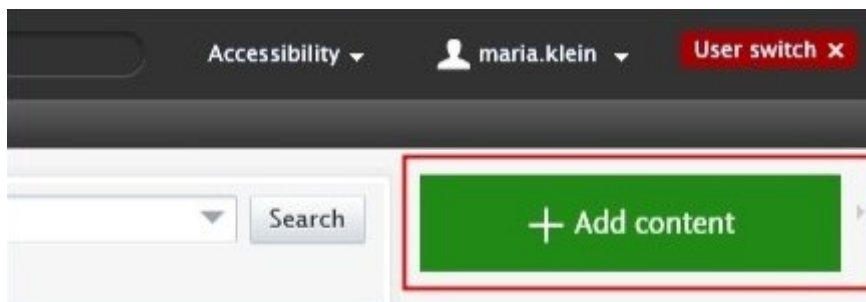


3.4. Applications - Details

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

Nature of activity type

Status

Identification

Title *



Short title **Acronym**

Description


IDs

Award holders

Related award holders *

| | |
|---|---------------------------------------|
|  Mária Klein, Project Applicant Internal person | <input type="button" value="+"/> |
|  Research Management at Paracelsus Medical University Organisational unit: Research Management | <input type="button" value="Edit"/> - |
| | <input type="button" value="-"/> |

Award managed by

Managing organisational unit *
 **Research Management at Paracelsus Medical University**
Organisational unit: Research Management

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:



The screenshot shows a web form with two main sections: 'Collaborative partners' and 'Fundings'. The 'Collaborative partners' section has a red box around the 'Collaborative award *' field, which contains radio buttons for 'Yes' and 'No', with 'No' selected. The 'Fundings' section has a red box around a list item for 'FWF – der Wissenschaftsfonds Österreich' with an awarded amount of €10.00. To the right of this item is an 'Edit' button with a minus sign. Below the list item is an 'Add funding...' button.

Collaborative partners ⓘ

Collaborative award *
 Yes No

Fundings ⓘ

Fundings *
Financial
🏠 ▶ FWF – der Wissenschaftsfonds Österreich
Awarded amount: €10.00
Edit –
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

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 | Remove line |
| Total | 10 | |

7. Submission deadline:

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

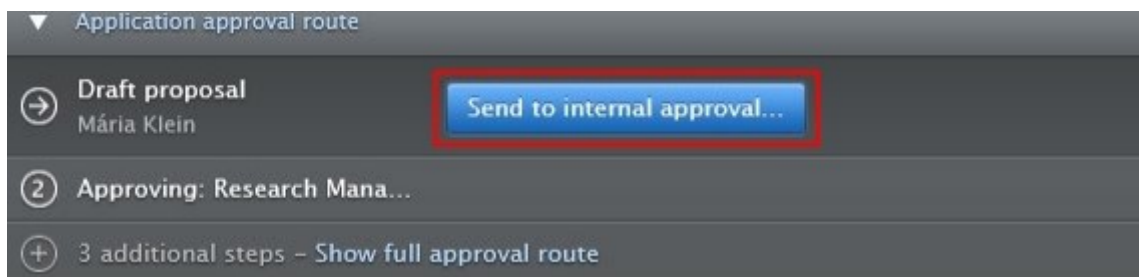
Submission deadline ⓘ

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 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](#).

Revision #6

Created 2025-10-20 12:42:01 UTC by maria.klein

Updated 2026-05-11 09:18:14 UTC by maria.klein