Add Research/Consultancy/Other type of Project

OVERVIEW
This guide explains how to add a Project to the Pure Research Management System (RMS). A Project is created once funding has been successfully awarded. A Project can be made up of more than one award. Projects are displayed on the public Portal for the relevant researchers involved in the research project and are used in Pure RMS to showcase research, link published research outputs to the relevant awards and expand the information displayed on the public Portal to include more than just research publication metrics. Research projects can also be added for research completed prior to joining Macquarie University, as well as for research projects that are more than 10 years old which were not migrated to Pure RMS upon implementation.

PROCESS

1. Login to Pure
2. Click Project
3. Select Project Type
4. Input Data
5. Complete and save your project

STEPS
1. Go to https://goto.mq.edu.au/myresearch and log in with your OneID and password.
2. On left hand side of page, click **Projects** to access a list of projects.

3. Select the ‘+’ button to add a new project. A pop-up window should appear.

4. Select **Project**.
   A. Click on **Project**.
   B. Select a sub-category.
5. Fill in the text fields as shown with the example below

6. Add ID's:
   A. Click on Add ID.
   B. Select the most appropriate Source.
   C. Input the correct ID into Source ID.
   D. Select Create.
7. Select Add Person.

To quick add a researcher who already exists in Pure RMS (use A):
A. Click on plus sign '+' to add a person
B. Enter the researcher's name
C. Select the relevant researcher

To add a custom person to the project (use B):
A. Click on Add person
B. The window will change to an automatically completed form.
C. Type the name of the person.
D. Click Role to add their Role.
E. Make sure that their affiliation(s) are correct.
F. Click Update.

8. If the person cannot be found:
   A. Click Create external person.
   B. Type the name of the relevant person.
   C. Click Add organisational unit to add their affiliation.
   D. Click Create.
9. To add an organisation unit, select **Add organisational unit**.

10. Add a **Managing organisational unit**.

11. Select if the Project is **Collaborative**.

**NOTE**
Select Yes for a Collaborative if this Project is done in collaboration with another institution.
12. Input the **Life cycle** information (Curtailed is optional)

![Life cycle input fields]

**NOTE**

Tick the box for Curtailed if this Project has been cancelled prematurely.

13. Add relevant **Documents**

A. Click **Add document**.
B. Add your **File**.
C. Add **Title**.
D. Choose **Type**.
E. Select **Create** to save.

![Document upload and type selection]

- **Files and links**
  - **Documents**
  - **Links**
    - Add link...
  - **Filename**
    - Drag file or browse your computer.
  - **Title**
  - **Type**
    - Purchase order
    - Award letter
    - Contract / Agreement
    - Funding Rules / Guidelines
    - Sub-contract
    - Legal/Contracts Advice
    - Progress report
    - Final report
    - Variation request
14. Add relevant Links

A. Click **Add Link**
B. Input **Web address (URL)**
C. Add a link **Description**
D. Select **Create** to save
15. Use the + icons to add related Applications, awards, project relations, activities, press/media, equipment, impacts, prizes and research outputs.

**Related applications and awards**

- **A**
- **B**

**Project relations**

- **C**

**Activities**

- **D**

**Press / Media**

- **E**

**Equipment**

- **F**

**Impacts**

- **G**

**Prizes**

- **H**

**Research outputs**

- **I**

**NOTE**

Please see relevant QRG’s on how to create new items in Pure.

At time of this QRG being written, there is no Equipment data in the production server of Pure.
16. Add your **Field of Research**

A. Click **Add field of research**.
B. Add your **Field of research**.
C. Input your chosen Field of Research
D. Add your **Apportionment percentage**.
E. Select **Create**.

17. Click on **Status** to and choose **For approval**.
18. Select **Save**.

**NOTE**
- If the Project is less than 10 years old and was done at Macquarie University, then only Research Services is able to add it to a Pure profile.
- If the Project is more than 10 years old and was done at Macquarie University, then researchers can add it to their Pure profile.
- If the Project was not done at Macquarie University (externally), then researchers can add it to their Pure profile.

**HANDY HINTS & TIPS**
- Using the Projects module allows the grouping together of all of your research.
- Showcase successful awards by using the Projects module.
- Saving project as ‘Entry in Progress’, saves the project as a draft.
- Saving the project as ‘For Approval’ indicates in the system for the project to move through the workflow to be approved. Once approved, unless it is marked as confidential, the project will appear on the relevant Researchers’ profiles on the public Portal.

**For additional help:**
- +61 2 9850-HELP (4357)
- rms.support@mq.edu.au
- Log a OneHelp ticket