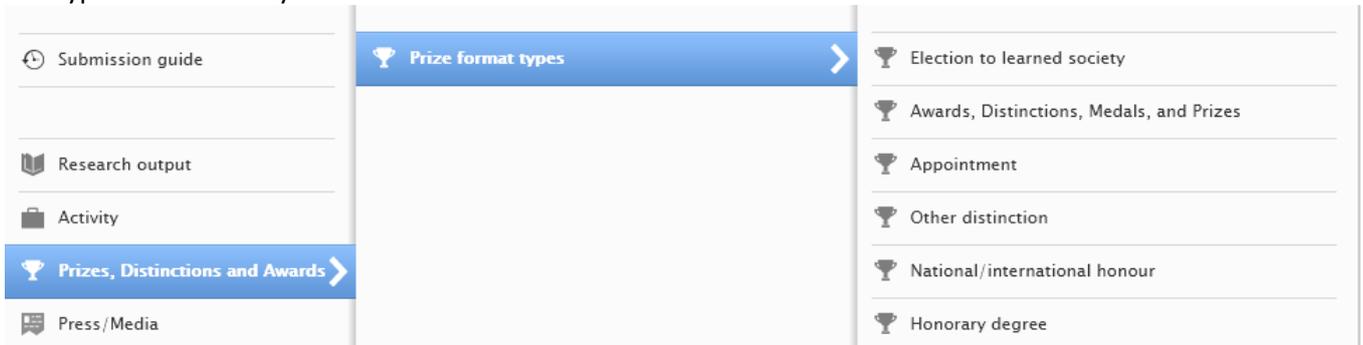


## Adding Prizes

1. Log into Pure with your University of Aberdeen Login at <https://pure.abdn.ac.uk/admin/login.xhtml>
2. Click on the add content button, followed by prizes, distinctions, and awards. Then select the appropriate prize sub-type for the activity.



3. Enter the Prize information in the pop-up window.
  - Add a title which shows the activity and makes it easy to identify the activity.
  - Enter the date when the Prize was awarded.
  - Choose the appropriate degree of recognition.
  - Add the granting organisation or event where the prize was awarded. Search for an existing one, if not create a new one. This benefits us to find many prizes and activities associated to a single event or organisation.

Prize information

Title \*

Description

Awarded date

Year \*    Month    Day




Degree of recognition

No value ▼

Granting Organisations

Add granting organisation

Awarded at event

Add event...

4. Add the organisation that awarded the prize and/or the event where the prize was received.

Persons/organisations

Recipients \*

University of Aberdeen, Recipient  
Internal person    Edit -

University of Aberdeen  
Organisational unit: Discipline

Add person...    Add organisational unit...

Prize managed by

Managing organisational unit \*

University of Aberdeen  
Organisational unit: Discipline

Change organisational unit...

5. Check your associations:
  - Person/organisation: The recipient field will automatically insert your name. More people can be added if required.
  - Prize managed by: Managing organisational unit will be automatically inserted. If required, this can be changed.
6. Add documents and links to your prize record. This will be helpful when finding a backup for your activity if you need to use it somewhere else (e.g., Researchfish).
  - Name the documents in a suitable way.
  - Save documents in popular formats such as pdf.
  - If you add a link, ensure the page is active and archived.

Persons/organisations

Recipients \* 

*No persons or organisational units associated*

Prize managed by

Managing organisational unit \* 

Documents and files

Documents

Links

7. Keywords are not mandatory; however, you can add them to increase discoverability of the record.

Keywords 

KEYWORDS

ASJC SCOPUS SUBJECT AREAS

*There are no associations*

8. Add relations with the Press/Media record and your research output to showcase your impact.

- Relations: Link your media coverage related to the content form e.g., media coverage of the award. Click on the + icon and search in the box. Options will appear once you start typing.

Relations

Prizes 	Projects 
Research outputs 	Impacts 
Activities 	Datasets 
<b>Press/Media </b>	Student Thesis 
Projects 	Facilities/Equipment 

9. Visibility: This is automatically placed to Public by default meaning that the record will be publicly visible on the Research Portal. This will also be available for reuse on sites that use Pure Data such as staff pages. If you want this to be private, select **backend – restricted to Pure users**.

Visibility

Visibility

10. Lastly, click save. Any changes or updates made will be lost if you do not use the save button.

