Adding and editing Impact Records in Pure

1. Log into Pure at [https://pure.rhul.ac.uk/admin](https://pure.rhul.ac.uk/admin).
2. Click on the add content button on the right hand side.

![Add content button](image1)

Click on Impact from the left-hand menu.

![Impact menu](image2)

As there is currently only one type of impact, clicking on this will open a record for you to work on.

3. Select the status of the impact record, in preparation: a potential impact that has not yet achieved a tangible change, in progress: an impact that has resulted in a change that is being implemented, closed: research no longer active at the University or the impact was not sustained

![Impact status](image3)

4. Add a title and a short description of the impact – the description is intended to be just a few lines to help us understand how your research has had either academic or non-academic impact.

![Impact information](image4)

5. You can add information about the beneficiaries of your research. For example, for an improved health intervention the beneficiaries could be clinicians, patients and their families, and society.

![Who is affected](image5)
6. Provide details of the research you conducted and describe the key insights or findings that contributed to the impact. Further down the template you can link to your relevant research outputs.

7. Briefly document the activities and research outputs which form your pathway to impact. Further down the template you can make links to these records.

8. Add a note here if support from the College could help in the development of your impact. For example, time for evidence collection, financial support for conferences and events, training and support from the Knowledge Exchange Managers in Research and Innovation

9. If your impact has already happened you can set the date of the impact, if your impact is developing or ongoing you can use the period of time option and enter the start date

10. You can also select the category of impact that most closely aligns with the impact of your research. You can add multiple categories of impact if required. The category of impact will inform the type of evidence you will be expected to collect if this becomes a REF impact case study.
11. If you want to add evidence of impact, this could be documents, testimonies, new coverage, or other evidence these can be added in the Evidence section.

Click on Add Impact evidence

A new window will open allowing you to:

- set if your evidence is qualitative or Quantitative,
- add the date the evidence was generated or made public,
- describe the evidence with a title and summary,
- add any contact details for the evidence and record if the person has agreed to be contacted in the future,
- add a document or add a link to a website.

12. When you click on create the impact evidence will display on the record, as you add more evidence this will build up on the record. In general these documents and links would not be for public consumption they would be used to assess your impact record if it forms part of a future REF submission
13. For staff members the Participants and affiliations section should be populated with your own details, the names of other colleagues can be added by clicking on Add Person.

14. The Impact managed by section is auto-populated with the details of your Department.

15. Keywords can be added in the Keywords section, these are not mandatory. We have added the option to link to a research catalyst to do this click on 'Add keywords for Research Catalysts' and select the relevant catalyst.

16. You can also add general files and links to the Impact record. These may include links to university sites, organisations who have adopted your recommendations, events related to impact dissemination, videos or slide decks used to share the impact story. In general, these documents and links should be suitable for sharing with the public.
17. You can relate your impact to a wide range of other content in Pure, including but not limited to publications (research outputs) that are related to the impact, Press/Media coverage of your research, or research activities and public engagement which may have led to the impact.

18. Visibility of the record- Pure has capability to publish impact records on our research portal but we do not have this enabled.

You should set the visibility of your record to 'Restricted- visible to only associated users in Pure only, not on website'. This will allow your record to be seen and accessed by those named on the record and administrators with access to the impact area of Pure.

Press Save to store the record, if you do not press save then the content will be lost.

**Editing Impact Records**

If you have created a record and want to return to it, you can find your impact record on the main bar of your **personal** workspace.

1. Click on the number underneath impact to be taken to a list of your impact records. Click on the title of the impact record to open and edit the record.

2. Once you have finished editing, click on save.