

Managing Your Awards Records

This guide is for personal users

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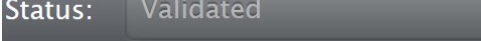
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Amending an award & updating milestones

- Once funding has been awarded (and you have notified the Research Office of the outcome if external funding), we will create an award based on your application, and your faculty editor of awards can update the details e.g.:
 - o Add job code(s)
 - o Add/customise the milestones associated with the funding
 - o Adjust the budget if necessary
- The award record means you have access to your award details on demand.
- You will not be expected to do much to your award records – [only update your milestones](#).
 - o You can view all milestones on the award: administrative and academic.
 - o You can create/update academic milestones.
- If you need to change any other details of an award record, please go through your faculty’s Editor of Awards.
- This user guide is to help you understand how award records work in Pure.



Workflow

- A workflow is in place, but you do not need to do anything with it: your faculty’s Editor of awards, and the Research Office Administrator of Awards will set up the record.

- If you open an award before it enters  on the workflow, **please do not edit anything apart from milestones**.

- If your co-investigators, faculty Editor of awards, and the Research Office have added milestones please do not delete these without checking first.

Layouts

Once you have [located the award you want to view](#), switching from reading layout  to editing layout  gives you additional abilities such as [adding comments to the record](#).

Award budget

- We will add a budget in Pure when creating your award record.
- This is a summary budget to give you ready access to an overview of your planned expenditure.
- The budget displayed in Pure is not detailed enough for formal reporting to funders and other bodies.
- You cannot save any changes you make to the budget in either the *Approved* or *Validated* workflow step, even if you are given an edit button.

At present, Pure will not display actual expenditure against your award although this is currently being investigated.

Visibility

- There is a user guide on general [content visibility](#).
- Only Pure users named on the award, the faculty Editor of Awards, reporters with access to awards for the unit, and the Research Office Administrators of Awards and system administrators will be able to view full details of the award.
- Other Pure users will be able to view very limited information.

Content record visibility

- The award record is set to *Public* by default, but complete award metadata records will never be publicly accessible.

Fundings visibility

- This is set to *Public* by default.
- The only award metadata that *can* be made public is funder name and amount, and these can **only** be made publicly visible **if**:
 - o This *Funding* section of the award is set to *public*, **and**
 - o The award content 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

- Individual documents are set to *Backend* by default, but award documents will never be publicly accessible.
- However, other Pure users could access documents through the Pure backend so we will not upload confidential contracts to Pure.

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