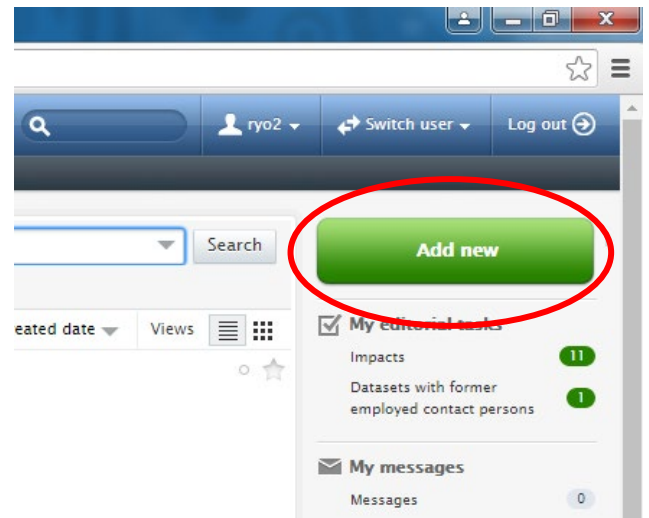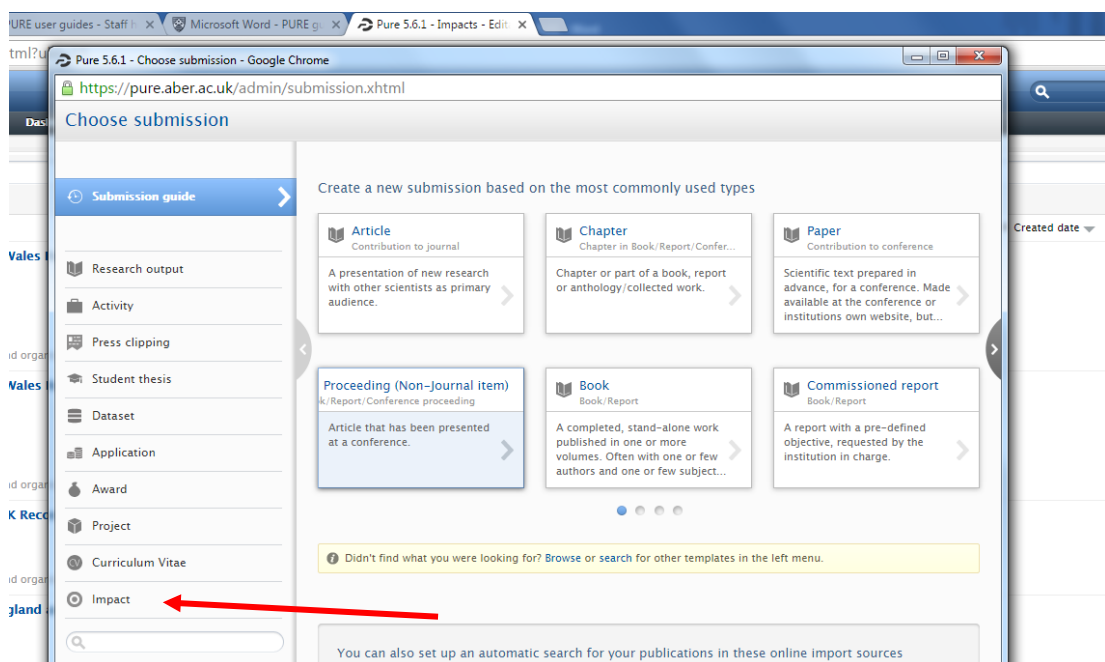# How-to: Adding impact to PURE

1. Click **'Add New'** on the right hand side

2. On the pop-up window click on **'Impact'** on the list of content types on the left-hand side.

3. This will bring up a screen with two options for impact records, **'Impact'** or **'Case study identifier'**. *Impact* records are for recording individual incidences of impact arising from your published research and/ or engagement activities. *Case study identifier* can be used to collate information from a number of separate impact records, to be presented as a potential case study for REF submission to your Director of Research.
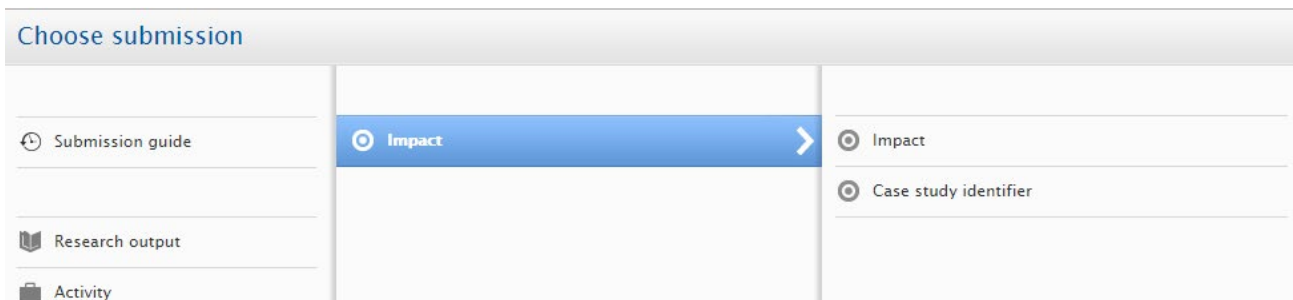
4. Selecting either record type will open a new window with a number of text boxes and drop-down menus
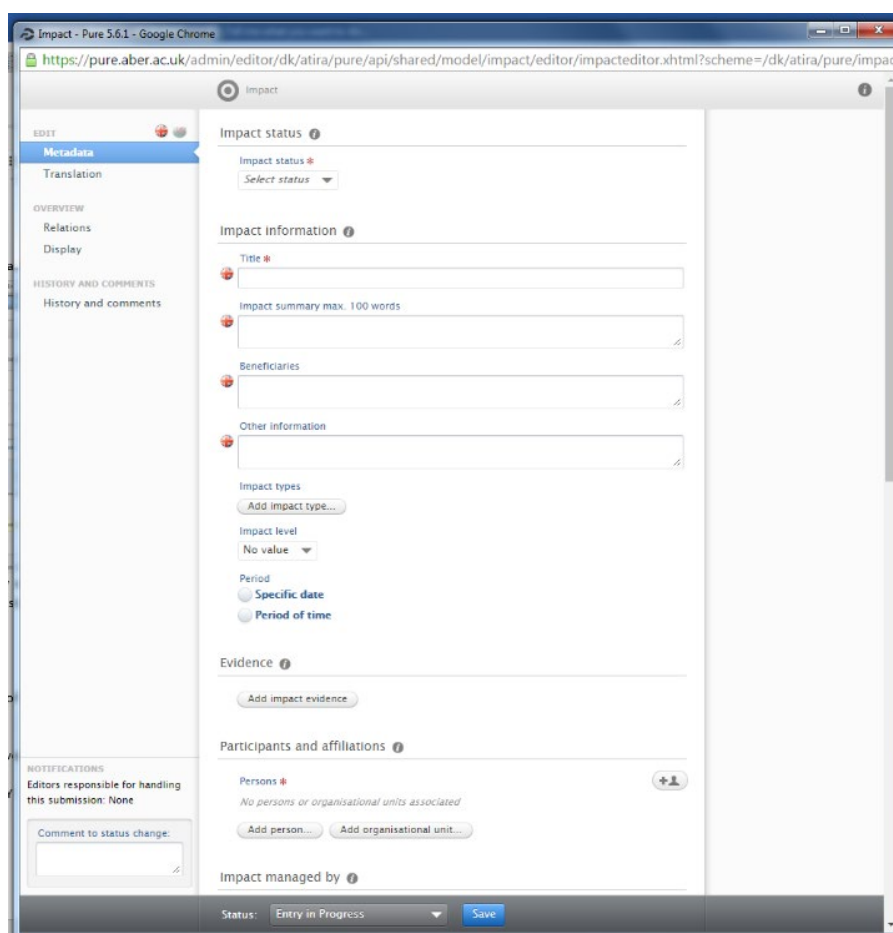
5. The first drop-down is titled **'Impact status'** with the following options:

| Impact status	Description/ Notes
In preparation	Relevant activities and stakeholder engagement are in progress but no impact has yet occurred.
Open	Impact has occurred and more impact is likely to occur.
Complete	Impact has occurred and no more impact is expected to occur.
Closed	Anticipated Impact has not occurred. No further activity to elicit impact planned.

6. The next section features a number of boxes under **'Impact information'**. Within this section is the following:

a. **Title –** A title that succinctly explains the impact your research has created
b. **Impact summary–** In no more than 100 words you should explain the impact that has taken place as a result of your research. It should identify how the impact occurred as a result of your research, what the benefits were and who for
c. **Beneficiaries –** A list of those who have benefitted from the impact occurred
d. **Other Information –** Any other information you feel is relevant to the impact case not already given
e. **Impact types –** A drop-down list will open to allow you to identify the type of impact such as "Policy and Legislation" or "Civil Society" amongst others. After choosing one type you can re-enter and choose other impact types if they apply
f. **Impact level –** Choose from 'Engagement', 'Adoption' or 'Benefit' as the level of impact.

Impact level	Description/ Notes
Engagement	No direct change or benefit has occurred yet but evidence available that research has received attention outside of the academic sphere and therefore, future impact may occur.
Adoption	Results of research have been adopted and used by a party outside of the academic sphere.
Benefit	A party outside of the academic sphere has directly benefited from the research results.

g. **Period –** Select whether the outlined impact occurred on a single specific date or a period of time. Once selected then input the date(s) the impact occurred.

7. The next section will allow you to add any evidence for your impact record:
   a. Click **'Add impact evidence'** and the following window should open
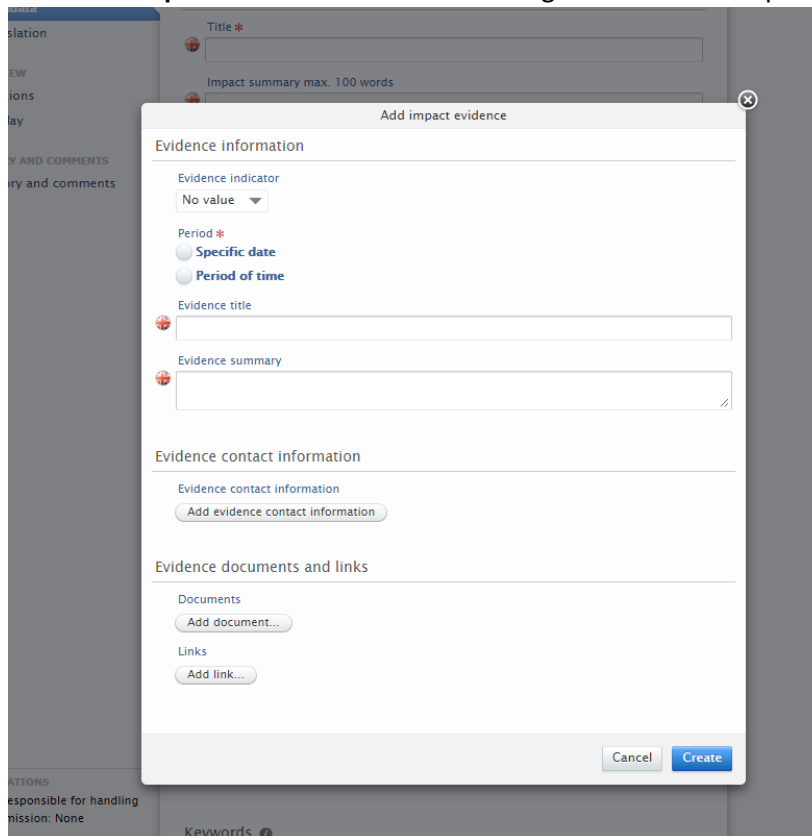
   b. First on the **'evidence indicator'** drop-down menu select if the evidence attached is a 'qualitative' or 'quantitative' indicator
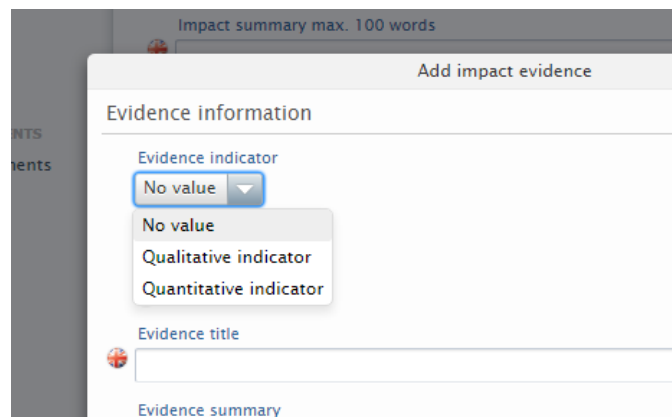
Evidence indicator	Examples
Qualitative	User comments; expert commentary; media stories; etc.
Quantitative	Webpage usage statistics; Social media shares; nos. of people affected; etc.

   c. Enter the period the evidence for impact occurred, whether this is a specific date or a period of time. This is different to the date provided earlier as this date relates to when the evidence was created or occurred.
   d. Add a title and a summary of the attached evidence.

e. If the evidence attached is a letter written to you then you can **'add evidence contact information'** in order to keep their details safe, and detail any specific quote(s) from the document.

If possible, get permission from the contact to have future contact with them. If you are able to obtain this then tick the box regarding consent for future contact.

f. Next you can attach the evidence file to your impact case. **'Add document'** will allow you to attach a file such as a PDF of a letter you've been sent etc. If the evidence being referenced is a website you can add the link to the site using the 'add link' button. However it is vital, due to the nature of the internet, that you also include a screenshot file of the webpage.

8. Within **'Participants and affiliations'** you will be able to add which people from the university were involved from the database or add a new person externally from the university. Individuals can be recorded as having either a 'Researcher' or 'Participant' role.

9. The **'Keywords'** do not need to be used but can be if you choose to. The **'Files'** section should be ignored as all evidence would have been recorded separately in the section above.

10. The **'Relations'** section allows you to link the impact record to previous research outputs and activities related to research that have been inputted on PURE.

11. The **visibility** section has a drop down menu to allow you to choose the level of visibility of the impact record:

Visibility	Description/ Notes
Public	No restriction on who can access the impact record. Will be made visible in the Portal.
Campus/ Backend	Only those with access to PURE can access the record. Will not be made visible in the Portal.
Confidential	Only the users associated with record and editors and PURE admin can access the record. Will not be made visible in the Portal.

Any evidence attached will not be visible on the public portal – regardless of the visibility settings chosen.

12. Bottom Status bar:

Status	Description/ Notes
Entry in progress	Change to this status if overall impact state is 'In preparation'.
For approval	Default. Leave as this status if impact in any other state than 'in preparation', to enable record review by Research Impact Officer.
Approved	Record has been reviewed and approved by the Research Impact Officer. No further edits can be made by the Personal User(s) associated with the record.

13. Once the record is completed, press **'Save'** and wait for the window to close.