

**Policy on the population and maintenance  
of PURE:**

**Ulster University's  
Research Information System**

## Version Control

Version	Date	Author	Rationale
0.1	08/March/2018	Ann Campbell, Natalie Dallat	Final Draft

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## Context

In launching our Research and Impact strategy in 2017, Ulster University is reinforcing its commitment to increasing research excellence.

Successful implementation of Ulster's Research & Impact Strategy is dependent on our researchers having a clear understanding of what it is that makes a good researcher, having the data to hand which demonstrates this and mapping everyone's achievements over the course of the strategy. The University will ensure reliable, accurate and timely reporting and monitoring of research and impact performance against the appropriate indicators. In order to achieve this, the University has procured a new central research information system, PURE, which will assist both Research Directors and senior management to report effectively across all R&I Key Performance Indicators (KPIs) and targets. The PURE system will aggregate research information using dynamic feeds from both existing R&I systems and external sources. This will facilitate real time dashboard reporting on relevant KPIs. The system will also ensure that the University manages effectively the full range of outputs for REF2021 and meets all external requirements in relation to research data management and the open access of both research outputs and research data.

## Definitions

PURE – Ulster University's Research Information System

The UIR/Eprints – Ulster University's Institutional Publications Repository

## Key Principles and Usage

Key principles underpinning the implementation of PURE are:

- a) To foster a single source of truth. Data is entered once and will be accessible for a variety of purposes thus alleviating the burden on administration and academic staff. A large proportion of data is synchronised from existing core systems, ensuring consistency and integrity. Manual entry of data is kept to a minimum.
- b) To delegate ownership of research profiles to individual researchers and associated staff within each research area. This allows those with the required in-depth knowledge to maintain the data efficiently and accurately. The quality, detail and completeness of the data lies with the individual researcher again eliminating administrative workflow and burden.

## Usage

PURE is a powerful system that aggregates Ulster University's research information from numerous internal and external sources, and also **ensures the data is trusted, comprehensive and accessible in real time**. PURE will assist Ulster in:

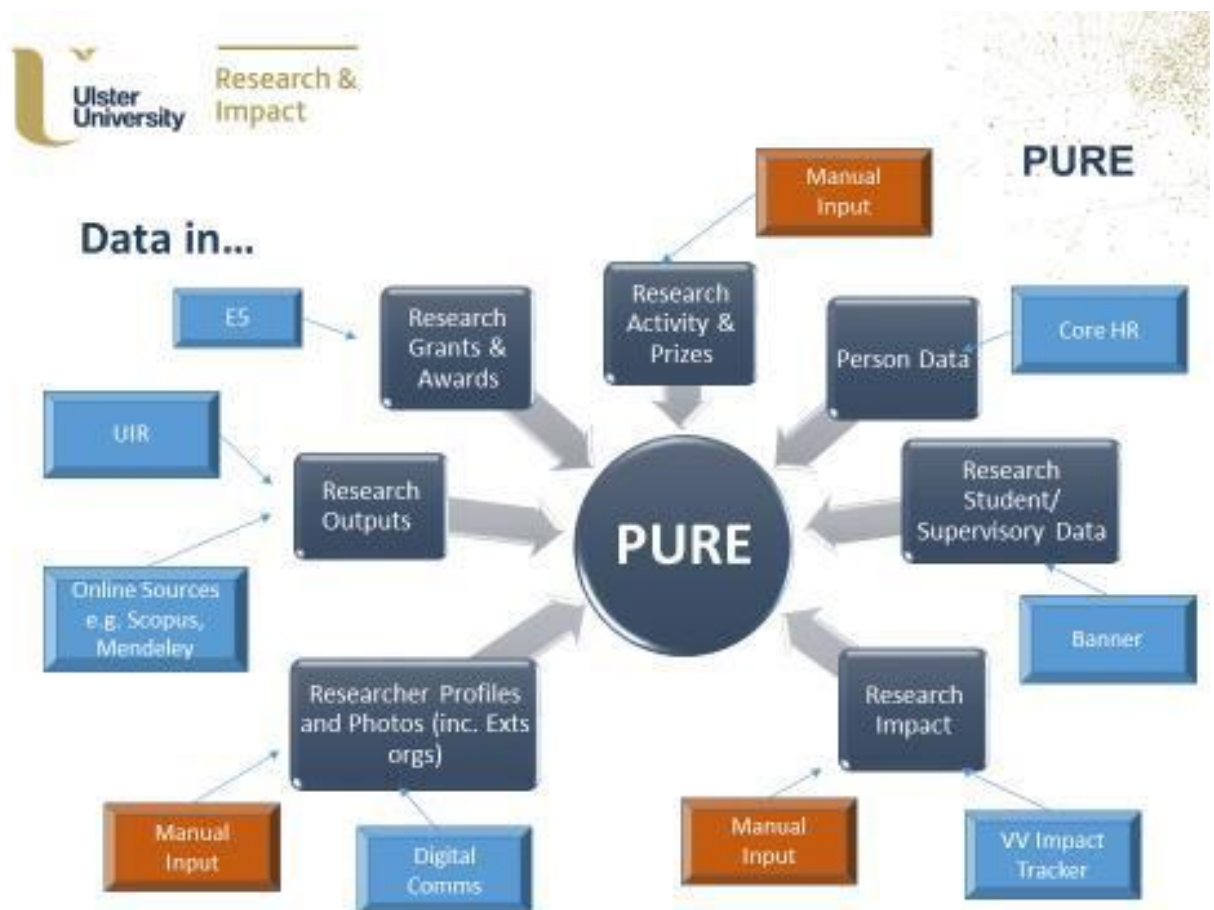
- Creating and managing personal, research group and school/faculty research profiles on the University website
- Enabling potential external collaborations with efficient identification of expertise

- Providing real-time and in-depth analysis on research outputs, awards, impact and achievements
- The creation of trusted dynamic reports for use in driving strategic decisions
- Preparing CVs and bibliographies for grant proposals and promotions
- Preparing and ultimately managing the data submission in support of the Research Excellence Framework requirements
- Facilitating the deposit of research outputs and research datasets (subject to copyright) thus enabling full compliance with funder policies and open access.

### Organisation of Data:

- University (VC Office)
  - Department
  - Faculty
    - School
      - Unit of Assessment/Research Institute

### Sources of Data



**Table 1: Core System Synchronisations**

System	Data
<b>CoreHR</b>	Person Data; Contact Data; Organisation/Organisation Hierarchy Data
<b>Proposed Projects (E5 Finance)</b>	Grants/Awards Data; Funder Data;
<b>Banner (Student System)</b>	PhD Researcher Data (inc Thesis); Supervisory Data
<b>UIR (Eprints)</b>	Research Output / Publications data
<b>Digital Communications</b>	Researcher Photographs*; Researcher Profile (website)*
<b>VV Impact Tracker</b>	Impact Data

\* One-off population

**Table 2: Imports from External Sources**

Source	Data
<b>Scopus</b>	Scanning for authored publications Citation information H Index
<b>Mendeley</b>	Scanning for authored publications
<b>PubMed</b>	Scanning for authored publication
<b>Sherpa Romeo</b>	Clarification of Publishing rights
<b>PlumX</b>	Social Media Data Citation metrics

It is the responsibility of the researcher to maintain their PURE profile and ensure that it is up to date. To achieve this, see the two steps below:

- Ensure that the profile information displayed from core Ulster systems is accurate. If not, contact the PURE support team at: [Pure-support@ulster.ac.uk](mailto:Pure-support@ulster.ac.uk)
- Ensure that any information that can be recorded manually is completed in a timely manner.

There are numerous features within PURE that assist with data accuracy, for example synchronisations with core systems and automatically searching online sources for publications. PURE also allows the input of additional information that is not currently stored elsewhere. This information includes data on external research related activities, consultancy, prizes, talks/presentations, editorial work amongst others. This information is commonly only known by individual researchers and their supporting staff. It is therefore the individual responsibility of the researcher to record this information.

The scope of the information contained within each area of PURE varies. Detail of the scope for each area in PURE is provided in Table 3.

**Table 3: Data Scope within PURE Area**

Data Area	Data Scope
<b>Organisational Structure</b>	Faculty and School Data is synchronised monthly from CoreHR. Unit of Assessment data is maintained in HR by the Research Performance team and is also included in this synchronisation. The public facing PURE Portal will initially detail information on Faculty and School only. Research Institute/Centre detail will follow at a later stage.
<b>Personal Profile</b>	Personal Profile is split into 3 categories namely Biography, Research Interests and Teaching Interests. The Biography personal profile section was populated with data migrated from the Faculty webpages (digital communications) on 4th November 2017. This was a one of migration and any further updates are to be made manually.
<b>Personal Photograph</b>	Photographs were migrated from Digital Communications on 4 <sup>th</sup> November 2017. Existing photographs can be replaced with an alternative photograph by the researcher
<b>Personal Expertise</b>	TBC
<b>Research Publications</b>	Research Publications were migrated from the UIR on 1 <sup>st</sup> December 2017. There will be a final migration of data stored in the UIR after Easter 2018 (week beginning 9 <sup>th</sup> April).
<b>Applications for Funding</b>	This data will not be migrated. Only awarded projects have been migrated to PURE.
<b>Research Awards/Projects</b>	Data on research grants and awards is synchronised on a nightly basis with Proposed Projects, the Research Grants and Awards Module within E5. All awards greater than £0 or that have been provided with a cost centre that were recorded from January 2009 have been migrated to PURE. <b>PLEASE NOTE:</b> It is the sole responsibility of the researcher/principal Investigator to alert Research Development or Research Management if there is an embargo on an Award. The PURE Portal will display high level detail on Research Council and EU awards only as this information is already in the public domain.
<b>Research Activities</b>	Manually Input
<b>Research Impact</b>	Research Impact will ultimately synchronize with VV Tracker.
<b>Research Datasets</b>	PURE provides new functionality for which no prior metadata exists. Data sets will be inputted manually and open access datasets can be uploaded for DOI generation. A separate Dataset policy will be available from early 2018
<b>PhD Researcher Supervision</b>	The scope of this data area includes all PhD Researchers admitted from September 2008. Those who withdraw will also be included, but this information will not be available outside the individual supervisor profile. Data is synchronised nightly from the Banner Student System.
Person Data	Synchronised Data nightly from CoreHR and Leaver Data. The scope of the data area includes persons in the following categories: <ul style="list-style-type: none"> <li>• Academic</li> <li>• Research</li> <li>• Research PhD Researcher (past and current)</li> </ul> The scope includes current and former persons who exist in CoreHR and also former employees who have publications/grants associated with them from 2006. Staff who are no longer

	<p>employed by the University do not have PURE access. PhD researchers who have been admitted from 2008 will have a PURE profile. As with Academic Staff, only current PhD Researchers have access to their PURE profile.</p> <p>The PURE Portal shows profile information for current research and academic staff and current PhD researchers only.</p>
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## Creation of a Researcher Profile

Any member of staff whose contract at Ulster University involves research and whose HR record falls within the category of Academic/Research will have an account automatically allocated in PURE. Any other current staff involved in research and who wish to have an account in PURE may be considered for one by emailing [pure-support@ulster.ac.uk](mailto:pure-support@ulster.ac.uk). PURE uses single sign on i.e. users log in with their AD username and password.

The complete PURE Profile consists of:

### **Name, Name Variant and Title**

The name and title within the PURE profile is synchronised with CoreHR (the university HR database). Name variants have been determined from the existing publications within the UIR. Further name variants can be added manually. This increases potential matches through the online publication searches. If a 'Known as' name exists in HR, it replaces the first name.

### **Personal contact details and organisation affiliation**

This is synchronised from CoreHR (the university HR database). Should your contact details be incorrect, please email [pure-support@ulster.ac.uk](mailto:pure-support@ulster.ac.uk) in the first instance and a member of Research Performance will advise you.

### **IDs**

Pure contains the following IDs:

- Employee ID
- Eprints/UIR ID (UU email address)
- Scopus Author ID
- ORCID

Further IDs can be added manually. If a new ID type is required, please contact [pure-support@ulster.ac.uk](mailto:pure-support@ulster.ac.uk)

### **Links**

Researchers can manually add links they wish to promote on the PURE Portal e.g. personal research related websites, social media (twitter, linkedin, facebook etc).

### **Profile Information**

This section comprises a series of free text boxes that potentially contain descriptive summaries of research interests and other scholarly interests. At present information is collected under the following categories:

- Biography
- Research interests

- Teaching interests

Other generic headings may be requested. Please contact [pure-support@ulster.ac.uk](mailto:pure-support@ulster.ac.uk).

It is important when using free text boxes within PURE (e.g. the Research Interests text box) to keep information concise and not to include information that already exists in your profile e.g. details of awards, publications, etc.

### **Personal Photograph**

The default photograph has been provided by Digital Communications. It is possible to edit or remove the existing photograph from display by editing your PURE profile. Note that photographs should be of good quality and retain a professional image.

### **PhD Researcher Supervision**

PhD researchers for whom a researcher is supervisor for (past and present) are listed under the school affiliation. PhD Researcher data is synchronised from the Banner Student system on a nightly basis. Students who have withdrawn are included within the synchronisation but will be flagged as restricted (meaning they will not appear within the researcher profile should supervisory information appear there).

First Supervisors/Chairs are flagged with the first/primary/lead supervisor type. Supervisor allocation is a straightforward split i.e. in the case of 3 supervisors, each will be allocated 33% ownership.

Supervisors who have not supervised to completion are not included within this allocation.

If you have a query in relation to supervisory data, please contact [pure-support@ulster.ac.uk](mailto:pure-support@ulster.ac.uk) in the first instance.

### **Positions outside of the institution**

Researchers can manually add positions held outside of Ulster University. Please note - the Position value is free text. External Organisations however can be selected from the network of external organisations available through publications data, grants/awards data etc. Please do not add a new external organisation without searching first as this impairs the quality of the networking data. Resource will be allocated to de-duplicating and reorganising external organisational data in due course.

### **Education/Academic Qualifications**

Education and academic qualifications should be inputted manually. It is beneficial that this information be up to date as it can provide a basis for the academic/personal CV.

### **Key Words**

Keywords are listed using ASJC Scopus subject areas.



## Research Output

Research output has been migrated from the UIR as of 1<sup>st</sup> Dec 2017. A final migration will take place shortly after Easter 2018 when the UIR will be retired. Researchers will deposit all publications through PURE following the existing workflow and procedures against the UIR.

## Research Awards

Research awards (awarded after 1<sup>st</sup> January 2008) are migrated from Proposed Projects - the Grants and Awards module within E5 on a nightly basis.

Investigators are categorised as Principal (PI) or Co-investigators (CoI) within PURE. There is scope to report on Academic Ownership of an award within PURE. It is envisaged that this will be attained from the Staff Time data against an award. A mechanism to keep this data updated is in implementation.

## Protocol on Data updates in PURE

The table below illustrates the data source of the Researcher Profile data and how it is populated/maintained. Synchronised data can only be updated at source.

**Table 4: Data Source and Maintenance within PURE**

Data	Source	Data Control
Contact detail and organisation affiliation	CoreHR	Synchronised
Personal Photograph	Digital Communications	Initially populated but can be edited manually
Biography	Digital Communications	Initially populated but can be edited manually*
Research Output	Ulster Institutional Repository	Synchronised †
Research Awards	Proposed Projects (E5)	Synchronised
Supervisory Information	Banner Student System	Synchronised

\*Please refer to guidelines on Profile Information text on page 7

†Research output within PURE is as of 1<sup>st</sup> December 2017. From February/March 2018, researchers will deposit items to PURE directly. One final import from the UIR will take place before this date.

## Roles and Responsibilities

- *Research Performance Team* – the provision of advice and support to all users via the online helpdesk: [pure-support@ulster.ac.uk](mailto:pure-support@ulster.ac.uk); the provision of online training resources and the delivery of training workshops for users.
- *Research Systems Manager* - Ann Campbell as technical lead on the PURE system is responsible for the synchronised integration with other University core systems, business intelligence and reporting and enhancement and development. In addition, Ann also oversees user support and training.
- *Associate Deans for R&I/Research Directors/Heads of School* – responsible for the provision of reports from PURE on the KPIs of all staff within their area.

- *Academic/Research Staff* – maintenance of their PURE profile page by ensuring the profile information displayed from core University systems is accurate and ensuring that any information that can be recorded manually is completed in a timely manner.
- *PURE Editors* - Editors will be based within Faculties and will be responsible for reviewing research outputs for their respective Units of Assessment/School.
- *Library Team* – the Research Support Librarian will be responsible for advising users in relation to their H-Index and Citations: [pure-support@ulster.ac.uk](mailto:pure-support@ulster.ac.uk);
- *Human Resources* – the extraction of reports from PURE for individuals being considered for promotion

### Training and Support

- Support can be requested at [pure-support@ulster.ac.uk](mailto:pure-support@ulster.ac.uk)
- Training materials and videos can be accessed at: <https://internal.ulster.ac.uk/puresupport/>
- Details of forthcoming training workshops can be accessed at: <https://internal.ulster.ac.uk/puresupport/>
- Requests for additional training can be made to: [pure-support@ulster.ac.uk](mailto:pure-support@ulster.ac.uk)