PRIFYSGOL
BANGOR
UNIVERSITY

PURE Impact Guide

Creating Impact Records in PURE

Rev 1.0 SD

Overview
(please read this first before adding impact records in PURE)

What is impact?
You should record anything which demonstrates that your research has had an effect on, change or benefit to the economy, society, culture, public policy or services, health, the environment or quality of life, **outside of academia**.
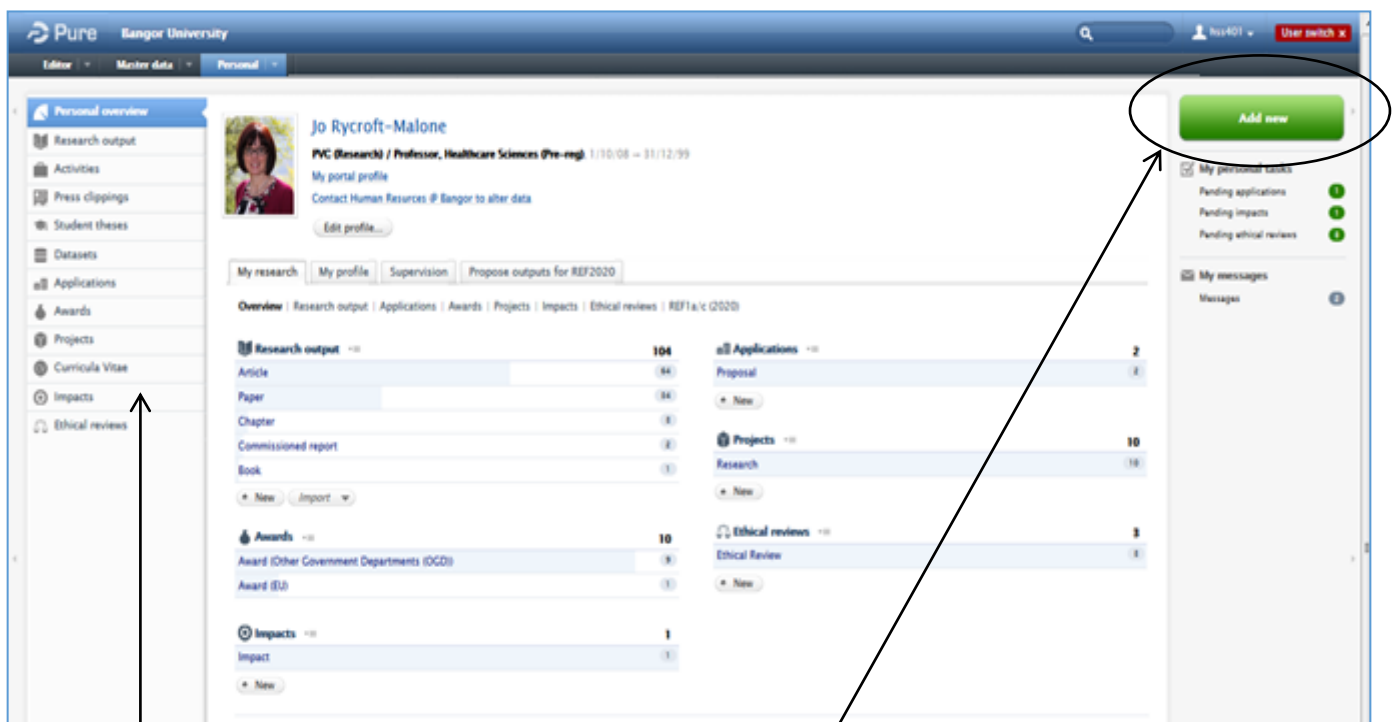
Why record impact in PURE?
The system will enable you to store and keep track of the non-academic impacts of your research, and to link the impact to your other activities. The University will also make use of the information you provide for a variety of purposes, including the preparation of REF impact case studies.
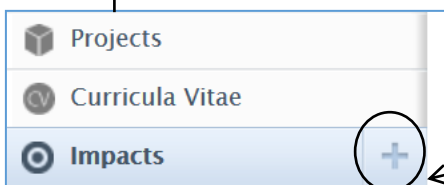
Creating a new record of impact in PURE
This step-by-step guide explains how to use PURE to record the impact your research has outside of academia, and to how to link your impact to other information held in PURE such as outputs, projects or activities.

Firstly, log in to PURE via http://pure.bangor.ac.uk using your Bangor University username and password. This will take you to your personal profile page.
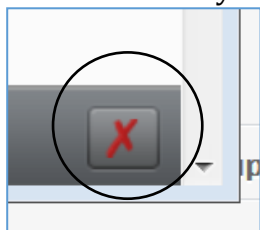

To create a new impact record click the green **Add new** button at the top right-hand side of the screen. A new window will appear. Click on the Impact link and a blank form will open as a new window.

Alternatively, click the **+** button next to the Impacts option in the left-hand menu.

Completing the impact template

NB: To ensure that the information you enter is stored correctly please click the blue **'Save'** button at the bottom of the page on a regular basis and after you have finished completing the form. You can edit and add to your impact records at any time by opening it from your profile.

Warning - if you click the red cross at the bottom right-hand side of the screen this will delete the impact record. Do not click this unless you intentionally wish to remove an impact record from PURE.

Wherever you see the ℹ️ further information is provided by hovering over, or clicking, the icon.

Impact status

The first field to complete is **Impact status** – select the appropriate option from the dropdown menu.

'Potential' – select this option to start logging potential impact which could arise from your research or if the impact is still at an early stage.

'Ongoing' – select this option when the impact has happened or is in progress. You may have started to add some evidence and links to activities and underpinning research, but expect to continue logging information and expanding on the narrative.

'Closed' – select this option when the expected impact(s) have been achieved and the record is complete.

NB: It is possible to change the status of the impact record as often as you need to.

Impact information
Whilst only the fields marked with a red star are mandatory, you should aim to complete as much information as possible.

1. Impact title - Enter a specific and concise title which describes the impact record. For example: "An effective intervention to improve quality of life and cognition in people with mild to moderate dementia".

2. Description of the impact – A good way to approach writing the narrative for this section is to answer the following key questions: Who has benefitted from your research? How have they benefitted / what has changed or is in the process of changing? How significant is the impact? The information you provide in this section is very important so please provide as much detail as possible.

If you are unable to answer these questions consider whether it is appropriate for you to create an impact record at this stage and to use the **Activities** module in PURE instead.

Potential impacts: If you are confident that your research has potential impact then this can be recorded here but please clearly
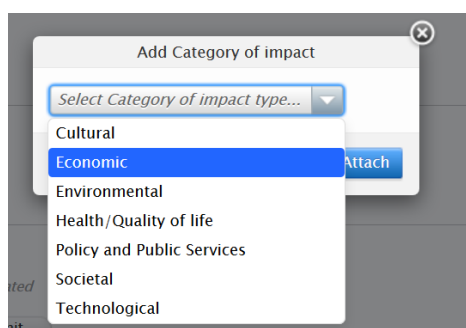
indicate this in the Impact title and set the status option to **'Potential'.**

3. Impact Summary for the General Public – if you would like your impact information to appear in the public portal then you can include a brief, lay summary in this field. Please do not include any sensitive or confidential information here.

4. Description of the underpinning research – Explain the key research insights or findings which underpin the described impact (detailed information on research methodologies is not required). You can link to the underpinning publications and / or grants in the **Relations** field below. Describe who was involved in the research as well as when and where the research was carried out – as this will help determine whether the impact is eligible for REF.

5. Beneficiaries and reach of the impact – enter details here about the organisations, individuals or groups of beneficiaries who have benefitted or been affected by your research. For example, if your research has led to an improved health intervention the beneficiaries could be clinicians, patients and their families. Provide an indication of the reach of the impact by clearly explaining the geographical reach of the impact as well as how much of an area / how many beneficiaries your work has had a direct impact on.
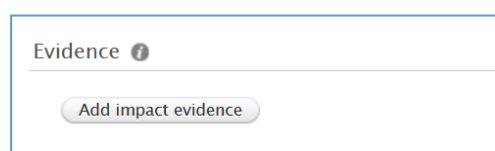

6. Category of impact – Click the **'Add Category of impact'** button to open a drop down list of different types of impact. Scroll down to the category you wish to select and click the blue attach button. Multiple categories can be added to the impact record.

7. Impact level – Please ignore this field and leave as 'No value', as we have not yet determined how best to use this field.

8. Period – Provide details of when the impact occurred. There are two options. You can either provide a specific date for when the impact occurred or period of time over which the impact occurred. NB: only the year is mandatory, but if you know the exact date then please enter this.

Adding impact evidence
If you have evidence of the impact, click the **'Add impact evidence'** button and follow the instructions outlined below. You can add as many pieces of evidence as you like to the record.

Evidence information

1. Evidence indicator – select from the drop down menu to indicate if the evidence is **qualitative** or **quantitative**.

2. Period – Select either a single specific date or time period for the impact evidence. Entering a year is mandatory.
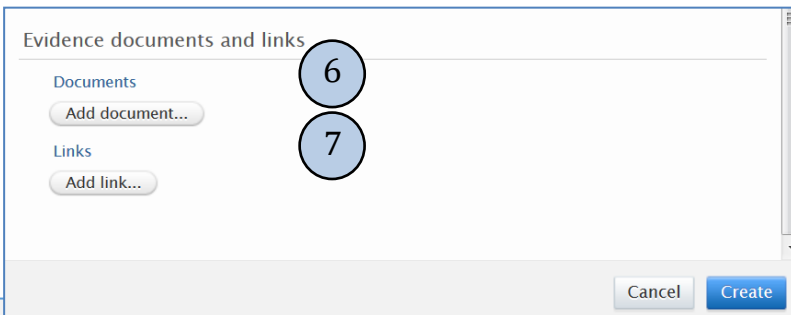
3. Evidence title – Provide a brief and specific title for the evidence. For example, "Testimonial from the Head of Division, Department for Environment, Food & Rural Affairs" or "Video of BBC TV report".

4. Evidence summary – write a brief narrative to help clarify the nature of the evidence being added to the impact record.
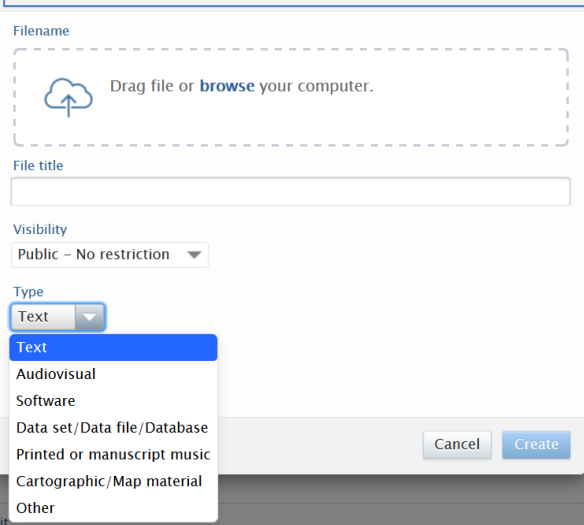
5. Where relevant, click the 'Add evidence contact information' button and new window will appear to complete. This could be an individual who can corroborate the impact.

Evidence documents and links

This is where you can upload or link to the evidence described above.

6. Documents – To add documentary evidence such as testimonials, emails, reports etc. click **'Add document'** and a new window will appear. Here you can attach a file and provide more details on the type of evidence.

Visibility – please set this to 'Backend – Restricted to PURE users'.

Text type – these form a basic set of file types, please select as appropriate. Should other types be required please make suggestions.
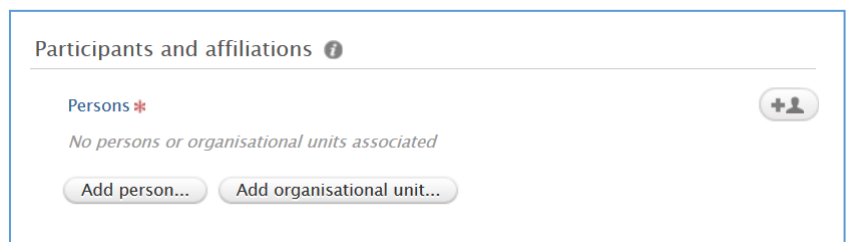
7. Links – this is where you can add links to evidence contained within websites. Where possible you should also save or take a screen shot of the web content and upload this as a document, as webpages can disappear over time.

Once you have finished completing the fields in this window click on the blue create button and you will be taken back to the impact record.

Participants and affiliations

The user creating the record will automatically be assigned to the record. If the research was conducted and / or the impact achieved in collaboration with others then you can add colleagues, organisational units at Bangor University and external organisations in this section. 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'**.
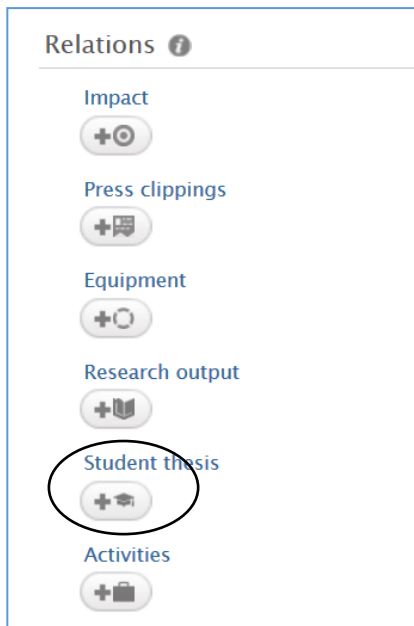
Impact managed by

This managing organisational unit will populate automatically according to the internal participant who created the impact record. Ensure that this is set to the name of your School.
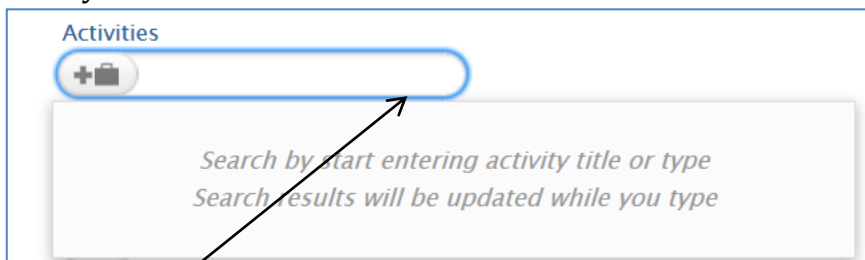
Files

In most cases it will be appropriate to add files into the evidence information section of the impact record, however, this additional field can be used to attach any other relevant documents to the record. For example: Pathways to Impact statements for RCUK funded projects; draft REF impact case studies.

Relations

Use this section to link your impact to other content which already exists in PURE, such as other impacts / research outputs / activities / projects etc.

Click on the relevant **+** button for the relation you wish to add and look for a specific item by typing into the search bar. Results will be presented to you.

Click on the correct one. To determine whether the impact is eligible for REF all publications and grants underpinning the impact should be linked to the impact record using the relations section.

Activities or impacts? – The impact module should be used to record details of impacts (and potential impacts) only. Please use the 'Activities' module to record details of any activities that you do, or participate in, either within or beyond academia. For example: conferences, schools outreach, business engagement. These activities may lead to impact, but are not impacts themselves. Where an activity has led to impact, please link the impact record through to the relevant activities by clicking on the 'Activities' option in the relations section.

IDs

This section is not currently in use as there are no external databases linked to PURE.

Visibility

Ensure that the visibility is set to 'Backend'. This can be changed to Public once the record is finalised and Approved. This section determines the visibility of the whole record in the Portal. There are 4 options for the visibility of the whole record in the Portal:

Public – No restriction.
Campus – Restricted to specific IP range.
Backend – Restricted to PURE users.
Confidential – Restricted to associated users and editors.

Saving and sending for validation

The options available are Entry in Progress, For Approval and Approved.
You can save a partially completed record as Entry in Progress, the record will stay in your area to update at a later point. Completed entries will only move to be reviewed and confirmed when you change the status to 'For Approval'. At this point the record will pass to the Pre-Award Team in the Research & Enterprise Office. Impact records will only appear on the Portal once they have been validated.
Please remember to click 'Save' before closing the window or your information will be lost.