published

Publication information ?

Original language *

German

Manage the publication's different statuses and dates these were reached. If more than one status is used, the ordering will be handled automatically.

Select original language (the language that the current contribution is written in). The Title field is required.

5. Useful tools

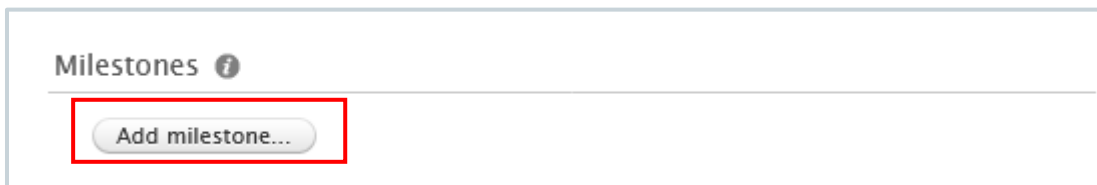
In this section, you will find useful information about how to make your life easier when using Pure to make your setup less complicated.

5.1. Milestones

Milestones represent important events with specific deadlines in the lifecycle of the Applications, Awards, and Projects.

To add a milestone:

1. Click on the *Add milestone button*:



2. Fill in all the required fields and important dates connected to the milestone:

Add milestone

Name *
Submission deadline of the PMU application

Description

Milestone type *
Academic

Responsible role
Project coordinator at PMU

Deadline
06/11/2023

Responsible users

Selected responsible users
patricia.ebner@pmu.ac.at – Ebner, Patricia, patricia.ebner@pmu.ac.at

User
+ [User Icon]

Send email reminders

Email reminders
1 Week before

Add

Status and attached files

State
 Complete

Attached file(s)
Add document...

Cancel Add

There are two types of Milestones:

- **Academic Milestones:** Any named individual included in the list of the application or the award, e.g., Co-PI.
- **Administrative Milestones:** Any named individual with administrative or editorial permissions for an application, award, or project, e.g., editor for funding applications.

3. Click on *Add*.

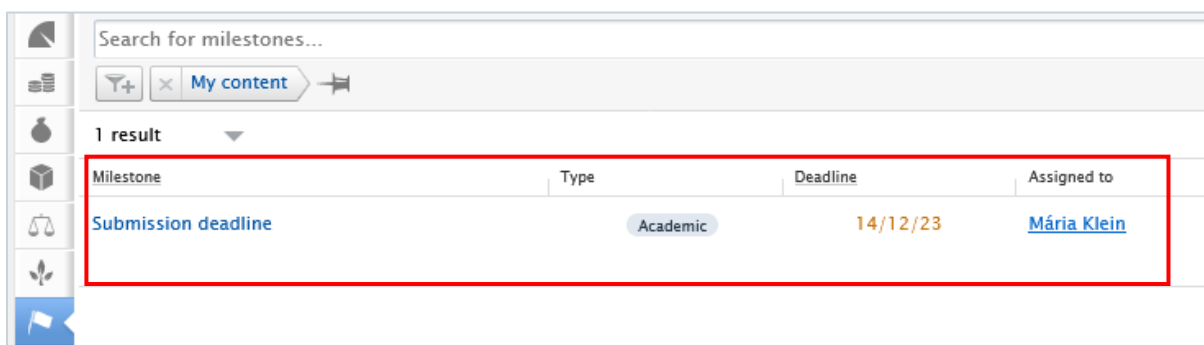
5.2. Track your milestones

There are many options to keep an eye on your milestones related to applications, awards, or projects. You will find here three options to track your milestones in Pure, and one option to track them in your Microsoft Outlook calendar.

To track your milestones in PURE:

1. Option: Click on *Award Management* in the header, then click on *Milestones*.

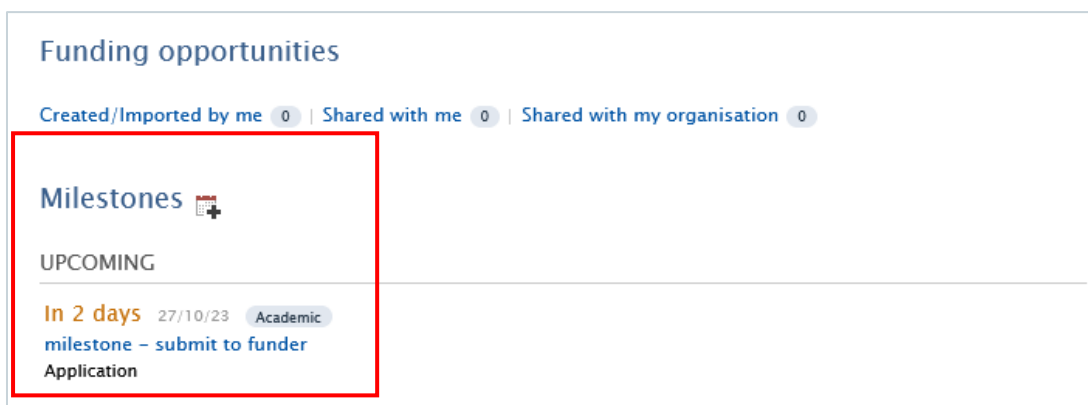
Now you can see a detailed list with milestones connected to your profile:



Milestone	Type	Deadline	Assigned to
Submission deadline	Academic	14/12/23	Mária Klein

2. Option: To tailor the notifications and emails sent automatically by Pure about a milestone, please check the section on E-Mail Settings in PMU PURE Login and First Steps.
3. Option: Click on *Award Management* in the header.

Now you can see all milestones with their status, type, etc. related to your profile:



Funding opportunities

Created/Imported by me 0 | Shared with me 0 | Shared with my organisation 0

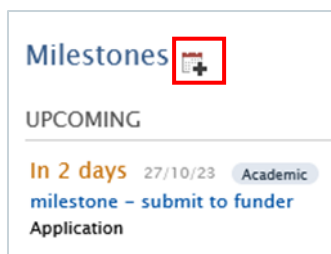
Milestones 📅+


UPCOMING

In 2 days 27/10/23 Academic
 milestone - submit to funder
 Application

By clicking on the name of the milestone you can see the details of it, and you can update it if you need to.

4. Option: Synchronise your milestone with your Microsoft Outlook calendar:
 1. Click on *Award Management* in the header.
 2. Click on the calendar icon next to Milestones.

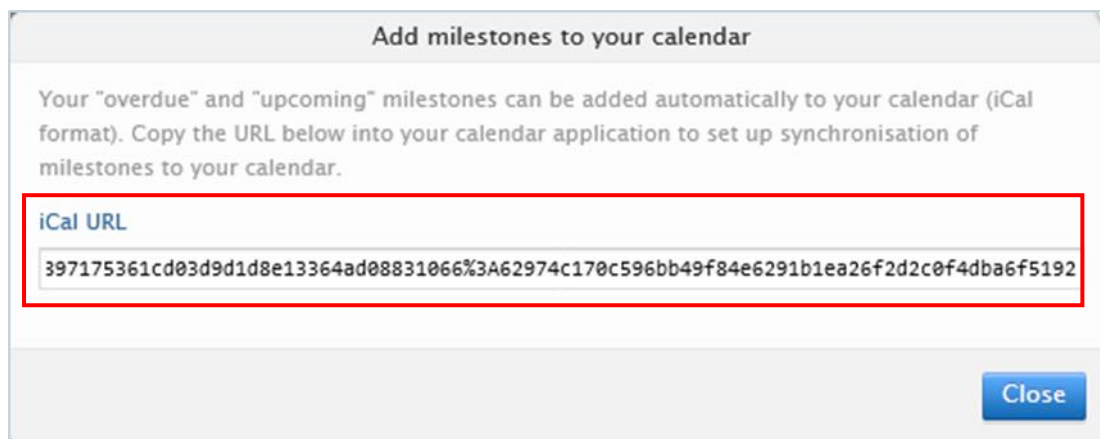


Milestones 

UPCOMING

In 2 days 27/10/23 Academic
milestone – submit to funder
Application

3. Now you can see the iCal URL:



Add milestones to your calendar

Your "overdue" and "upcoming" milestones can be added automatically to your calendar (iCal format). Copy the URL below into your calendar application to set up synchronisation of milestones to your calendar.

iCal URL

397175361cd03d9d1d8e13364ad08831066%3A62974c170c596bb49f84e6291b1ea26f2d2c0f4dba6f5192

Close

Click here to watch how to synchronise your Pure milestones with your personal Microsoft Outlook calendar:

<https://support.microsoft.com/en-us/office/import-calendars-into-outlook-8e8364e1-400e-4c0f-a573-fe76b5a2d379#:~:text=In%20Outlook%2C%20select%20File%20%3E%20Open,your%20PC%20and%20select%20OK>






5.3. Time tracking a project

Time tracking is used to record the number of hours that researchers have worked on a Project.

Important

To enable time tracking on a project it must have a **start date**, **participants**, and be **associated with** an **award**. Furthermore, the **award** must have **time allocated** as well as an actual **start date** specified. The type of the award and the type of the project must match for project time tracking.


Life cycle

Actual start date 07/11/2023  Example: 21/10/2002	Actual end date 31/01/2024  Example: +12 is 12 months later
Exp. start date <input type="text"/>  Example: 21/10/2002	Exp. end date <input type="text"/>  Example: +12 is 12 months later
Award date * 02/11/2023  Example: 21/10/2002	

Time tracking

Allocated time 250 Specify amount of hours allocated for this award
--

ID: 32856030



teszt project Maria
Project: Other

EDIT UK DE

- Metadata
- Time tracking
- Translation
- Manage duplicates

OVERVIEW

- Relations
- Fingerprints
- Display

HISTORY AND COMMENTS

- History and comments

Time tracking for all participants

8 Nov 2023 – 16 Jan 2024 Edit person time allocations...

teszt award Maria

6 Nov – 12 Nov 2023

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Mária Klein	/	/					
Total	0	0	0	0	0	0	0

13 Nov – 19 Nov 2023

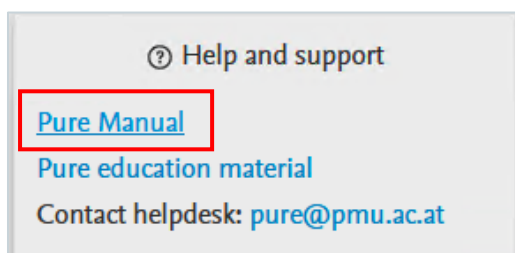
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Mária Klein			10	/	/	/	/
Total	0	0	10	0	0	0	0

250 hours allocated. 10 used and 240 remaining.

[Show previous weeks](#)

5.4. Pure Handbook

Would you like to learn more about Pure? Click on '*Pure Manual*' in the bottom right corner to access the Pure Handbook tailored to your specific role.



6. FAQ

How can I get/obtain a list of my publications with impact factors and score points?

Exporting a list of your own publications is not directly possible for researchers from Pure. If you need such a list, please contact the assistant of your institute or the Research Management at pure@pmu.ac.at.

How can I register my external (without PMU affiliations) publications?

When you enter a new publication, your name and your current PMU department will be added automatically to the list of authors. Please remove your current PMU department and add the external organisation in the section `Contributors and affiliations`. For the details see section [Research outputs with PMU affiliations](#).

I am a new employee at PMU. How can I register my publications in Pure?

As a new employee, you need to register your publication yourself in Pure. For the available methods, see the sections [Research outputs \(Publications\)](#).

When will the Pure Portal be launched?

The Pure Portal has not been activated yet, but it is scheduled to be launched March 2024. Users of Pure will be notified when the Pure Portal becomes available.