# Adding grants and funding details to Pure

In most cases your grant will be added to Pure automatically. Applications, Awards, and Projects are synchronised from the Grants and Contracts Database. Any issues with synchronised awards/grants should be flagged to the relevant grant's administrator in Research Finance Team in the first instance.

If a researcher has been awarded internal funding, or funding that is not recorded on the Grants and Contracts database, use the add content function to record the details manually in PURE.
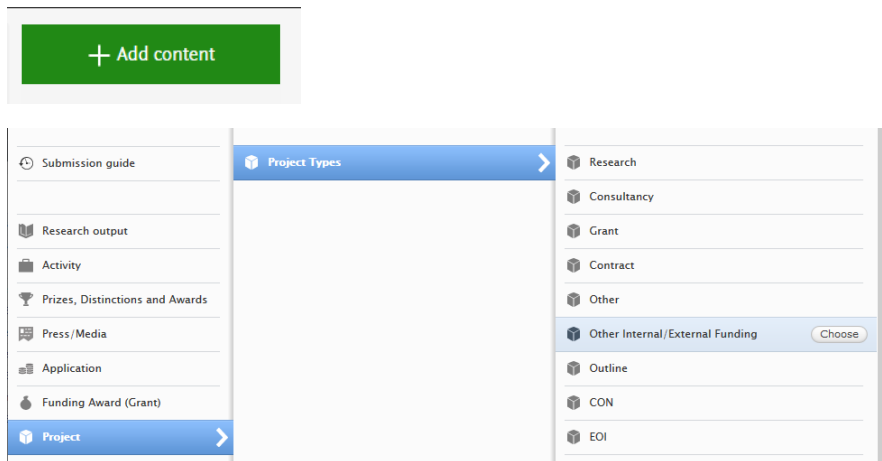
Information required:

1. In the template that opens fill in all the mandatory fields (marked with a red asterisk), and as many of the other fields as appropriate.

2. If your grant is aligned to the University's strategic priority areas you can click on 'Add nature of activity type' to specify the strategic priority. If you would like additional selection options added here please email your request to the Pure Team.

The title of the project should be entered as it appears on the funding application. Short title, Acronym and Project name can be used as applicable to further identify the grant and the common names used to refer to it.

Description

Layman's description

Key findings

Additional Project details

3. Description, layman's description, key findings, and additional project details are all optional fields and can be used to enhance the information about the project. We encourage the use of the description box to provide a brief overview of the project.

IDs

Add ID...

4. Click Add id button If your grant/project has been given an identifier. There are multiple identifier categories. The most common are Funder Project Reference (the id provided by the funder) and reference code (the internal RG number or budget code provided by the university).

IDs

Source *
Classification code ▼

Source ID *

internal source
Job account number
FP7 Contract ID
Agresso Award Management ID
pFact ID
Funder Project Reference
Reference code
Project id
External project id
H2020 Contract ID

Cancel   Create

Parti

R
N   ated

5. Select the source, enter the ID number, and click on create. Your personal details should already be populated in this section, if there are other people (internal or external) involved in the grant/project you can add their details here using the Add person button.

Participants ⓘ

Related project participants *   +👤

👤 **University of Aberdeen**, Principal Investigator   Edit   —
   Academic ownership: 100.00%
   Internal person

🏠 **University of Aberdeen**   —
   Organisational unit: Discipline

Add person...   Add organisational unit...

Total academic ownership
100.00%

Project managed by ⓘ

Managing organisational unit *
🏠 **University of Aberdeen**
   Organisational unit: Discipline

Change organisation...

6. The project managed by section will be prepopulated with your organisation unit, if you are linked to more than one unit you can use the change organisation button to pick the appropriate one.

University of Aberdeen, Research Information system: Pure

7. If the project is collaborative, check the yes button, you will then be able to add the names of the collaborating organisations.

8. Use the add collaborator button to add collaborating organisations, this is only available if the yes button is checked.

9. Add a start date and end date for your project/grant, end date can be left blank if necessary, and can be updated later.

10. Where relevant, you can attach documents and files to the record. Files may include your data management plan, a reference copy of the application or award documentation, or an end of grant report.

    All documents added to the record should be added as 'backend' to maintain confidentiality of this information.

    You can also add links to any websites or social media channels relevant to the grant.

Related projects ⓘ

+🧷

Prizes

Prizes

+🏆

Research outputs

+📖

Press/Media

+📰

Activities

+💼

Impacts

+◎

11. Relations to other content in Pure can be added as necessary. The most common relation is to research outputs. Click the icon under the relevant content type to search for and connect items to the press/media record.

Visibility ⓘ

● Backend – Restricted to Pure users ▼

We do not currently share project or grant data on the research portal, all projects should therefore be marked as backend.

Status: For approval ▼ Save

12. Finally, remember to save your entry. Once saved your entry will appear in your Pure profile. It will not be visible on staff pages or on the research portal, however it can be reported through pure for internal use.