Recording your Impact in PURE

This is a step by step guide on how to use PURE to store evidence gathered from impact activities and link your impact to existing research outputs, projects and activities that have been logged in PURE.

What is Impact?

Impact is defined as 'the demonstrable contribution that excellent research makes to society and the economy. This occurs in many ways – through creating and sharing new knowledge and innovation; inventing ground-breaking new products, companies and jobs; developing new and improving existing public services and policy; enhancing quality of life and health; and many more.' (UKRI)

It is important to track impact activities from the beginning of your project and collect all evidence of engagement and benefits directly linked to your research. You can then track and record your evidence in PURE.

Why Record Impact?

Impact may occur at any stage of the research cycle and it is worth planning from the conception of the research project how impact activities will be carried out and how data from these will be captured. Tracking and evidencing impact generation as you go is at the core of best practice impact evaluation; ensuring activity and evidence linked to your impacts is held securely from the outset is key.

PURE Impact Module

The 'Impact' module in PURE can be used as a 'log' for current and ongoing impacts. A single project may have multiple types of impacts and these should all be recorded in the 'Impact' module accompanied by evidence when available.

It is good practice to review and update the impact of your research on a regular basis or as changes happen and progress has been made.

Unlike other modules in PURE i.e. publications, projects, awards and activities, impact records are not currently displayed on Ulster University's PURE portal. This will be implemented in the future.

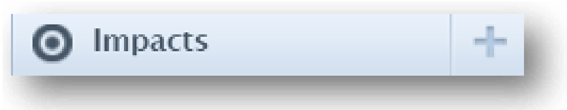
Activities and Impact

The 'Impact' module should be used to record details of impacts. Other activities should be recorded in the 'Activities' module; these may include speaking at conferences, meetings, membership of government bodies or other activities where research findings can be disseminated. Activities may eventually lead to impact and at that stage the two can be linked using the 'Relations' field. More information on this action can be found further down in the guide.

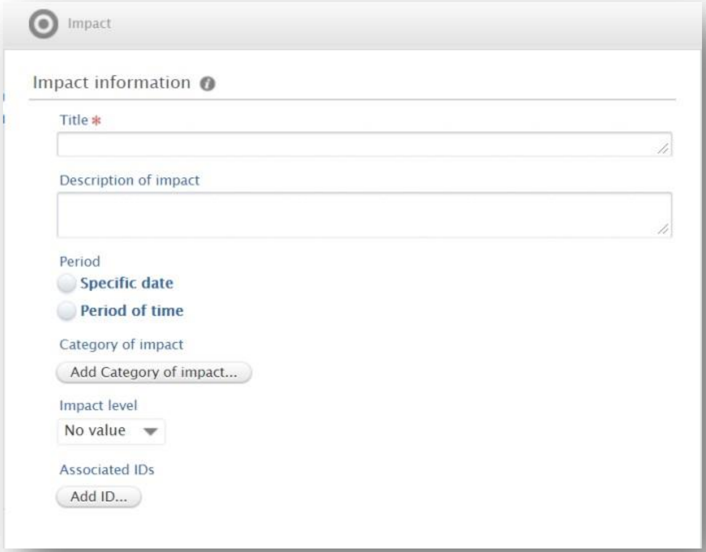
Create an Impact in PURE

- Log in to PURE https://pure.ulster.ac.uk/admin/ using your University username and password.
- To create a new impact record, click on the cross symbol beside the Impact heading OR select the large green ‘Add new’ button at the top right of your screen, and select **Impact**.
- Either of these actions will open a blank template.
- The fields marked with a small red asterisk are mandatory fields, you will not be able to save and close the impact record if these fields are left blank.
- **Do not forget to press the blue save button at the bottom of the screen when you have finished.**

or



NOTE: Fields with * are mandatory and are required for an entry. Other information can be added over time.



Title: * Choose a concise and meaningful title which best describes your impact or use the title of your research project.

Description of Impact: The information you provide in this section is very important, try to include as much detail as possible. Who has benefitted from your research, how did they benefit and what has changed or is in the process of changing and can you provide evidence?

Period: Provide details of when the impact has occurred, either a specific date or a period of time when the impact has occurred. For the purposes of REF 2021 the assessment period for impact should occur between 1 August 2013 and 31 December 2020.

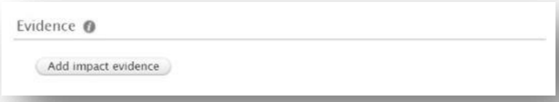
Category of Impact: Click on 'Add Category of Impact' and use the drop-down list to select a category, choose one most aligned to the impact of your research.

Impact level: This refers to the development stage of the impact itself, select the most appropriate from the drop-down list and update as required. Options are Engagement, Adoption and Benefit.

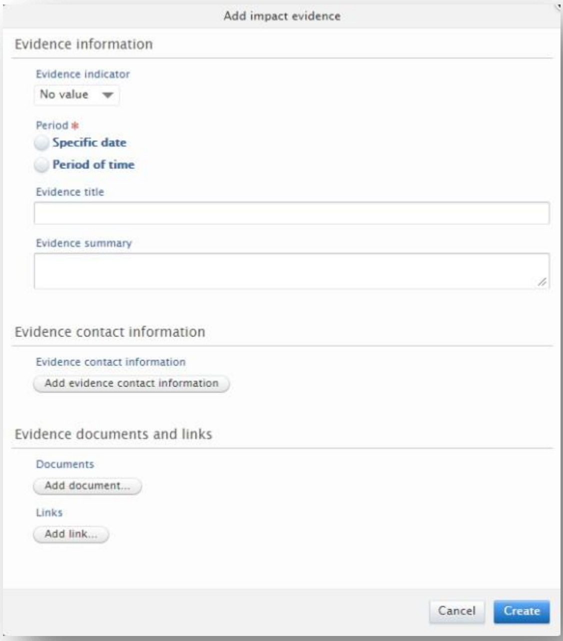
Associated IDs: ID numbers for projects migrated from the Impact Tracker will visible here, otherwise this should be left blank for new records.

Evidence

Click the button ‘Add impact evidence’ and a dialogue box will appear.



Evidence indicator: Choose an evidence indicator from the drop-down list to indicate if the evidence is qualitative or quantitative.

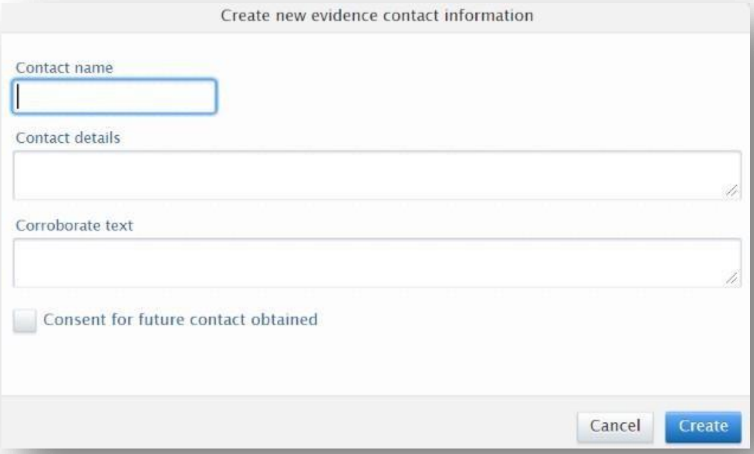


Period*: Select either a single specific date or time period for the impact evidence. Entering a year is mandatory.

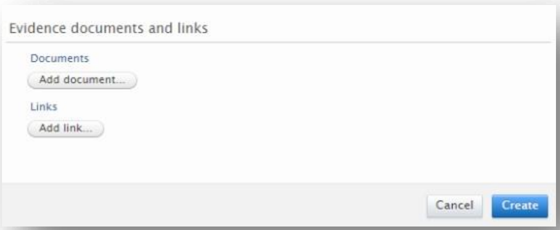
Evidence title: Provide a brief title for the evidence e.g. Testimonial from the Head of the Department of Agriculture, Environment and Rural Affairs (DAERA).

Evidence summary: Write a brief narrative to explain the nature of the evidence being added to the impact record.

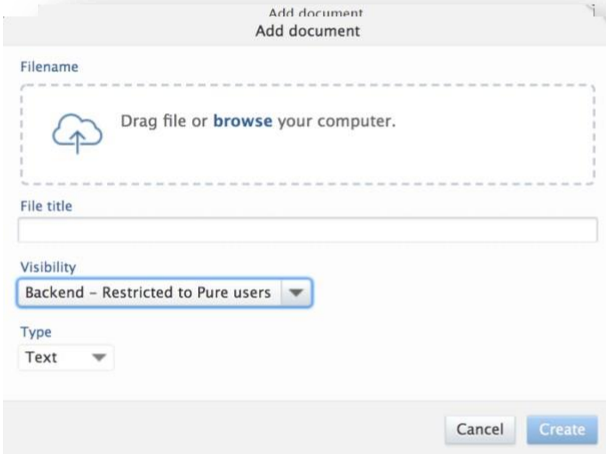
Evidence contact information: Where relevant, click the 'Add evidence contact information' button and a new window will appear to complete. This should be an individual who can be contacted to corroborate the impact during the REF process if applicable or to follow up with at a later point to see if other impacts occurred.



Evidence documents and links: This is where you can upload or link evidence to your impact e.g.: testimonials, emails, reports, screen grabs of websites, company accounts, policy documents, minutes.



Click on 'Add document…' and a new window will appear.



Filename: Click on browse to upload a document or you can drag and drop the document into the box. Documents are added one at a time so the process will have to be repeated for each document.

File title: This box will display the filename of the document you have uploaded.

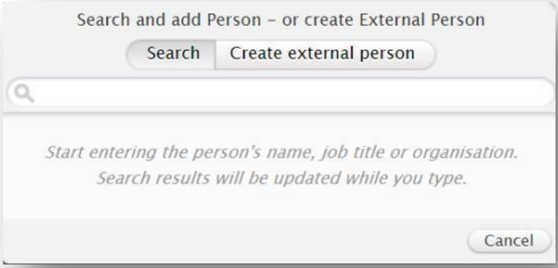
Visibility: Select 'Backend – Restricted to Pure Users'.

Type: Choose the type of document you have uploaded from the drop-down list. Click 'Create'.

Links: Click 'Add link…' and add the URLs of websites that support your impact. Where possible you should also save or take a screen shot of the web content and upload this as a document, as webpages can disappear over time. Click 'Create' and you will be directed back to the impact record.

Participants and affiliations

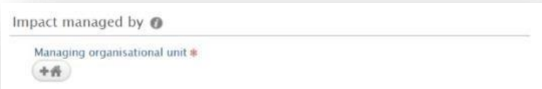
Persons: The user who has inputted the information will be assigned to the record. If the research or impact has been conducted in collaboration with other colleagues, Universities or external organisations, their details could be added here.



A search box will appear. Either type in the name and select or add the details manually by selecting 'Create external person' or 'Create external organisation'.
Once you have added a person to the record this will also appear in their PURE profile and they will be able to edit the content.

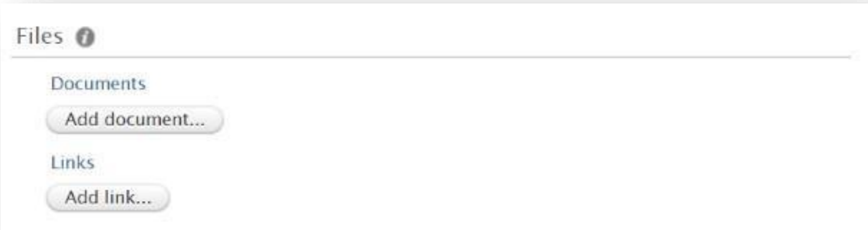
Impact managed by

This field will be prepopulated with the affiliated school of the person creating the Impact. You should not need to change this.



Files

Documents and Links: This function will allow for additional Word, PDF or other documents or links to be added to the Impact. Complete in the same way as described in the 'Evidence document and links' section.

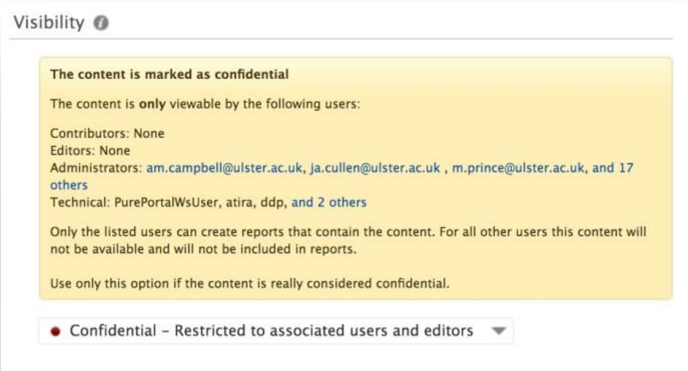


Relations

Use this section to link your impact record to other content in PURE, such as Research Outputs, Activities, Prizes etc. Click the button under each area to add to the impact record.

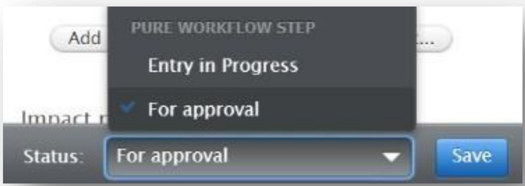
Visibility

In the interests of data protection, it is advised to set impact records to 'Confidential'. Any records migrated from Impact Tracker to Pure will automatically be set to 'Confidential'.



At present the Impact Module is not linked to the Pure Portal, so records will not be published publicly. In future, Impacts will be linked to the Pure Portal. Therefore, if you wish to promote impact on your public Pure profile, please create an impact record that only includes metadata such as title, description of impact and a link to information already in the public domain. Please consider GDPR and the privacy of your external partners and beneficiaries.

While you are gathering information and updating an impact record in PURE, continue to save the record with a Status of 'Entry in Progress'. When you are satisfied all relevant information has been added, change the Status to 'For approval'.



Do not forget to press the blue save button at the bottom of the screen after every amendment.

For any impact related enquiries, please contact impact@ulster.ac.uk or for Pure system enquiries, please contact pure-support@ulster.ac.uk.