

## Projects

### Contents

What is meant by project?.....	1
Create a project.....	1
From blank.....	1
From an existing application or award.....	2
Unfunded projects.....	2
Related content.....	2
Funder logos.....	2
Visibility.....	3
Content record visibility.....	3
Application and award visibility.....	3
Document visibility.....	3

### What is meant by project?

A project record in Pure is simply a container that is related to other content. While it can vary between disciplines, a project is broadly defined as something that:

- Brings different pieces of content with a common theme together, and
- Exists once you are ready to reveal your idea to the University/world; and
- Is expected to lead to some sort of research output (not necessarily a publication); and
- *Can* consist of one or more funding application/award, or none.

### Create a project

- There is not a lot of metadata to add because much of the important information will exist in the existing Pure content you relate to the project.
- The project record exists to contextualise the related content and its relationships, so the description and lay description are important for readers.

### From blank

- Click , select *Project* and choose a sub-type.

## From an existing application or award

- It is possible to create a new project using a saved application or award as a template, provided no project has been related to that application or award.
- This reduces the need to re-enter information you have entered in the source record e.g. co-investigators.
- The examples here use an application, but the principles are the same for awards.
- Open an application in editing layout  and scroll to *Related projects*.
- If no project is already related, you can choose *Save and create project*.
- Your window will change to a *Create project* window. Select the intended project type. The default is *Research*.
- A series of checkboxes indicate the metadata to be copied from the application into the project.
- A new project record is created, containing the selected metadata. It is automatically related to the original application or award.

Create project based on this application.

Save and create project...

## Unfunded projects

While you can create a project and relate content to it even if there is no award related to it, Pure is not a project management system.

Milestones sit within award records so, if unfunded, you need to either manage your milestones outside Pure or attach a file containing that information to your project (you can hide the file from the public using visibility settings, below).

## Related content

- You can relate other content in Pure to your project by clicking on the relevant icons towards the bottom of the record and searching for that content.
- By relating content to the project, you are connecting the different items to show the scope of your research: that your work and its outcomes (awards, activities, outputs, impacts) do not exist as standalone pieces but are part of something larger.
- If you relate any awards that contain Pure budget tables, those tables will be added to the project (not publicly visible). This is to help you monitor all budgets associated with a project in one place.

## Funder logos

- If you need to display the funders' logos against a project, please send the logos to the Research Office so we can add them to the funder's external organisation record.

- Image criteria:
  - o One per funder. If we replace a logo already in the system, it will affect logos on other projects linked to that funder.
  - o 1MB max. file size.
  - o File type can be .jpg, .jpeg, .png, .bmp or .gif
- The logo is only visible if award metadata is visible (see below).

## Visibility

- There is a user guide on general [content visibility](#).
- In the Pure backend, only Pure users named on the project, editors/reporters with access to projects for the unit, and administrators in the Research Office will be able to view full details of the project.
- Other Pure users will be able to view very limited information.

## Content record visibility

- The award record is set to *Public* by default.
- Projects are intended to be public records, but visibility settings are available e.g. you can use *Confidential* where the funder requires that the project is completely hidden.

## Application and award visibility

- No application metadata or files are ever publicly visible.
- No award files are ever publicly visible.
- The only award metadata that *can* be made public is funder name and amount, and these can **only** be made publicly visible **if**:
  - o The *Funding* section of the award is set to *public*, **and**
  - o The award record itself is set to *public*, **and**
  - o The award record is related to a publicly visible project record in Pure.
- It is only as part of the related project record that these limited details will be publicly visible, under a heading of *Funding*.

## Document visibility

- There is no *Confidential* option for project documents.
- Because other Pure users can access documents through the Pure backend, nothing sensitive should be uploaded directly to a project record.

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