

# FASoS Pure manual

## Contents

<b>Entering your Research Output into Pure .....</b>	<b>2</b>
<b>FASoS Manual for Pure .....</b>	<b>3</b>
Getting started in Pure.....	3
Emails from Pure.....	3
Set up default publishing name .....	3
Claiming research output .....	3
Disclaiming research output .....	4
Adding publications (research output).....	4
Templates .....	6
Adding activities.....	7
Templates .....	8
Pre Maastricht University publications .....	10
Entering multiple chapters.....	10
Changing the publication type of your research output.....	10
Showcasing your research output.....	11
More help needed? .....	11

Your guide to the UM's Current Research Information System,  
Pure ([cris.maastrichtuniversity.nl](https://cris.maastrichtuniversity.nl))

Last updated 21 October 2021

## Entering your Research Output into Pure

Pure is Maastricht University's current research information system (CRIS). As soon as you start working at UM, you will have an account for Pure. You can login into Pure with your UM credentials at: <https://library.maastrichtuniversity.nl/cris-support/>.

All research information entered in Pure and set to public will be presented in the [Research Publications](#) portal on the UM website. In addition, the information entered in Pure is used for annual reporting on research output to the VSNU, as well as internally at FASoS for our scientific reports and self-assessments.

**For all kinds of institutional and individual assessments, only output registered in Pure counts. In other words: if output is not registered in Pure, it does not exist!** You must register your research output in Pure at the end of the calendar year, if you have not already done so. You must report the following:

Research Output Type	Notes
Article scientific refereed	For peer-reviewed journals it is NOT necessary to send anonymous referee reports. Online first publications of journal articles can be included. But: as soon as it appears in printed form it will not be included in the scientific report again.
Article scientific non-refereed	All other publications aimed at an academic audience.
Article professional	Aimed at a professional audience.
Article popular	Aimed at a broader public, for example, an article in a newspaper.
Book scientific and Part of Book scientific	This is a publication with an academic publisher. In case a peer-review process has taken place, please indicate this by selecting '7 Refereed' under Keywords.
Book professional and Part of Book professional	Aimed at a professional audience which has a clear link to your research.
Book popularising and Part of Book popularising	Aimed at a broader public.
Volume editorship	This is an edited volume, which can be either scientific/professional/popularising.
Special journal issue editing	When you have (co-) edited a special journal issue. A special journal issue is often dedicated to one research topic.
Inaugural speech	
Reports	These include advisory reports to public and private parties, such as municipalities, provinces or companies.
<b>The templates to use in Pure can be found <a href="#">here</a>.</b>	

You can also record activities in Pure. At FASoS, you are invited to include these, but it is not obligatory. If you choose to do so, please use the correct [template](#).

Should you have questions about Pure please contact [Kim van Honk](#).

# FASoS Manual for Pure

## Getting started in Pure


**Log on:** Current academic members of staff automatically have access to a personal user account in Pure. Use your Maastricht University account. To access Pure go to <http://library.maastrichtuniversity.nl/cris-support/> or directly via <https://cris.maastrichtuniversity.nl/admin>

## Emails from Pure

Pure will notify you about any changes made by another person to your publications and activities (e.g. if you have been added to a research output by another person). You can view these messages in the section **My messages** on the right side of the screen.

Depending on your email settings in Pure, these messages will also be sent to you via email from [purehosted@atira.dk](mailto:purehosted@atira.dk). When you log onto Pure for the first time, it is recommended to set the frequency with which you want to receive emails from Pure. You can change your email settings at any time by clicking on your Login (username) at the top right side corner of the screen.



Please click on  after you have made any changes to settings.

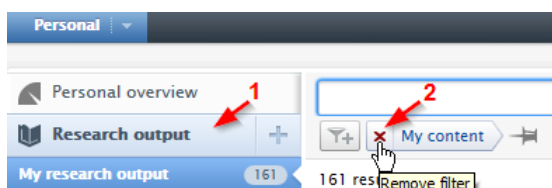
## Set up default publishing name

The default name in Pure comes from the HR system. If the name mostly used by you while publishing is different, please set up your default publishing name. You can add your name variant via the Edit profile button on your Personal overview page.

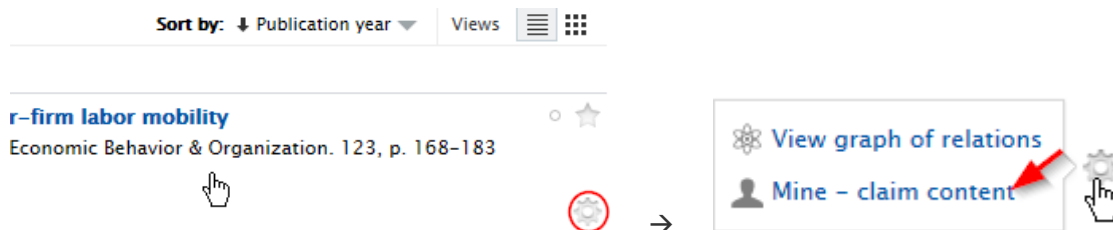
- Click Add name variant
- Select type Default publishing name
- Add Name as you want it displayed. First name can also be initials.
- Click Create

## Claiming research output

It is possible that output in Pure is linked to an external author where it should be an internal author. So if your publication list is not complete you can search for research output by title. Delete the **My content** filter to search for other users' output.



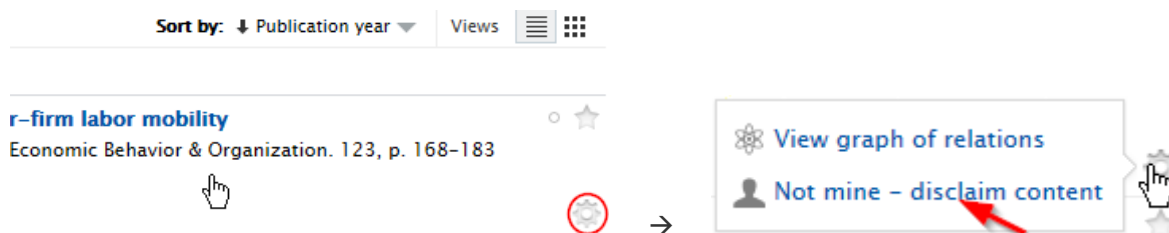
Once you have found output that is related to you, you can claim it. Click on the content-action symbol (the little 'gear' icon doesn't display until you hover over the item in question) and select "Mine - claim content". Please provide your faculty administrator with a short description why you are claiming this research output.



The faculty administrator will add your name to the publication's authors section. When the correction has been completed, you will be notified with a message and the content will be visible in your publication list.

### Disclaiming research output

If you find research content in your publication list that is not related to your person, press the content-action symbol (the little 'gear' icon doesn't display until you hover over the item in question) and select "Disclaim content". Please provide the faculty administrator with a short description why you are disclaiming this research output.



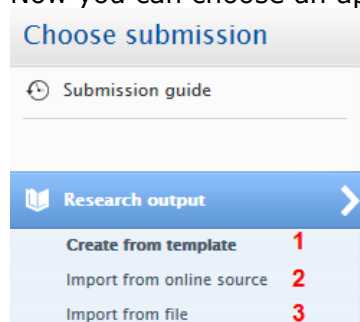
The faculty administrator will remove your name from the publication's authors section. When the correction has been completed, you will be notified with a message and the content will not be visible in your publication list anymore.

### Adding publications (research output)

Publication data may be added to Pure by creating a publication record from a template. To add a publication log into Pure and click on '+Add Content' at the top right side of the screen:



A new window will open; select category Research output on the left side of the screen. Now you can choose an appropriate method for creating a research output in Pure.



Select a template. This will determine which fields are needed for your record. Select the option from the list which is the best fit for your output. Below you will find a list of [obligatory templates](#) for FASoS annual appraisal/assessment interviews of staff members and for the faculty's research reporting.

Please ensure that you fill in all mandatory fields, indicated by a red asterisk, otherwise you will be unable to save the record. You can add as much or as little bibliographical information as you wish, but obviously the more the better. Bibliographic details such as page numbers, volume and issue numbers, publisher and place of publication are not mandatory but will help other people find your publication.

In case you choose the wrong template, you can always change it by clicking on [Change template](#) in the upper right corner.

You will be automatically added to the bibliographic record as an author. To add co-authors, click on the button Add person. You can search for authors that are in Pure already or create a new external person. Do not change the pre-selected items at 'Affiliation on the research output'.

If you click Edit opposite the person's name, you can select the role of the contributor (for example if you are an editor rather than an author). Where there are multiple authors you can indicate the corresponding author here as well. Change order of authors by clicking up and down arrows, and remove a person by clicking on the minus sign.

Authors and affiliations ⓘ

Authors \*

M. Vink (Maarten Vink), Author  
Internal person  
Political Science  
Organisational unit: Department

R. Baubock, Author  
External person  
External organisation  
Organisational unit: Unknown

RS: FASoS PCE  
Organisational unit: Program

Add person... Add organisational unit... Add group author...

Status: For validation Save

Please note that if you are adding a chapter in a book or other edited work, you should only add the authors of the chapter in this section. Editor of the host publication should be added by clicking on the button **Add editor** in the publisher (Host Publication) section.

In the section Electronic version(s), and related files and links, you can add a full text document or DOI of the publication that would make the publication available on the Research Publications portal for wider audiences. Please be aware of the copyright of your publication. We urge you to include the publication's DOI (if it has one).

FINAL PUBLISHED VERSION


10.1016/j.polgeo.2020.102237 Show Edit

Final published version  
CC BY  
Open

In the section **Relations**, you can link the publication with a related publication or activity.

In the section **Visibility**, you can choose whether you want the publication to be visible on your profile page (public-no restriction) or not (backend- restricted to Pure users). We recommend only listing publications that you would like to have visible (public- no restriction).

The **Status** of all entries is set to For Validation by default and will be passed to the responsible faculty administrator for validation. Only use this if all information about your output is complete. If this is not the case, set the status of the research output to Entry in progress and the item will be displayed on My personal tasks for easy access at a later stage.

Finally, click  to create the record. You can always edit the publication record later by clicking on the titles.

## Templates

Result type	Pure template (under Research output)	Pure type	Publication category	Peer-reviewed
Article- scientific refereed	Contribution to Journal	Article	Academic	Select 'peer-reviewed'
Article- scientific non- refereed	Contribution to Journal	Article	Academic	Select 'not peer-reviewed'
Article professional	Contribution to Journal	Article	Professional	<i>Not applicable</i>
Contribution to weekly/daily journal	Contribution to Journal	Article	Popular	<i>Not applicable</i>
Monograph	Book/Report	Book	Academic	If applicable, go to the section Keywords, click on 'add UM classification' and select '7 refereed'
Monograph-professional	Book/Report	Book	Professional	<i>Not applicable</i>
Monograph-popularising	Book/Report	Book	Popular	<i>Not applicable</i>
Volume editorship	Book/Report	Book editing	Academic, Professional or Popular (make an appropriate selection)	If applicable, go to the section Keywords, click on 'add UM classification' and select '7 refereed'
Part of Volume-scientific	Chapter in Book/Report/Conference proceeding	Chapter	Academic	If applicable, go to the section Keywords, click on 'add UM classification' and select '7 refereed'

Part of Volume-professional	Chapter in Book/Report/Conference proceeding	Chapter	Professional	<i>Not applicable</i>
Part of Volume-popularising	Chapter in Book/Report/Conference proceeding	Chapter	Popular	<i>Not applicable</i>
Special journal issue editing	Contribution to journal	Special issue	Academic or Professional (make an appropriate selection)	Under 'contributors and affiliations' set 'Role' to 'Editor'
Inaugural speech	Book/Report	Inaugural speech	Not applicable	<i>Not applicable</i>
Report	Book/Report	Report	Academic, Professional or Popular (make an appropriate selection)	<i>Not applicable</i>

### Adding activities<sup>1</sup>

Activities in Pure cover a range of awards, engagements, editorial work and media appearances and other that a researcher can organise, participate in or in other ways be involved in. Activities are becoming increasingly important to the Strategy Evaluation Protocol (SEP), reflecting the growing influence of the San Francisco Declaration on Research Assessment ([DORA](#)).

Activities are divided into a number of templates, each with a number of activity types. An example is an Award, which could be a Prize or a national/international honour.

To add an activity, log into Pure and click on '+ Add Content' at the top right side of the screen:



A new window will open; select category Activity on the left side of the screen. Now you can choose an appropriate method for creating a research output in Pure.

When registering activities FASoS highlights the following categories and encourages colleagues to work with these templates, and not any other.

---

<sup>1</sup> Registering activities in Pure is optional. Conference attendance should only be recorded if you were an organizer or a speaker. If you were offered a position or award but chose not to accept it, please do not include it.

## Templates

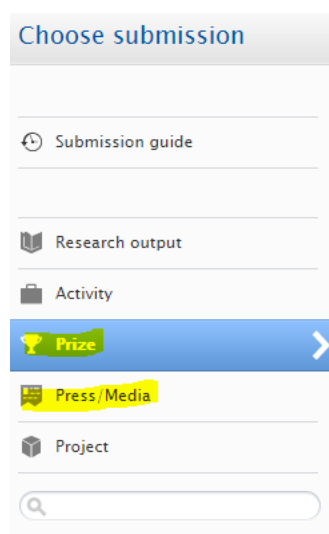
Type	Pure template (under Activity)	Pure type	Activity category	Comments
Journal-editorship	Publication peer-review and editorial work	Editorial activity; journal		
Conference contribution - presentation	Talk or presentation (speaker at event)	Talk or presentation <sup>2</sup>	Academic or Professional (make an appropriate selection)	
Conference contribution - organisation	Organising, contributing or attending an event	Organizing or contributing to an event <sup>3</sup>	Academic or Professional (make an appropriate selection)	One organizer can enter the information on behalf of the team.
Lecture	Talk or presentation (speaker at event)	Talk or presentation	Academic, Professional or Popular (make an appropriate selection)	Public lectures can be listed here (activity category: Public).
Advice/Consultation	Consultancy/Advise	Consultancy/Advise	Academic, Professional or Popular (make an appropriate selection)	
Committee member	Membership	Board, Committee, Council, Network (make an appropriate selection)	Academic, Professional or Popular (make an appropriate selection)	Use this if you were a member of NWO/ERC committee or any other academic committee

<sup>2</sup> This category has a broad scope. You can define your contribution in the Persons/organisations section. Here you can select whether you were a speaker, keynote, or poster presenter (under Role). If you were invited by another university or institute to give a lecture (and were paid to do so), you can select 'Invited speaker'.








<sup>3</sup> Please do NOT use this option to record attendance at an event you did not organize.



Not all activities can be listed under Activity in Pure. Some may need to be entered under 'Press/Media' or 'Prize'.



These are as follows.

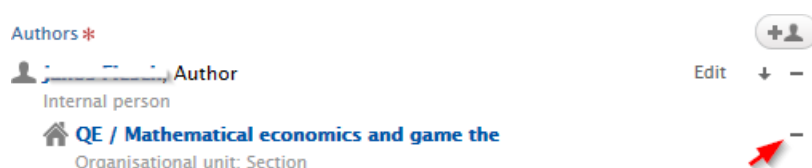
Type	Pure template	Pure type	Activity category	Comments
Television or radio appearance	Press/media	Research, Expert Comment, Public Engagement (make an appropriate selection)	n/a	'Research' applies if you are appearing on a program to discuss your work.
Interview	Press/media	Research, Expert Comment, Public Engagement (make an appropriate selection)	n/a	'Research' applies if you were invited to discuss your work.
Award	Prize	<ul style="list-style-type: none"> <li> Prize (including medals and awards)</li> <li> Fellowship awarded competitively</li> <li> Other distinction</li> <li> Election to learned society</li> <li> Appointment</li> <li> National/international honour</li> <li> Honorary degree</li> </ul>	Academic, Professional or Popular (make an appropriate selection)	<i>Mind the fact awarded funding applications <u>do not</u> belong here.</i>

## Pre Maastricht University publications

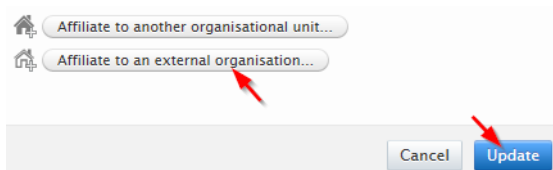
You can enter your pre Maastricht University publications in Pure. These publications will be visible on your profile page, but will not be part of departmental reports.

When you enter a new publication, your name and your current department and research programme will be added to the list of authors by default. You should just remove your current affiliations and add your former organisation. This is how to:

- Open the publication in Pure, scroll down to the section "Authors and affiliations"
- Remove your current department by clicking the "-" button at the very right of that line
- Remove your current research programme (e.g. RS: PCE) by clicking the "-" button at the very right of that line



- Add your former organisation by:
  - clicking the "Edit" button at the very right of the line with your name
  - clicking the "Affiliate to an external organisation..." button
  - search and select the appropriate organisation (or create a new one, if necessary)



- Save the publication (by clicking the "Save" button at the bottom of the page)

## Entering multiple chapters

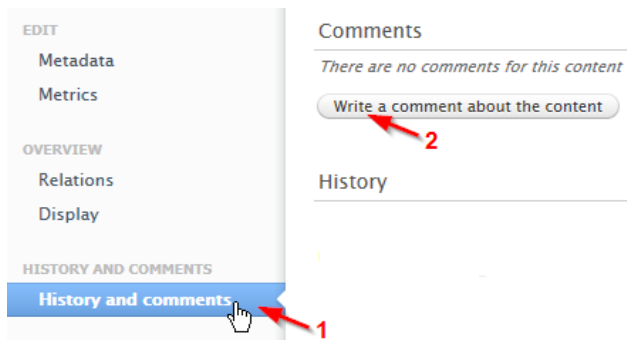
You can enter multiple chapters of the same book with minimal efforts if you follow these steps:

- Enter the first chapter and save this chapter
- Re-open the chapter
- Click on the "create a copy" button (in the lower right corner)
- Change the title and pages and save the copy
- Repeat this for all chapters you need to enter

## Changing the publication type of your research output

In case your research output has been entered using an incorrect research output template, you can still change it to another sub-type when you are editing the research output in Pure, e.g. when you have entered a research output with type "contribution to journal" and sub-type "article", you can adjust "article" to "article review" (or any other sub-type within "contribution to journal").

If you want to change it to another type of research output, e.g. from "contribution to journal" to "chapter in book/report/conference proceeding", please **add a comment** with this information, choose the faculty administrator as a recipient, and click save. The administrator will receive your request to correct it.



## Showcasing your research output

- **What output is presented in Research Publications at UM web:** All published or online first research output, activities and press clippings which are validated and set as public, are included in [Research Publications](#).
- **What output is presented in your Personal Profile Page:** The 10 most recent research outputs which are validated and set as public visible are presented on your Personal Profile Page. It is also possible to select your 10 key publications from a list of validated and publicly visible research output.
- **Exporting Pure entries to your ORCID page:** Please visit the University Library's [webpage](#) for instructions on how to do this.

## More help needed?

- At <http://library.maastrichtuniversity.nl/cris-support/links/> you can find a manual of Pure, created by the University Library
- Contact your Faculty administrator Kim van Honk (email: [k.vanhonk@maastrichtuniversity.nl](mailto:k.vanhonk@maastrichtuniversity.nl)).
- After logging in to Pure you can find several manuals and videos at the bottom of the right side of your screen (Help and support):

