

# 3. Create Your Content

## - Applications, Awards, and Projects

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# 3.1. Introduction

Award Management module utilizes the following content types:

- Applications
- Awards
- Projects

At PMU, we distinguish between two types of Projects:

- competitive Projects
- non-competitive Projects

For a **competitive Project**, such as FWF Project, you need to **create** three datatypes: an **Application, an Award, and a Project**. This is necessary so that you can register **the start and end dates of the Project** in the **Project** content type. To enter the **applied and awarded amounts**, you need to create an **Application and an Award**. For the exact steps in PURE, please refer to the section on [Competitive Projects](#).

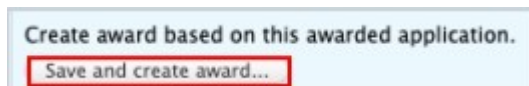
For a **non-competitive Project**, such as a clinical project, you need to **create** two datatypes: an **Award, and a Project**. This is necessary so that you can register the **start and end dates of the Project** in the **Project** content type. To enter the **awarded amount**, you need to create an **Award**. For the exact steps in PURE, please refer to the section on [Non-competitive Projects](#).

## 3.2. Competitive Projects, such as PMU-RIF, FWF or EU Projects (Awarded Applications)

If your Application is awarded, you need to create both an Award and a Project as well. This method can be used for **competitive Projects, such as PMU-RIF, FWF or EU Projects**, etc.

To create a competitive Project:

1. **Create an Application.** For the details, please refer to the section [Applications - Details](#).
2. **Inform the Editor** of your organisational unit **or RM** ([pure@pmu.ac.at](mailto:pure@pmu.ac.at)) about the **date of submission** and later the **reply of the funder**. They need to carry out certain work-flow steps in PURE.
3. Now you can **create an award based on the awarded application** by clicking on the button "Save and create award":



4. The data of the Application is copied, click on *Create*:

**Create award**

Create a new award based on this awarded application. Note: You have to save the new award before making changes to the existing application.

**test eu application** AWARDED

Application: EU application > Gant application

Award type  
EU: Award

Copy these fields to the new award:

- Title
- Related funding applicants
- Managing organisational unit
- Exp. start and end date
- Organisations
- Funder reply
- Fundings

Once you click **Create**, the new award will be created and you will be able to add and change fields.

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

- Modify the data, such as Award holders, etc., in the editor window if necessary.

Fundings: Click on Edit next to the financial information if you need to update to **awarded amount**:

**Fundings** ⓘ

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Fundings \*

**Financial**

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

Awarded amount: €30.00

- Click on Save.
- 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, refer to the section [Projects - Details](#)).

Related project ?

---

Related project

+

Create project based on this application.

Save and create project...

8. Click on Save.

In summary, in case of a **competitive 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				●

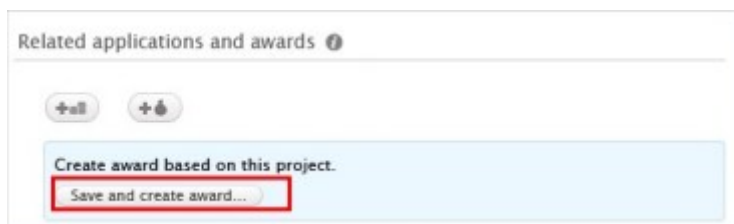
In case of **rejection from the funder**, the **process ends**, and you don't need to create either an Award or a Project.

# 3.3. Non-competitive Projects, Such as Clinical or Privately Funded Projects (Awards with Projects)

In case of a **not competitive project**, such as **privately funded projects (corporate funding)** etc., you don't need to create an Application, but an **Award and a Project**.

To create a non-competitive project in Pure:

1. **Create a Project**. For the details of Projects, refer to the section [Projects - Details](#).
2. **Create an Award based on the Project** by opening the Project and clicking on the “*Save and create award*” button. For the details of Award, refer to the section [Awards - Details](#).



3. Click on “Save”.

In summary, in case of a **non-competitive project**, you need to create two data types: an **Award**, and a **Project**. These data types need to be linked to each other:

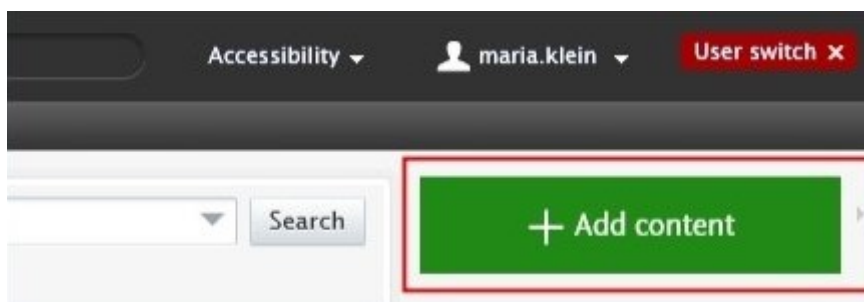
Project	Nature of activity	Funder	Ethical reviews	Applications	Awards	Awarded	Spend	Funded period
PMU Test Klein, M. Project: Research		FWF - der Wissenschaftsfonds Österreich			👤	25.00 EUR	0.00 EUR	Feb 2024 - Feb 2024

# 3.4. Applications - Details

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 *Personal* 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...](#)

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### Award holders


**Related award holders \***

 <b>Mária Klein</b> , Project Applicant Internal person	 <a href="#">Edit</a> -
 <b>Research Management at Paracelsus Medical University</b> Organisational unit: Research Management	-

[Add person...](#) [Add organisational unit...](#)

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### 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 (= only involves internal partners).

- Select **Yes** if the application **involves internal and external** 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 \*

\_\_\_\_\_      1000.00      EUR

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Budgets

Add budget...

- 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...](#)

*Optional:* Click on “Add budget” in the dialog window if you need to register a **split between internal organisational units**:

**Budgets**

[Add budget...](#)

**Add budget...**

**Organisation**

Organisation  
 **Institute of Experimental and Clinical Cell Therapy**  
 Organisational unit: Research Unit [Change...](#)


**Budget**

Budget lines	Budget EUR	
Costs	10	<a href="#">Remove line</a>
<b>Total</b>	<b>10</b>	

## 7. Submission deadline:

The entry should be in Pure **before** the planned submission.

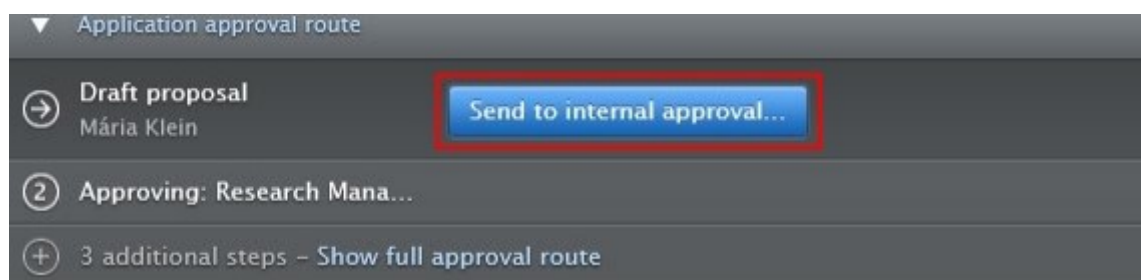
**Submission deadline** ⓘ

**Deadline**  
 

## 8. **Optional: Relations:**

You can link your Applications with other Pure content, such as Projects.

4. Click on *Send to internal approval*.



By default, the **visibility type** of applications is *Confidential*:



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

Please **get in touch** immediately with the **Editor of your organisational unit** or with **RM** at [pure@pmu.ac.at](mailto: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. For the next step, please refer to the section [Competitive Projects](#).

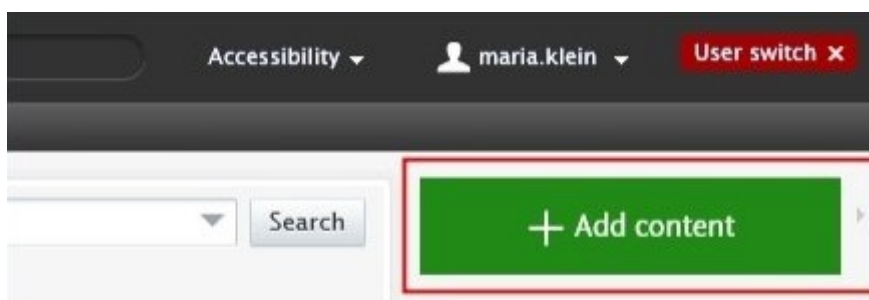
# 3.5. Awards - Details

An award in Pure is a record with **information** about research funding **granted by a funder**. **If you would like to enter information about an Awarded application, please refer to the section [Competitive Projects](#).**

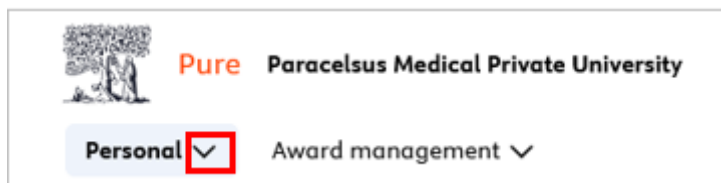
However, in certain cases, it may be necessary to create **an Award without an Application**.

To create a new Award:

1. Click on *Add content* button:



Or click on the triangle next to *Personal* 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:

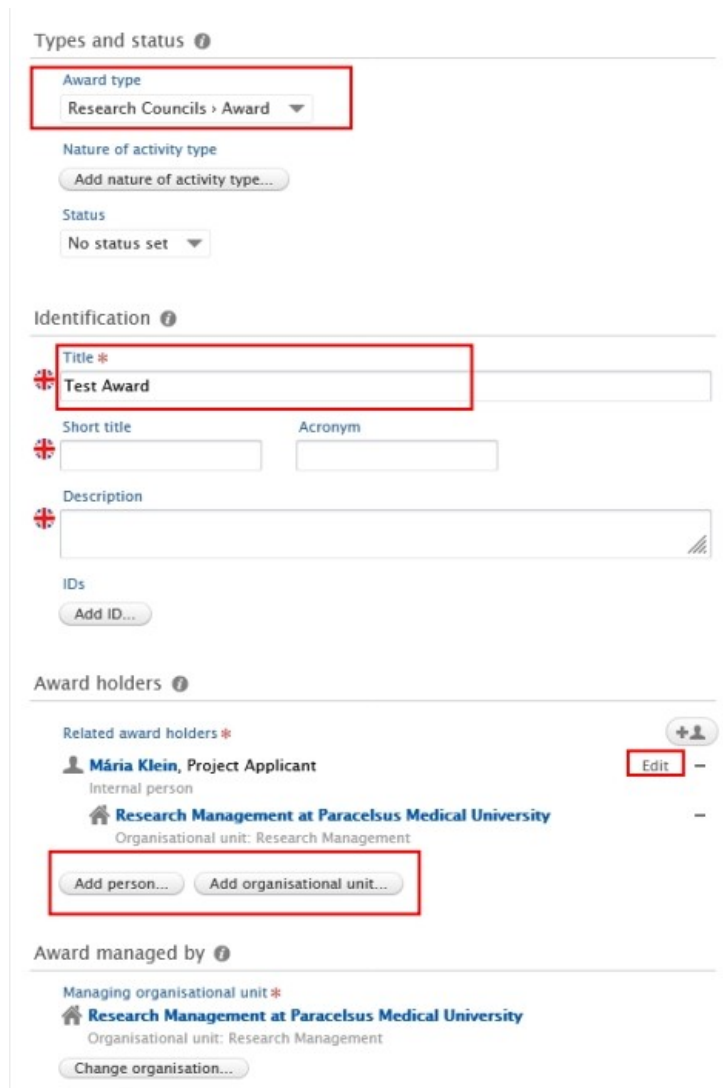
Fill in the title of the award.

### 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.



The screenshot displays a form for managing an award, divided into several sections:

- Types and status:** Includes a dropdown for 'Award type' (set to 'Research Councils > Award'), a button for 'Add nature of activity type...', and a dropdown for 'Status' (set to 'No status set').
- Identification:** Includes a 'Title \*' field (containing 'Test Award'), 'Short title' and 'Acronym' fields, a 'Description' field, and an 'Add ID...' button.
- Award holders:** Shows 'Related award holders \*' with a list containing 'Mária Klein, Project Applicant' (Internal person) and 'Research Management at Paracelsus Medical University' (Organisational unit: Research Management). Each entry has an 'Edit' button. Below the list are buttons for 'Add person...' and 'Add organisational unit...'.
- Award managed by:** Shows 'Managing organisational unit \*' as 'Research Management at Paracelsus Medical University' (Organisational unit: Research Management) with a 'Change organisation...' button.

#### 5. Collaborative award:

- Select **No** if the award is not a collaboration between partners.
- Select **Yes** if the application involves collaboration **involving internal and external** 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 project \*

Yes  No

### Milestones ?

Add milestones...

### Life cycle ?

Start date  Example: 21/10/2002

End date  Example: +12 is 12 months later

- 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**

*Optional:* Click on “Add budget” in the dialog window if you need to register a **split between internal organisational units**:

**Budgets**

**Add budget...**

**Organisation**

Organisation  
 **Institute of Experimental and Clinical Cell Therapy**  
 Organisational unit: Research Unit






**Budget**

Budget lines	Budget EUR	
Costs	10	<input type="button" value="Remove line"/>
<b>Total</b>	<b>10</b>	

## 7. Actual start and end date and Award date:

Fill in the information about dates:

Life cycle ⓘ

<b>Actual start date</b> 07/11/2023  Example: 21/10/2002	<b>Actual end date</b> 20/01/2024  Example: +12 is 12 months later
<b>Exp. start date</b> <input type="text"/>  Example: 21/10/2002	<b>Exp. end date</b> <input type="text"/>  Example: +12 is 12 months later
<b>Award date *</b> 08/11/2023  Example: 21/10/2002	

## 8. *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:  

In the next step, the application undergoes scrutiny by the RM. 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.

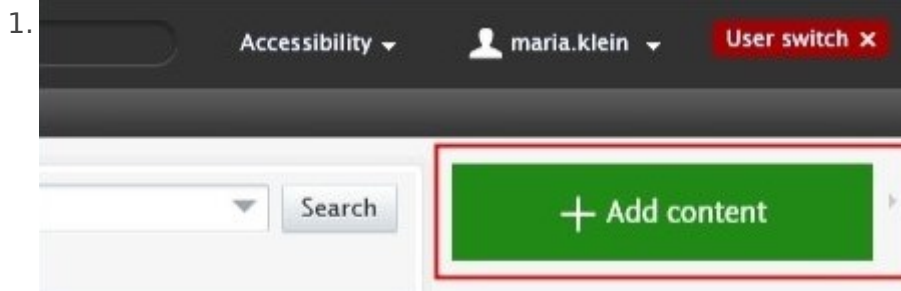
# 3.6. Projects - Details

A project in Pure is a record of **information** about a research Project, such as the participants and collaborators.

**If you would like to enter information about a competitive Project, such as a FFF, FWF, etc., Project, please refer to the section [Awarded application \(competitive Project\)](#)**

**If you would like to enter information about a non-competitive Project, as privately funded projects (corporate funding) etc., please refer to the section [Awards with projects \(non-competitive Projects\)](#)**

To create a new Project:



Or click on the triangle next to *Personal* 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.

The key participants of the project should be listed **by role in the following order:**

1. PI
2. Co-PI(s) (in alphabetical order)
3. Further contributor(s) (in alphabetical order)

## 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...](#)

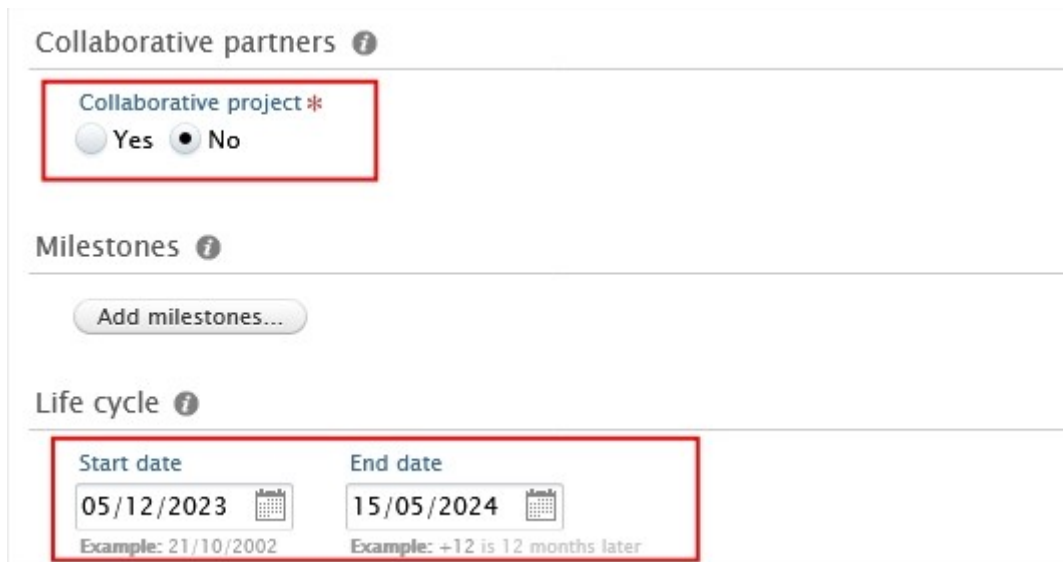
## 5. Collaborative project:

- 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 sections: 'Collaborative partners', 'Milestones', and 'Life cycle'. The 'Collaborative project' field is set to 'No'. The 'Start date' is '05/12/2023' and the 'End date' is '15/05/2024'. There is an 'Add milestones...' button and an information icon in each section.

## 7. Optional: Relations:

You can link your project with other Pure content, such as research outputs.

## 8. Visibility:

If you wish to display the project on the PURE Portal, please set the visibility to public: Ein Bild, das Text, Screenshot, Schrift enthält. KI-generierte Inhalte können fehlerhaft sein.

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



The screenshot shows a dropdown menu with 'For approval' selected and a blue 'Save' button next to it.

In the next step, the project will be validated by the responsible PURE-editor.

Only projects that are both **publicly visible and validated** appear on the [PURE Portal](#). For the details, please refer to [FAQ3](#).

# Changes from 1.1.2026 - No Shortcuts Anymore

Due to technical changes, the recording of applications, awards, and projects in PURE will need to be carried out differently from 2026 onward.

The existing **shortcuts** (e.g., “*Create an award based on this awarded application*”) will **no longer** be available from 2026 onward.

This means, for example, that in the case of an approved funding application, the corresponding award and project must be entered entirely **manually**. All relevant fields have to be completed by hand, as no automatic transfer of data from the application will occur.

The exact steps, including screenshots, are displayed in the Chapter 3.1-3.6.

Do you still have questions? Don't hesitate to contact us at [pure@pmu.ac.at](mailto:pure@pmu.ac.at).