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.
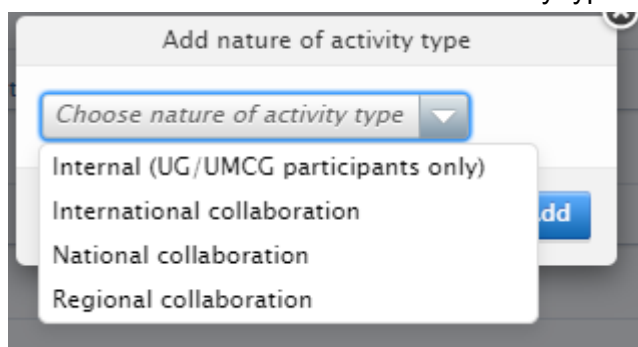
How to add Projects

Users can not add a project themselves. They can edit a project once they have been added as a participant.
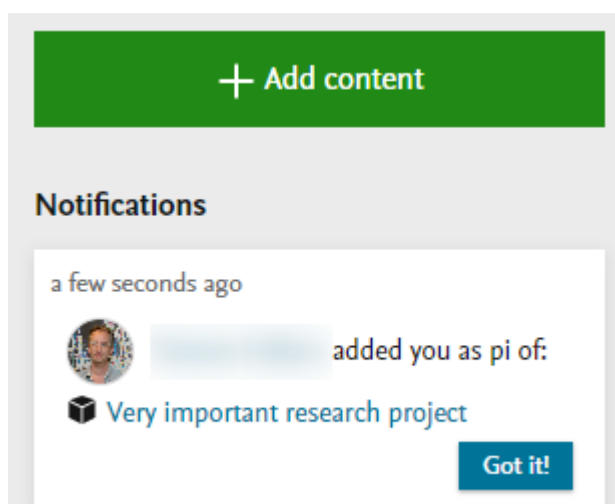Persons with the role of Editor of Projects for your Faculty, or your Research Institute, can add a project. Please contact your local Pure coordinator for more information.

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

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.

- 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-nationa

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