Adding Activities to Pure
Template: Membership (e.g. panels networks, committees, etc.)

Activities covered:
- Membership of peer review panel or committee,
- Membership of public/government advisory/policy group or panel,
- Membership of research network,
- Membership of special-interest organisation,
- Member of advisory board,
- Appointment,
- Visiting fellow.

Information required:

Search for the related event, internal organisation unit, or external organisation, by clicking on the appropriate icon. If the relevant details are not returned in the search box, select ‘create new’ to add the required event or organisation.

When creating new events or organisations fill in as much detail as possible e.g. a full description of the event (including full name, relevant dates, locations, city and country), or the full name of the organisation (including abbreviations). When all details are complete click on ‘create’ to add the details to the record.

The event/organisation title will be used as the title for the Activity in Pure and on the research portal.

In the Activity box, describe the type of membership or association with the organisation/event.

In the Description box, describe your role within the organisation or body, you can include information on the body, group or panel concerned, and details of the project as applicable. You can also add details of the broader role of the organisation, this can be a general description of the role of the organisation or a description of the project or review undertaking.
Enter the date of the activity. For ongoing memberships select the period of time option and enter the first and last date of the event.

Where relevant, select the most appropriate degree of recognition for the activity.

Your name and affiliation will be pre-populated, click the edit button next to your name to select the most appropriate role for the activity, e.g. Member, Chair, Participant, etc.

If your activity involved other people, either internal or external, their details can be added by clicking ‘Add person’, searching or adding their details, and selecting their role from the drop-down menu.

The managing organisational unit will be assigned as your department/ institute. If you are associated with multiple areas, you can click on the change organisation unit to select a different unit.

Where relevant, you can attach documents to the record, e.g. terms of membership, remit, etc. however, please check that you have the appropriate permission/authorisation to upload any documents. Documents can be added as ‘Backend’ or ‘Confidential’, and do not have to be public, even if the overall record is public and visible on the Research Portal. Pure supports multiple document and media formats including PDF, WMV, PNG.

You can also add links to any relevant websites. e.g. organisation, institution, or project websites.
Keywords and Subject areas are not mandatory; however, you may decide to add them to increase discoverability of the record.

Relations to other content in Pure can be added as necessary. This will help illustrate the interconnectedness of the various aspects of your research. Click the icon under the relevant content type to search for and connect items to the activity record.

If you would like the information to be available on the research portal, make sure you select 'Public - no restriction option’ in the visibility section, otherwise mark the record as ‘Backend - restricted to Pure users’, or ‘Confidential - restricted to associated users and editors’.

Finally, remember to save your entry. Once saved, your entry will appear in your Pure profile as “For approval”. Once your entry has been checked and approved, any public records will appear in the research portal.