PURE Guide Series
Activities Data

How to add Activities data on PURE

ulster.ac.uk

Adding Activities data to your PURE profile

There are many different activities that you might want to add to your PURE profile. Activities are those areas not captured in research awards or published works, but which are none-the-less important information that could enhance your profile.

Activities such as participating in or organising an event; unpublished work, talk or presentation; visiting an external institution; membership of a board or committee; editorial work or peer-review; external examiner; consultancy etc.

In the Activities section there are 9 categories that you can choose from to enter your data. There is no limit to the number of activities you can add.

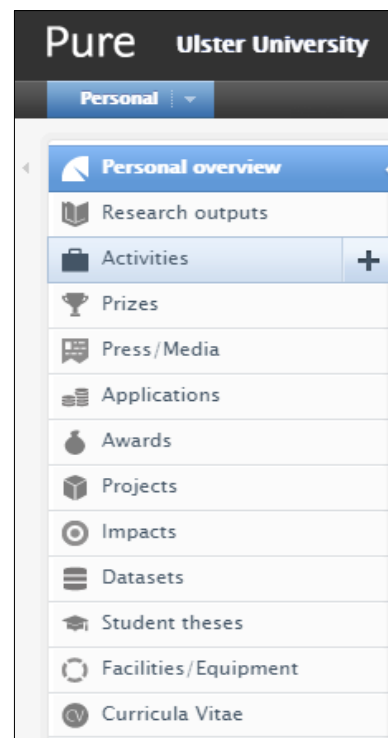Here's a link to some data that has already been input to show you some examples

https://pure.ulster.ac.uk/en/activities/

Step 1

Login

Login at: https://pure.ulster.ac.uk/admin

Enter your University Email and password

Step 2

Under the Personal Tab scroll down to Activities and Select **+** sign to add a new activity.

Step 3

You'll be given a choice of 9 categories (some of which will have subcategories). Select the appropriate category:

- Participating in or organising an event
- Visiting an external institution
- Talk or presentation
- Publication peer-review and editorial work
- Examination
- Hosting a visitor
- Consultancy
- Membership
- Other

There is no limit on the number of activities you can enter, or how many categories you use.

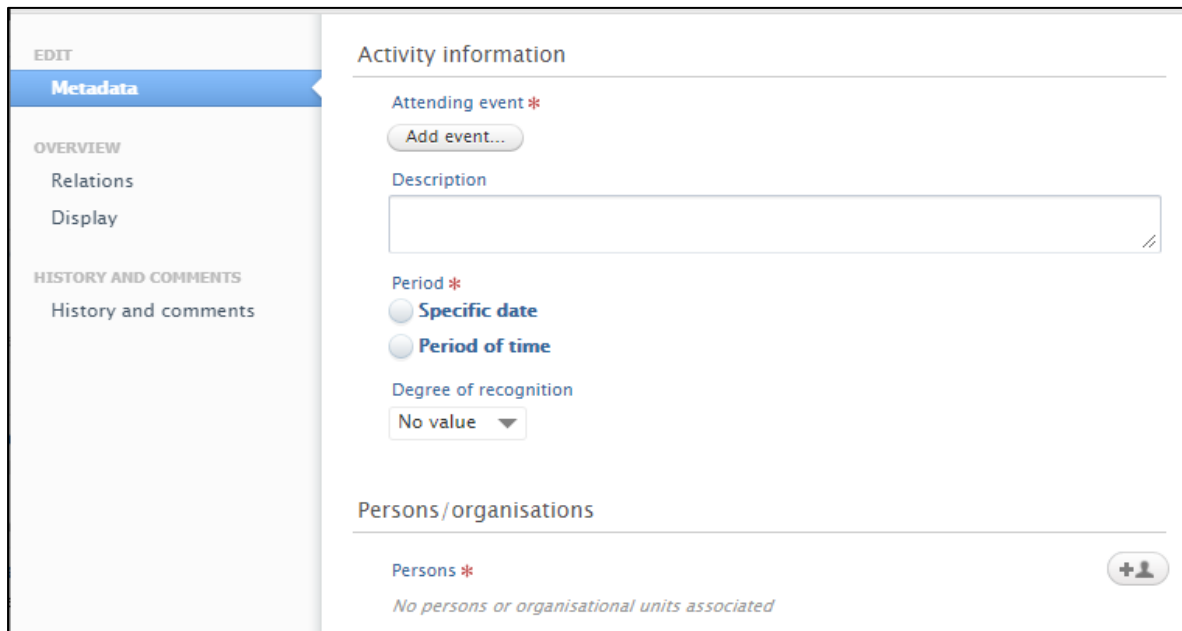---

Step 3

Step 4

Entering your data is very simple, it is mostly just a brief description of the activity and date, depending on the category there may also be a title.

- Title (if relevant to category)
- Description
- Date
- And add any more detail prompted that you think would be relevant to add.

Save Data

Once data added select SAVE at the end of the page.

Ulster University

PURE Support:
If you have any queries email pure-support@ulster.ac.uk