

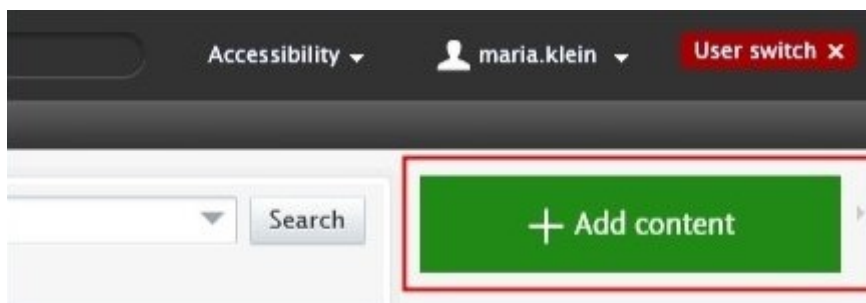
# 3.5. Awards - Details

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:

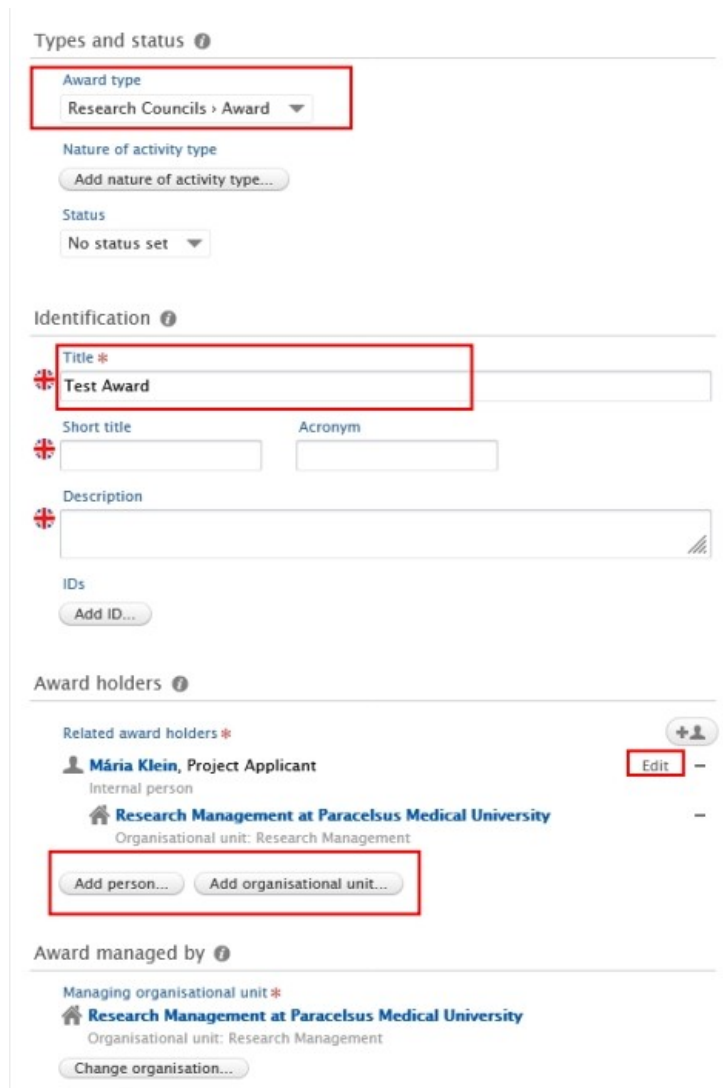
Fill in the title of the award.

## 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 web interface for managing an award. It is 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). There are '+', 'Edit', and '-' icons for each entry. Below the list are 'Add person...' and 'Add organisational unit...' buttons.
- 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 ?

<b>Start date</b>	<b>End date</b>
05/12/2023 <span>📅</span>	15/05/2024 <span>📅</span>
<small>Example: 21/10/2002</small>	<small>Example: +12 is 12 months later</small>

- 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.

Revision #5

Created 2025-10-20 12:53:55 UTC by maria.klein

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