

What is impact?

Impact can be seen as an effect on, change or benefit to the economy, society, culture, public policy or services, health, the environment or quality of life, beyond academia.

Why record impact?

The University is committed to demonstrating the wide-ranging impact of its research, regardless of any research funding exercise or the requirements of funding bodies. Impact was a key input into the University’s REF2014 return, and it is anticipated that it will be an element of the next REF exercise that is undertaken. Recording details of impacts in Pure can help the University to monitor the effects that its research has on wider society.

The Pure impact module

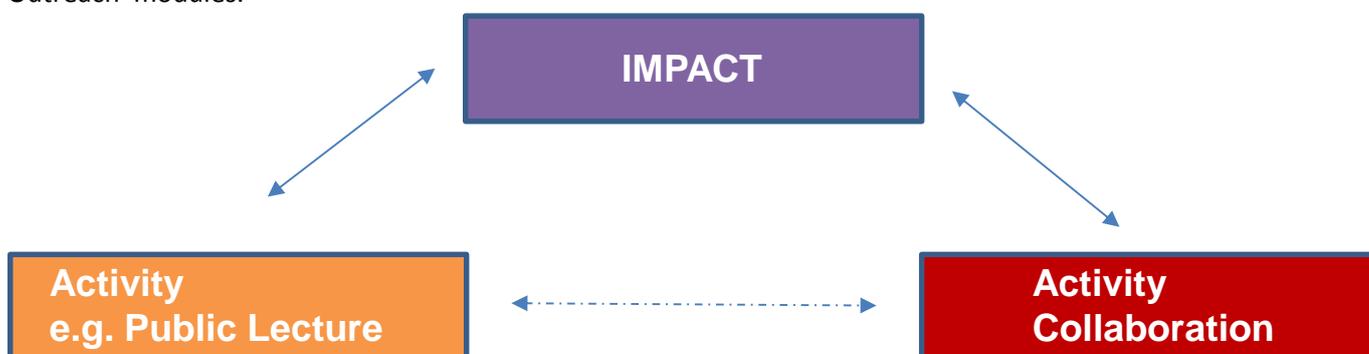
This facility acts as an ‘impact log’ and allows ongoing lists of impacts, possible impacts and evidence of impacts to be maintained. Unlike publications, projects and activities, impacts are not displayed on the Explore Bristol Research web site. As many impact records as necessary should be created to describe all impacts stemming from the research, and a single project or research output may have multiple impacts. **Impact records should be reviewed and updated regularly, particularly when there has been change or progress.**

Activities and impact

The impact module should be used to record details of impacts (and future plans for impact/potential impact) only. Please use the ‘Activities’ module to record details of any activities. An activity is something that you do, or participate in, either within or beyond academia. Activities may lead to impact, but are not impacts themselves. Where an activity has led to impact, please link the impact record through to the relevant activity/activities, using the ‘Relations’ field. For more information on creating Activity records in Pure, please see <http://www.bristol.ac.uk/red/research-policy/pure/user-guides/activities.html>

Collaborations and impact

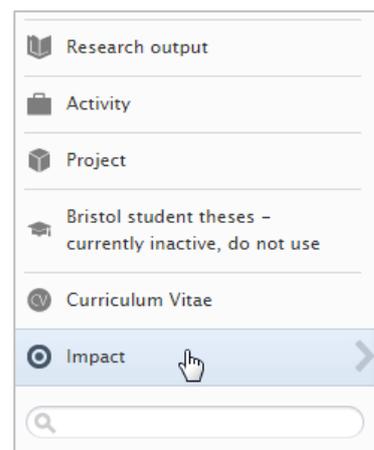
Collaborations may also lead to impact, but are not impacts themselves. Whilst working on research that is or will be generating impact, it is important to keep a record of the collaborative interactions that you are engaged in. In order to keep a record of these in the most efficient manner, please set up an Activities record in which to put the collaboration information and link it to the associated Impact record. Within the Activity record, make a note of the collaborator/s by adding them as ‘External Relations’ within the ‘Business and Community’ or ‘Public Engagement & Outreach’ modules.



Using the Pure Impact Module

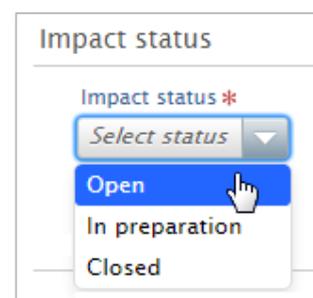
Locating the Pure Impact Template

1. Login to Pure (login button can be found on our homepage: www.bristol.ac.uk/pure).
2. Click on the green 'Add new' button in the top right-hand corner of the interface.
3. A new window will appear. Click on the Impact link and an empty template will open in a new window.



Impact status

Select the desired Impact Status from the dropdown menu; Open, In Preparation or Closed. As the default entry, we recommend selecting 'Open'.



Impact information

- 1. Impact title** - Enter a title for the impact (please ensure that this is a title for the impact itself, rather than the underlying research).
- 2. Description of impact** - Provide a brief, lay summary of the impact, including key dates and quantitative/qualitative indicators where available. We recommend an entry of approximately 150 words.
- 3. Who is affected** - Enter details of those who are affected by the impact, including broad groups or specific individuals/external organisations.
- 4. Narrative** - When creating the record, provide a description of the underpinning research area or project, including details of relevant publications/grants and how this has led to impact. As the impact develops, use this section to describe (blog) the impact in more detail.
- 5. Future developments** - Enter details of any planned or possible future developments that will further the impact.
- 6. Category of impact** - Add a category for the impact, selecting from the dropdown menu list of; Cultural, Economic, Public Policy, Quality of Life, Social, Other. Where 'Other' is selected, please provide further details in the narrative. NB: more than one category can be selected for each entered impact.
- 7. Impact level** - We advise you to leave this field as 'No value', as we have yet to determine how best to use this field.

A form titled 'Impact information' with seven numbered steps in green circles. Step 1: 'Impact title *' with a text input field. Step 2: 'Description of impact' with a text input field. Step 3: 'Who is affected' with a text input field. Step 4: 'Narrative' with a text input field. Step 5: 'Future developments' with a text input field. Step 6: 'Category of impact' with a dropdown menu showing 'Add Category of impact...' and a hand cursor. Step 7: 'Impact level' with a dropdown menu showing 'No value'.

Evidence

If you have evidence of the impact to add to the record, click on 'Add impact evidence' button and follow the instructions as outlined below.

A screenshot of the 'Evidence information' form. The form is divided into three sections: 'Evidence information', 'Evidence contact information', and 'Evidence documents and links'. Each section has a numbered step indicator (1-7) on the left. Step 1 is 'Evidence indicator' (dropdown menu), Step 2 is 'Period' (radio buttons for 'Specific date' and 'Period of time'), Step 3 is 'Evidence title' (text input), Step 4 is 'Evidence summary' (text area), Step 5 is 'Evidence contact information' (button 'Add evidence contact information'), Step 6 is 'Documents' (button 'Add document...'), and Step 7 is 'Links' (button 'Add link...'). A red arrow points from the 'Add document...' button to the 'Add document' dialog box.

Evidence information

- 1. Evidence indicator** - Select from the dropdown menu to indicate whether the impact evidence is qualitative or quantitative.
- 2. Period** - Select the box to indicate whether the evidence is linked to a specific date or to a more general period of time and then enter the dates as appropriate.
- 3. Evidence title** - Enter a title for the evidence, if required.
- 4. Evidence summary** - Enter any applicable narrative specifically in description of the evidence.

Evidence contact information

- 5.** If appropriate, click on the button and complete the contact fields relating to relationships that have generated the impact and associated evidence.

Evidence documents and links

- 6. Documents** – A new window will appear that enables you to attach a document and specify type. The visibility setting is not currently relevant as Impact records are not publicly visible on Explore Bristol Research.

A screenshot of the 'Add document' dialog box. It has a 'Filename' field with a dashed box containing a cloud icon and the text 'Drag file or browse your computer.'. Below is a 'File title' text input field. The 'Visibility' dropdown is set to 'Public - visible on the Explore Bristol Research web site'. The 'Type' dropdown is open, showing options: 'Text' (selected), 'Audiovisual', 'Software', 'Data set/Data file/Database', 'Printed or manuscript music', 'Cartographic/Map material', and 'Other'. 'Cancel' and 'Create' buttons are at the bottom right.

- 7. Links** - Include detail of the content of any evidence contained within applicable websites. NB The 'Link Type' can be left unselected.

Click on the blue 'Create' button to complete the Impact Evidence section.

Additional fields

Participants and affiliations:

Personal users of Pure will automatically be added to the Impact record. Additional participants and organisations can be added to the group (including external collaborators).

Participants and affiliations

Persons *

No persons or organisational units associated

Add person...

Add organisational unit...

Impact managed by:

This field will populate automatically once an internal participant has been added to the record.

Ensure that this is set to the name of your School / Department.

Impact managed by

Managing organisational unit



Keywords:

Structured keywords are established 'tags' that enable Pure content to be linked to Research Groupings and Themes, e.g. PolicyBristol, Cabot, ALSPAC etc. This can provide a means to search for and report on impact that has derived from the group / theme.

Keywords

KEYWORDS

STRUCTURED KEYWORDS (CABOT, POLICYBRISTOL, WUN ETC..)

There are no associations

Add keywords...

Relations:

Use these to link through to any associated items already entered into Pure. Click on the button and start typing in the name of the appropriate item. Select the required result by clicking on the correct entry from the list which appears.

(Please see introduction for clarification of the differences between impact and activities.)

Relations

Impact



Projects



Equipment



Files:

In the majority of cases it will be appropriate to add documents and links to the **Evidence** section (see *previous page*), but this field can be used for items that fall outside of the evidence remit.

Files

Documents

Add document...

Links

Add link...

IDs:

This section is not currently relevant as there is no external Impact database to which Pure links.

IDs

Source Ids

Add Id...

Visibility:

This section is not fully relevant as Impact records do not link through to the externally visible Explore Bristol Research site. The default visibility will show as Public, however this will just mean that it is visible to all users in Pure. Visibility can be set to Highly Confidential to ensure that only associated Pure users and Impact editors can access the record.

Visibility

Public - visible on the Explore Bristol Research web site

Please note that records set to 'Highly Confidential' may not be visible to your School Impact Director

When all the information has been entered please ensure you click on the 'Save' button or else all the work will be lost. We recommend saving at intervals if you are adding lots of detail to the record.

