

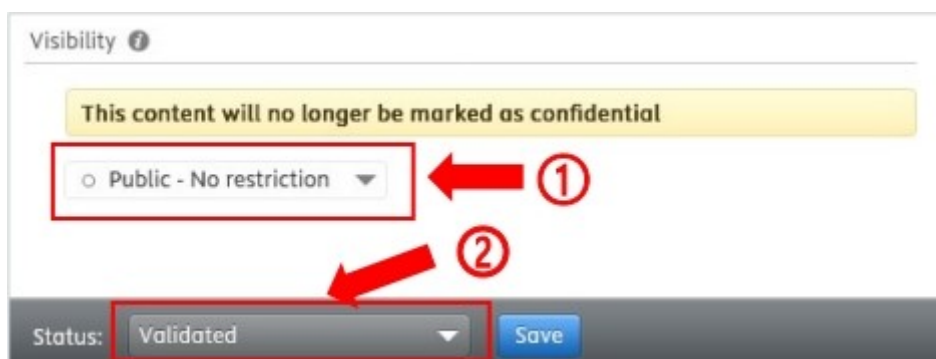
# 4.2. Workflows of Projects – New Role: Validator for Projects

**NEW:** The role **'Validator for projects'** has been activated in the profiles of PURE editors.

**RM does not validate projects;** therefore, it is important that you keep an eye on the projects associated with your organisational unit(s) (you can find them in the category *Editable* under projects).

This role allows you to set the **workflow** status of projects to **'Validated'**. **Projects labelled as 'Public' ?** (please note: visibility must be **actively** set to 'Public') **AND validated ?** will appear immediately in the [PURE portal](#) and on the [PMU website](#) the following day.

The visibility and workflow status can be found at the bottom of the project dialogue window in PURE:



Ein Bild, das Text, Screenshot, Software enthält. KI-generierte Inhalte können fehlerhaft sein.

This role **also** authorises you to **update or correct projects that have already been validated** (e.g. adjust the duration, add participants, etc.).

After opening the record, click on the **pencil** icon to update or correct the project data:



**Budget information** is generally **never displayed** in the [PURE Portal](#) or on the [PMU website](#), only information on the project participants, the duration, the related internal and external organizational unit(s), labels (so-called fingerprints) generated based on the underlying awards/grants, and a link to the project website.

You can only set projects to 'Validated' or subsequently edit already validated projects **for which your organisational unit is** noted as the **managing organisational unit**.

**Short Checklist, which you must check and correct if necessary before setting the project to 'Validated':**

ü Project type

ü Title

ü Participants

Desired order of related project participants:

- PI

- Co-PI

- Other contributors

→ For several people in the same role: sort alphabetically

ü Managing organisational unit: Order: PI > Co-PI > other contributors

If you wish to correct the managing organisational unit but are unable to select the correct one, please write a comment on the record or contact RM at [pure@pmu.ac.at](mailto:pure@pmu.ac.at).

ü Collaborative partners

- Select 'Yes' if the project is a cooperation between an organisational unit (OU) of the PMU/SALK/Nuremberg Hospital and one or more external organisations.

- Select 'No' if only internal OUs of the PMU/SALK/Nuremberg Hospital are involved (no external organisations).

ü Life cycle (start and end date)

ü Visibility: Visibility is set to 'Confidential' by default. Set this to 'Public' if the project is to be displayed in the PURE portal and on the PMU website.

If available:

ü Delete budget information if it is specified in the fields of the 'Identification' category.

The budget information in the **associated 'Application/Award'** record **must remain!** (Those categories will not be displayed in the portal).

Note: This does not affect the linked funding applications or awards - these remain unaffected.

ü Remove uploaded documents.

*Optional data:* In addition to the abovementioned information, **please feel free to fill in the optional fields as well**, such as the project description, keywords, or links to related research outputs.

### Examples for correct and incorrect project records

CORRECT example 1:

ü title is filled in

ü short title\* is filled in

ü description\* is filled in

ü none of the fields under “identifications” contain budget information

Identification ⓘ

Title \*  
+ Test research project

Short title      Acronym  
+ TRS     

Description  
+ This is a short description of the goal of the project. Please feel free the fill in this field with relevant information.

Layman's description  
+

Key findings  
+

IDs  
Add ID...

\*: optional field

INCORRECT example 1:

! description contains budget information → please remove immediately:

TRS

Description

~~This project is funded with €100,000.~~

Layman's description

Key findings

IDs

Add ID...

CORRECT example 2:

ü the order of the participants follows the desired order, and persons with the same role are sorted alphabetically:

Participants ⓘ

Related project participants \*

**Maria Klein, PI** Internal person Edit -

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

**Christian Resch, CoPI** Internal person Edit + -

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

**Konstantin Thiel, CoPI** Internal person Edit + -

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

**Patricia Ebner, Further contributor** Internal person Edit -

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

Add person... Add organisational unit...

INCORRECT example 2:

! the roles of the participants do not follow the desired order, and individuals with the same role are not sorted alphabetically → please correct the order by clicking on the arrows:

Participants ⓘ

Related project participants \* + 👤

<b>Konstantin Thiel, CoPI</b> Internal person	Edit	+	-
<b>Research Management at Paracelsus Medical University Salzburg</b> Organisational unit: Research Management Salzburg			-
<b>Christian Resch, CoPI</b> Internal person	Edit	↓	↑
<b>Research Management at Paracelsus Medical University Salzburg</b> Organisational unit: Research Management Salzburg			-
<b>Maria Klein, PI</b> Internal person	Edit	↓	↑
<b>Research Management at Paracelsus Medical University Salzburg</b> Organisational unit: Research Management Salzburg			-
<b>Patricia Ebner, Further contributor</b> Internal person	Edit	↑	-
<b>Research Management at Paracelsus Medical University Salzburg</b> Organisational unit: Research Management Salzburg			-

Add person... Add organisational unit...

### CORRECT example 3:

ü both the start and end date fields are filled in:


Life cycle ⓘ


Start date 01/03/2025	End date 06/06/2025
Example: 21/10/2002	Example: +12 is 12 months later
<input type="checkbox"/> Curtailed	

### INCORRECT example 3:

! none of the lifecycle fields are filled in – please make sure to enter at least the start date. If the end date is not yet known, please provide an estimated end date:

Life cycle ⓘ

Start date   Example: 21/10/2002

End date   Example: +12 is 12 months later

Curtailed

You can update the period at any time by opening the record and clicking the pencil icon.


CORRECT example 4:

ü a link\* has been added, but no document has been uploaded:

Files and links ⓘ

Documents

Links

 <https://www.pmu.ac.at/>

Show Edit -


\*: optional field

INCORRECT example 4:

! a project document (PDF, Word, etc.) has been uploaded → please remove it immediately by clicking on the minus:

Files and links ⓘ

Documents

 **project\_description**

project\_description.pdf, 1.51 MB

Public - No restriction


Links

Show Edit -


CORRECT example 5:

ü there is an associated application and award linked to the record:



Related applications and awards ⓘ

 **test titel** AWARDED

Klein, M. (Project Applicant)  
FWF - der Wissenschaftsfonds Österreich: €0.00  
Application: Research Councils › Additional Funding

 **test titel**

Klein, M. (Project Applicant)  
FWF - der Wissenschaftsfonds Österreich: €10.00  
Award date: 22/03/24  
Award: Research Councils › Award



The budget information in the **associated 'Application/Award'** record **must remain!** (Those categories will not be displayed in the portal).

INCORRECT example 5:

! no associated application and/or award linked to the record:

In this case, you either removed the related application and/or award, or you did not relate the project to an application and/or an award. Both are incorrect, as each project must be linked to the appropriate budget-related categories. Non-competitive projects must be linked to an award, while competitive projects must be linked to both an application and an award. For more details, please refer to [Chapter 3.1.1 Addition to Applications, Awards and Projects](#).

Related applications and awards ⓘ

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