

1.2. Important for PURE-Editors

As an editor you have the authority the **view, create, edit, and delete** records for your organisational unit. As an editor you are also **responsible for the completeness of the data** (e.g., research outputs, applications, etc.) **for your organisational unit**.

To keep our workflow steps as simple as possible and maintain data quality, **RM is responsible for validating and approving research outputs, and awards**.

When creating a new research output, or award for your organisational unit in PURE, always set the **workflow** status to **Entry in Progress** or **For validation** or **For approval**, never select Validated or Approved. Once a record has undergone the validation process, don't make any changes to it. If you need modifications (e.g. because of incorrect data), you can write a comment on the record (under the History and comments tab). If you make any modifications to a record after the validation process, the RM will not take responsibility for the correctness of the data.

Revision #2

Created 2025-09-19 12:36:38 UTC by maria.klein

Updated 2025-10-21 11:05:13 UTC by maria.klein