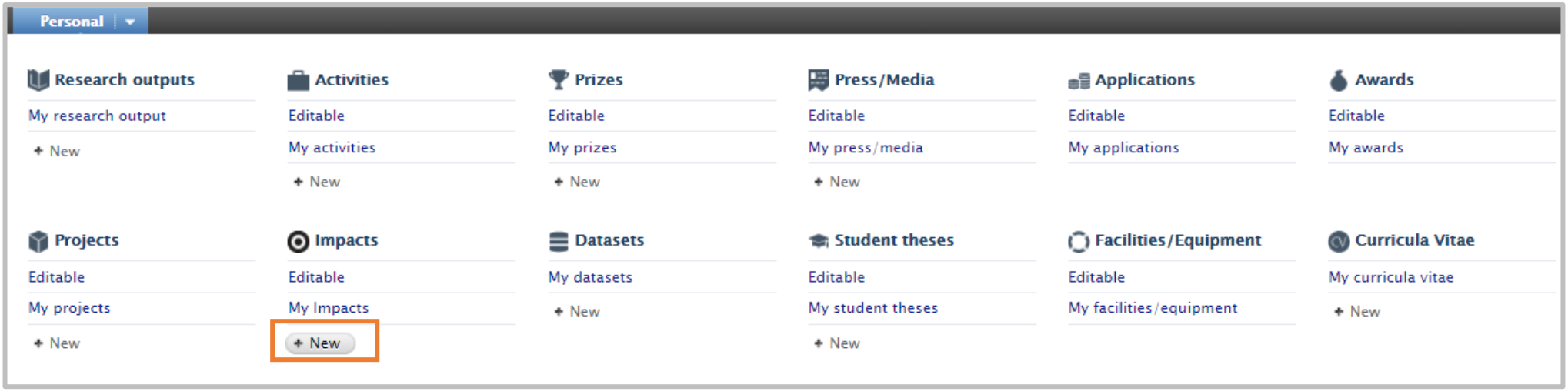
Add new Impact record

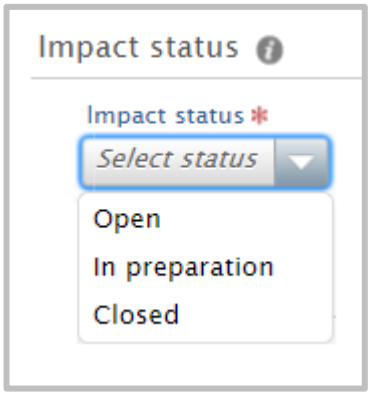
1. Log in to Pure with your University Login (formerly EASE) at https://www.pure.ed.ac.uk



2. Click on the Personal drop down menu at the top left of the screen.

Click on the + New button under Impacts. This will open the submission window

Note. Fields marked with asterisks are mandatory. The record cannot be saved unless these fields are completed.

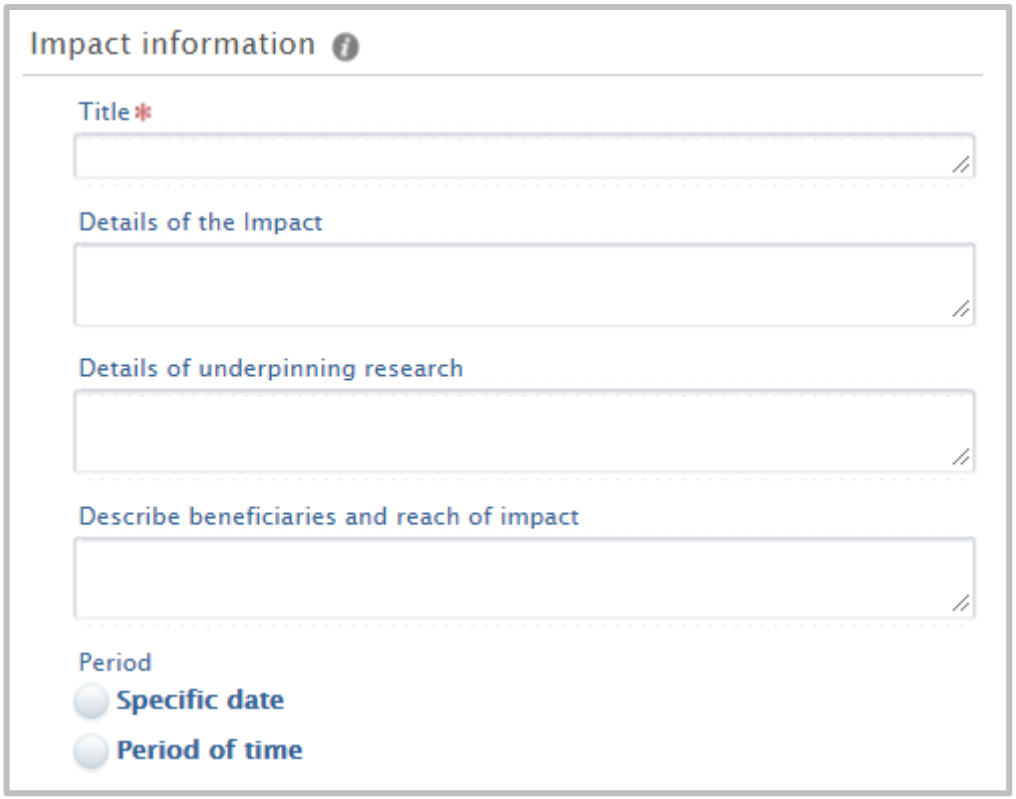


3. Select Impact status.

Open = impact is in progress and is not yet complete.

In preparation = impact is anticipated but has not yet occurred.

Closed = impact is complete.



4. Enter impact information.

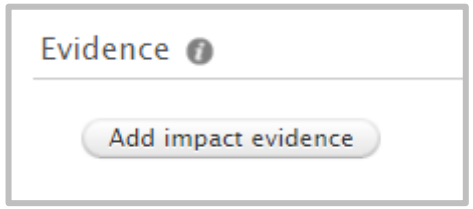
Title. This should be succinct and allows the record to be distinguished from other impact records. If the impact relates to a REF impact case study, the title on the impact record should be the same as the REF case study.

Details of the impact. Provide a description of how the impact was achieved. If the impact is at a relatively early stage, include just a couple of sentences, which can be built into a narrative as the impact develops.

Details of underpinning research. Describe the academic research that led to the impact. If you have created the impact record before the research outputs are published, use this section to describe the underpinning research. If the research outputs have been published, you can link the research output records to the impacts record and it may not be necessary to complete this field.

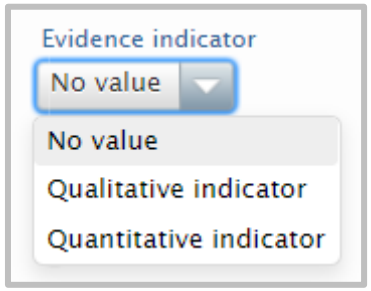
Describe beneficiaries and reach of impact. Add a description of who benefitted from the research.

Period. Add either a specific date or a time period for the impact.

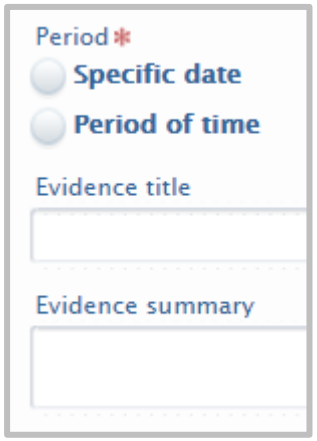


5. Add evidence.

Use this section to store any evidence, e.g. URLs, policy documents, press clippings, reports or testimonials that provide evidence for the impact of the research. See the guide on impact evidence for examples of evidence.



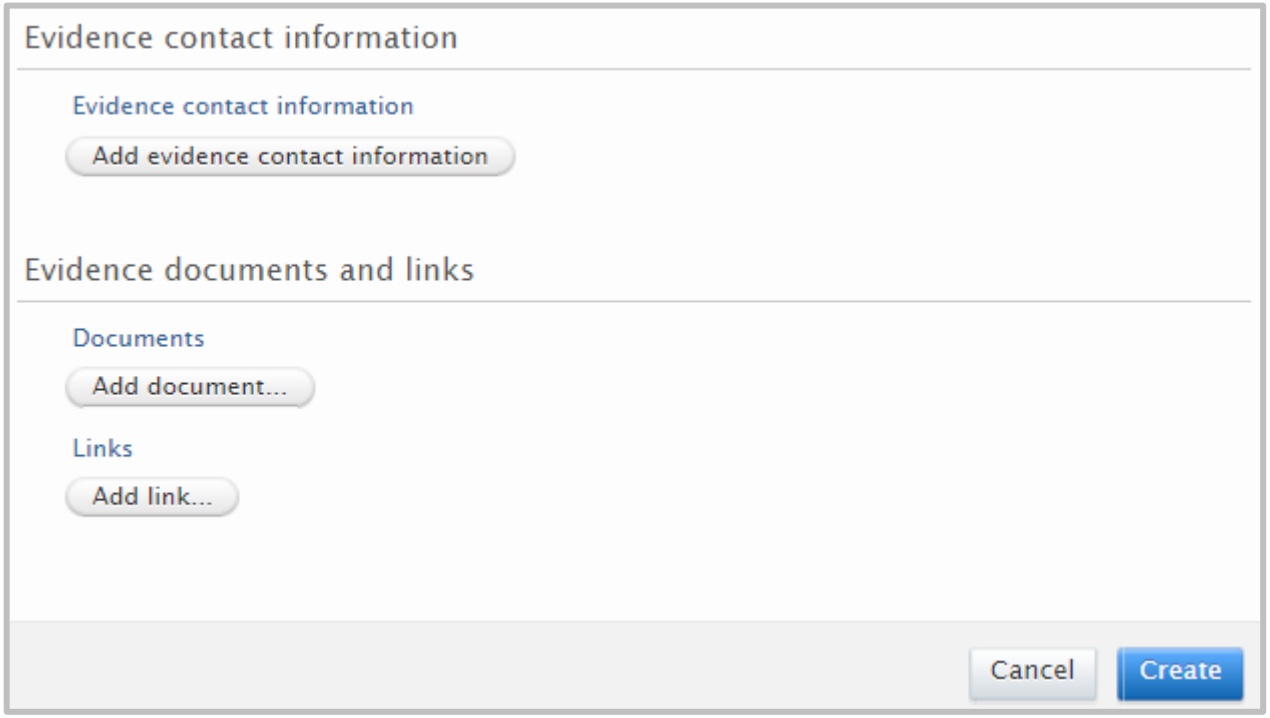
Select whether evidence is qualitative or quantitative. This may be useful to help monitor the range of evidence for the impact or to identify a specific item of evidence.



Add a specific date or a period of time for the evidence.

Enter a title that will help distinguish this particular item of evidence.

It may be useful to add more detail or notes about this item of evidence.



Add evidence contact information to store information about corroborating contacts for the evidence.

Add either documents or links, e.g. letters, reports, websites, to this section, to substantiate this item of evidence. It is possible to add multiple links and files.

For websites, it is possible to add the original URL, an archived version of the URL and a PDF copy of the website.

Click on ‘Create’ to add the evidence to the impact record.

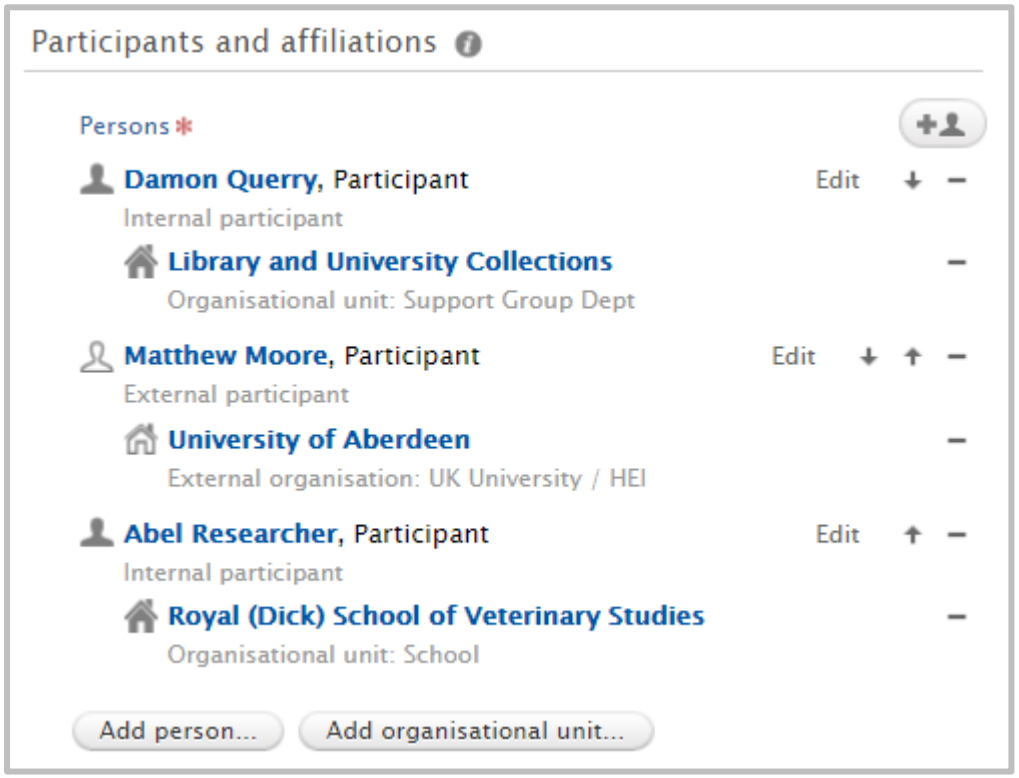
6. Add participants.

Your name will be automatically listed in the Participants and affiliations section.

You can also add internal colleagues or external collaborators as participants on the impact record.

Click on 'Add person' and search for the internal colleague or external collaborator.

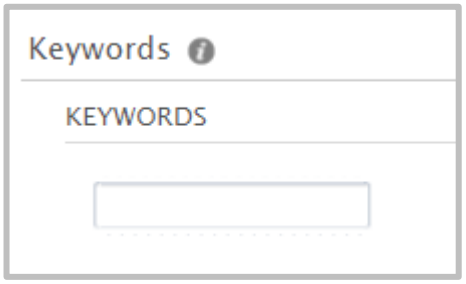
If the external collaborator is not found, click 'Create external person' to add them to Pure.



7. Add keywords.

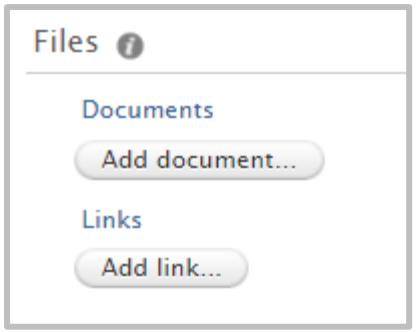
If the Impact record is shortlisted as a REF case study, add 'REF2021' or 'REF2027' to the keywords section.

You can also add keywords about internal funding schemes or tags of your own choice.

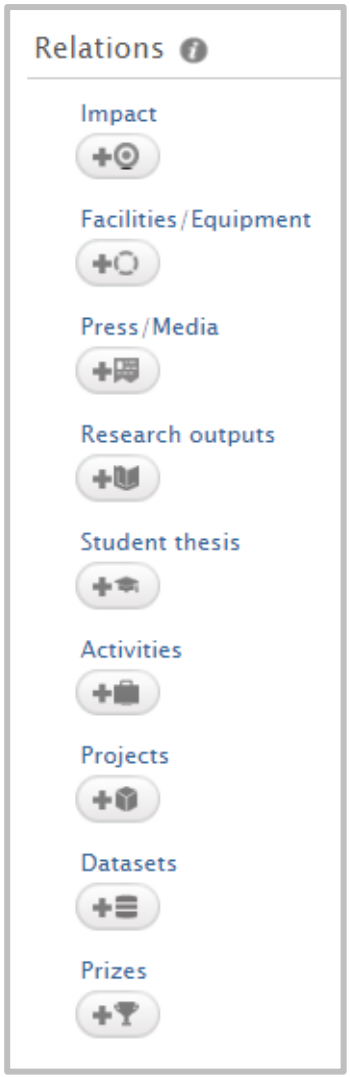


8. Add Documents or Links.

This section should not be confused with the documents and links in the evidence section. Add files here that are relevant to the impact but are not considered evidence, e.g. draft case study write-ups or websites.



9. Add Relations



You should relate your impact record to other content in Pure to help build a picture of the impact of your research.

If your impact is to be submitted as a case study for REF, you must link the impact record to any research outputs that provide underpinning research for the impact.

You can also link the impact to activities or projects.

Click on the add button and then search for the content to add it to the impact record.

10. Select Visibility.

Impact records are not displayed on the Edinburgh Research Explorer. However, if the record includes sensitive information, please choose ‘Confidential’ so that only specific Pure users can view the record.

11. Save the record.

Remember to click on ‘Save’. If not the information you have entered will be lost.