Managing your research group or centre

Now that your new research group or centre has been created, it's important that it is maintained so that it remains up-to-date and useful. Below are a few things that will help you to do so.

How to add and remove people to/ from your group/ centre

It is essential to add people when they join the group to ensure that they can affiliate papers to the group.

Begin by opening your research group/ centre record in Pure. The easy way of doing this is via the search bar on the right hand side of your Pure home screen.

Select **'Persons'** from the menu on the left hand side.
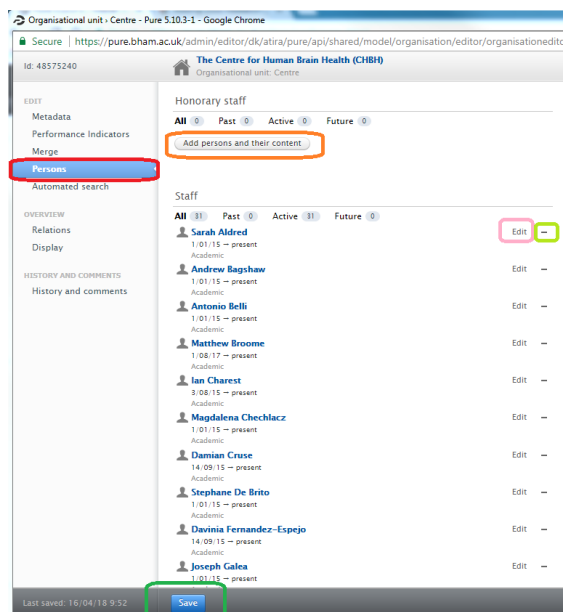
To add a person select **'Add persons and their content'** and follow the prompts.

To remove a person, **select the horizontal line** next to their name and they will no longer show in the list.

If you wish to edit the person's details select **'Edit'** next to their name.

Ensure you click **'Save'** at the bottom of the page.

N.B When adding people to the group it will give you the option of affiliating content to the group at the time. If you wish to affiliate content at a later date see the guidance document '[Adding your research group or centre to Pure records](#)'.

How to give group members an end date

It is essential that people who have left the group are given an end date, otherwise they will appear as current staff after they have left the institution.

Begin by opening the research group/ centre in Pure and select **'Persons'** from the menu.

Select **'Edit'** next to the name of the person you wish to give an end date to.

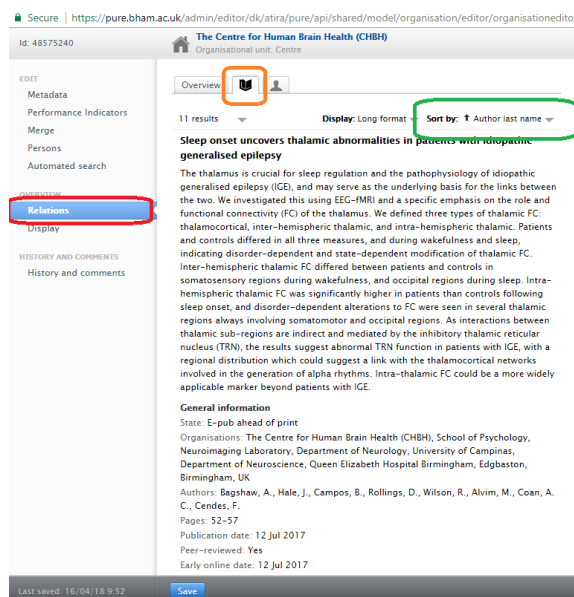**Select the date** the person left the group/ centre and click **'Update'**.

Ensure you click **'Save'** at the bottom of the page.
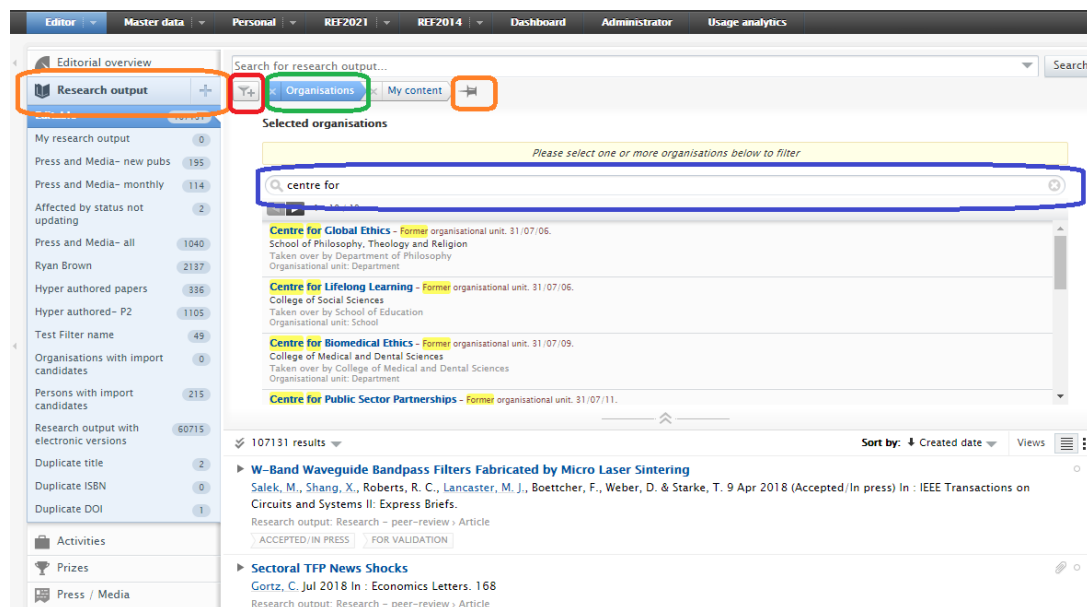
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How to see papers already affiliated

Open the centre in Pure and select **'Relations'**.

Select the publication icon to see all publications associated with this group/ centre.

Alternatively, go to **'Research Outputs'** and add a filter via the relevant icon (circled in red below) and select **'Organisation'**.

Search for the centre name and a list of all publications associated with the centre will be shown.

N.B. It's possible to save filter combinations for later use by selecting the small pin like icon (circled in orange). This will update as more publications are added to the group/ centre.

Other things to think about

It is essential to add people when they join the group and give them an end date when they leave.

Members are normally expected to add the group affiliation to their own publication records. As an administrator you may wish to check which papers have been added to the centre and add anything that has been missed. It is suggested that you share the guidance document 'Adding your research group or centre to Pure records' with all members of the centre and request they add the affiliation to any new publications records they create in Pure (where relevant).

Managing your research group or centre

It is highly beneficial to add text to the Organisation profile, a photo or centre logo and complete other information such as a contact email.

New research groups and centres are normally not visible on the Research Portal when created; once it is up-to-date and the relevant fields have been completed, please let us know and we'll be happy to make it visible (where appropriate).

N.B. If you are unable to make changes to the group as required and would like to be able to do so please contact the group administrator or pure@contacts.bham.ac.uk for assistance.

For support with this or anything else Pure related please visit the Pure Intranet site (https://intranet.birmingham.ac.uk/collaboration/pure/) or contact us at the above email address.