Adding projects to PURE

Overview

The majority of projects are imported into PURE automatically from the University’s finance system, Agresso (PURE synchronises with Agresso on a nightly basis). It is also possible to manually add projects where such activity is not recorded in Agresso.

Which types of projects are brought in automatically?

Research projects (R-codes) are brought in automatically from Agresso. Selected other codes such as internal pump-priming or A-codes can be brought in separately if selected in Agresso. Please note that Agresso only contains projects where a financial award has been recorded at the University of York; other projects can be added manually (see categories below).

Who is associated with the projects in PURE?

If you are named in Agresso as principal investigator or co-investigator, the project will appear as associated with you in PURE.

How do I manually create projects in PURE?

Project records should be added to PURE manually only if the financial award has not been recorded at the University of York (in Agresso). If you cannot find a York project in PURE that you have been a principal investigator or co-investigator on, please contact the grant co-ordinator in Research Grants and Contracts before adding a record manually, as they can check the source information in Agresso.

Once you have clarified that the record does not appear in Agresso, you can create a record in PURE manually. Go to the ‘overview’ page and click either the green ‘Add new’ button or the ‘+’ sign which appears when you hover over ‘Projects’ in the left hand menu.

In the ‘Choose submission’ screen which follows, select ‘Project’ then the sub-type ‘Other project’ and choose from the five project types available (NB. They all contain the same fields for entering information):

- **Project from former institution** - information on a project held whilst working at an institution other than the University of York.
- **Research collaboration** - information about a collaborative research project (with details of internal and/or external partners) for which no explicit funding is available.
- **Consultancy (unpaid)** – unpaid consultancy work
- **Other internal award** – award held in Agresso at workorder level, i.e. cannot be brought into PURE automatically
- **Miscellaneous project** – project type not covered by other categories and that cannot be classified as an ‘activity’

**NB:** Do not add either of the other two sub-types of project manually:

- **Research project (funded)**
- **Other project (funded)**

These are the categories fed from Agresso but cannot be hidden from the list.
Complete as much information on the ‘metadata’ page as possible (fields marked * are mandatory). Contextual help is available by hovering over the information ‘i’ symbol where present.
Add any other participants: When you click ‘Add person’ or ‘Add organisational unit’ a search box will appear where you can search by names. If the individual you are assigning is external and is not already in the list, you can use the person icon to add them.

NB. We recommend trying surname or first name separately in order to make sure the list has been fully searched.

Add relations to other content: You can make links between your project and existing data in PURE e.g. publications, activities and impact. To do this, scroll down to ‘Relations’ and choose the appropriate content type.

Click ‘Save’ to save all changes. Pressing close without saving first will delete your work!

Which projects are visible on the York Research Database (YRD)?

Only projects funded by RCUK (Research Councils), the European Commission or The Royal Society are set as ‘Public’ by default - visible in the York Research Database (YRD) and in PURE. These bodies have a requirement for public visibility of funded research projects and outcomes.

Other funders have different requirements and content in PURE must reflect these funder requirements. These are currently set to 'Pure users - visible within Pure only' by default. These are not visible in the York Research Database (YRD). Individuals are advised to check funder requirements before setting projects as publicly visible in PURE /YRD.
NB: UK Health & Hospitals projects (DoH/NIHR/NETSCC/PRP-CCF/NHS) have specific requirements regarding the contractual stage at which projects can be made publically visible, in particular on projects where the University of York is a co-applicant rather than lead applicant. The visibility of these projects should **not** be set to ‘Public’ until the award has passed a specific contractual stage. The Research Grants & Contracts office will advise the PI when this stage has been reached and public disclosure is appropriate.

Grant applications are not displayed on the YRD. Visibility settings appear as ‘Pure users - visible within Pure only’ by default but please note *all* such records are blocked from the YRD.

**Note on the new Projects data model**

The data model for Projects in PURE was upgraded in March 2016 to include a third content type called Awards. For information on how this improved model provides a more joined-up picture of research progress, please refer to our [New Projects Model User Guide](#).