

1. Context

1.1. In launching its **Research Strategy** in 2009, Royal Holloway, University of London committed to creating:

- a) an interface enabling staff to submit copies of their research output to its research repository (see **Open Access Policy** <http://www.rhul.ac.uk/library/openaccess/openaccesspublicationspolicy.aspx>);
- b) a searchable research and experts register making Royal Holloway's research and expertise accessible to the widest possible audience, both internally and externally;
- c) an efficient and effective method of collection and verification of data to support the administrative aspects of the College's Research Excellence Framework submission.

On the recommendation of Research Committee, and in common with many universities in the UK, it was decided that the most effective way to meet the above requirements and objectives would be for the College to purchase a **Research Information System**. The system selected, following a detailed procurement exercise, has been developed by a company called **Atira** and known as **Pure**.

2. Key principles and usage

2.1. Key principles

The key principles used in the deployment of Pure are:

- a) To enter data once and use it for a variety of purposes in order to ease the burden of administration for both academic and administrative support staff, to reduce the cost of maintenance and update and to provide a "single source of truth" for such information.
- b) To delegate the power to quickly and effectively create and maintain personal profiles to those who are most likely to know the veracity and accuracy of the relevant information. **The quality, richness and completeness of the information provided is therefore in the hands of researchers.** It is not necessary to submit routine changes and additions to a central team: **most fields can be updated by academic users by logging in to Pure.** Updates will be reflected instantly on the College website (subject to the researcher having chosen to make the information publicly available).

2.2. Usage

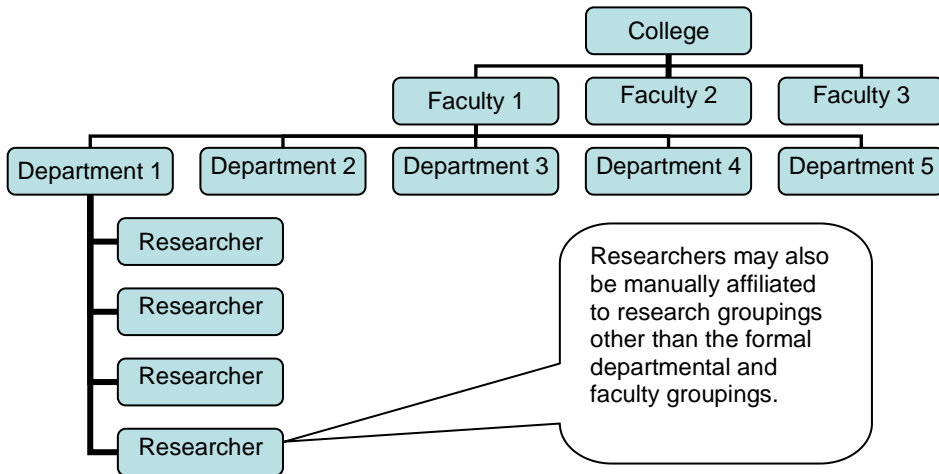
The **multiple different contexts** in which the information stored in Pure is intended to be used include:

- maintaining personal, research group and departmental research profiles on the College website;
- creating an experts database that can be interrogated for information to support both internal and external collaboration;
- depositing electronic copies of research outputs in the College's digital repository and creating a comprehensive but simple, straightforward means of accessing these outputs;
- preparing bibliographies and CVs for grant proposals or internal career progression;

- preparing and making the data submission in support of the Research Excellence Framework requirements.

3. Organisation of data

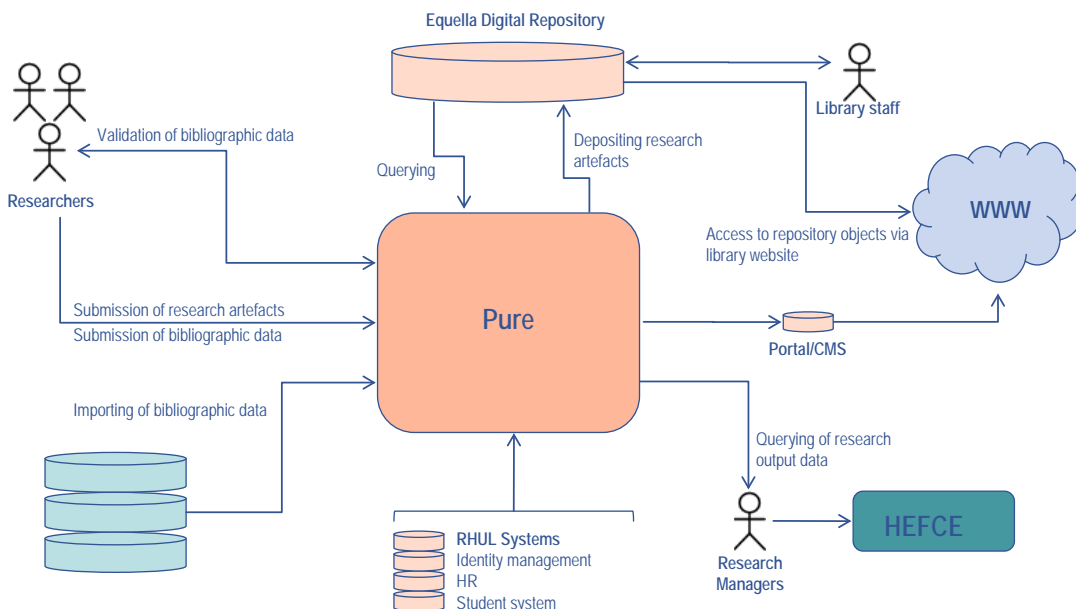
- 3.1. The information contained within Pure is grouped and linked hierarchically along the lines of the College's organisational structure (Research Group, Department or School, Faculty, College).



4. Sources of data

- 4.1. As indicated in figure 1 below, Pure is linked to a number of external and internal data systems.

Figure 1: Links to internal and external systems



- 4.2. Table 1 in Section 7 below indicates which data are provided automatically to the database through links with existing College systems such as the HR system and BANNER (the student records system). However, data on publications and other research activities are not, and never have been, created or stored centrally. Pure can directly access some external publications databases, allowing researchers to configure the system automatically to scan these databases for

new publications. Where researchers' work is not represented completely on the external databases to which Pure is linked, such work will need to be input by the researcher personally (or, in exceptional circumstances, by a delegate). In addition, as Pure is a relational database, it allows associations to be made between for instance, publications and research projects or research groups. Again, as this information has never been recorded in a structured database centrally by the College, researchers are the only practical source for making these associations. This is particularly important for the REF data submission in relation to preparation of impact case studies.

4.3. While there is a range of administrative support available, the norm agreed by Research Committee is that information that can only practically be known by academic staff will be the responsibility of academic staff themselves to enter and keep updated within Pure.

5. Creation of Pure profiles

5.1. Any member of staff whose post at Royal Holloway involves research will be provided automatically with an account in Pure, as will postgraduate research students. Any other current staff involved in research and who wish to have an account in Pure may request one by emailing pure@rhul.ac.uk. Logon details (username and password) are identical to users' College IT systems logon details.

5.2. Pure provides the ability to record the following information:

- contact details for members of academic staff and research students;
- personal profile. This is the only area of the database that does not capture data in a structured format so **it is important** that lists of publications, grants, activities, students etc are **not** recorded there. It is a series of free text boxes in which a descriptive summary of research, teaching and other scholarly interests may be provided under the following headings:
 - research interests;
 - teaching;
 - consultancy;
 - affiliations;
 - educational background;
 - other.

Other generic headings may be requested by researchers, if required (email pure@rhul.ac.uk).

- research projects (grant awards etc);
- research publications (categorised in a number of ways: articles, chapters, reviews, working papers, conference proceedings etc);
- other research activities (categorised in a number of different ways: participation in conferences invited speaker, participation in public lecture/debate/seminar, editor of research journal, peer review of manuscripts, prizes (including medals and awards), newspaper/magazine, participation in TV/radio programme, periodic visiting etc);
- supervisory relationships between research staff and students;
- key words to enable research and experts to be more easily accessed via the website search facility.

6. Protocols for update of Pure

- 6.1. Like the policy on Open Access in which a requirement for all researchers to submit copies of their research output was established, **all researchers are also required to enter details of their research output and related activities within Pure**. This will provide the information necessary for population of personal web pages too **so it is important that no research-related data (publication lists, grant awards, other scholarly activities etc) are input to Contensis (the College's web content management system)**. PhD students are also provided with a profile page automatically, containing basic contact details. **Departments should develop local protocols relating to the content of students' personal profiles.**

Table 1: source of data and frequency of update

Data fields	Source	Frequency of update	Notes
Personal contact details	College HR system	Daily	Emeritus staff do not appear on the HR database. Web page profiles for this group may be created in Contensis (the web content management system).
Personal academic title e.g. Professor, Dr	College HR system	Daily	If your title has changed please contact HR – titles cannot be edited within Pure
Organisational structure – Faculties/Departments/ Research groups	Research & Enterprise or other central support	As necessary	Research cluster facility to be included in future Pure update to enable local creation and update.
Departmental affiliation	College HR system	Daily	
Personal profile information	Manual input by academic staff	As necessary	Pictures and links to external websites/other internal webpages may be included– instructions provided in Pure support webpages
Key words	Manual input by academic staff	As necessary	It is most important that these are provided if the “search for research” function on the website is to work effectively. Without key words, the search function will scan for the search word and return an entry only where the word appears in the title of a publication, grant, activity or personal profile contained within the database.
Research projects (grant awards)	Basic details input by Research and Enterprise from information from the research finance team.	As grant is announced	Additional information and associations with other staff and publications should be entered manually by lead researcher.
Research publications	Input by academic staff	As necessary	Input in one of 3 ways: 1. Manually input the publication data fields in Pure 2. Upload data from existing bibliographic data files in either the RIS or BibTeX format 3. Download publication data from online sources such as Web of Science, PubMed, arXiv, Scopus.

			It is possible to set an automatic notification for appearance of new publications in linked online sources. The system will carry out an initial scan that will search for publications appearing in the selected online source (Web of Science, PubMed, ArXiv) in the last 730 days. The consecutive scans will take place every 7 days. The frequency with which Pure will provide e-mail reminders when it finds candidates for review can be selected. For those disciplines that are well represented in the online sources, this is by far the easiest way to keep publication records up to date.
Other research activities	Manual input by academic staff	As necessary	
Research students' supervisory relationships	Link to student record system BANNER provides basic data	Daily	Investigation of a method to provide information regarding share of research supervision is currently underway.
Research students' personal profiles	Manual input as per Departmental protocol	As necessary	Personal profiles should be maintained according to Departmental protocol.
Research Groups and Centres: profiles and members' affiliations	Manual input by Group director or leader	As necessary	Leaders of research groups should request editorial rights by emailing pure@rhul.ac.uk to enable them to associate researchers with these groups and centres and to provide descriptive profile details of the activities of the group or centre. For research groups or centres comprising researchers from more than one department, affiliations will need to be made by a system administrator. This may be arranged by emailing pure@rhul.ac.uk.

7. Roles and responsibilities

Role	Responsibility	Frequency of review
Research Committee	To own Pure and its associated policies, processes and protocols. To oversee its implementation and ongoing population and maintenance.	By written report at each Research Committee meeting. There will be an annual review to review population of data and maintenance performance.
Faculty Research Directors	To identify departmental champions and review population of data and maintenance performance (at Departmental, Research Group and individual level). To provide updates to Faculty Research Committee on progress with population and identification of issues to be resolved and to the Director of Research and Enterprise for onward transmission to Research Committee.	For each Faculty Research Committee meeting.
Heads of Department –	To champion usage of the system to ensure that departmental research activity is properly and completely represented. To ensure that internal College systems such as the HR database and Banner,	Termly, at a minimum

may delegate to Departmental Research Director	which feed Pure with data, are updated in a timely fashion, as and when necessary.	
Directors of Research Groups	To provide descriptive profile details of the activities of the group or centre and create and update staff affiliations to the Group.	Start of academic year at a minimum. Make in-year changes as required.
Individual academic staff	To ensure that Pure contains a complete and up-to-date record of research activity encompassing publications, projects, and activities To ensure that the affiliations and associations between these records are correctly entered and represented	Termly, at a minimum
Strategic Development Unit	To champion the future resourcing of Pure with particular reference to the manpower and systems development requirements of the Research Excellence Framework. To provide internal management reporting in a timely fashion to support the review and reporting at Faculty and College level. Periodic representation of College at the Pure UK user group meetings.	To coincide with Faculty Research and College Research Committees
Research & Enterprise	Provision of first port of call helpline support for researchers To update grants (projects) information Maintenance of Pure support webpages Representation of RHUL at the Pure User Group, especially in relation to development of the REF module. Co-ordination of provision of reports to Faculty and College research committees. Business sponsor for the development and population of the REF module	Ongoing
Library	Submitting a full-text version of a research output to Pure will deposit a copy of the output in the College's digital repository and hence ensure a researcher's compliance with the College's Open Access Publications Policy. To provide advice and support for researchers on compliance with intellectual property legislation.	This work will be carried out on an ongoing basis by the Repository & Digital Assets Manager and the Information Assistant: Digital Collections.
IT	To provide the support of a business analyst who will: <ul style="list-style-type: none"> - provide relationship management with Atira (software supplier) - co-ordinate links with internal College systems - project manage periodic updates and releases - provide technical representation of the College on the Pure UK user group - point of reference for user support To provide technology infrastructure for hosting and maintenance of Pure, accompanied by the levels of support necessary to maintain Pure as a business-critical service .	Ongoing
Finance	Provision of financial details of grant announcements to Research and Enterprise	Ongoing
HR	To update the HR database on notification of out-of-date information via either the Pure helpdesk or directly by academic staff.	Ongoing

8. Training and support

- 8.1 There is a range of online support available: within Pure itself and also within the Research Support web pages at <http://www.rhul.ac.uk/research/researchsupport/Pure/Pure.aspx>. Where groups of staff require support, workshops may be arranged by contacting pure@rhul.ac.uk.