Pure profile: Checklist for new staff

If you have recently started with the University of Birmingham, you will be set up with a Pure user account automatically. Use this checklist to get started on Pure.

1. ## Can you access your PURE account
   Log in at www.pure.bham.acuk using your university user name and password.
   It can take a few weeks for all the systems to update when you start, but if you can't get access contact the Pure email.

2. ## See PURE pages on intranet for how to guides and details of support
   Information and help can be found at https://intranet.birmingham.ac.uk/pure, we also run monthly drop in sessions where you can get help and advice about using Pure:
   https://intranet.birmingham.ac.uk/collaboration/pure/training/dropin.aspx

3. ## Get to know the rules for making your work open access via Pure
   Whether for REF, funders or just as good practice we have information and guidance about how to make your work open access:
   https://intranet.birmingham.ac.uk/openaccess

4. ## Check your profile on Pure
   Click the Edit profile button in Pure and you will be able to add information about your research interests, a profile picture and a preferred name.

5. ## Add or create ORCID to your PURE profile
   You can find this in the Edit Profile section, either add or create your ORCID here and you'll be able to update your ORCID profile with Pure output records (coming later this year). https://intranet.birmingham.ac.uk/collaboration/pure/using-pure/ORCiD.aspx

6. ## Enter details of your publications on PURE
   You can import previous outputs from sources such as Scopus or PubMed, or if you had a research profile at your last institution we may be able to transfer them across. Contact us on the Pure email address.

7. ## Propose outputs for REF
   If you are eligible for REF you will be given the ability to propose your outputs for review. Click the "propose outputs for REF" tab and follow the instructions at
   https://intranet.birmingham.ac.uk/collaboration/pure/REF

8. ## Request remote access to PURE via IT helpdesk
   Remember Pure can only be accessed off campus via the Remote Desktop app. You can request this via the Service desk; in the Make a Request section click on the **Request remote access to Pure** link: https://universityofbirmingham.service-now.com/

Pure profile: What you need to know

University Publications statement and open access

The University requires all researchers to keep their profile on Pure up to date.

You should ensure you have a full list of research outputs, made open access where appropriate, on Pure.

https://intranet.birmingham.ac.uk/open access

If you do not make your outputs open access on acceptance for publication you will not be able to submit them for REF.

If you are eligible for the REF

You will have a Propose outputs for REF2020 tab on your profile page.

To have an output considered for REF you must:

- Add the output to Pure
- Ensure it meets the REF open access rules
- Propose the outputs for review

| My research | My profile | Supervision | Propose outputs for REF2020 |

Research outputs in the period 2014 to 2019 (6)

Click the button below and select the research output you want to propose for REF2020.

Propose research outputs for REF2020

Activities

You can keep a record of all your research based activities on Pure.

These will link to the website and help to populate your staff profile.

Finance and student information

The information about your supervisions and research projects is synchronised from other systems.

These are not editable in Pure but if you think the data may need updating you can contact us:
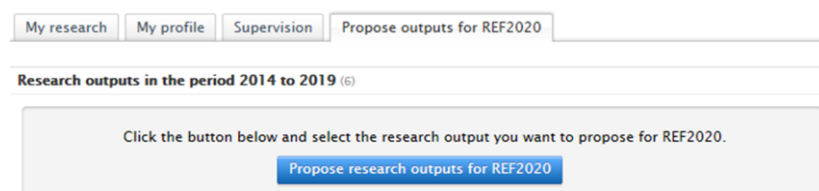
https://intranet.birmingham.ac.uk/colla boration/pure/using-pure/reviewing-info.aspx

Impact

The Impact template on PURE is

- **Essential** if you are in receipt of any internal impact funding or a potential REF case study.
- **Optional** for all academic staff who would like to keep a record of evidence of impact

Contact impact@contacts.bham.ac.uk for more information.

Data sets

Funders are starting to require that the data associated with your research projects are archived and made available.

Whether you archive your data on University storage or an external repository you need to create a record of this in Pure.

Find out more about data management:
https://intranet.birmingham.ac.uk/rdm

Who to ask for help

- General queries about research outputs and validation of records ubira@lists.bham.ac.uk
- Queries about making your work open access openaccesspublications@contacts.bham.ac.uk
- General queries about Pure or REF pure@contacts.bham.ac.uk
- Drop-in's for help using Pure https://intranet.birmingham.ac.uk/collaboration/pure/training/dropin.aspx