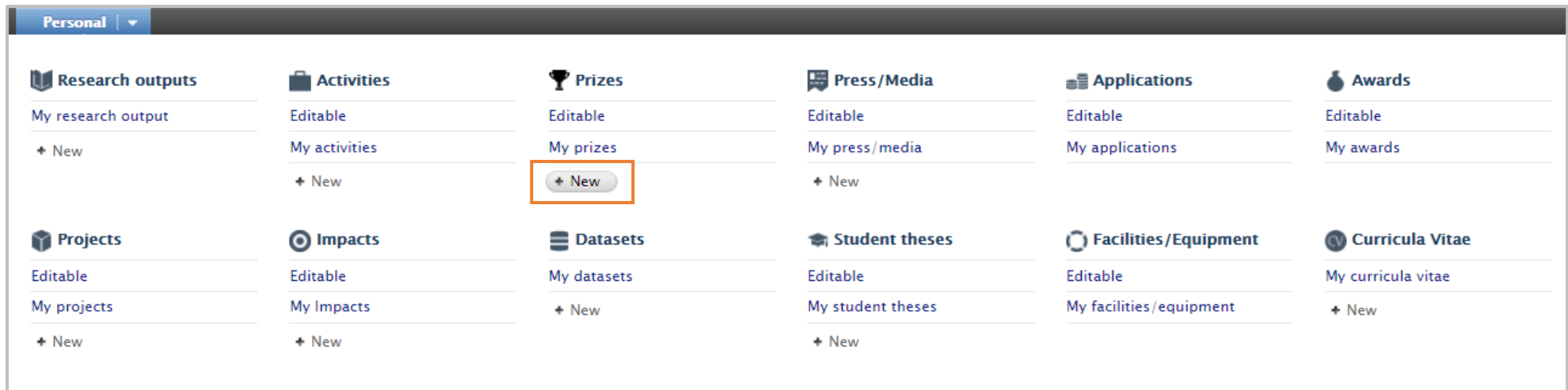


1. Log in to Pure with your University Login (formerly EASE) at <https://www.pure.ed.ac.uk>



The screenshot shows the 'Personal' dashboard in the Pure system. It features a grid of categories including Research outputs, Activities, Prizes, Press/Media, Applications, Awards, Projects, Impacts, Datasets, Student theses, Facilities/Equipment, and Curricula Vitae. Each category has a 'My' sub-section and a '+ New' button. The '+ New' button under the 'Prizes' category is highlighted with an orange border.

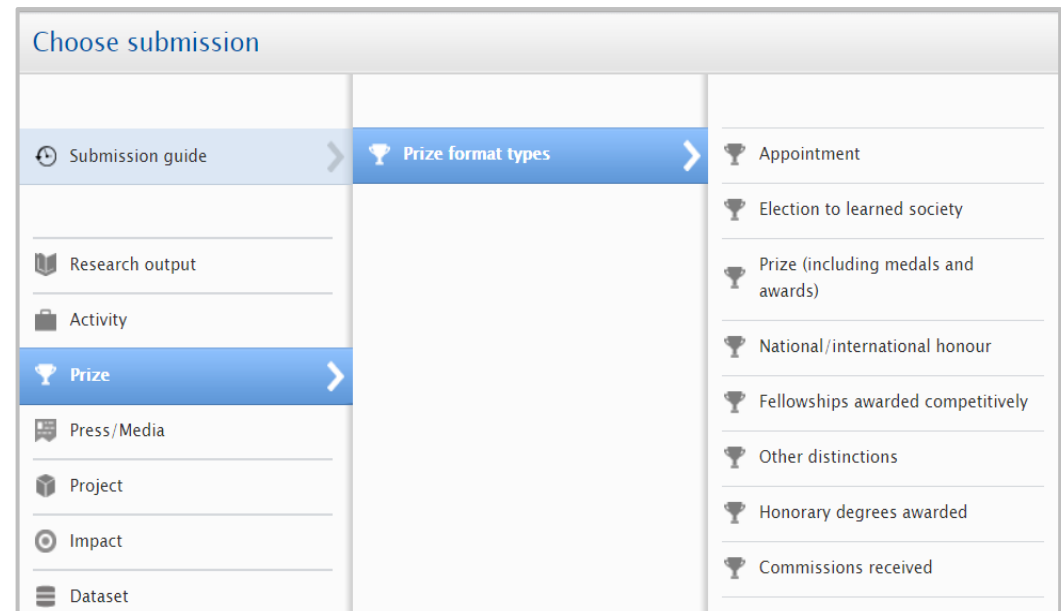
2. Click on the Personal drop down menu at the top left of the screen.

Click on the **+ New** button under Prizes. This will open the submission window.

3. Select Template.

There are eight types of prize records available, please choose the relevant option. The prize template will appear as a pop up window.

Note. Fields marked with asterisks are mandatory. The record cannot be saved unless these fields are completed.



The screenshot shows the 'Choose submission' window. It has a left sidebar with options: Submission guide, Research output, Activity, Prize, Press/Media, Project, Impact, and Dataset. The 'Prize' option is selected and highlighted in blue. The main area shows 'Prize format types' selected, with a list of options on the right: Appointment, Election to learned society, Prize (including medals and awards), National/international honour, Fellowships awarded competitively, Other distinctions, Honorary degrees awarded, and Commissions received.

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. Fill in the Prize information.

In the pop up window that appears, complete the sections. All sub-types of Prizes have the same mandatory and optional requirements.

Title: Add a title reflective of the activity which allows it to be easily identifiable e.g. *Robert Louis Stevenson: the Author and the Editors*

Description: a short description of the prize (optional).

Awarded Date: Enter the date that the Prize was awarded – this must be a single date.

Degree of Recognition: Choose between International, National, Regional and Local (optional).

Granting Organisations and Event: You can add a granting organisation or event at which the prize was awarded.

Note. When entering a Granting Organisation or Event search for existing ones before you 'Create new' –this helps us find multiple prizes and activities related to a single organisation or event.

5. Check affiliations

Persons / organisations: The Recipient field will be automatically populated with your name. More people (internal or external) can be added if required.


Prize managed by: The Managing organisational unit will be automatically populated. This can be changed if required.

6. Upload documents or links

You can add documents and links to your prize record - this will help you find the backup for your activity if you need to use it in something else (like Researchfish, REF environment templates)

- Save your documents in popular, open formats such as jpeg, pdf, txt or html.
- Name your documents in a meaningful way (e.g. *20170922TestimonialFromJohnSmith.pdf* rather than *letter.pdf*. Read more on [file naming conventions](#).
- If adding links, make sure to also upload a PDF or screenshots of the website, or archive the page using the [Way Back Machine](#) and use the permanent link provided.
- If you have large video files or audio recordings, contact your local [Pure support](#) for advice on how best to store them.
- Instead of uploading individual files, you can attach a .zip/.rar folder

Persons / organisations


Recipients * 

No persons or organisational units associated

[Add person...](#) [Add organisational unit...](#)

Prize managed by

Managing organisational unit *



Documents and files

Documents

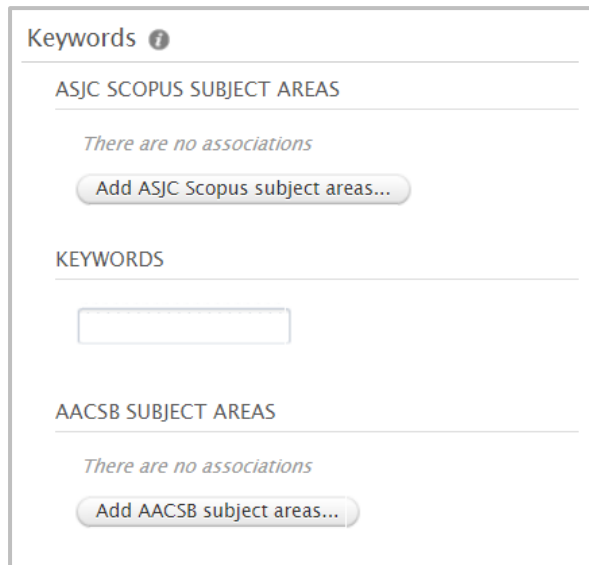
[Add document...](#)

Links

[Add link...](#)

7. Add Keywords

The addition of Keywords is optional. Keywords help other users find prizes in your subject area.



Keywords ⓘ

ASJC SCOPUS SUBJECT AREAS

There are no associations

Add ASJC Scopus subject areas...

KEYWORDS

AACSB SUBJECT AREAS

There are no associations

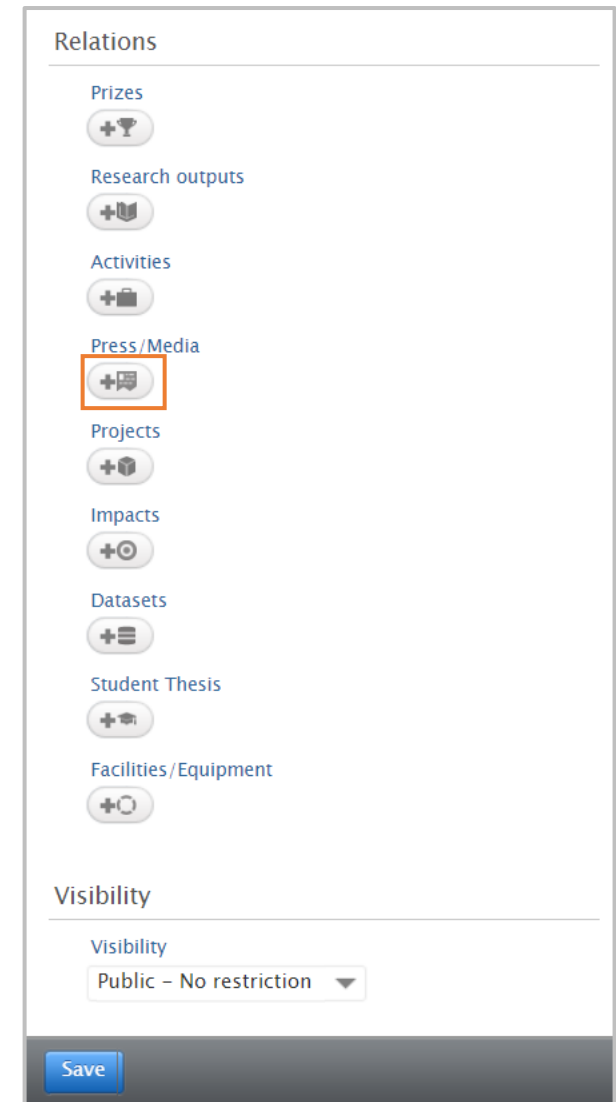
Add AACSB subject areas...

8. Demonstrate links between the Press/Media record and your Research and Save

Relations: Use this section to link your press coverage to related content from your profile e.g. Media coverage of the award presentation. Click on any of the '+' icons and a search box will appear. The options to add will appear once you start typing.

Visibility: This is set to Public by default, which means the record will appear on Edinburgh Research Explorer and be available for reuse on other websites which reuse Pure data. However, if your prize record contains particularly sensitive information, select **Backend –restricted to Pure users**.

Finally, remember to **Save!**



Relations

Prizes

Research outputs

Activities

Press/Media

Projects

Impacts

Datasets

Student Thesis

Facilities/Equipment

Visibility

Visibility

Public - No restriction ▼

Save