

Which tasks should researchers prioritise in Pure?

PURE TASK	WHAT PERIOD?	WHY DO IT?
1) Add a photo to your online profile	NA	Explore Bristol Research (EBR) and University websites are key ways to publicise your research. Pure photos, research Interests and publication lists feed through to many profile pages on school and department websites.
2) Add a statement about your Research Interests	NA	ORCID makes it easier to identify you. How to edit your EBR profile
3) Create your ORCID	NA	www.bristol.ac.uk/pure/user-guides/getting-started/profile.html
4) Add your portfolio of publications	Major works published in last 5 years, and any other publishing highlights	There are many reasons for adding your publications portfolio to Pure. <ul style="list-style-type: none"> • Pure publications appear on EBR and on many department/school website profiles, increasing the visibility of your research. • You can include your publications information to generate your own CV from Pure. • The University can use publications information to understand trends in research. All RCUK award holders are required to report annually on the outcomes of their funding using Researchfish . By entering Publications data onto Pure, and relating those Publications to Project records, you will make it easier to complete your ResearchFish reports in the future (see www.bris.ac.uk/red/research-policy/researchfish.html for updates).How to add Publications to Pure www.bristol.ac.uk/pure/user-guides/outputs/
5) Add the author accepted manuscript for any articles or conference proceedings (with an ISSN) that you have published	From October 2015	Open Access Making your Publication full-texts available on EBR is one way of making them Open Access: www.bristol.ac.uk/library/support/research/open-access.html There are now two major UK Open Access policies related to Pure: <ul style="list-style-type: none"> • RCUK Open Access policy - since April 2013 • HEFCE REF2020 Open Access policy - from April 2016 How to upload the author accepted manuscript in Pure: http://www.bristol.ac.uk/red/research-policy/pure/pureoa/
6) Add Project lay descriptions, key findings and make your Projects available online	The last 5 years	Adding project information helps promote your work publicly on EBR. Adding lay descriptions and key findings helps the public understand the relevance of your projects. How to edit Pure Projects www.bristol.ac.uk/pure/user-guides/projects
7) Add your key Research Activities, focussing on: <ul style="list-style-type: none"> • industrial partnerships • international collaborations • fellowships or prizes you have been awarded • positions with funding bodies 	The last 5 years	<ul style="list-style-type: none"> • Adding Activities helps raise awareness of your research achievements and completes the breadth of your research information in Pure. • Knowing who holds fellowships allows the University to better support those individuals. Building up a list of links to funding bodies makes it possible to understand where the University might be able to influence funding policy, and to identify opportunities for knowledge sharing. • Adding partnerships and collaboration information helps the University understand where its strengths lie and where opportunities for further collaboration exist. How to add Pure Activities www.bristol.ac.uk/pure/user-guides/activities
8) Check your list of students and your other "system" data	Current/Recent supervisions	Some information in Pure comes from other University systems. This includes data about researchers, supervisions, funding and projects, and research equipment. Report any errors to pure-support@bristol.ac.uk
9) Make relations between your Projects and your Publications and Activities.	This point forward	Creating relations between projects and outcomes (publications and activities) helps to demonstrate how research funding has been used. Once they are in Pure relations can be used in Open Access and Researchfish reporting, and they can be used on EBR. Relating content in Pure www.bristol.ac.uk/pure/user-guides/relations
10) Make relations between Projects and any Equipment you've used.	2013 onwards	Funders are increasingly asked for evidence of how their equipment awards are being used. Linking publications to equipment in Pure makes it easy to report this evidence back to funders.