

# 3. Create the Content Related to Your Organizational Unit(s)

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# 3.1. Basic Data Types

You can create following basic content types related to your organisation:

- Research outputs
- Activities
- Events
- Prizes
- CVs
- Datasets
- Applications, Awards, Projects

For the exact steps of creating this content types, see the *Create Your Content* sections in [PURE Handbook for Researcher](#).

# 3.1.1. Addition to Applications, Awards, and Projects

Only Editors have the authority to carry out certain workflow steps for Applications, such as “Submit: funder” and “Reply received from funder”.

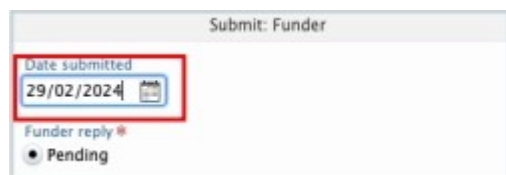
**Popup blockers** can block the new editor windows; therefore, it is recommended to (temporarily) **disable** your pop-up blocker.

If you (or a researcher from your organisational unit) has **submitted** the application to the funder, you need to

1. Select “Submitted” in the workflow at the bottom:

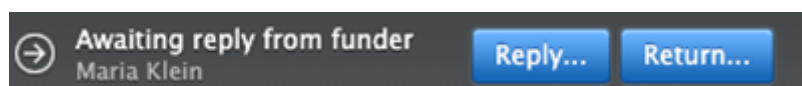


2. Fill in the field “Date submitted”:

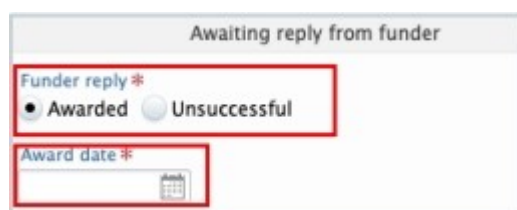
A screenshot of the "Submit: Funder" workflow form. The "Date submitted" field is highlighted with a red box and contains the date "29/02/2024". Below it, the "Funder reply" field is set to "Pending".

If you (or a researcher from your organisational unit) has **received** a reply from a funder, you also need to:

1. Select “Reply..” in the workflow at the bottom:



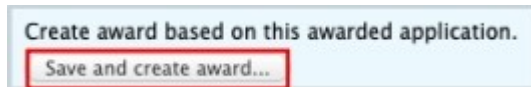
2. Select the type of the reply, and if relevant, fill in the “Award date” field:

A screenshot of the "Awaiting reply from funder" workflow form. The "Funder reply" field is highlighted with a red box and has radio buttons for "Awarded" (selected) and "Unsuccessful". Below it, the "Award date" field is highlighted with a red box and has a calendar icon.

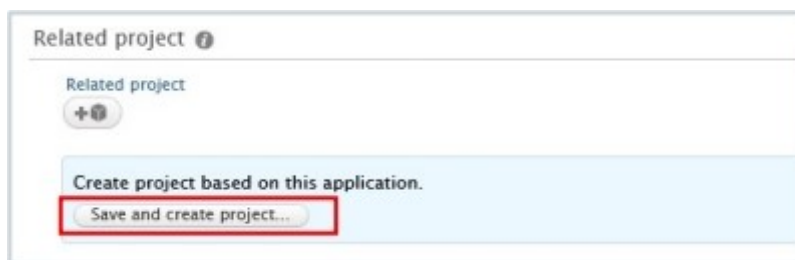
In case of a **positive answer from the funder (awarded application)**, please:

1. **Contact RM** at [pure@pmu.ac.at](mailto:pure@pmu.ac.at).

2. An **award** need to be created. The easiest way to do it is to open the application and use this shortcut. For the details of projects see section [Awards - Details](#)



3. **Create a project** based on the awarded application by opening the Application and clicking on the "Save and create project" button. For the details of projects see section [Projects - Details](#)).



4. Click on Save.

In summary, in case of a **funded project**, you need to create three data types: an **application**, an **award**, and a **project**. These data types need to be linked to each other:

Award	IDs	Nature of activity	Funder	Awarded	Spend	Funded period	Award date	Applications	Project	Acronym
<b>PMU test for trainings</b> Ebner, P. Award date: 17/02/24 Award: EU > Award			FWF – der Wissenschaftsfonds Österreich	20.00 EUR	0.00 EUR	Mar 2024 – Jun 2024	17/02/24			

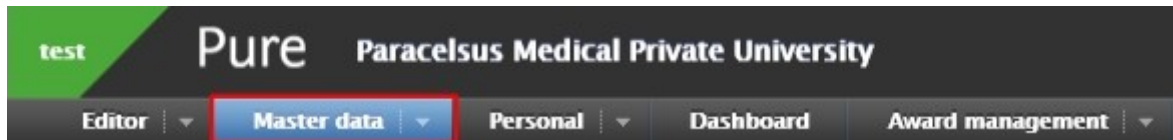
In case of **rejection from the funder**, the process ends, and you don't need to create either an award or a project.


# 3.2. Persons

When a new employee starts to work at your organisation, they need to be registered in PURE.

## To create a new Person:

1. Click on *Master data* in the header:



2. Select *Persons*, and then click on the  button:



3. In the *Person editor* window, you need to enter the relevant information about the Person:

- 1. First name(s) and Last Name:**

Fill in the first name(s) and the last name.

- 2. Gender:**

Select the gender from the list.

- 3. Organisations:**

Click on the *Add organisational affiliations* to register to internal organisational affiliation(s) of the person. Fill in the **start date** at the institution and register the **e-mail address** of the new employee.

## Personal identification

First name(s)

Mária

Last name \*

Klein

Gender \*

Female

Date of birth

Example: 21/10/2002

Nationality

Select nationality...

Name variants

Add name variant...

Title

Add title...

ID

Add ID...

ORCID

Add existing ORCID...

Profile photos

Add image...

Links

Add link...

Entry date university

Example: 21/10/2002

Retirement date

Example: 21/10/2002

## Research description

Profile information

Add profile information...

## Organisational affiliations

Organisations \*

STAFF

**Research Management at Paracelsus Medical University**

Set primary

Edit



2/11/23 → present

maria.klein@pmu.ac.at

Add organisational affiliation...

Start date at institution

Example: 21/10/2002

End date at institution

Example: 21/10/2002

FTE (as of today)

0.00

4. Click on Save.

In the next step, please notify RM by writing a short **comment** on the record **or** via **e-mail** [pure@pmu.ac.at](mailto:pure@pmu.ac.at) with a request to create a user for the person.

Here is an example of writing a comment:

Comments

*There are no comments for this content*

Write a comment about the content

Please create a user for this person.

Send this comment as a message to:

All administrators of this content

Christian Resch  Konstantin Thiel  Mia Hartge  Mária Klein

All global administrators

Barbara Ruder  Christian Resch  Dorothea Kölblinger

Konstantin Thiel  Lena Fischer  Mia Hartge  Mária Klein

Patricia Ebner  Patricia Linortner  Sophie Herzig

Please make sure to **check the boxes next to the names of the admins**, and don't forget to click **Save** at the bottom of the window.

Once the user account has been created, a new employee with a **@pmu.ac.at** email address registered in their personal profile can log in to PURE via <https://my.pmu.ac.at/> by clicking on the PURE icon.

Employees with **@salk.at**, **@klinikum-nuernberg.de** **e-mail addresses** receive their username and password via email and can log in via the following link:

<https://PURE.pmu.ac.at/admin/login.xhtml>.

After that, the person can edit their profile—for example, by adding education/qualification details, positions outside the institution, and more.

### **Active vs not active persons:**

To directly check the **active** versus **not active persons** of your organisational unit, please refer to “Persons” tab:

The screenshot shows the 'Pure' system interface for Paracelsus Medical University. The top navigation bar includes 'Pure Paracelsus Medical University' and 'Research Management at Paracelsus Medical University'. The left sidebar contains a menu with 'Master data' selected, and 'Organisational units' and 'Persons' highlighted. The main content area shows the 'Persons' section with filters for 'All', 'Past', 'Active', and 'Future'. A specific staff member, Patricia Ebner, is shown with her details.

**To update data (such as the end date at the organisational unit) to a Person's profile:**

1. Search for the Person.
2. Modify their data in the Editor window. For example, fill in the End date at the organisation unit:

The screenshot shows the 'Affiliation' form in the Pure system. The form is for 'Research Management at Paracelsus Medical University' and includes fields for 'Staff type', 'Employed as', 'Start date', 'End date', 'FTE', 'Contract type', 'Job title', and 'Job description'. The 'End date' field is highlighted with a red box.

To change the e-mail address of a Person required for PURE login or to add another internal organisation unit affiliation to the Person's profile, please contact RM at [pure@pmu.ac.at](mailto:pure@pmu.ac.at).