Adding secondary data to a UoE-held grant

Please remember that only secondary data (description, links, keywords, additional participants) of a UoE-held grant should be added in PURE, if desired – if you are looking to amend primary data (title, amounts, dates, PI splits) please contact the Research Grants team with a relevant job code and details of required corrections.

First of all, locate the UoE-held grant in PURE by entering the title in the top search box. The search will typically bring up two records for the grant: one Project (cube icon) and one Application/Funding (bag of money icon). Choose the Project:

In the record that opens, the project’s primary data will already be present.

1. Title – although this is not locked from editing, please leave it as is and do not modify. If the title is incorrect, please contact Research Grants team.

2. Add acronym, description, key findings and link to the project’s website, if applicable and if desired.

The start and end dates will be locked from editing. Again, if they are incorrect, please alert Research Grants team.

3. Related project participants: principal and co-investigators with relevant affiliations will already be recorded. You won’t be able to either amend or add participants with either of these roles as this is done at source. However, you will be able to record additional participants. In order to do that, click the Add person button, search for the person in the pop-up window and allocate a relevant role to their name, choosing out of six options available. Click Create when finished – this will take you back to the main record:
Related funding and project spending breakdown will already be populated in the record and locked from editing.

4. Enter keywords if desired. Avoid cramming multiple keywords into the same box – a new box will appear automatically once you start typing in the existing one.

5. Please use the Relations section to link the project to any outputs, impacts or activities (if applicable). The options to add will appear in relevant boxes once you start typing.

The last setting is visibility – by default, this is set to Public. This means the record will appear on Edinburgh Research Explorer.

Please remember to Save at the bottom of the page to ensure the information entered is stored correctly. Otherwise, you will lose any changes you made.