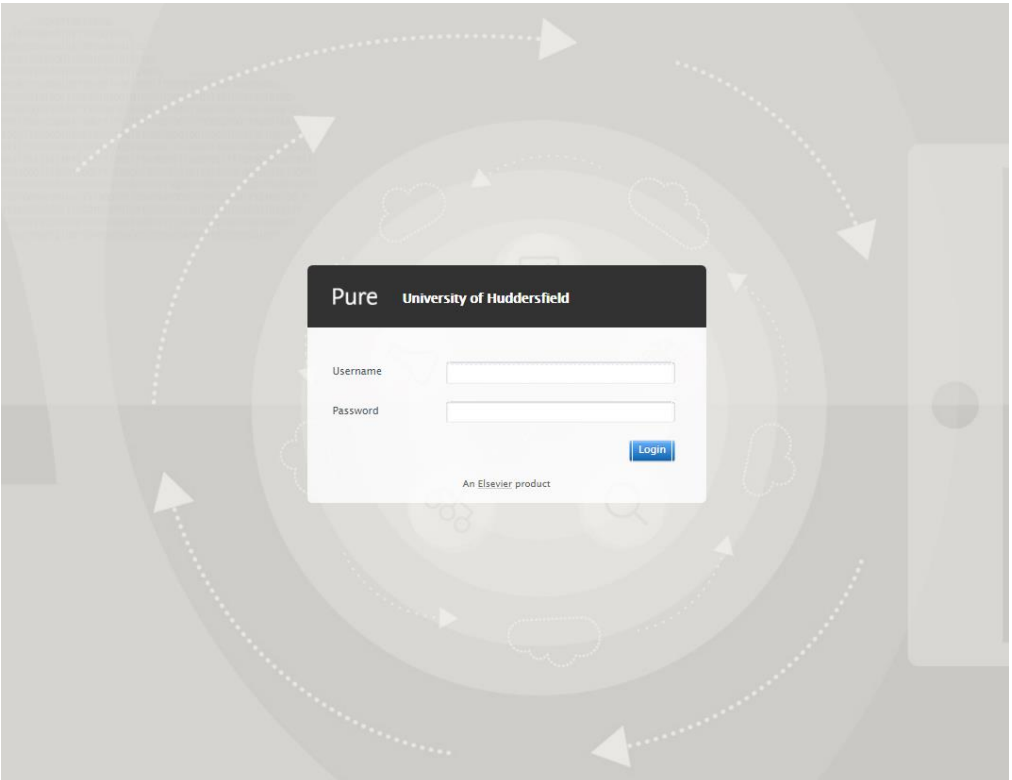
University of Huddersfield

Pure

Recording Impact

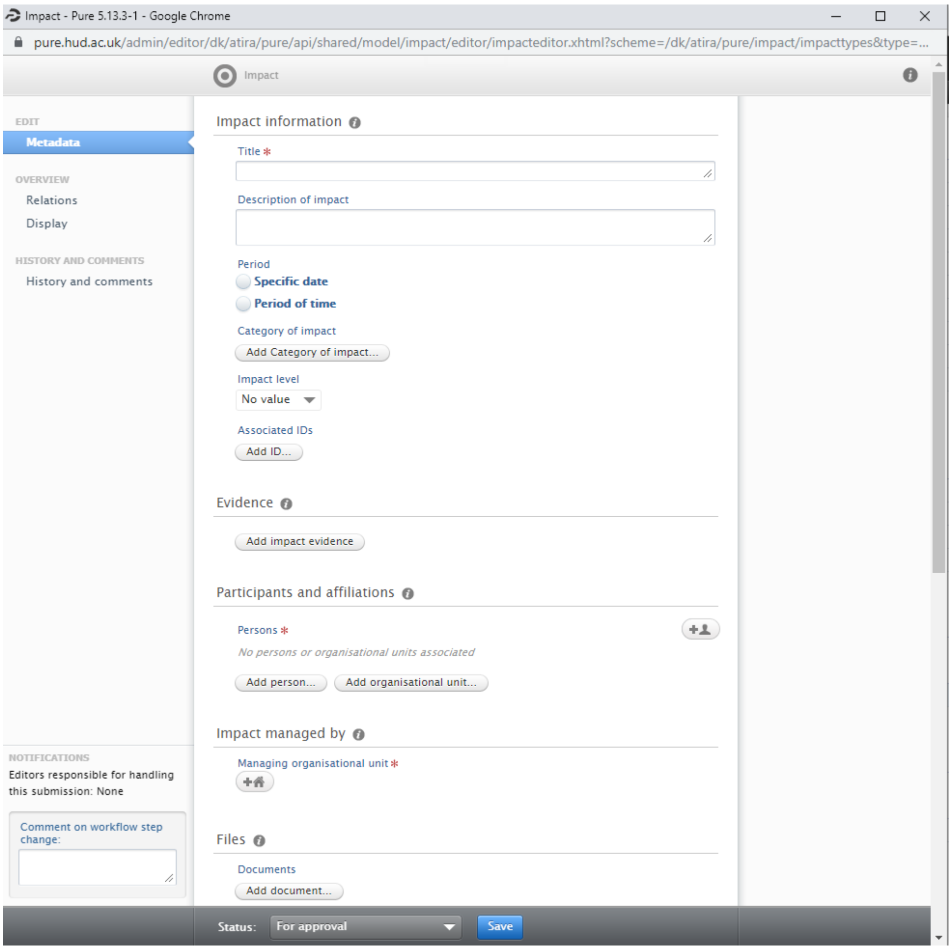


Recording impact in Pure

The impact module can be used to record impact (beneficial change) which occurs as a result of your research. Start by logging in to Pure at https://pure.hud.ac.uk/admin using your usual University login details.

Creating your record

Select the blue plus sign next to the impact module tab on the left-hand side. This will open the impact template as below.



Filling out the record

Complete all mandatory fields in the window (indicated with a red asterisk) and as much additional information as you can. These records are not made public but it is advisable to use descriptive, simple language that clearly explains what you have recorded. This will help if you come back to retrieve the record at a later date.

Impact Information

Title: Enter a meaningful title for the record e.g. *'Exploring treatments to overcome diabetes symptoms in the elderly'*, instead of *'Diabetes Impact.'*

If you are creating a REF2021 impact case study record, make sure that you include REF2021 in the title e.g. *REF2021: Informing social welfare policies in the UK.* **Please only create one REF2021 impact record for each impact case study**- **you can attach other impact records to this if required.**

Description of Impact: This should be a short summary of the change that has arisen from your work. If you are creating a record for a REF2021 impact case study, cut and paste the section 1 summary here.

Period: Select a specific date or time period to record when the impact occurred.

Category of Impact: Select from the drop-down list to record the type(s) of impact you are recording (e.g. economic, cultural, social etc.)

Impact Level: Select an entry from the drop-down list that is most relevant to the ways your research has been used.

Associated IDs: This field is not used and should not be completed.

Participants and affiliations

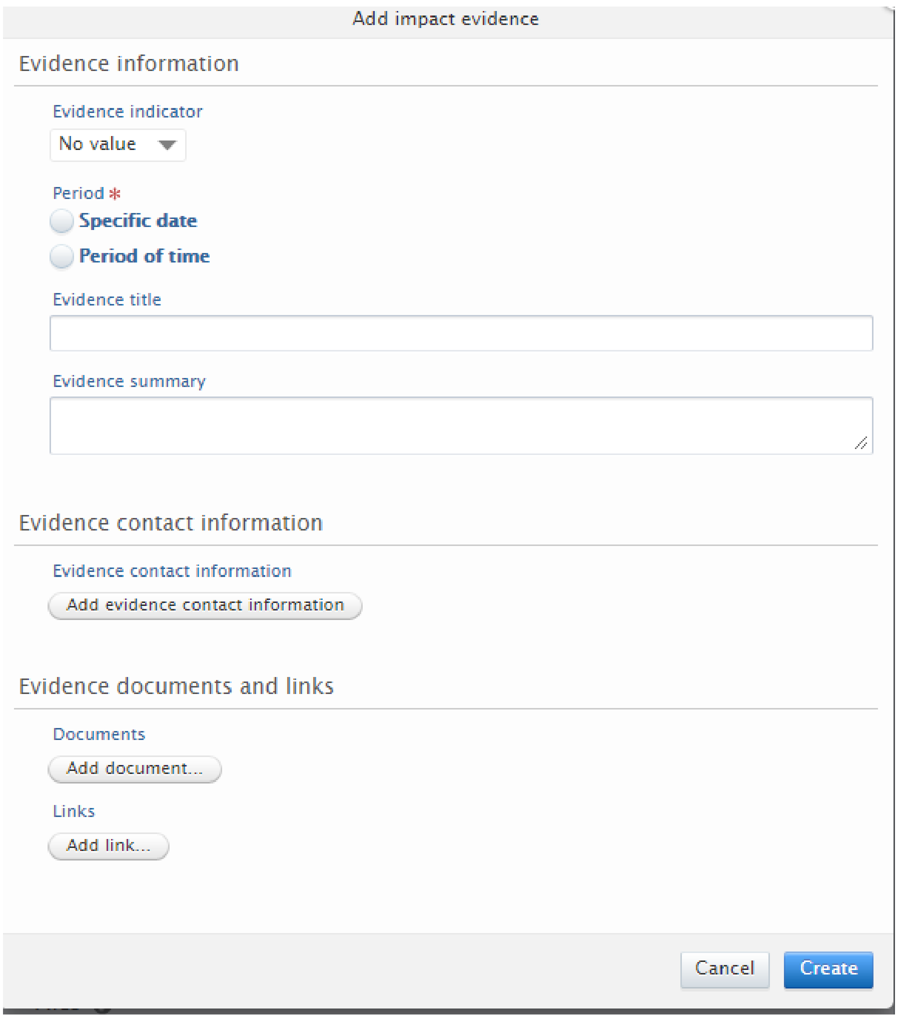
Persons: Click on **add person** or **add organisational unit** to search for and add your details and those of colleagues/ external partners if there are others who have been involved in the impact activity.

Impact managed by

Managing organisational unit: Click on the icon to search for and add details of the managing organisational unit. This must **always** be associated to your Department for reporting purposes.

Evidence

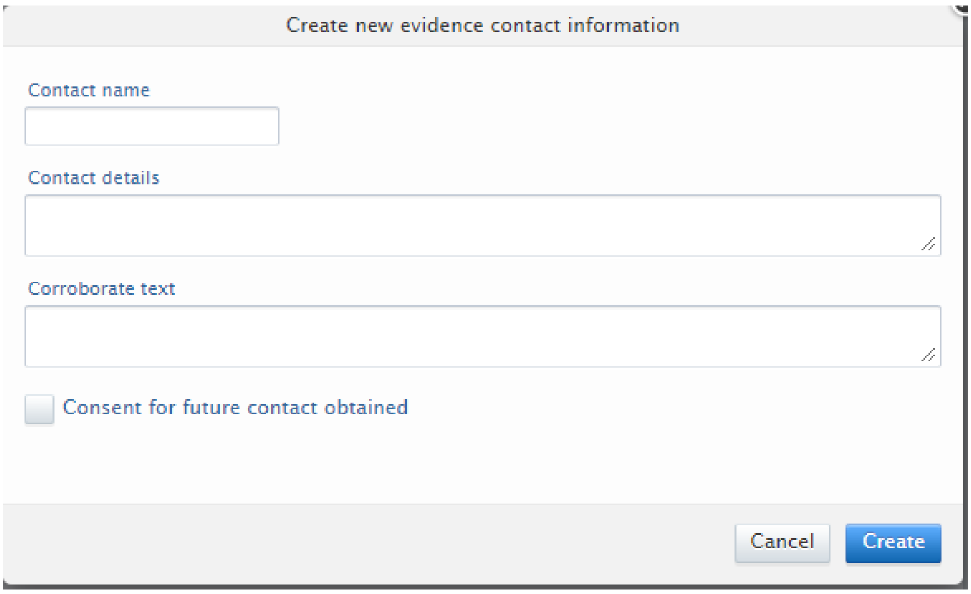
This area can be used to record and store your impact evidence and you can attach multiple instances of impact/evidence types to one impact record. Attach as much documented evidence as you can to the impact record, that can corroborate the impact(s) claimed (e.g. reports, minutes of meetings, survey data, testimonial letters, website screenshots). Click on **add impact evidence** to open the pop- up box below.



Use the drop-down box to select which type of evidence you are recording e.g. qualitative or quantitative and select the date or period of time that the impact evidence occurred.

The title of the evidence should describe the item as this is how it will be displayed within the record e.g. *minutes of the WRM meeting April 2020* instead of *meeting minutes.*

Use the evidence summary box to explain what the evidence is in more detail and how it supports the impact you are recording. Evidence contact information where applicable (e.g. for testimonials) should be added by clicking **add evidence contact information** which opens the pop-up box below.



If recording a supporting statement for a REF2021 impact case study, ensure that the **consent for future contact obtained** checkbox is ticked or left blank to indicate whether written consent has been obtained from the individual providing the testimonial, for the data to be used and shared for REF purposes.

Once all fields have been completed, click the blue create button so that this information is saved into the record.

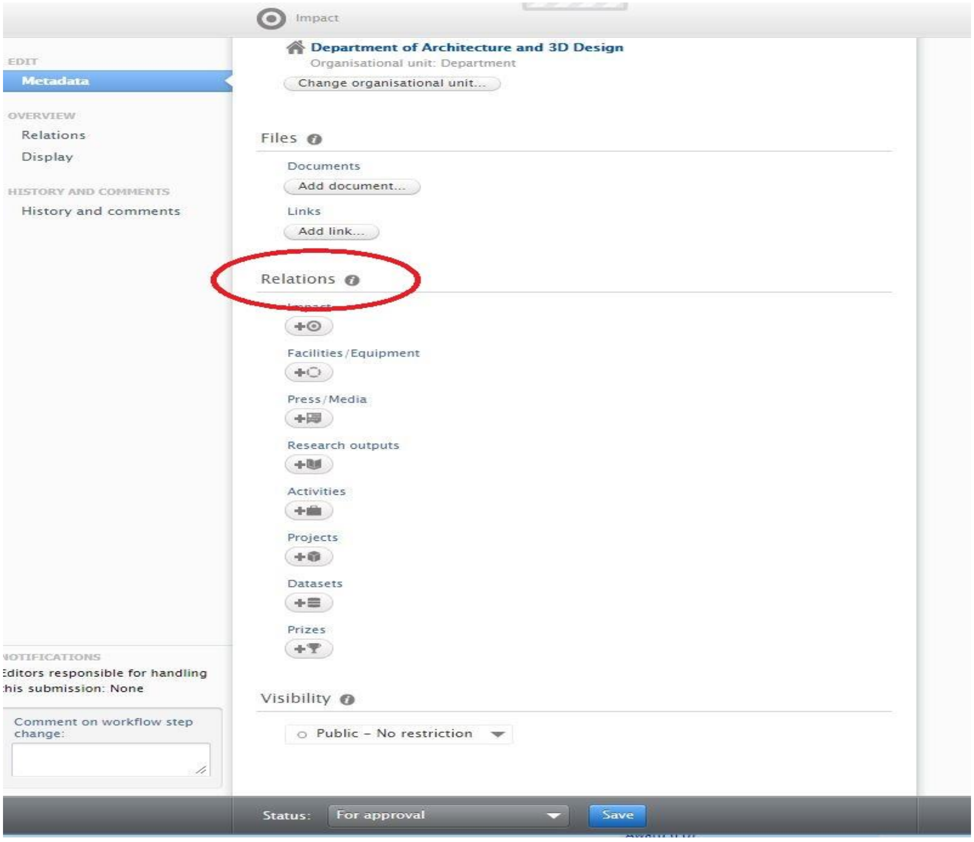
Files

Most files will be added as 'impact evidence' but if you wish to add further documents or links (e.g. an impact case study or a research project website link) you can do so here. Note that this is not a working area so if storing drafts, documents should be deleted and re-uploaded with the latest version each time revisions are made.

If you have large files over 10MB please contact pure@hud.ac.uk for advice on how best to store these.

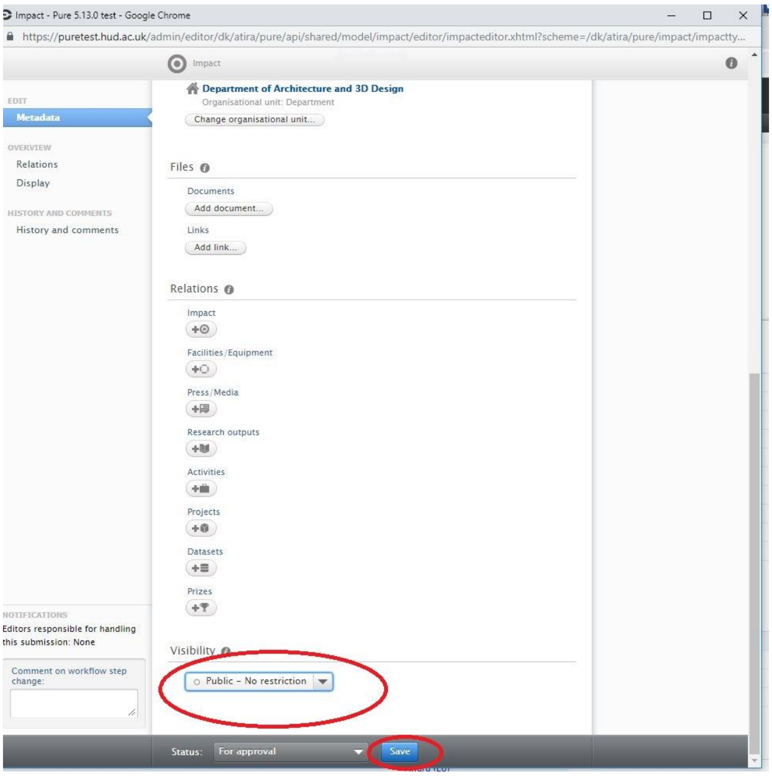
Relations

It is important to create useful links between your impact record and the underpinning research outputs, items in press/media, activities or research projects. Simply click any of the + buttons to view your records in that section and select the one(s) you wish to add.



Complete your record

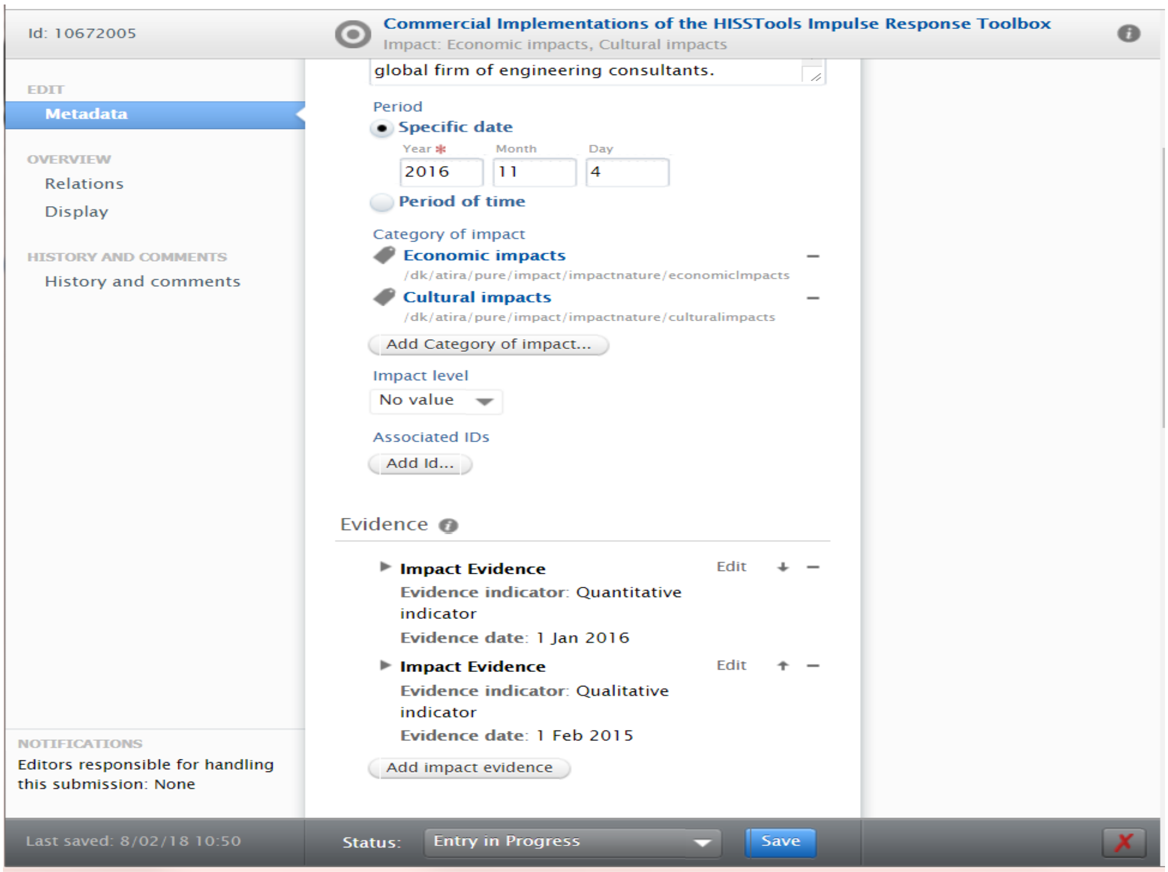
If you are sure that no additional impact evidence will occur, you can complete the Impact record by clicking the blue **Save** button to send the record to the Pure team for approval. If impact evidence is still being gathered, you can keep the record status as ‘entry in progress’ which will enable you to add to the record in the future.



Due to the sensitive nature of impact evidence, it is very important that you set visibility to ‘backend- restricted to Pure users only’. This restricts visibility to the responsible impact editor(s) and the persons associated. Impact records are never made public unless this is requested by the record owner.

Updating your Record

To update your record with additional details or new evidence, simply go to the 'Impacts' section of your profile:



Scroll down to see previously uploaded evidence attached to an impact record. Add/edit information in the 'edit' tab and save. Previously uploaded documents cannot be edited directly in Pure so we recommend that this is not used as a working area.

Please note:

You should not name individuals who are not members of the University in your Impacts or Activities unless you have specific permission to use their names in our system, or it is in reference to a publicly available output. To do this would infringe their Data Protection.