

# How to add Projects

## General information

The content type Projects is meant to show/hold all information of interest to a research project (funded or unfunded). It can be made visible on the research portal and is thus a good place to show all relevant information about a research project to the public.

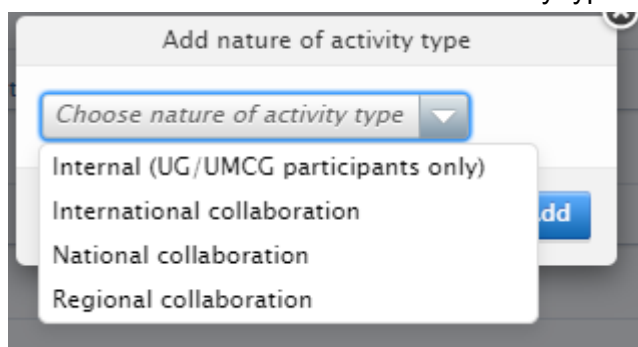
## How to add Projects

Users can not add a project themselves. They can edit a project once they have been added as a participant.

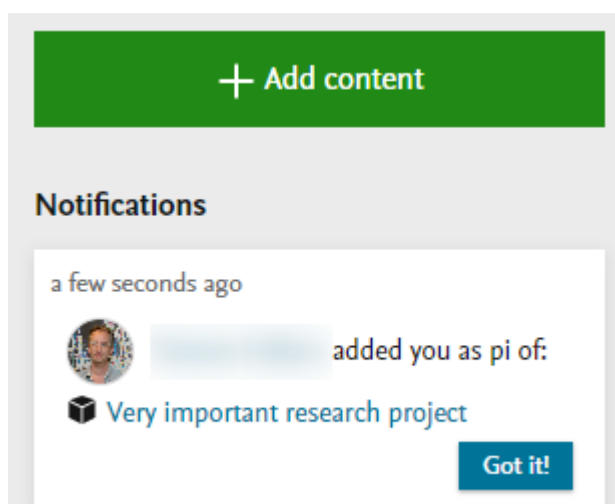
Persons with the role of Editor of Projects for your Faculty, or your Research Institute, can add a project. Please contact your local Pure coordinator for more information.

**Step 1:** Contact the Editor of Projects of your Research Institute. Ask the Editor of Projects to set up a new Project in Pure.

- The Editor of Projects (EoP) selects the Type of project: Research, Consultancy, Education, or Other.
- The EoP adds the nature of activity type: categorise the type of collaboration.



- The EoP enters the Title name of the project.  
Use the formal title of the grant if it has one. If not, choose a title that will be meaningful to the Principle Investigator of the project (PI), the collaborators, and others in the future (the title can be changed by the PI).
- The EoP adds the PI to the project, the most important person of the project.



- The EoP finished this first step with a Save. The new project now has the visibility status confidential - restricted to associated users and editors.

**Step 2:** The PI can add participants to the project.

- The PI adds person names, and - importantly - gives a role to each participant. Each project needs only one PI. Other participants can have other roles:
  - Collaborator
  - Member
  - Staff
  - Postdoc
  - PhD student
  - Technician
  - Advisor
  - Consultant
  - Researcher
  - CoPI

The screenshot shows a web form titled "Edit person". At the top, there is a user profile icon and the text "Internal person", with a "Change person" button to the right. Below this, the "Role" field is highlighted with a blue border and has a dropdown menu open, showing "PI" selected. The dropdown menu lists the following roles: PI, Collaborator, Member, Staff, Postdoc, PhD student, Technician, Advisor, and Consultant. Below the role field, there is a section for "Project association period" with a list of projects and their dates. The first project is "project" with a date range of "01/2014 → present". The second project is "ons" with a date range of "01/02/2010 → 31/12/2013". The third project is "vioural and Social Sciences" with a date range of "01/02/2010 → 31/12/2013". The fourth project is "2007 → 31/01/2010". The fifth project is "Imagery" with a date range of "01/09/2004 → 15/10/2007". At the bottom of the form, there are two radio buttons for "Project association period": "Same as project period (01/01/2022 → 01/01/2026)" which is selected, and "Define period". At the very bottom, there are "Cancel" and "Update" buttons.

Preferable specific roles are selected: rather use Researcher, Postdoc, Phd student than Collaborator, or Staff.

Once you have been added as a participant to a project, you can edit and add to this project. When you login you will see a notification that you have been added to a project. You can go directly to this project by clicking on the title of the project.

**Then: Please add as much information as possible to the template:**

**Step 3:** Connect Research Output and other information to the project:

- Insert a clear description of the project.  
Use the options Description, Layman's Description and Key Findings: make these fields informative for the intended audience.
- Add IDs like funder IDs. Every project has several IDs. Add them all, if possible.

IDs

Source \* Source ID \*

Funder Call Identifier

Funder Call Identifier

Funder reference

Internal Contract Number ID

Funding source

Infor Financial Project ID

UMCG financial project ID

UMCG Flow of funds

UMCG research registry number

UMCG METc registration number

Education

Cancel Create


Edit

- Select information which is already available in Pure: Related Research Output, Activities, Prizes, Press/Media, Datasets, Facilities/Equipment: link to as much information in Pure as possible.
- Enter the Life cycle: you must add a start and - if possible - an end date for your project to appear in your Research Activity Report. The dates can be approximated.

**Step 4:** Possibly improve the metadata of the project:

- Connect Files and Links to the project, e.g. the URL of the project website, original documents from the funder (for example the funding call).
- Project relations: link your project to your other projects in Pure and define their temporal relationships.

## Related projects

 **Test project rolf 31-08-2021**

Project: Research



Predecessor ▾

Predecessor

Successor

Originator

Derived from

Part of

Contains

Associated to

Associated with

## Research outputs



## Activities

- Enter collaborative partners: add details of your collaborative internal and external organisations, for example universities and stakeholder groups. Do not forget the internal partners!
- Link to your related applications and awards held in Pure. These items will not be shown on the research portal!
- Enter keywords and SDGs (Sustainable Development Goals) to categorise the content.

### **Step 5:** Select the visibility status of the project:

- Confidential: visible to editors and associated users (not visible on the portal).
- Campus: restricted to a specific IP range (not visible on the portal).
- Backend: restricted to Pure users (not visible on the portal).
- Public: no restriction, and visible on the UG Research Portal, and on the MePa.

Example project Evict: The Impact of the International Right to Housing on National Legal Discourse: Using Data Science Techniques to Analyse Eviction Litigation  
<https://research.rug.nl/en/projects/evict-the-impact-of-the-international-right-to-housing-on-nationala>

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