Creating a record for a non-UoE-held grant

To create a new project in PURE, log in, hover over the projects content menu and click the plus sign:

![PURE interface](image)

Choose one of the seven available project types – the most popular ones are Project from a former institution and Research collaboration with external organisation.

![Submit a project](image)

The project template will appear. As with all PURE templates, the asterisked fields are mandatory and the record cannot be saved unless these are completed. In some cases the mandatory field will be a dropdown.

1. Add the title of the project and its start date – description, key findings etc. are optional.
2. Under Participants, your name will be automatically populated, and the relevant affiliation added. You can add other UoE colleagues relevant to the project, if applicable, or external participants.
3. 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.

4. 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.