HOW HEALTHY IS YOUR DATA?

CHECKING YOUR LIST OF OUTPUTS

1. Are all your outputs recorded in PURE? *(SEE QUICK TIP 1)*

2. Are there any outputs in your profile that are not yours? *(SEE QUICK TIP 2)*

3. Do you have any duplicate records? *(SEE QUICK TIP 3)*

CHECKING EACH OUTPUT

1. Is the title complete and correct?

2. Is there an abstract?

3. Are the page numbers correct?

4. Are the authors correctly matched to University staff? *(SEE QUICK TIP 4)*

5. Are the source details complete and correct (eg journal and issue, or other source information)?

6. Can you add any key words?

7. Have you uploaded a full text of the output (following the guidelines)? *(SEE QUICK TIP 5)*

8. Is there a DOI?

9. Can you add any relations between the output, funding, activities and impacts etc? *(SEE QUICK TIP 6)*

10. Do you need to limit the visibility of this output? *(SEE QUICK TIP 7)*