


# Impacts




## What is an impact?

In Pure, an impact can be considered as: “**effects, changes or benefits outside academia that are or will be clearly underpinned by a body of research. These should have already occurred or be expected to occur within the next two years**”. Where a body of research conducted over an extended period leads to a set of related impacts – these impacts should be collated together into a single impact record within Pure.





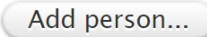


## How to view or edit your impacts

Click on “impacts” on your personal overview page, or the down arrow on

 along the top of the screen. Then click on the title of the impact you wish to view or edit.

Always click  or  or  where you see them before you close a window or section, or your changes will not be saved.

## How to add new impacts

- 1) Select 
- 2) Select impact from the options menu
- 3) Add an impact title
- 4) Complete the description text box by providing a summary of the impact
- 5) Select the date or period over which the impact took place and 
- 6) If there are documents to support the impact claims these can be added into the record by selecting  and uploading the appropriate files. Also add the contact details for any testimonial providers and weblinks to any evidence available online. After adding a piece of evidence always remember to  the overall impact record before leaving the page otherwise you will lose the evidence documents added.
- 7) You will automatically be added to the impact record – if you need to add others you can do so by selecting  and searching for the appropriate people to add to the record.
- 8) Under “Files”, use  or  for files and links that are *not* evidence. Where the record reflects impact case preparations the latest

draft of the case should be attached (make sure visibility for the case draft is set to 'backend' so it does not appear on the portal).

- 9) Use the relations section to link the impact record to other relevant content in Pure e.g. research outputs (underpinning research) and projects.
- 10) Select the visibility of the entire metadata record at the foot of the page. For REF impact cases this should be set to "backend only".

*Guide updated 03/05/2019*