1.3 Responsibilites of Pure Editors

Here you can find a list of **responsibilities of Pure Editors:**

- **Recording and updating various research activities** of researchers within their organisational unit (OU), e.g. publications, applications and other research activities. For further details, please refer to the Manual for researcher.

  > Pure Editors have permission to record and update research activities on behalf of researchers within their OU. However, researchers can also enter and manage their own research activities in Pure. Therefore, data entry can be carried out either by the researchers themselves or by the responsible Pure Editors. **Research Management (RM) is not responsible for recording research activities in Pure.**

- **Creating personal profiles for new staff members** and **managing existing profiles** within their OU.

  Step-by-step instructions with screenshots can be found here.
- **Recording scientific events** organised by their OU.

  You can find detailed step-by-step instructions, including screenshots here.
- **Updating the status of applications** and serving as a contact person for third-party funding-related questions.
  Researchers do not have permission to update the status of funding applications in Pure (e.g., to change the status to “Awarded”). Detailed information on application statuses can be found here.
  If any questions regarding third-party funding arise, RM will contact the responsible Pure Editor for clarification.
- **Validating projects** (to make a project visible in the Pure Portal).

  You can find detailed information on how to validate projects here.
- **Reviewing and checking the data** recorded for their OU, particularly in preparation for the annual Research Report.
  During the preparation of the annual Research Report, all OU heads and Pure Editors receive an excerpt showing which data will be included in the report and how they will be presented. They have the opportunity to review the data and provide feedback before the final results are confirmed.
- **Other tasks**, e.g. assigning publications to a FIZ or research topics. These tasks are usually communicated by RM via email.

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