

# Pure – manual for key users



**Erasmus University Rotterdam**  
Make it happen.

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## Vision management

### Document properties

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### History

Date	Contributions	Author(s)
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25 May 2021	Adding information dashboard; What happens with the Full text? Including screenshots from paper protocol; Reporting chapter added.	Brenda de Groot
2 June 2021	Version AT + remarks/suggestions SB.	Brenda de Groot
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1 Nov 2021	Log in URL adjusted.	Brenda de Groot
23 Nov 2021	output types and categories - full text needed	Annemiek Teuben

## 1. Introduction

Welcome to Pure as new application for Erasmus University Rotterdam (EUR) and Erasmus MC

The former application for registering research output, Metis, was (technically) outdated and all output was registered manually which led to poor data quality. Pure is a relatively new application used by several other Dutch universities and is being used by many other universities worldwide.

Pure automatically imports and updates publications and the related metadata. It is more accurate because it can match on several identifiers (such as ORCID, Scopus ID's etc.).

This manual for key users helps you to quickly find the information you need to successfully helping the researcher with Pure, but also in the validation of all output. If you miss anything, please submit your question to [pure@eur.nl](mailto:pure@eur.nl).

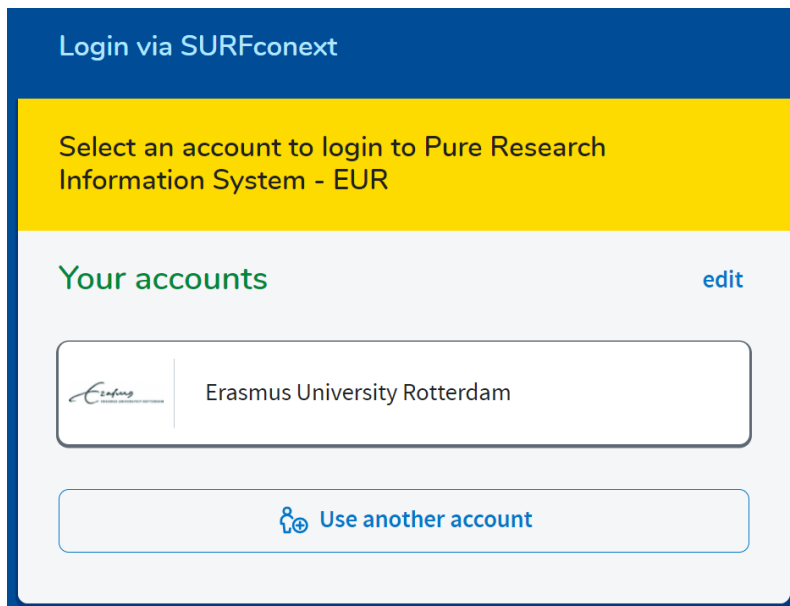
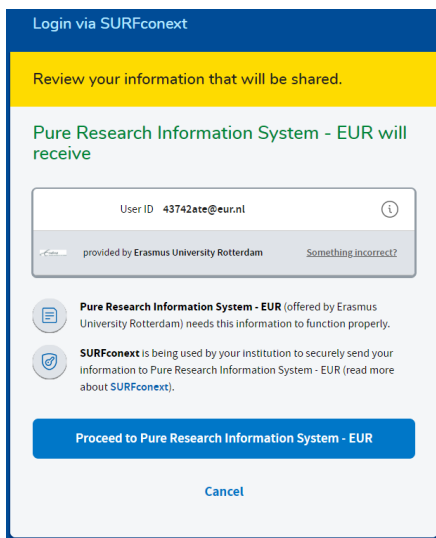
## 2. General

### 2.1. Logging in

Key users and general users (like researchers) can log into Pure with your erna-id/ microsection number. To log into Pure, go to <https://pure.eur.nl/admin>.

The browsers Google Chrome, Edge and Firefox can be used.

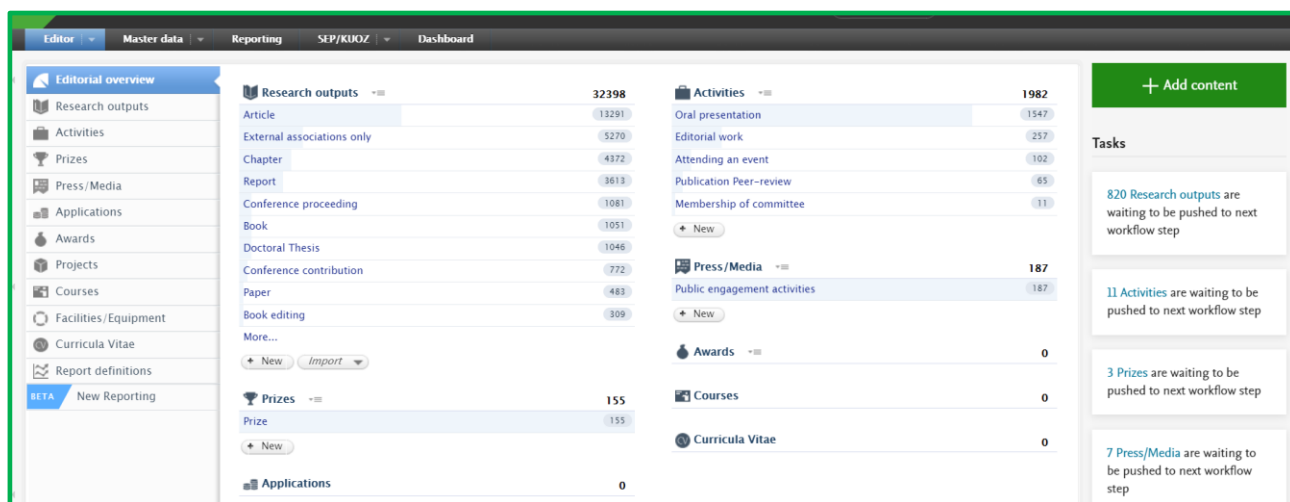
The first time you login you will be directed to the screen below, because of the SURF Conext login procedure. Click proceed to Pure Research Information System. After proceeding, this screen will not appear the next time you login.



*Login procedure by authentication with SURF Conext*

## 2.2. Dashboard

After successfully logging in, you see the following page:



The editor section is the part of the application where you can add/edit research output.

In the master data section you can manage your users.

The reporting part is for all reporting needs (more in chapter 5).

SEP/KUOZ is intended for key users, policy officers from faculties and the General Management Directorate (ABD). On a yearly base the KUOZ report will be generated and sent by functional management to the ABD. The SEP reports will be created at least every 3 and 6 years because of the (midterm) evaluation, but normally faculties will need that information more often.

Dashboard is for key users and maybe users who are responsible for reporting and data quality. In fact within the dashboard the user is able to create a report from a predefined widget. An example of a widget is the collaboration between persons or departments in publishing. For more detailed reports the reporting tool is more suitable.

## 2.3. Required fields

Fields with an asterisk (\*) are required. When leaving these fields empty, Pure will give an error.

## 2.4. Help

Any relevant information about Pure is available to you via the help button in the bottom right of your screen:

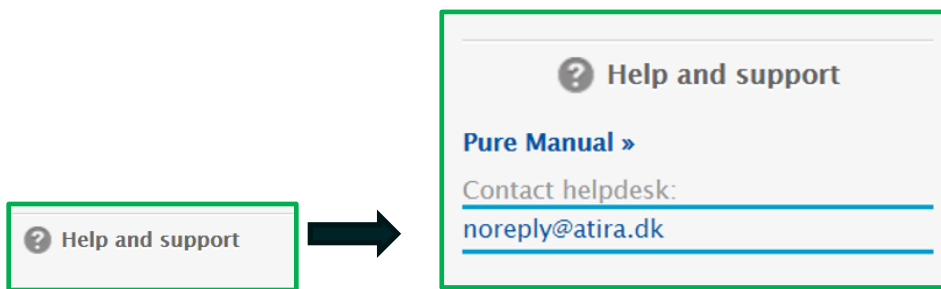


Figure 2: Help in Pure

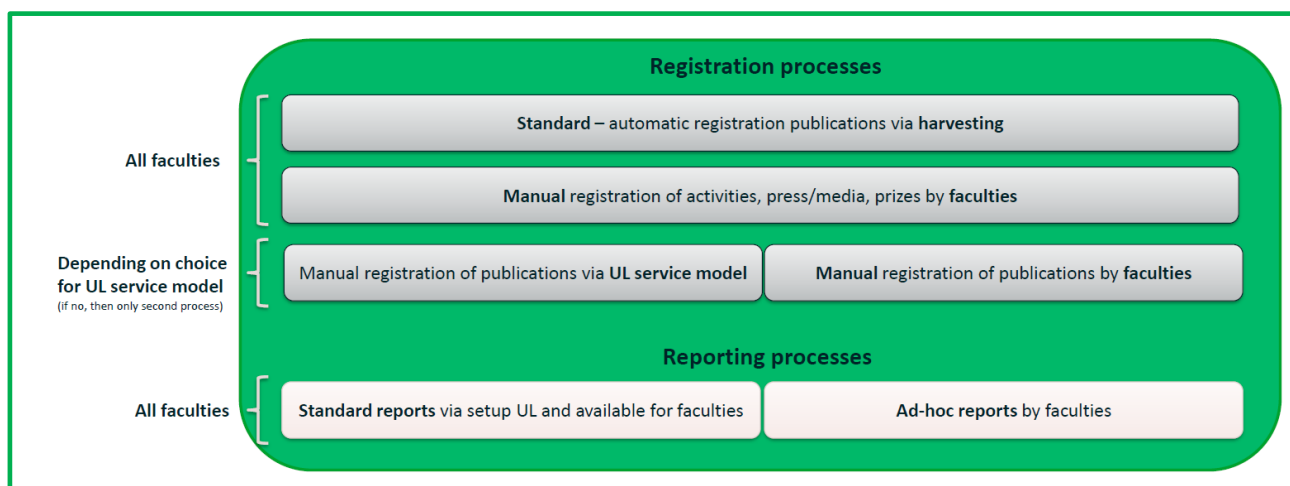
As a second option, you can consult the dropbox environment.

When experiencing any difficulties with the system, you as **key user** can reach out and email [pure@eur.nl](mailto:pure@eur.nl). All other users, like researchers and for instance data analysts, are referred to you as faculty contact. This information is soon available at the EUR website.

### 3. Submitting research output (University Library service model)

Pure is the application to register publications (in Pure these publications are indicated as 'research output'. For faculties who decided in April 2021 to use the University Library service model, their researchers can use the Quick submit feature (see chapter 3.1). Others need to use the manual registration (see chapter 3.2). Pure also offers researchers and faculties to register other content types (like activities and awards). These can be registered via the manual registration, chapter 3.2. For all researchers applies that there is an automated harvesting from online sources. This means that Pure searches for new and updated publications. How this works, you can read in chapter 3.3. In chapter 3.4 is the last possibility described, the submitting of publications via the importing feature of Pure.

The next image gives a clear view on the various ways of submitting research output:

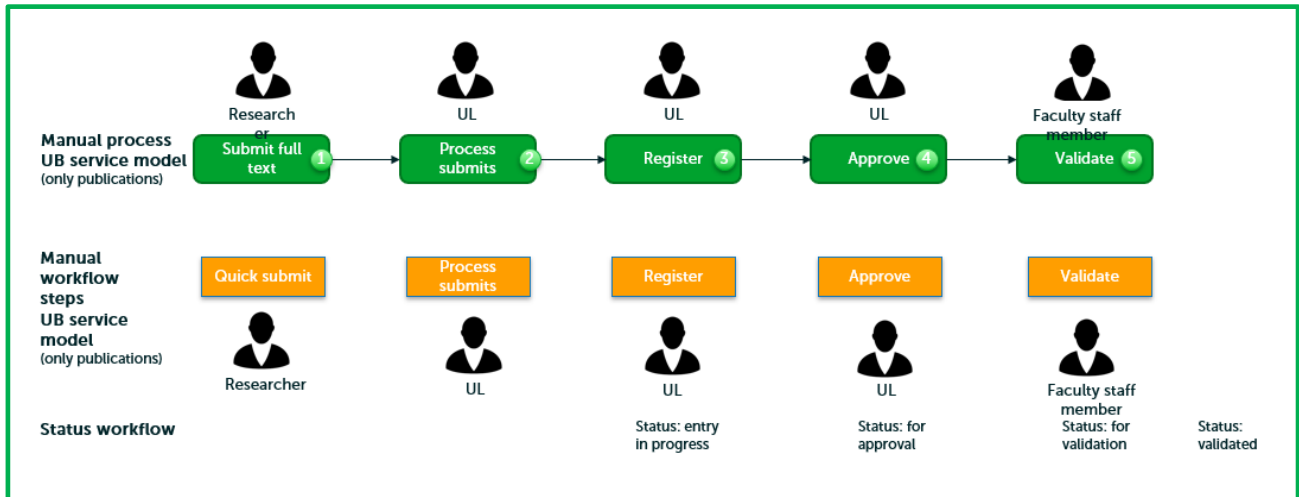




### 3.1. Quick submit (UL service model)

This part of the manual does not apply to researchers of faculties ESSB, RSM and ESE.

This paragraph only applies if your faculty uses the University Library service model. Participating faculties are: ESL, ESHCC, ISS, ESHPM, ESPhil and Erasmus MC.



#### 3.1.1 Preconditions for submitting a Full text

Submitting a full text is possible for *publications*. Table 1 gives an overview of the (sub) types in Pure which are considered as publication. As the EUR intends to make the publications available in open access, the Library encourages researchers to submit the Definitive Version of Record, that is, the definitive version as published. As an alternative, the accepted manuscript can be submitted.

Please do not submit drafts that have not been accepted or are not published at a pre-print platform or otherwise released as an original work.

For all sub types applies that the full text is considered eligible for Quick submit if the:

1. full text = pdf
2. full text includes
  - o Year
  - o Name publication/title\*
  - o Name publisher
  - o Pagination
  - o Names author(s) + organisation
  - o DOI (if existing, otherwise a URL to the publication)
  - o ISBN (if existing on books and chapters)
3. **Notes** section\* is filled with the output type Academic, Professional or Scientific.  
Notes section: desired, yet optional, information about the affiliation of related (internal/external) authors

\*See figure 4.

TABLE 1 PURE RESEARCH OUTPUT (SUB) TYPES WHICH ARE BEING CONSIDERED AS PUBLICATIONS

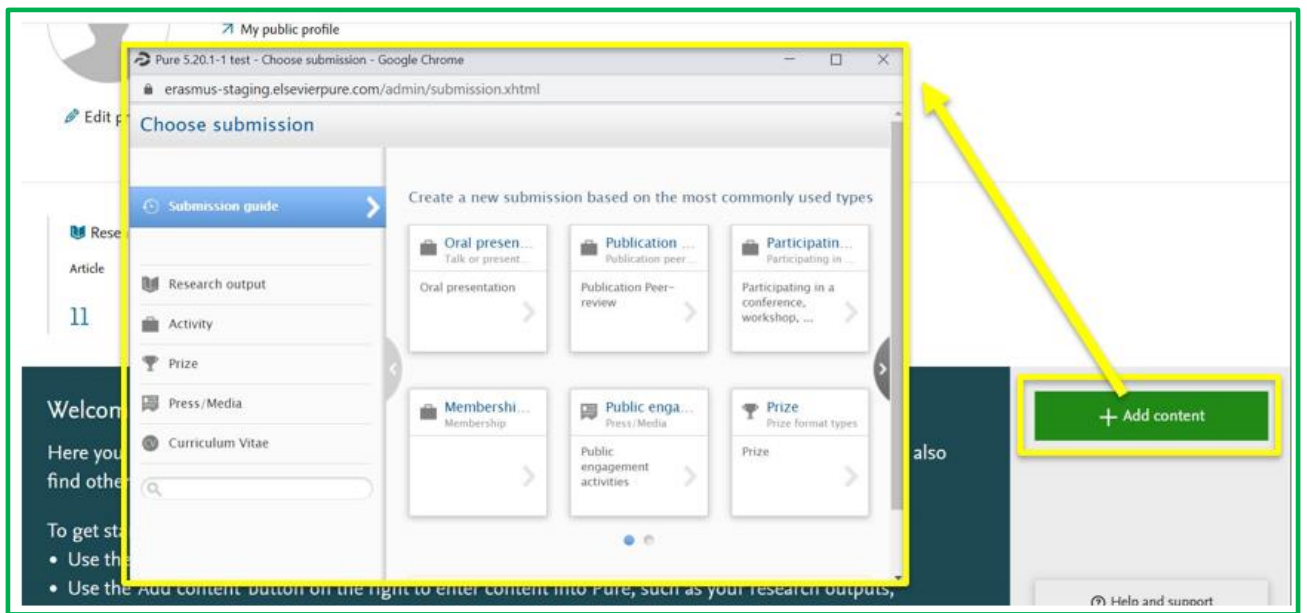
Research output type in Pure	Sub-type in Pure
Contribution to journal	<ul style="list-style-type: none"> <li>• Article</li> <li>• Book/Film/Article review</li> <li>• Case note</li> <li>• Comment/Letter to the editor</li> <li>• Conference article</li> <li>• Editorial</li> <li>• Literature review</li> <li>• Meeting abstract</li> <li>• Review article</li> <li>• Short survey</li> </ul>
Chapter/Conference proceeding	<ul style="list-style-type: none"> <li>• Chapter</li> <li>• Conference proceeding</li> <li>• Entry for encyclopaedia/ dictionary</li> <li>• Foreword/postscript</li> </ul>
Book/Report/Inaugural speech	<ul style="list-style-type: none"> <li>• Book</li> <li>• Book editing</li> <li>• Report</li> <li>• Inaugural speech</li> </ul>
Working paper	<ul style="list-style-type: none"> <li>• Working paper (Accepted version or version of record)</li> <li>• Discussion paper</li> </ul>
Contribution to conference	<ul style="list-style-type: none"> <li>• Paper</li> <li>• Poster</li> <li>• Abstract</li> <li>• Conference contribution</li> </ul>
Non-textual form	<ul style="list-style-type: none"> <li>• Design</li> <li>• Digital or visual products</li> <li>• Software</li> <li>• Web publication/site</li> </ul>
Types of thesis  (To be uploaded in Hora Finita. The UL takes care of registration in Pure)	<ul style="list-style-type: none"> <li>• Doctoral thesis (Accepted version or version of record)</li> </ul>

### 3.1.2 How to: submit a Full text (by the researcher)

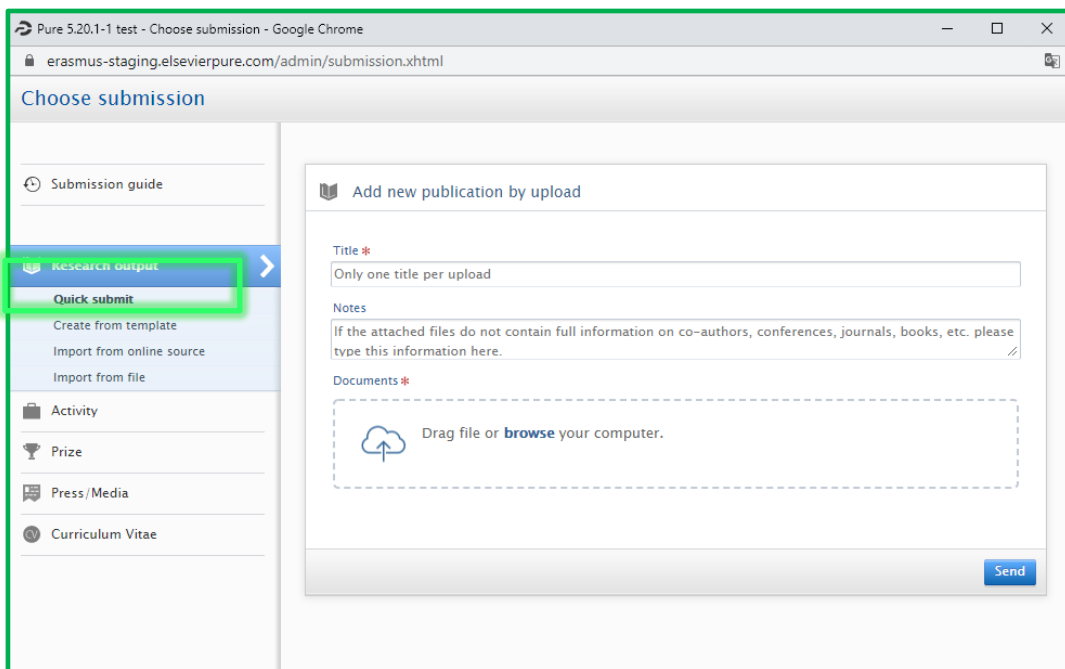
#### Process steps

##### 1<sup>st</sup> step: quick submit publication

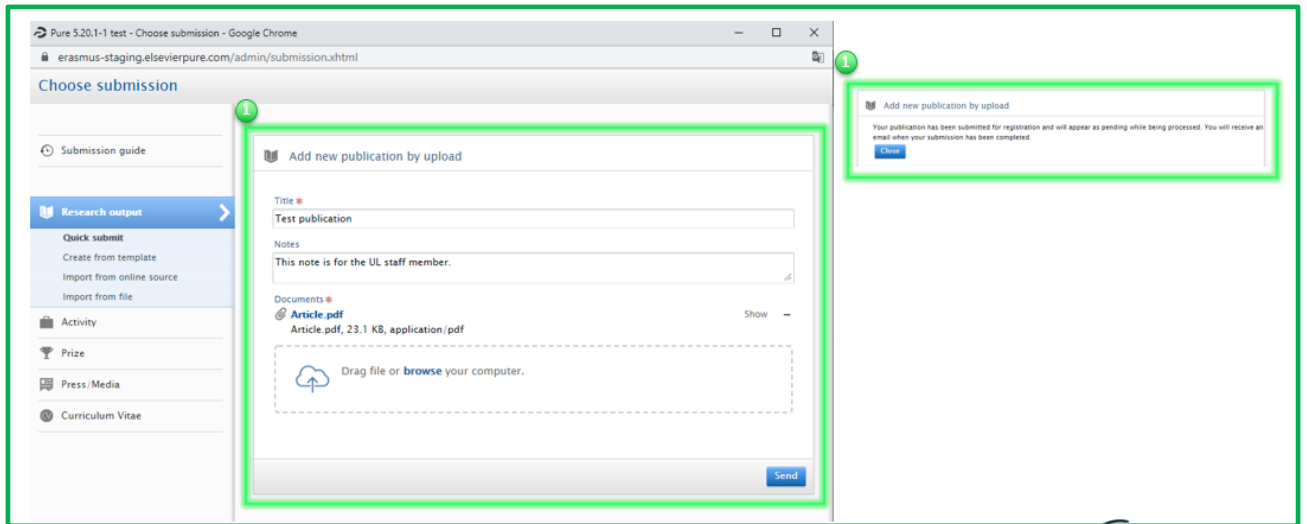
- Researcher will see the dashboard with the option to add content and clicks that. (also possible for faculty member)



- Selects the option 'Quick Submit' at adding research output.



- Fills in the two mandatory fields 'title' and 'upload file'. When necessary, fills in a comment for the University Library that is needed for the registration.

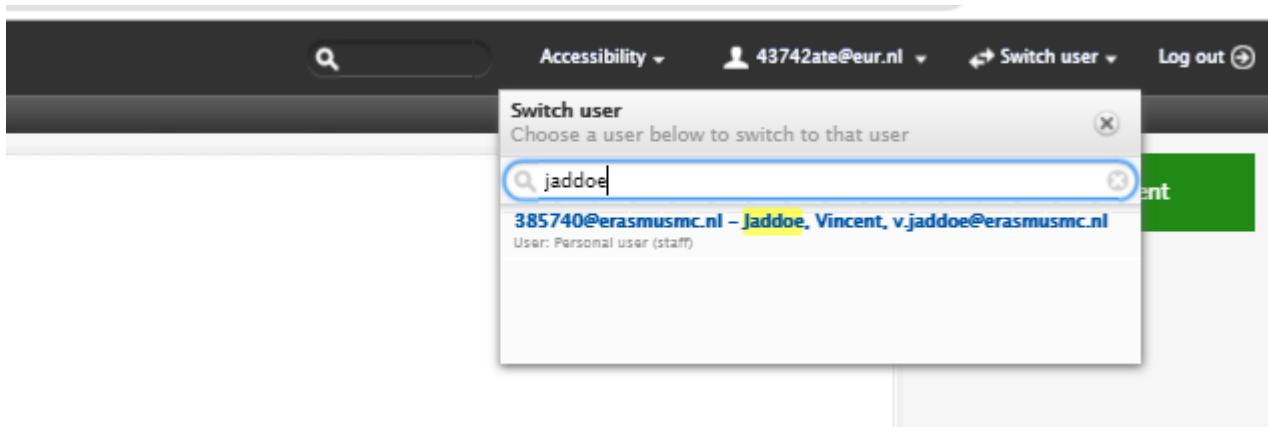


### 3.1.3 How to submit a full text (by the key user)

The procedure for using the Quick submit is exactly the same as for the researcher except for one step.

- First as a key user you need to login for the researcher by using the Switch user on the upper, right sight of the menu.

After logging is as the researcher from who the Full text should be uploaded, the procedure is the same as in the paragraph 3.1.2.



Now you are logged in as Vincent Jaddoe:

- Click on Add Content to submit a full tex by using the Quick Submit function.

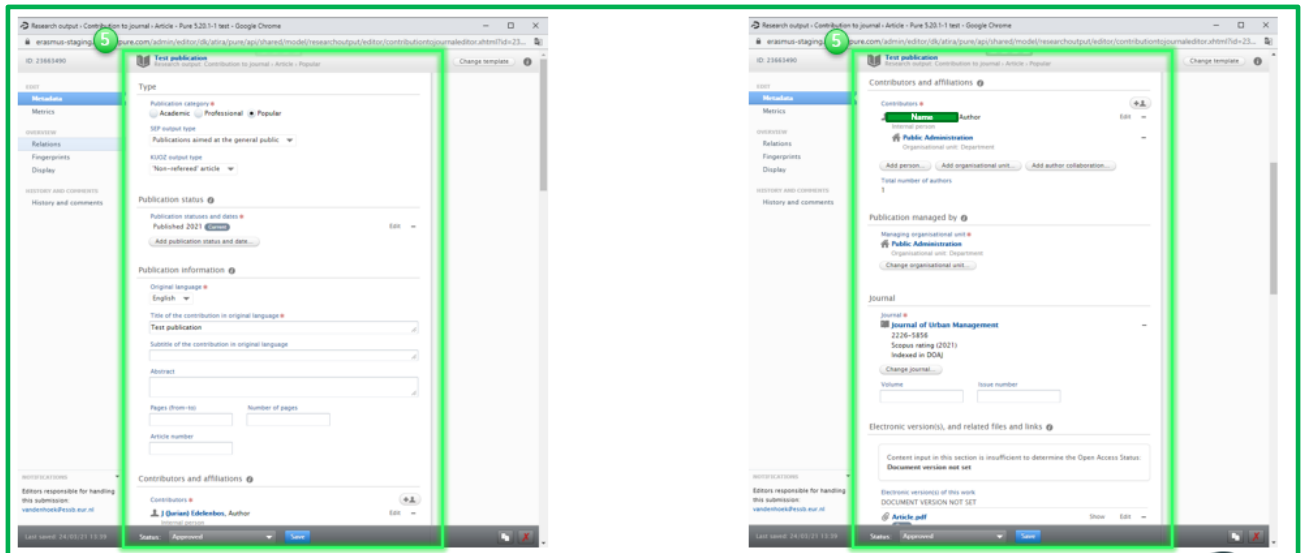
## 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> step: processing submission

- UL staff member selects the option 'Organizations with import candidates', selects the organization and the correct submission.
- Import the correct submission.
- Fills in the needed meta-data – at least the mandatory fields – which they can add.
- Sets the status to 'approved' and saves the registration.

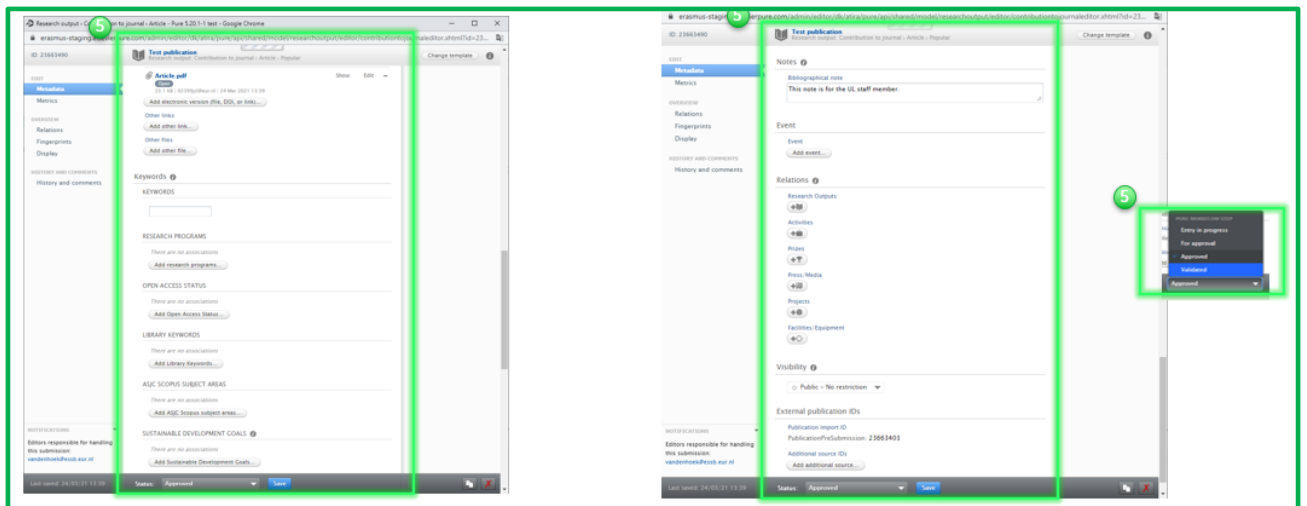
## 5<sup>th</sup> step: validation

- Faculty staff member selects the correct registration.

- Checks the filled in meta-data, enriches the meta-data and fills in any other needed meta-data.



- Sets the status to 'validated' and saves the registration.



### 3.1.4 Fulltext: for which publication types?

We follow the [EUR Open Access policy](#)

According to this policy all short scientific works will need to be made available in Open Access.

But what do we mean by short scientific works? Fortunately, we don't have to answer that question ourselves.

The UKB Open Access Working Group created a list with output types which represent the short academic works, that should be made available in Open Access.

We translated that list to the research output types defined in Pure.

The output types marked with an X do represent the short academic works from which we need a full text.

Category Pure	Result type Pure	Academic	Professional	Popular
Book/Report/Inaugural speech/Farewell speech	Book			
Book/Report/Inaugural speech/Farewell speech	Book editing			
Book/Report/Inaugural speech/Farewell speech	Farewell speech			
Book/Report/Inaugural speech/Farewell speech	Inaugural speech			
Book/Report/Inaugural speech/Farewell speech	Report			
Chapter/Conference proceeding	Chapter	X	X	
Chapter/Conference proceeding	Entry for encyclopedia	X	X	
Chapter/Conference proceeding	Foreword/postscript	X	X	
Chapter/Conference proceeding	Non refereed conference proceeding	X	X	
Chapter/Conference proceeding	Refereed conference proceeding	X		
Contribution to Conference	Conference contribution			
Contribution to Conference	Paper			
Contribution to Conference	Poster			
Contribution to Journal	Book/Film/Article review	X	X	
Contribution to Journal	Case note	X	X	
Contribution to Journal	Comment/Letter to the editor	X	X	
Contribution to Journal	Conference article	X	X	
Contribution to Journal	Editorial	X	X	
Contribution to Journal	Literature review	X	X	
Contribution to Journal	Meeting abstract	X	X	
Contribution to Journal	Non-Refereed article	X	X	
Contribution to Journal	Refereed article	X	X	
Contribution to Journal	Review article	X	X	
Contribution to Journal	Short survey	X	X	
Memorandum/exposition	Research case			
Memorandum/exposition	Research proposal			
Memorandum/exposition	Teaching case			
Non-textual form	Design			
Non-textual form	Digital or Visual products			
Non-textual form	Software			
Non-textual form	Web publication/site			
Other contribution	Other contribution			
Types of thesis	Doctoral thesis	X		
Types of thesis	Master's Thesis			
Working paper	Discussion paper			
Working paper	Working paper			

### ***3.1.4 What happens with the Full text?***

From the moment the full text is submitted, the researcher sees that the submitted file is pending. And, from that moment, the submitted full text is visible and editable for the UL.

The UL will process the full text, gather related meta data and if ready, bring it in the next workflow status to enable the faculty staff member to validate the publication. More information about the validation procedure can be found in chapter 4.

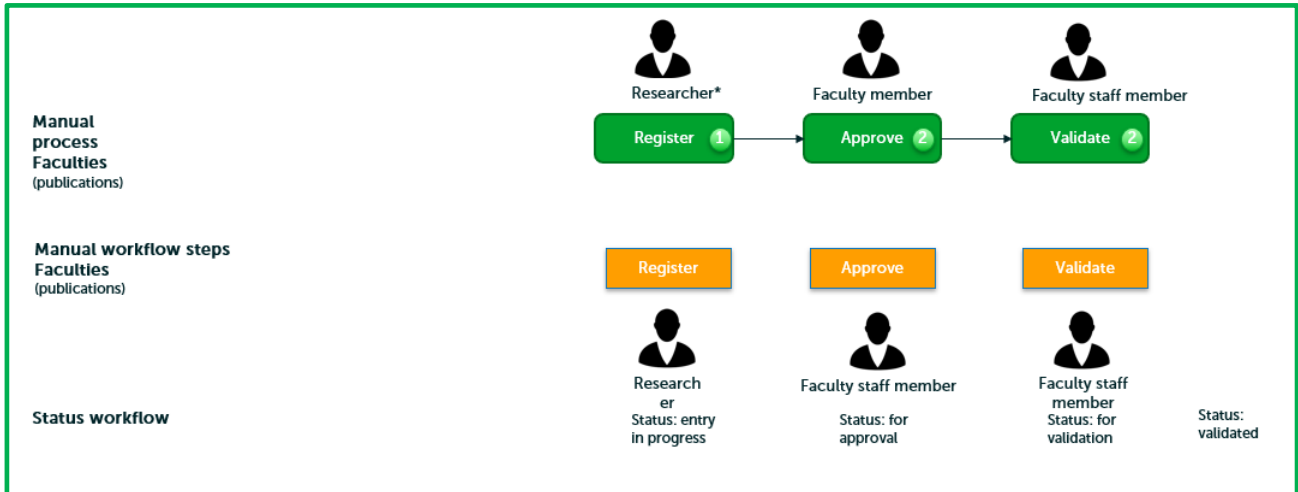


## 3.2. Manually registering publications and other content types

### 3.2.1 Manually registering publications

This part of the manual is relevant for:

- Researchers of faculties that are not using the UL service model
- All researchers that do not to use the Quick submit feature and prefer to submit their publications themselves.

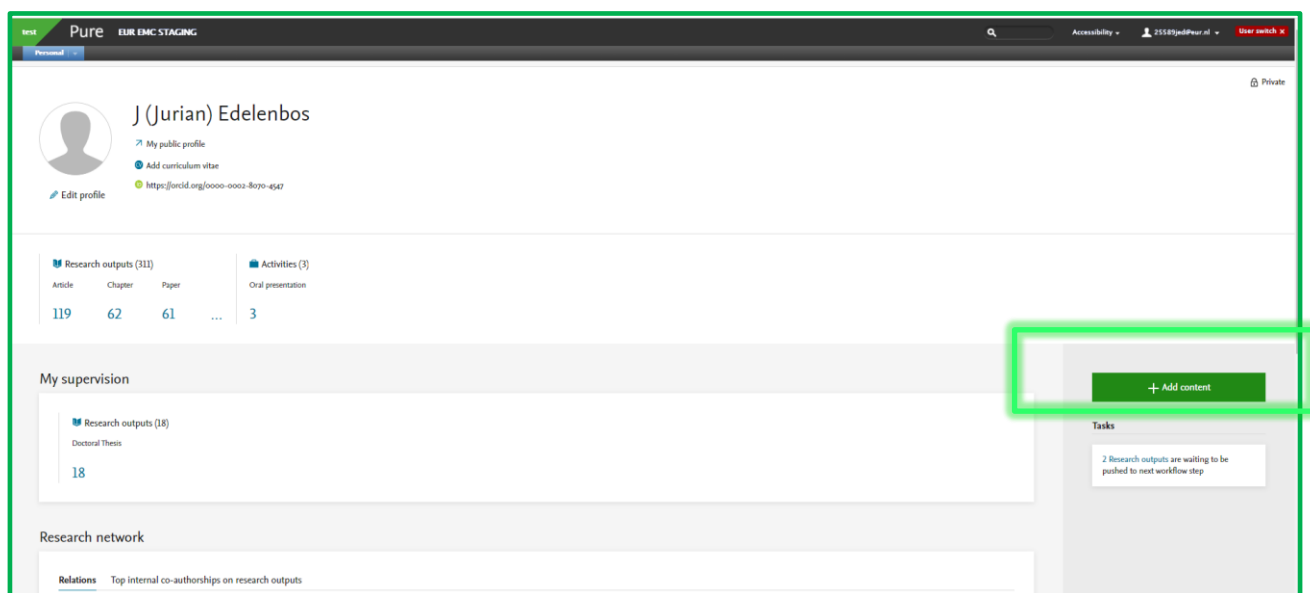


On the right side of your screen you see a green button: '+add content' (see figure 3). Click 'create from template'.

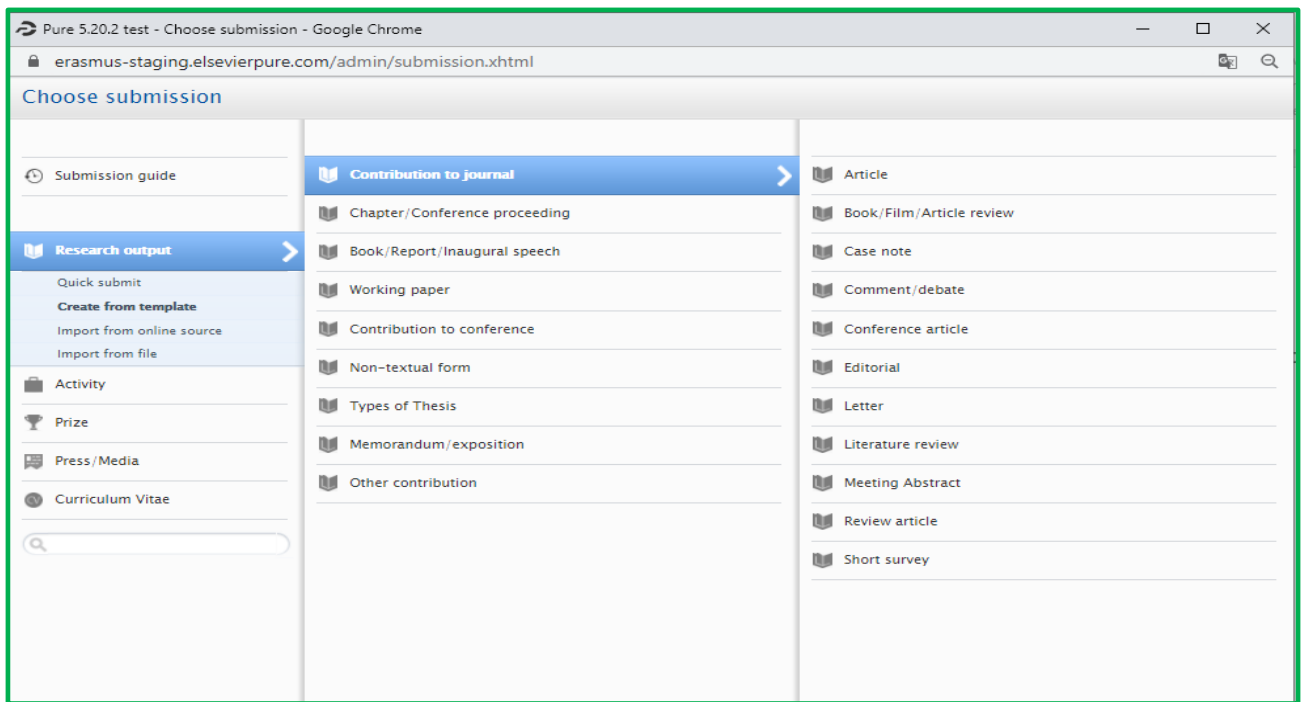
#### Process steps

##### 1<sup>st</sup> step: register a publication

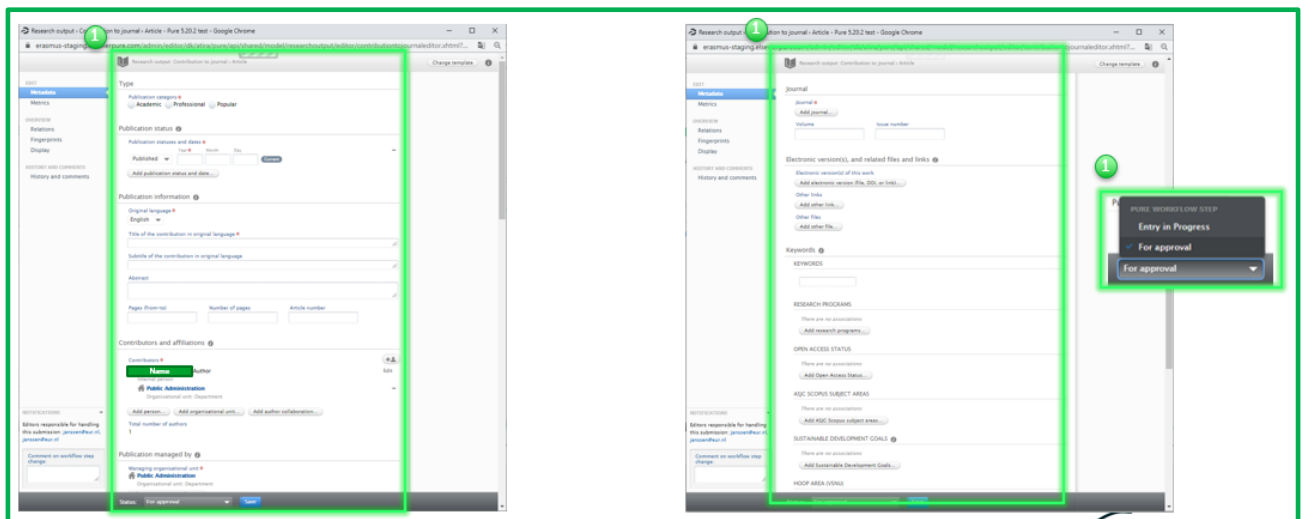
- Researcher will see the dashboard with the option to add an output type and clicks that. (also available for faculty member).



- Selects the correct (sub)type for registration.

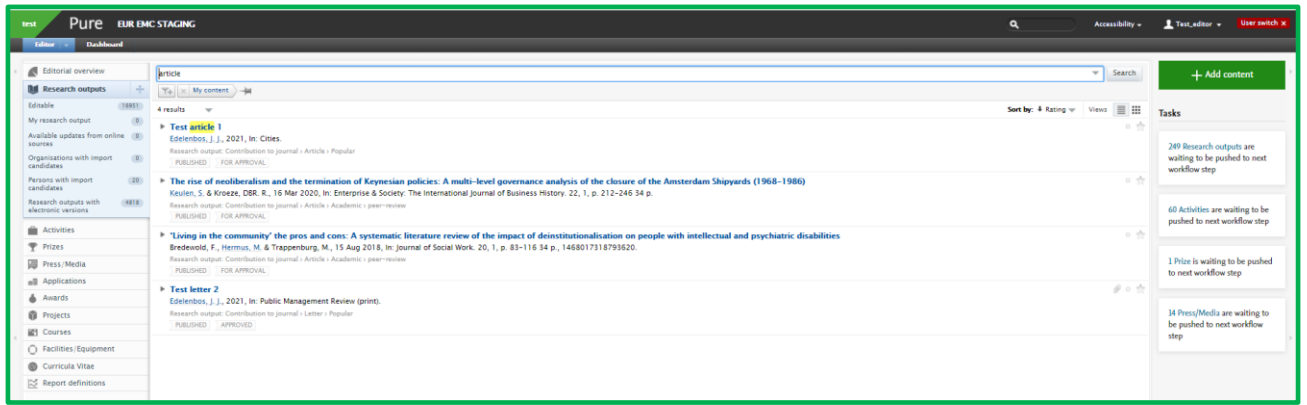


- Fills in all the mandatory fields and uploads a full text or similar if available.
- Sets the status to 'for approval'

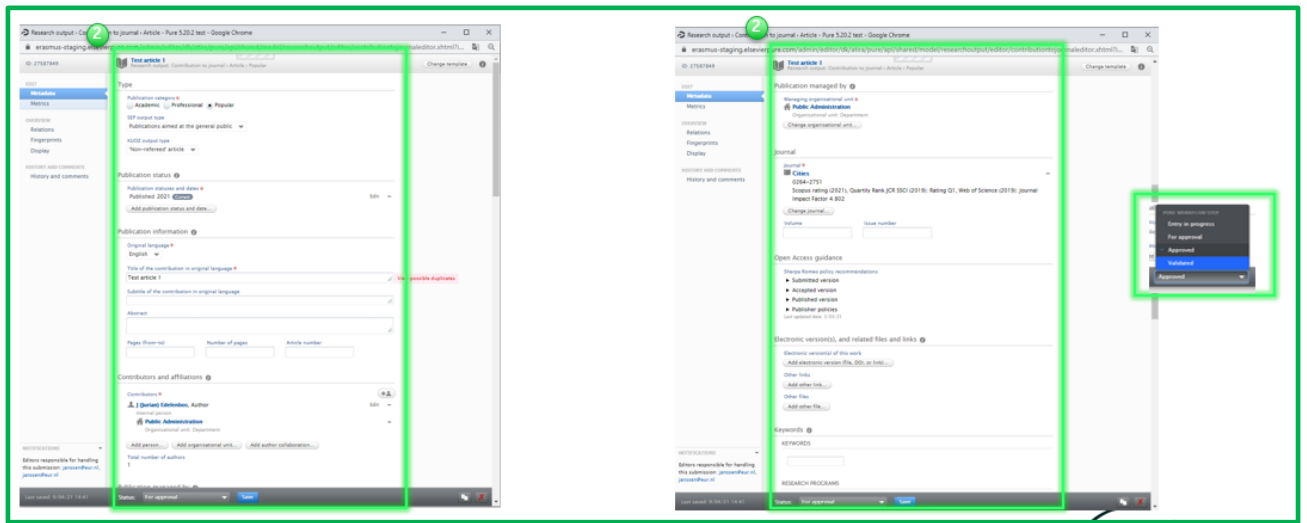


## 2<sup>nd</sup> step: validation

- Faculty staff member selects the correct registration.
- Checks the filled in meta-data, enriches the metadata and fills in any other needed meta-data.



- Sets the status to 'validated' and saves the registration.



Just select the type of output you want to register. In this example a conference contribution is added. The corresponding template will appear. In the manual for researchers you will find a complete overview with output types with definitions.

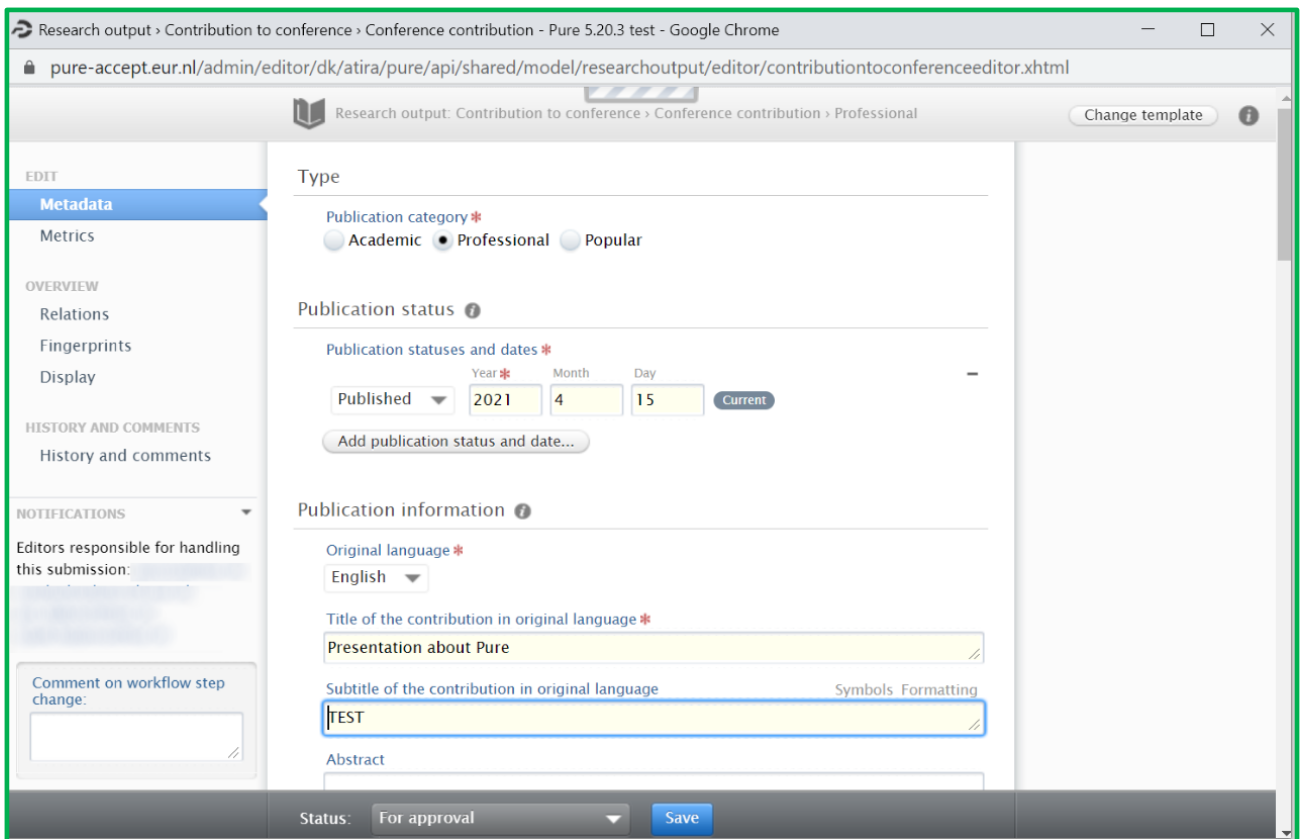


FIGURE 6 ENTERING DATA IN TEMPLATE

In case you have entered data and you conclude that you are in the wrong template, you can easily switch template whilst keeping the entered data. Just click the button 'Change template' (See figure 7). Keep in mind that mandatory fields can differ for different templates.

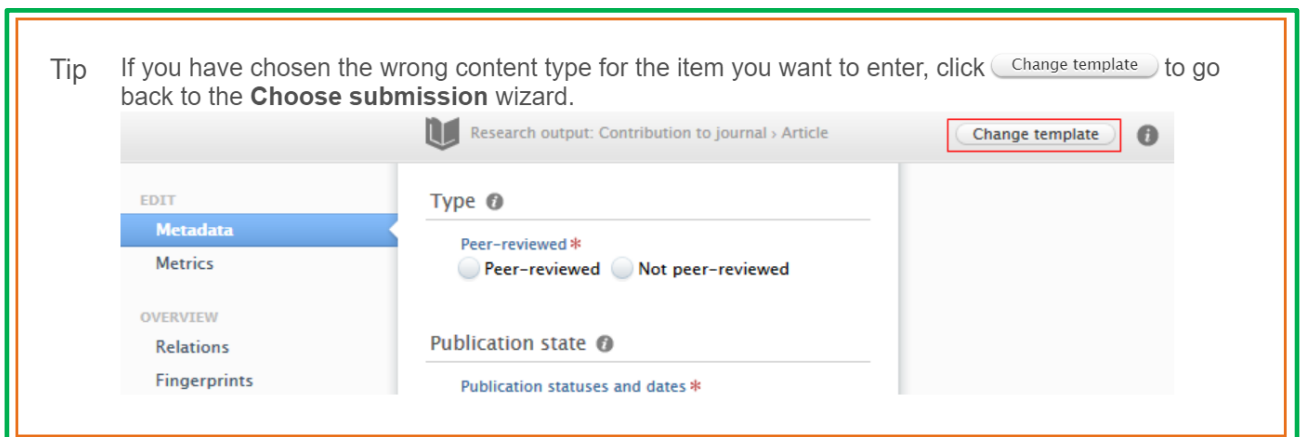
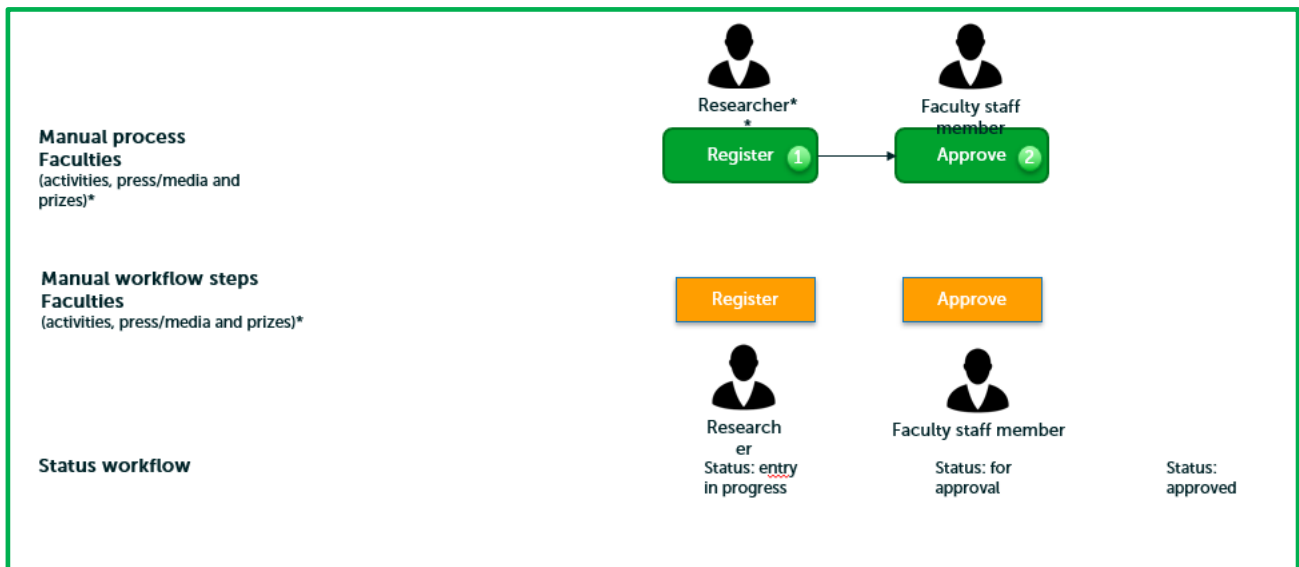


FIGURE 7 SWITCHING TEMPLATES

### 3.2.3 Manual registration of other content types

For all researchers applies that other content types, such as Activities, Press/media performance and prizes need to be submitted manually by the researcher (a faculty staff member can take care of this as well). The corresponding process is as follows:



Registering other content is quite similar to the way publications are submitted. You click + Add content, and instead of clicking Research output, you click either Activity, Prize or Press/Media (zie figures 8, 9 and 10).

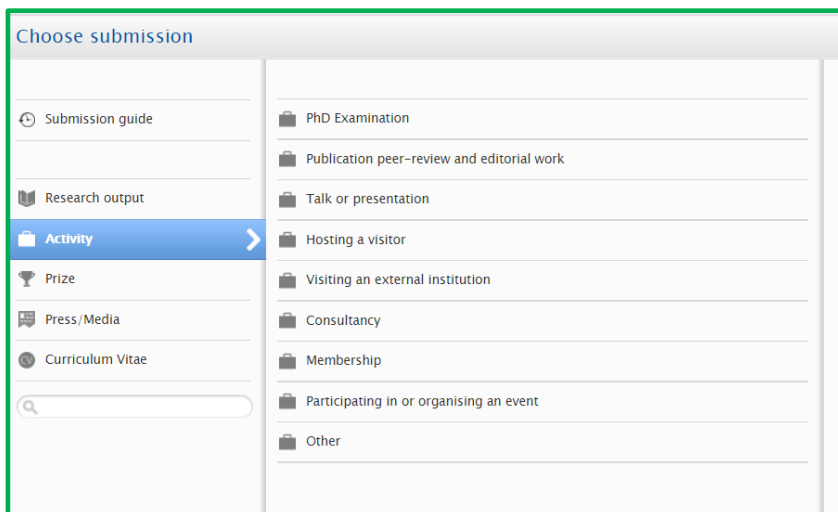


FIGURE 8 ACTIVITY

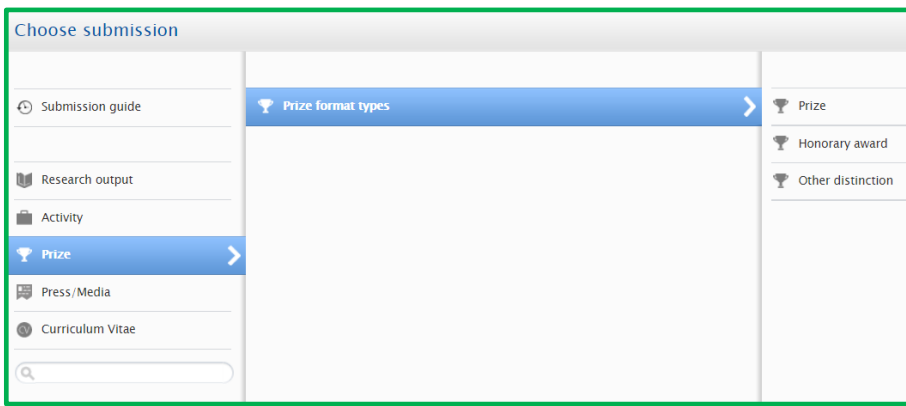


FIGURE 9 PRIZES

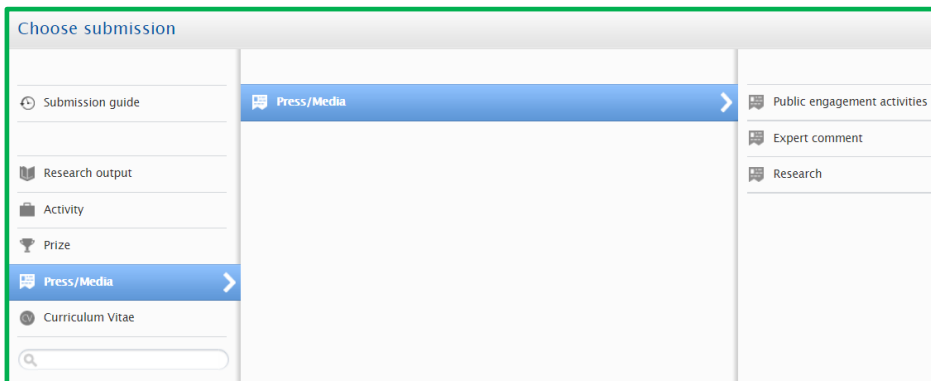


FIGURE 10 PRESS/MEDIA PERFORMANCES

Once you selected an output type, the corresponding template will appear:

FIGURE 11 TEMPLATE OF CONTENT TYPE PRIZE

If you click **Save** the submitted output will be available for the faculty staff member (see name under Notifications in the left side of the screen) to process and validate the input.

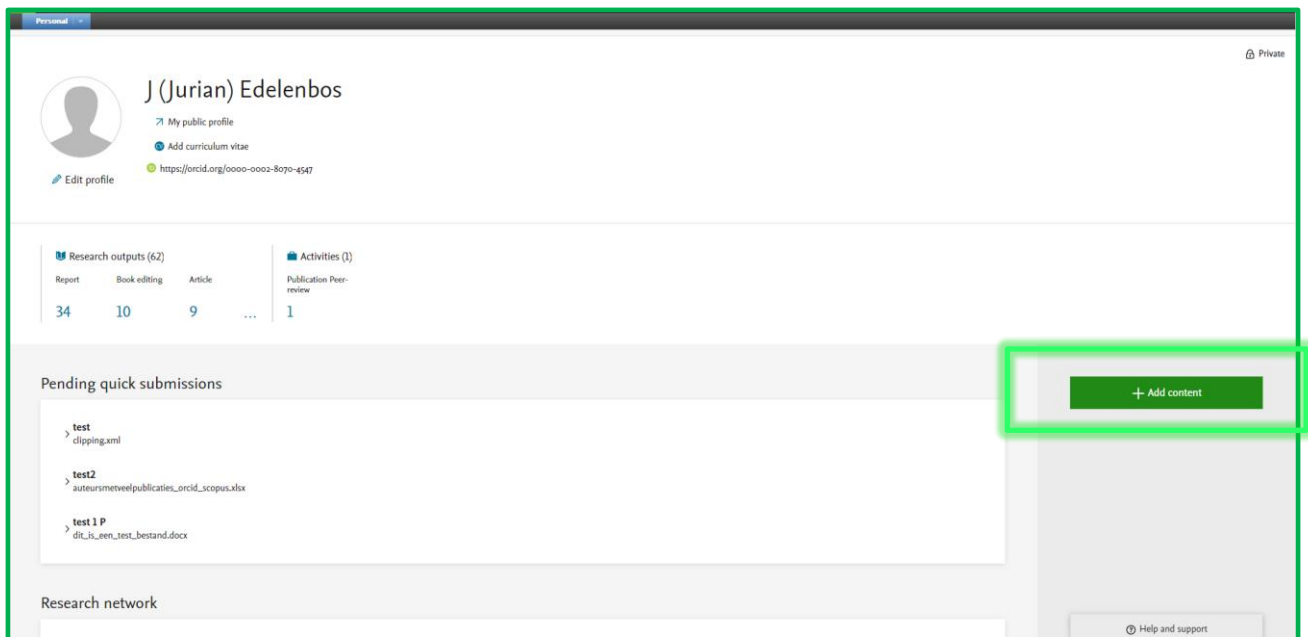
### Prerequisites

Publication – full text or equivalent – and/or other types – diverse format – must be available.

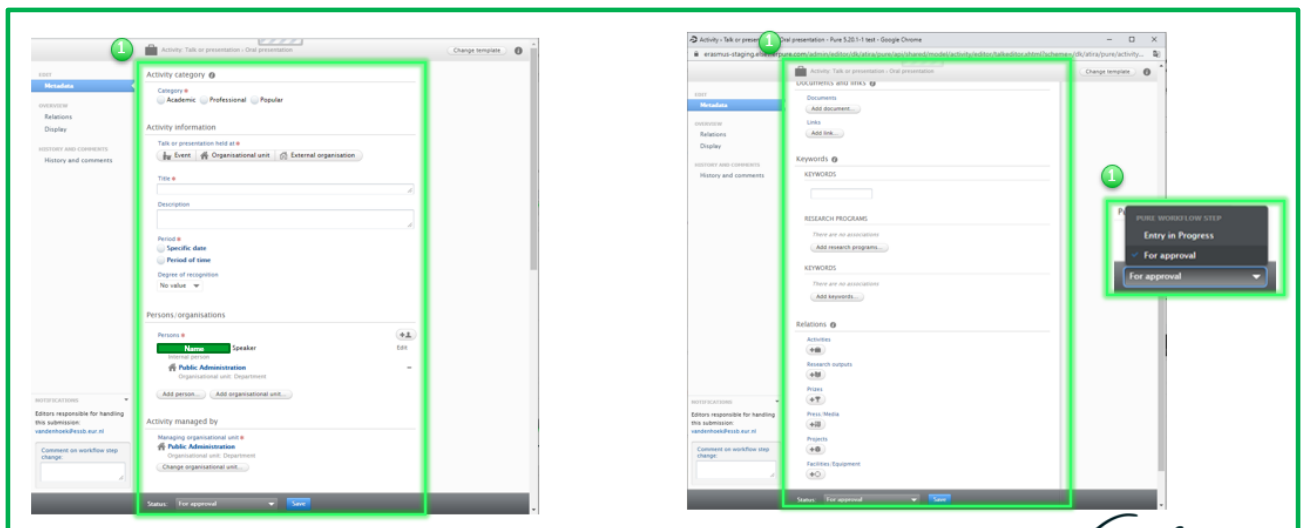
### Process steps

#### 1st step: register an activity, press/media or prize

- Researcher will see the dashboard with the option to add an output type and clicks that. A faculty member will have the option in their menu.



- Selects the correct type for registration.

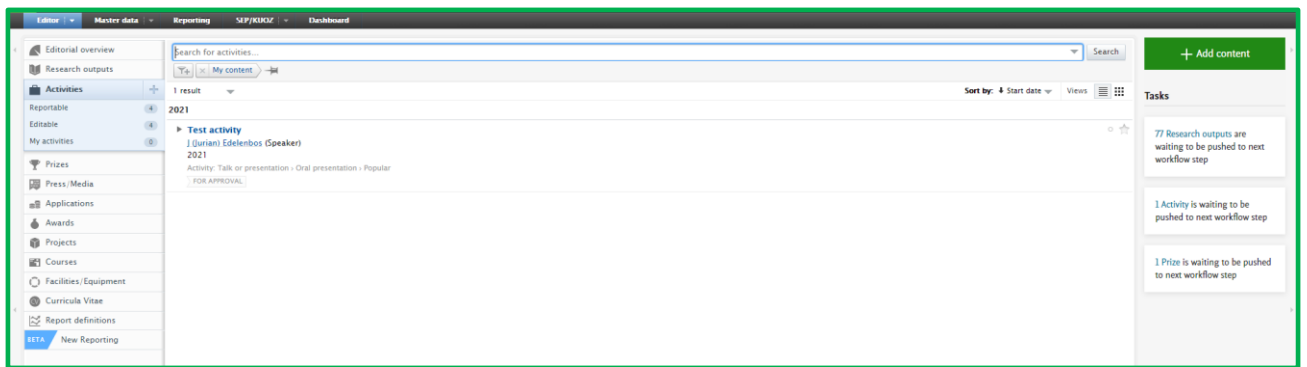


- Fills in all the mandatory fields and uploads a full text or similar if available.
- Sets the status to 'for approval'

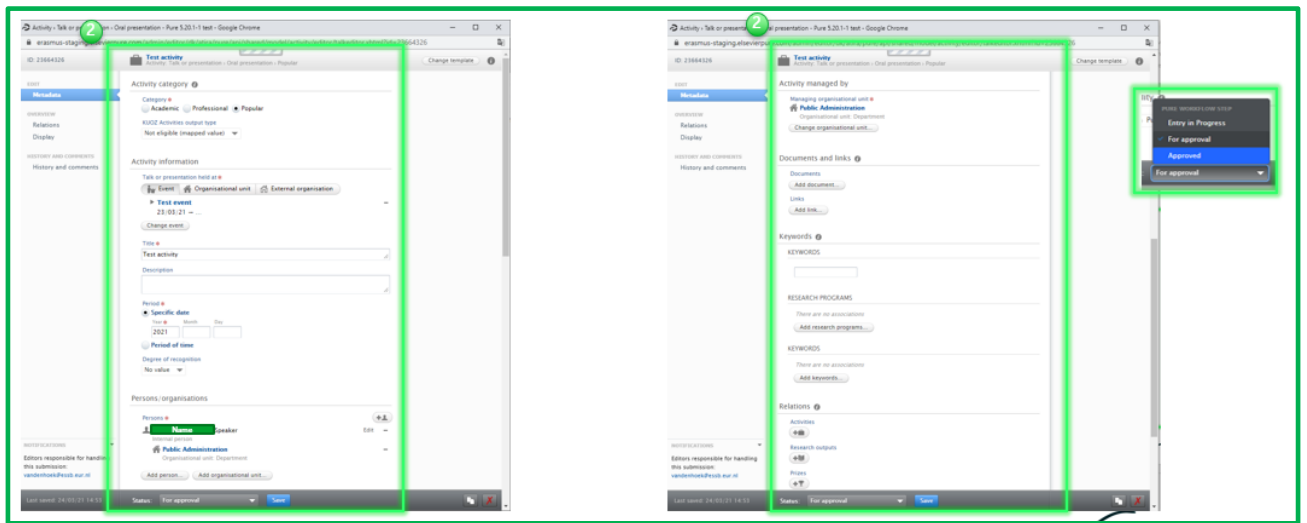
## 2nd step: validation

- Faculty staff member selects the correct registration.





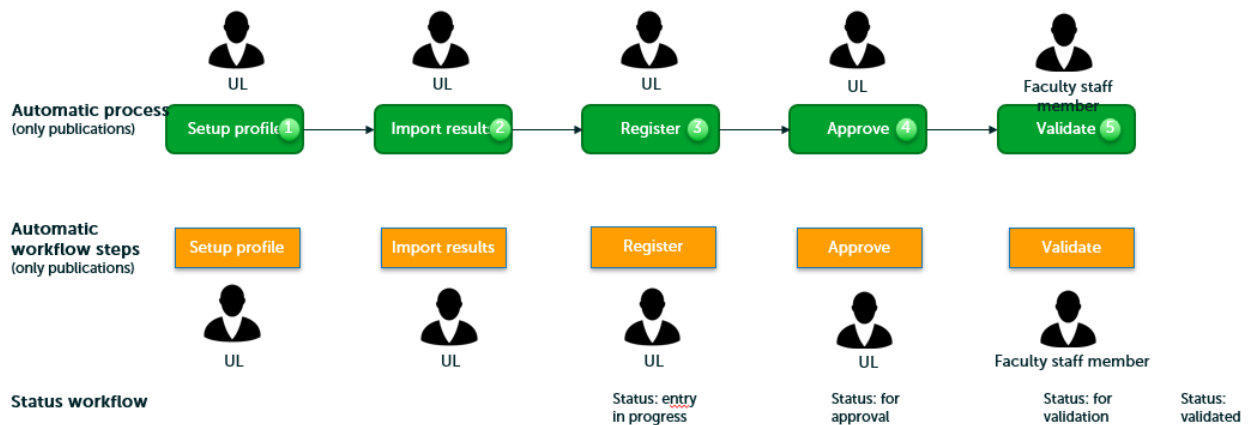
- Checks the filled in metadata, enriches the meta-data and fills in any other needed meta-data.
- Sets the status to 'validated' and saves the registration.



### 3.3. Harvesting

Pure has an automated process and searches the internet using several sources for retracing new publications and updating publications which are already validated in Pure. All new/updated publications will first be assessed by the University Library (UL). Once the UL has assessed the new or updated publication, it will become available for the Faculty (consult your key user for more information). As soon as the responsible faculty Pure colleague has validated the new or updated content, it becomes visible on your people page. In the following images you will learn how this process has been set up and more detailed information about the faculty step (validating).

## Standard – automatic registration publications via harvesting

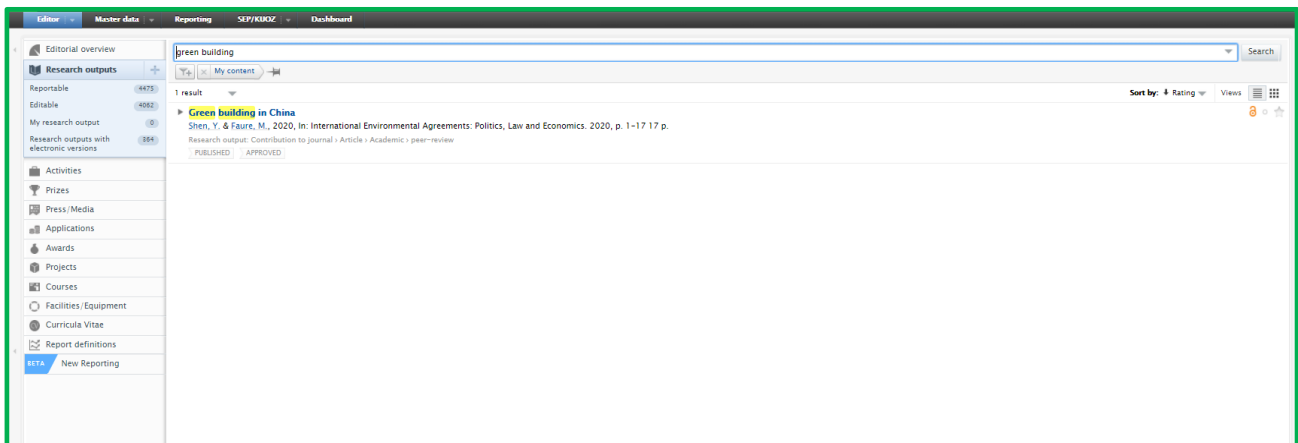


*Note: harvesting will result in validated publication data, so it's not necessary that the researcher needs to claim/validate a second time.*

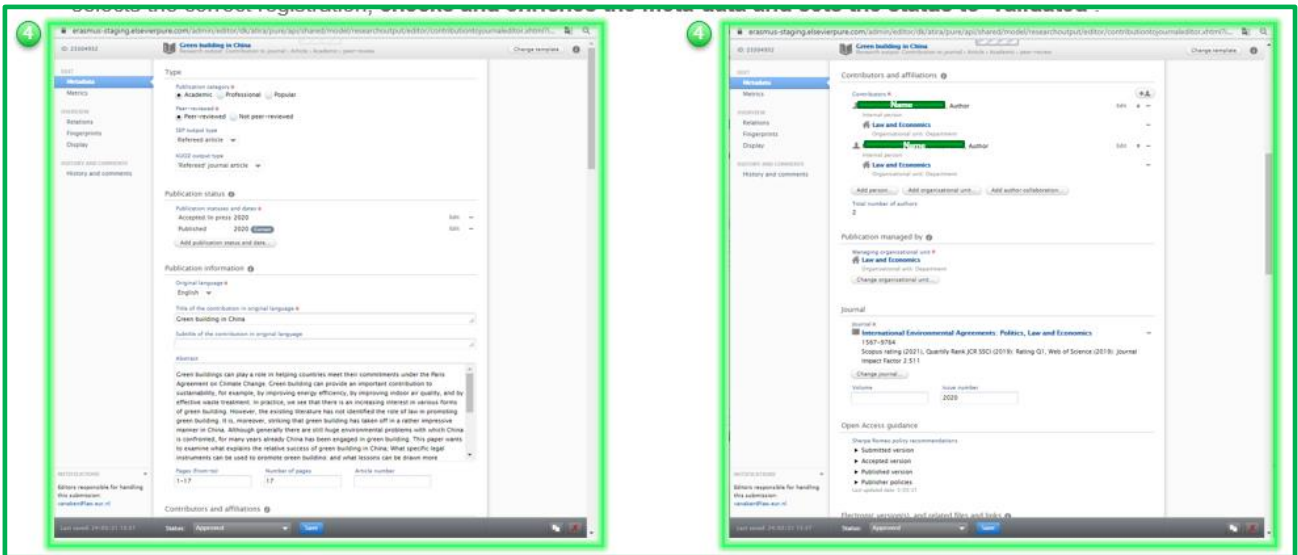
5    25-5-2021    Paper Prototype RIS 3 uniform processes

### 5th step - validation

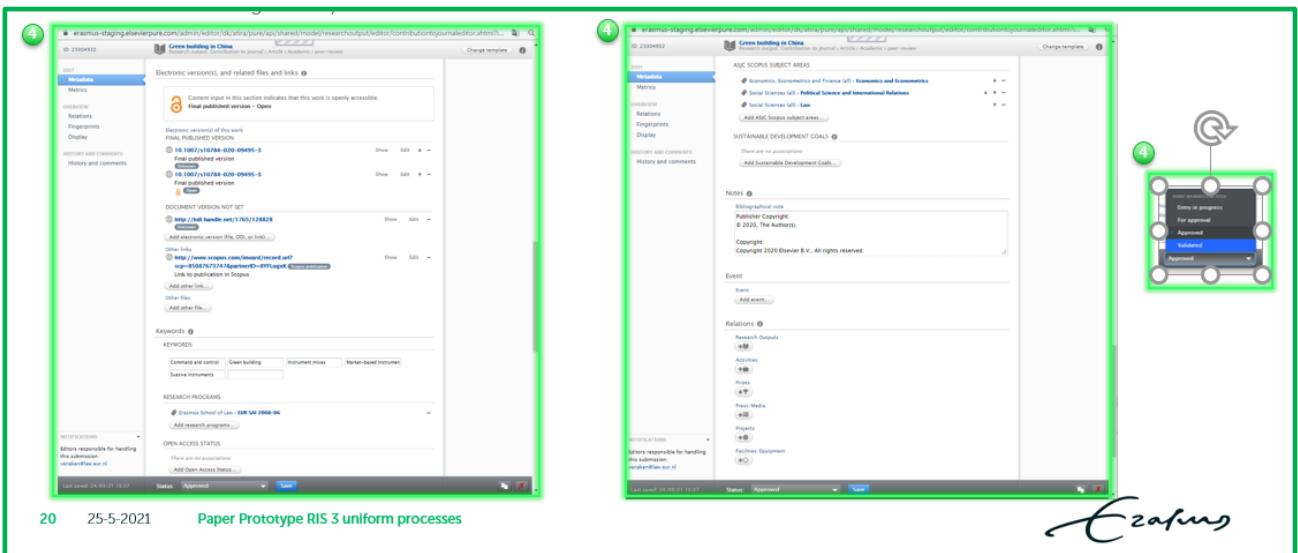
Faculty staff member logs in to PURE and opens the task list '# research output are waiting to be pushed to the next workflow step', selects the correct registration, checks and enriches the metadata and sets the status to 'validated'.



Faculty staff member logs in to PURE and opens the task list '# research output are waiting to be pushed to the next workflow step', selects the correct registration, checks and enriches the meta-data and sets the status to 'validated'.



Faculty staff member logs in to PURE and opens the task list '# research output are waiting to be pushed to the next workflow step', selects the correct registration, checks and enriches the metadata and sets the status to 'validated'.



20 25-5-2021 Paper Prototype RIS 3 uniform processes

### 3.4. Import from online source

As a key user (and researcher) you will not need to familiarize yourself with this possibility because this part is entirely managed by the UL.

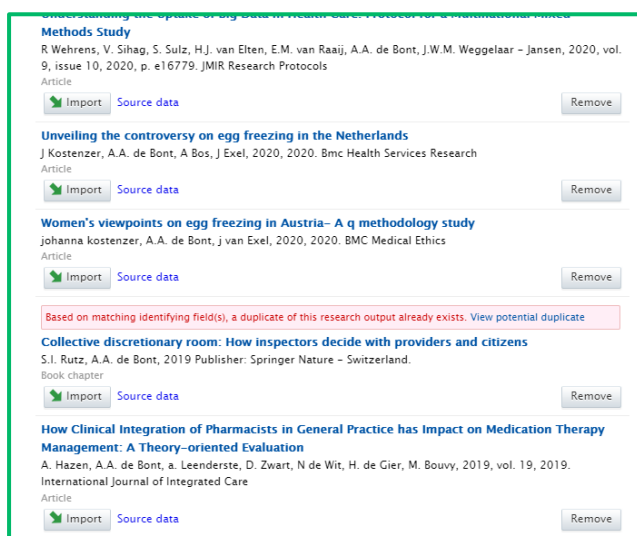
### 3.5. External output (Pre-EUR publications)

Maybe, the career of a researcher started earlier than at the EUR. As a key user you might receive a request from a new researcher to import a RIS file with pre-EUR publications. In the section that follows we will explain how to import a RIS file and relate the Pre-EUR publications to an external organisation (especially created by functional management for this purpose). By doing so, we prevent them to interfere with faculty reports and at the same time makes it possible to show them on the people pages. Another option could

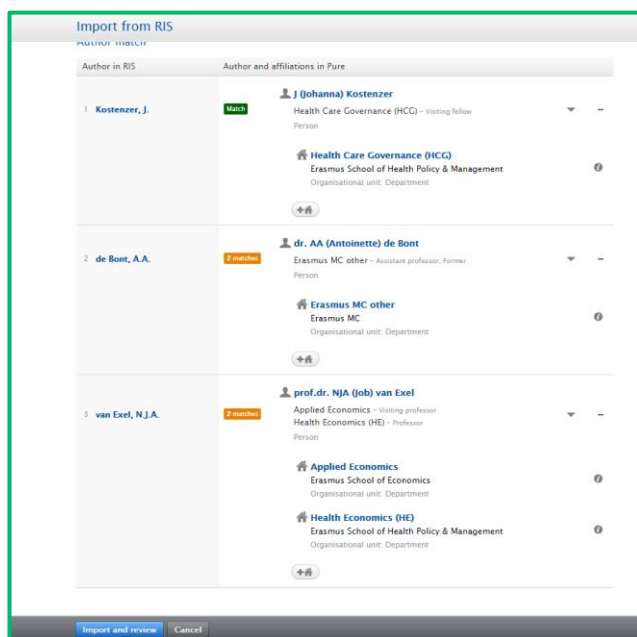
be that the metadata will be registered manually by the researcher. In that case it's important to validate the result(s) by checking the affiliations organisation too. Full texts from pre-EUR output are not allowed to enter in the system. An example of manually registered pre-EUR output will be given in section 3.5.2.

### 3.5.1 Import a RIS file

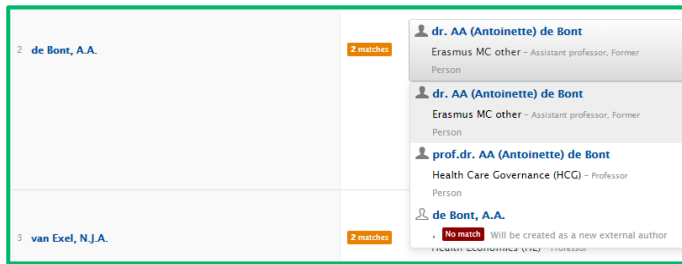
1. Click Research outputs in the left pane and click import from file
2. Select the file type you want to import from (RIS or another type)
3. Paste records from your clipboard into the Paste text field  
or drag the file to the upload file area  
or click browse to open a file browser to select the file and click Import
4. Click Import or the title of the publication and Remove the ones you don't want (because of duplicates for example).



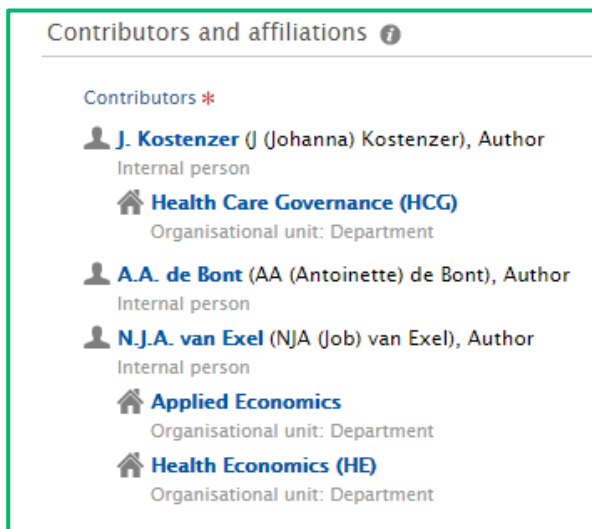
5. In the Import from window that is opened, make the required selections to link the entities mentioned to records in Pure.



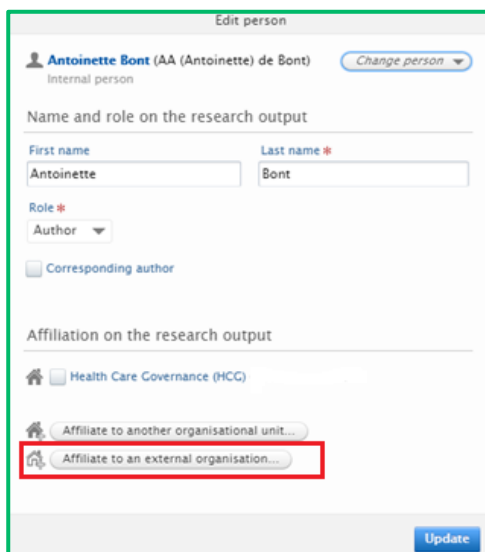
In the example above AA de Bont and NJA van Exel both do have different affiliations. So make the right selection for them. First select the EUR affiliation for which the researcher is working now or within the near future. This should be changed later into **External Organisation**. See step 7.



6. When this information is complete, click Import & review.
7. In the Research output editor window that is opened, complete the information about the item.



As you can see within the list with contributors, AA de Bont should be an external author, because this researcher is new:



Add external organisation

Search Create external organisation

external organisation

**External organisation**  
External organisation: Virtual organisation

Cancel

Edit person

**Antoinette Bont** (AA (Antoinette) de Bont)  
Internal person Change person

Name and role on the research output

First name: Antoinette Last name \*: Bont

Role \*: Author

Corresponding author

Affiliation on the research output

Health Care Governance (HCG) (1/01/10 → present)

External organisation External

prof.dr. AA (Antoinette) de Bont is only affiliated to this work via an external organisation. The work will therefore be treated as if the person has not

Update

Contributors \*

**Johanna Kostenzer** (J (Johanna) Kostenzer), Author  
Internal person

**Health Care Governance (HCG)**  
Organisational unit: Department

**Antoinette Bont** (AA (Antoinette) de Bont), Author  
Internal person

**External organisation**  
External organisation: Virtual organisation

**Job Exel** (NJA (Job) van Exel), Author  
Internal person

**Health Economics (HE)**  
Organisational unit: Department

8. Select the workflow state into Validated if the external affiliation has been related to the imported publication.
9. Click Save.

### 3.5.2 Validating a result produced externally

Validation of externally produced output, as described in chapter 3.5.1 should be done by the faculty key user too.

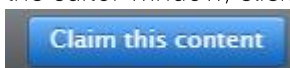
## 3.6. Claiming and disclaiming research outputs

If a co-author of an item of your research output has already entered the item into Pure and has forgotten to associate you with the item, you can claim that you should also be associated with (added to) this content. If you are added to a record, you can also make changes to the record depending on its workflow state.

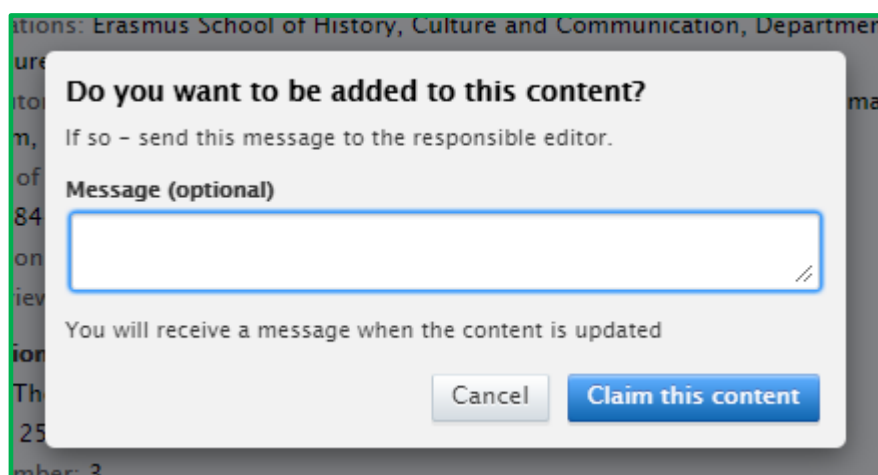
Similarly, if someone associates you with an item of research output and this is incorrect, you can disclaim the record.

### 3.6.1 Claim a publication (researcher)

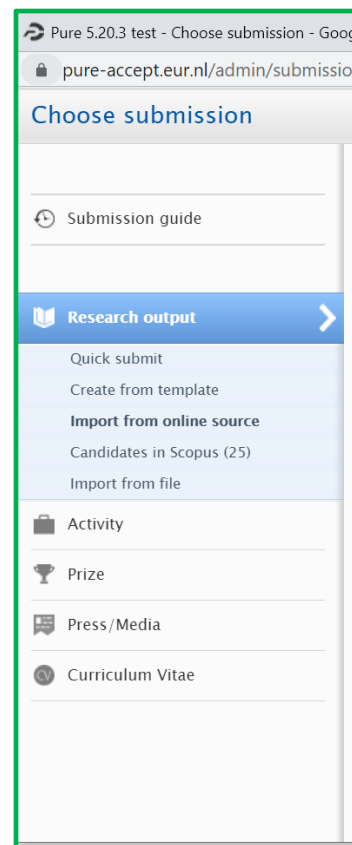
1. Search for the publication you want to claim.
2. Remove the "My content filter" to search and filter over content that is not (yet) associated with you.
3. Click the name of the publication to open the Research output editor window. Only the display information will be shown. In the footer of the editor window, click Claim this content.



4. In the Do you want to be added to this content? dialog, add an optional message to inform the editor about your association to the record.



5. Click Claim this content.
6. Wait until the editor of this content at your institution responds to the notification and adds you to the publication. You will be informed by email, according to your notification settings.

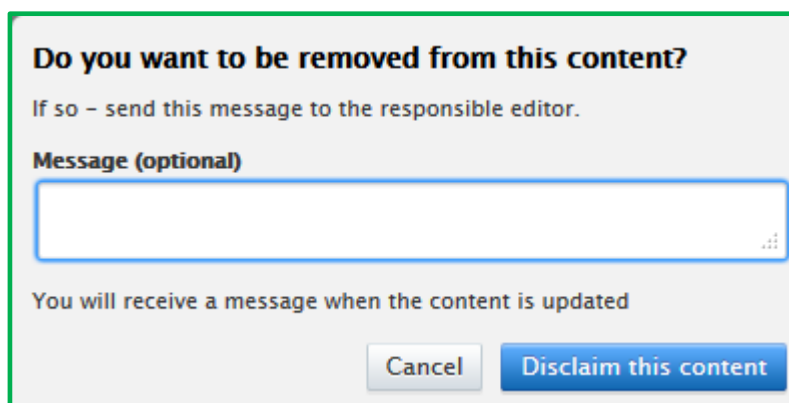


### 3.6.2 Disclaim a publication (researcher)

In Pure, other users can link you to publications when they create or edit the item of research output. If you have been added to an item of research output by another user of Pure, a notification is displayed below each item when shown in the content list view.

If you feel this is incorrect, you can disclaim the publication:

1. Search for the publication you want to disclaim.
2. Click the name of the publication to open the Research output editor window.
3. In the footer of the editor window click Disclaim this content.
4. In the Do you want to be removed from this content? dialog, add an optional message to inform the editor about your association to the record.



**Do you want to be removed from this content?**  
If so - send this message to the responsible editor.

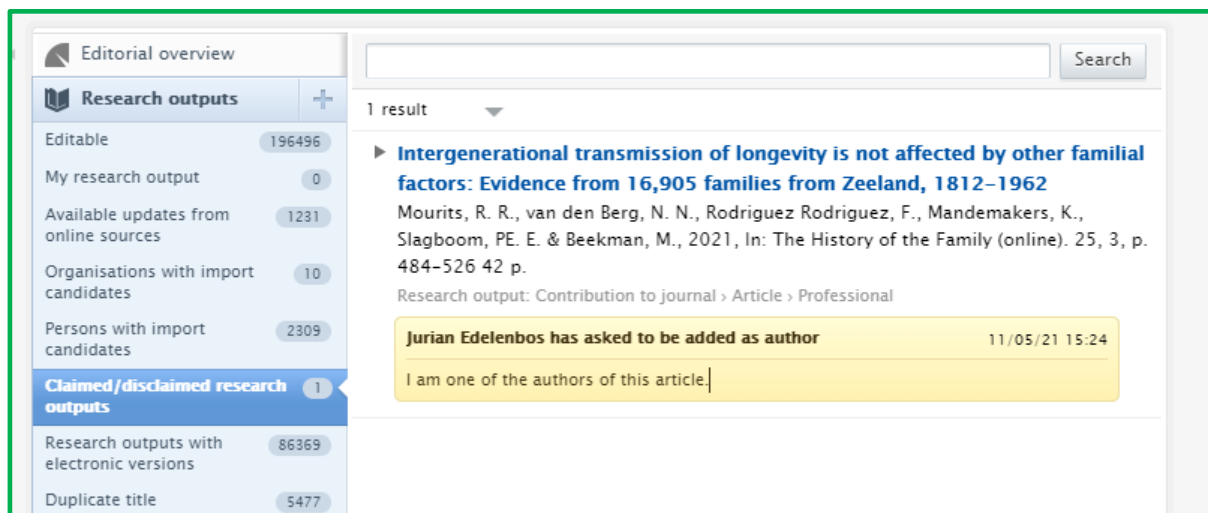
**Message (optional)**

You will receive a message when the content is updated

5. Click Disclaim this content.

### 3.6.3 Administrator of Claims

Claimed content by researchers must be approved by someone. This someone is the Administrator of claims. This is a General role in the system that can be added to a person – In this case the UL staff. The claimed content can be found at Editor / Research Outputs / Claimed / disclaimed research outputs.



Editorial overview

Research outputs +

- Editable 196496
- My research output 0
- Available updates from online sources 1231
- Organisations with import candidates 10
- Persons with import candidates 2309
- Claimed/disclaimed research outputs 1**
- Research outputs with electronic versions 86369
- Duplicate title 5477

Search

1 result

**Intergenerational transmission of longevity is not affected by other familial factors: Evidence from 16,905 families from Zeeland, 1812-1962**

Mourits, R. R., van den Berg, N. N., Rodriguez Rodriguez, F., Mandemakers, K., Slagboom, P. E. E. & Beekman, M., 2021, In: The History of the Family (online). 25, 3, p. 484-526 42 p.

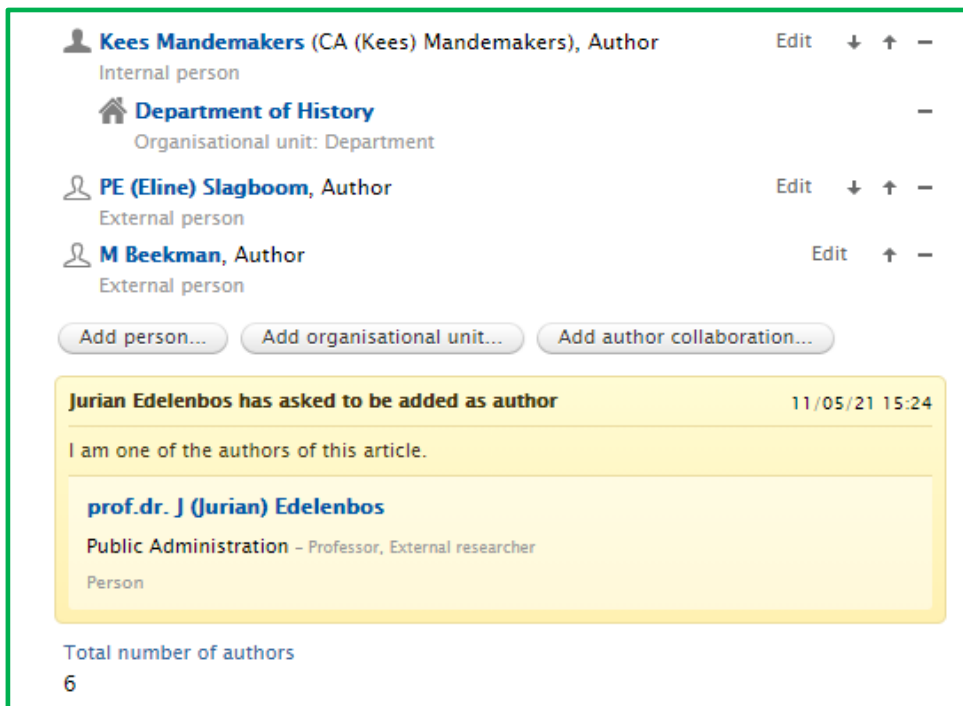
Research output: Contribution to journal > Article > Professional

**Jurian Edelenbos has asked to be added as author** 11/05/21 15:24

I am one of the authors of this article.



If you open the output, you will find the question to be added to the content in the 'contributors and affiliations' section of the metadata. See screenshot below.



The screenshot shows a metadata editor interface. At the top, there are three authors listed: Kees Mandemakers (Internal person), PE (Eline) Slagboom (External person), and M Beekman (External person). Each author entry has an 'Edit' button and a set of arrows. Below the authors are three buttons: 'Add person...', 'Add organisational unit...', and 'Add author collaboration...'. A yellow notification box is present, stating 'Jurian Edelenbos has asked to be added as author' with a timestamp of '11/05/21 15:24'. The message says 'I am one of the authors of this article.' and lists 'prof.dr. J (Jurian) Edelenbos' as 'Public Administration - Professor, External researcher' and 'Person'. At the bottom, it says 'Total number of authors' followed by the number '6'.

If this is correct you must add them manually by clicking the 'add person...' button. Once the person has been added to the content, the message will automatically disappear, and it will be removed as a task.

If the article had already been validated, it will automatically be labeled to be revalidated.



The screenshot shows a status bar for an article. The article title is 'Intergenerational transmission of longevity is not affected by other familial factors: Evidence from 16,905 families'. The authors listed are 'Mourits, R. R., van den Berg, N. N., Rodriguez Rodriguez, F., Mandemakers, K., Slagboom, PE. E. & Beekman, M., 2021, In: The H...'. Below the title and authors, there is a breadcrumb trail: 'Research output: Contribution to journal > Article > Professional'. At the bottom of the status bar, there are four buttons: 'PUBLISHED', 'APPROVED', 'REVALIDATE', and 'UPDATES'. The 'REVALIDATE' button is highlighted in red.

### 3.7 Open access

All EUR-researchers are required to make their publications Open Access (OA), either by publishing in an OA journal or by depositing the work in the institutional repository.

After submitting a full text, the UL will check the current OA status and the version of the publication. If an article is already published OA, the published version will also be made OA in the repository. If an article isn't published OA, the UL complies with the publisher's OA policy (Sherpa Romeo). In the last case it is required to (also) upload a post-print version of the publication as most publishers allow free access to the post-print version of the publication after an embargo period (see also 3.1.1. about preconditions for submitting full texts).

### **3.7.1 Taverne**

Following the Taverne Amendement, short works including articles, chapters and conference proceedings should be made Open Access six months after the publishing date.

By academic year (2021-2022) the UL hopes to have implemented a policy which makes it possible for every short publication to be made OA in the published version after only six months embargo. Key users will be informed about this in due time. In the meantime you can find more information on our website: <https://www.eur.nl/en/library/research-support/open-access/taverne-amendment>.

### **3.7.2 Opt-out for open access**

In certain circumstances a researcher may have a good reason to opt-out for open access. In that case the researcher will request for an opt-out by using the internet form from the UL website:

<https://www.eur.nl/en/library/research-support/open-access/open-access-eur/open-access-regulation>

After the request has been executed by writing a note when uploading the full text, the Open Access officer (from the UL) will not add an embargo of six months to that specific publication. In that situation, the UL will add a notification for you as a key user to draw your attention to the request the researcher has been made. It's up to you to have contact with the researcher about the request and to understand why the researcher wanted this opt-out.

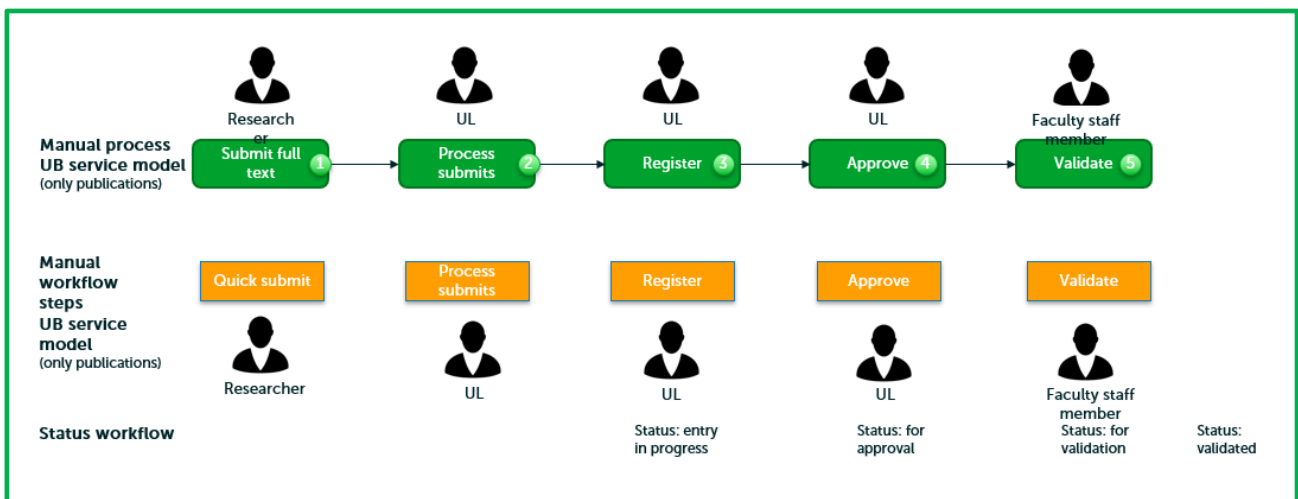
## 4. Validation of output

### 4.1 Validation of output by the key user

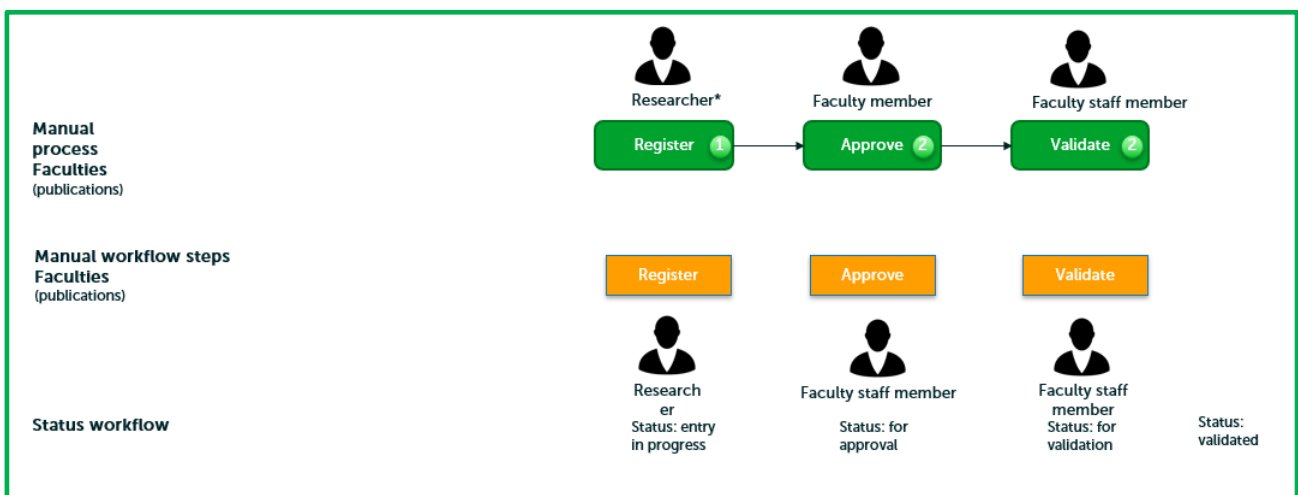
Validating output (research output, prizes, press media and activities) by a key user is only possible if the result includes the Managing organisation which is related to the faculty from the key-user. In the next paragraph an explanation will be given about the managing organisation and the contributing organisation and the consequences for validating and reporting.

After validation, the publication becomes visible on the portal and it enables the researcher to mark it as highlighted content, include it in the CV, etc. In table 1 you will find the type of information and who needs to fill/add that specific information.

In paragraph 3.1 we have seen that research output added by faculties working with the UL Service model have the validation procedure also includes an approval step from the UL.

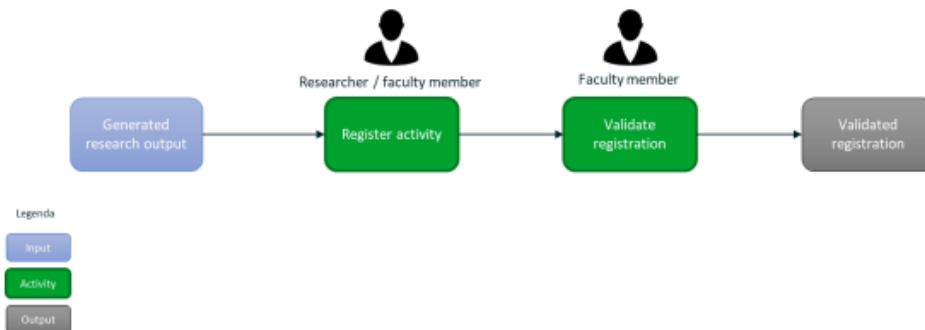


Faculties not using the UL service model check all bibliographical information of research output beside the organisation related information like affiliation information of researchers. Further on, they take care of the presence of a full text. If a full text is not added by the researcher, the key user asks for the document before the validation takes place.



In Pure we configured a different validation procedure for research output (Publications) and the types, Prizes, Activities and Press/Media. Regardless of taking part to the UL service model all faculties should validate all output types.

Notice that activities and prizes in Pure get the description Approved after the validation by the faculty. For Prizes the description Validated is be used.



## 4.2 Validation of output with co-authors from different faculties

In the example below you will find an article with authors from ESSB and Erasmus MC. The key user from the Erasmus MC has permission to edit the publication because of the Managing Organisation (in the example below "surgery"). But the article also contains an author from ESSB. How is it possible than for the key user from ESSB to edit information? One of the options is to give each other permission to manage publications. Information about this option can be found in paragraph 5.5.

Systematic review and meta-analysis of the relation between body mass index and short-term donor outcome of laparoscopic donor nephrectomy  
Research output: Contribution to journal · Article · Academic · peer-review

Systematic review and meta-analysis of the relation between body mass index and short-term donor outcome of laparoscopic donor nephrectomy

Subtitle of the contribution in original language

Abstract

Pages (from-to)  Number of pages  Article number

Contributors and affiliations

Contributors

- Jeff Lafrance (JA (Jeff) Lafrance), Author**  
Internal person  
Surgery  
Organisational unit: Department
- Martijn Hagen (SM (Martijn) Hagen), Author**  
Internal person  
Surgery  
Organisational unit: Department
- Nienke Dols (LFC (Nienke) Dols), Author**  
Internal person  
Surgery  
Organisational unit: Department
- Lidia Arends (LR (Lidia) Arends), Author**  
Internal person  
Research Methods and Techniques  
Organisational unit: Sub\_department
- Willem Weimar (W. (Willem) Weimar), Author**  
Internal person  
Internal Medicine  
Organisational unit: Department
- JNM IJzermans (J.N.M. (Jzermans), Author**  
Internal person  
Surgery  
Organisational unit: Department
- Frank Dor (FJM (Frank) Dor), Author**  
Internal person  
Surgery  
Organisational unit: Department

Add person... Add organisational unit... Add author collaboration...

Total number of authors  
7

Publication managed by

- Managing organisational unit  
Surgery  
Organisational unit: Department

Change organisational unit...

## 4.3 Checklist Validation of Research output

In checklist below you will find a checklist with different roles.

TABLE 1: REQUIREMENTS REGARDING INFORMATION ABOUT THE PUBLICATION, VERSION JUNE 14TH 2021

	Researcher	UB	Faculty	OA staff	
<b>Type</b>					
Publication category		X	Check		Must be filled
SEP output type		Autofill	Autofill		Should be filled
KUOZ output type		Autofill	Autofill		Could be filled
<b>Publication status</b>					
Publication statuses and dates		X			
<b>Publication information</b>					
Original language		X			
Title of the contribution in original language	X	X			
Subtitle of the contribution in original language		X			
Abstract		X			
Pages (from-to)		X			
Number of pages		X			
Article number		X			
<b>Contributors and affiliations</b>					
Contributors		X	Check		
Total number of authors		Autofill	Autofill		
<b>Publication managed by</b>					
Managing organisational unit	Autofill	X	Check		
<b>Journal</b>					
Journal		X			
Volume		X			
Issue number		X			
<b>Electronic version(s), and related files and links</b>					
Electronic version(s) of this work		X		Check	
Other links		X			
Other files		X			
<b>Keywords</b>					
RESEARCH PROGRAMS			X		
OPEN ACCESS STATUS		X		Check	
ASJC SCOPUS SUBJECT AREAS		X			
SUSTAINABLE DEVELOPMENT GOALS	Optional		Optional		
LIBRARY KEYWORDS		X			
<b>Notes</b>					
Bibliographical note	X	X			
<b>Event</b>					
Event		Optional			
<b>Relations</b>					
Research Outputs			Check		
Activities			Check		
Prizes			Check		
Press/Media			Check		
Projects			Check		
Facilities/Equipment			Check		
<b>Visibility</b>					
Visibility		N/A			
<b>External publication IDs</b>					
Publication import ID		Autofill	Autofill		
Additional source IDs		Optional			
<b>Status</b>					
Workflow step		X	X		

## 5. Settings (key user)

### 5.1 Profiles

< under construction >

### 5.2 Email Settings

< under construction >

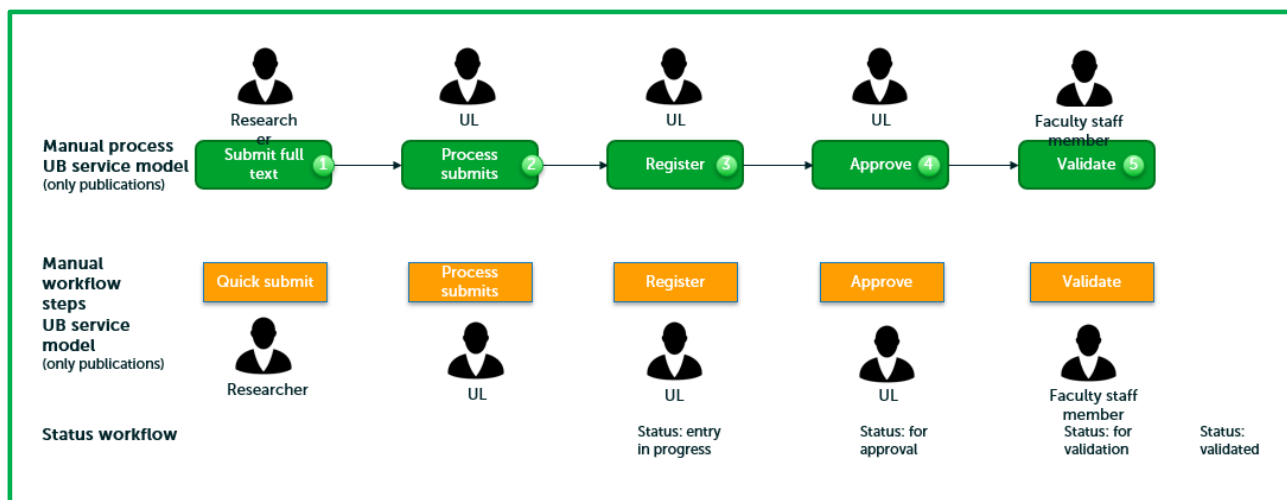
### 5.3 Messages

< under construction >

### 5.4 Task settings

As a key user working with the UL Service Model, our advice will be to change your settings to limit the output in your task list to only the Approved records.

In the process scheme you see the workflow for publications (Quick Submit):



We created an account for you in which you can validate research output. A side effect of this authorization turns out to be able to see the previous stages of the workflow too.

To be clear, if a key user looks at his or her task list the following research output will be shown:

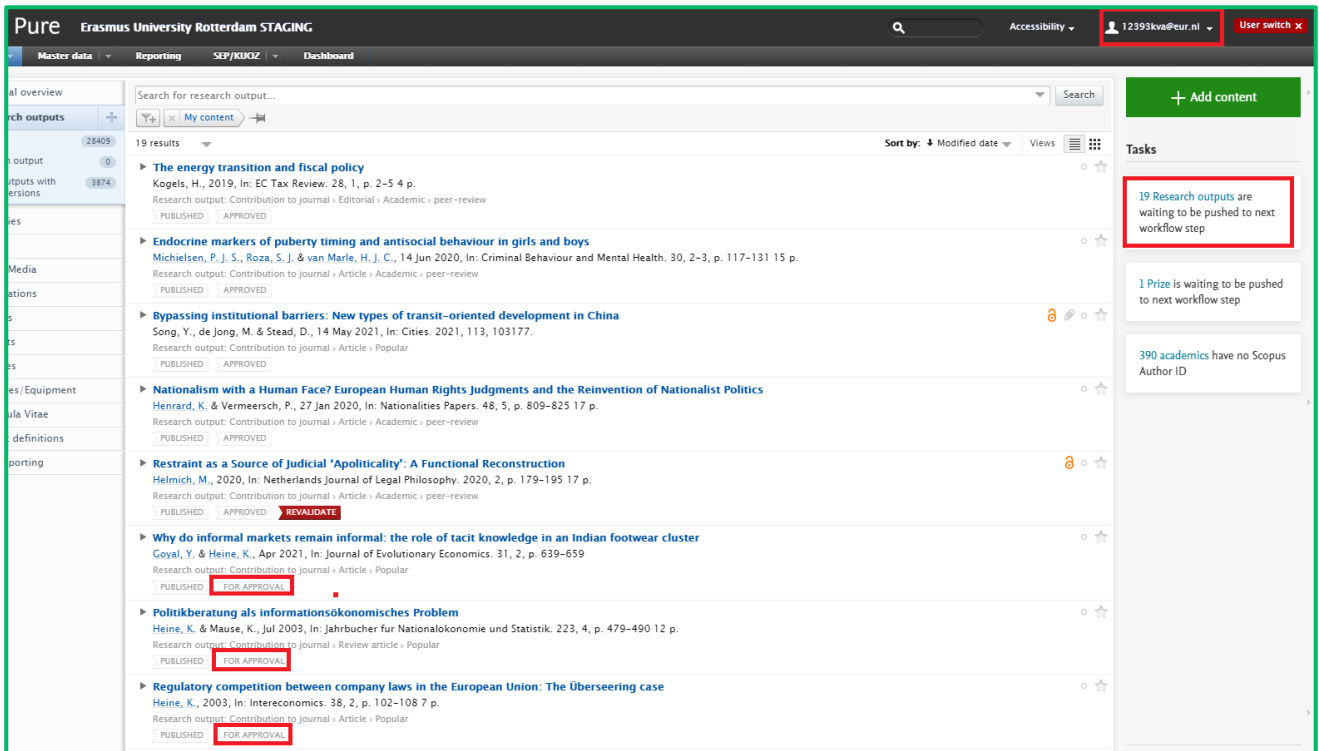
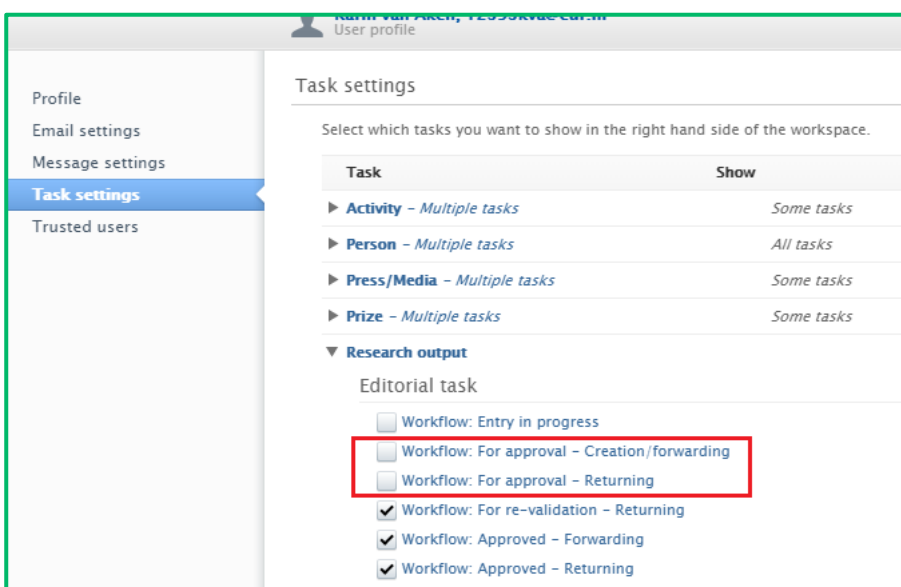


Figure: Standard task list of a key user with publications in the statuses *For Approval* and *Approved*.

The situation above is not desirable for key users working with the UL Service Model, because the publications with the status *For Approval* are also visible here, while these publications should be validated by the UL.

By going to the settings of your account (on the right upper part of Pure) you will be able to change the conditions of your task list. But be careful in changing your settings!



Key users from faculties working with the UL service model have permission to delete the *workflow For Approval* selection. Key users who do not work with the UL service model also have to validate the output in the *For Approval* status. So, the settings above are not valid for them.

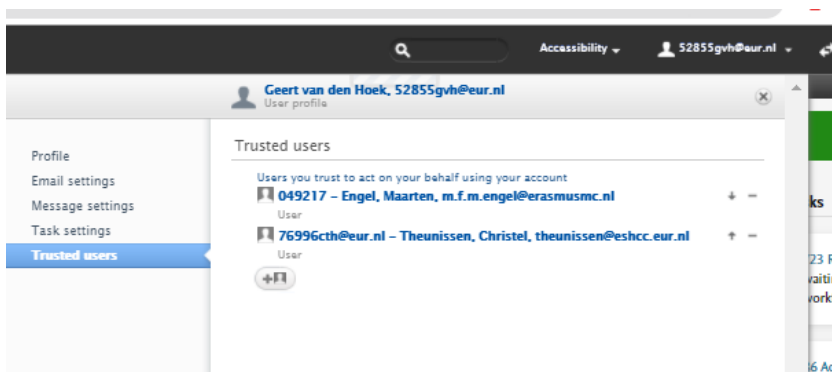
## 5.5 Trusted user

A key user from faculty A can give permission to the key user from Faculty B to manage publications from his or her faculty.

The example with a publication shown in paragraph 3.1.4 shows that sometimes publications are a result of a collaboration between co-authors from different faculties. By giving permission to manage output that is managed by your faculty you can follow the steps below.

As a key user follow the next steps to give another key user permission:

- Click on your account in the upper right menu
- Go to Trusted user
- Click on the add trusted user button and add the key user who need permission  
You are able to add more than one key user if necessary.



- Click on Save

### Example: adding information from ESSB within a publication managed by Erasmus MC

The publication *Normal variation in early parental sensitivity predicts structural brain development*, is management by the department Child and Adolescent Psychiatry / Psychology from the Erasmus MC. Information should be added by ESSB to the publication below.

- The ESSB key user clicks on the *Switch user* button and logs in as the Erasmus MC Key user
- Search the publication and add information. In the example below a research program of ESSB has been added.
- Click on Save.



**Normal variation in early parental sensitivity predicts structural brain development**  
 Research output: Contribution to Journal › Article › peer-review

**Publication managed by** ⓘ

Managing organisational unit ⓘ  
 Child and Adolescent Psychiatry / Psychology  
 Organisational unit: Department  
 Change organisational unit...

**Journal**

Journal ⓘ  
 Journal of the American Academy of Child and Adolescent Psychiatry  
 0890-8567  
 Scopus rating (2020): CiteScore 11.8 SJR 3.216 SNIP 2.804 , Quartily Rank JCR SSCI (2020): Rating Q1 , Web of Science (2020): Journal Impact  
 Change Journal...

Volume  Issue number

**Open Access guidance**

Sherpa Romeo policy recommendations

- ▶ Submitted version
- ▶ Accepted version
- ▶ Published version
- ▶ Publisher policies

Last updated date: 4/02/21

**Electronic version(s), and related files and links** ⓘ

Content input in this section is insufficient to determine the Open Access Status:  
**Public access to file unknown**

Electronic version(s) of this work  
 FINAL PUBLISHED VERSION

10.1016/j.jaac.2015.07.009  
 Final published version  
 Unknown

DOCUMENT VERSION NOT SET

<http://hdl.handle.net/1765/90551>  
 Unknown

Add electronic version (file, DOI, or link)...

Other links  
 Add other link...

Other files  
 Add other file...

**Keywords** ⓘ

RESEARCH PROGRAMS

- Erasmus MC · EMC MM-04-54-08-A
- Erasmus MC · EMC NIHES-01-64-02
- Erasmus MC · EMC NIHES-08-80-02
- Erasmus MC · EMC NIHES-04-55-01
- Erasmus MC · EMC ONWAR-01-58-02
- Erasmus School of Social and Behavioural Sciences · **ESSB PED**

Add research programs...

Within the *History and comments* information it becomes clear that the information has been added by the Key user (Geert van den Hoek) as the Key user from the Erasmus MC (Maarten Engel).

ID: 26516629 **Normal variation in early parental sensitivity predicts structural brain development**  
 Research output: Contribution to journal › Article › peer-review

**EDIT**  
 Metadata  
 Metrics

**OVERVIEW**  
 Relations  
 Fingerprints  
 Display

**HISTORY AND COMMENTS**  
**History and comments**

**Comments**  
 There are no comments for this content  
 Write a comment about the content

**History**

<b>Geert van den Hoek as Maarten Engal</b> Modified Keyword groups	23 Sep 2021 12:18:24
<b>Scopus Metrics Import Job as root</b> Modified metrics	12 Sep 2021 1:22:15
<b>Scopus Metrics Import Job as root</b> Modified metrics	5 Sep 2021 1:04:11
<b>Scopus Metrics Import Job as root</b> Modified metrics	21 Aug 2021 22:19:05

## 6. Profile settings (researchers)

### 6.1. Public portal (phase II Pure project, 2nd half of 2021)

All included figures are views of your dashboard in the backend. Pure also has a front end, the profile page. This feature will become available in the second part of the RIS project.

### 6.2. Profile information

Process add profile information steps

1st step: Log in and overview dashboard

- Log in and overview dashboard

**Personal** Private

**J (Jurian) Edelenbos**  
 My public profile  
 Curricula vitae (2)  
<https://orcid.org/0000-0002-8070-4547>  
 Edit profile

**Research outputs (328)**  
 Article: 136, Chapter: 62, Paper: 61, ...  
**Activities (3)**  
 Oral presentation: 3

**My supervision**  
 Research outputs (18)  
 Doctoral Thesis: 18

**Research network**  
 Relations: Top internal co-authorships on research outputs  
 Set me as focus, Arrange, Zoom in, Zoom out

**Tasks**  
 + Add content  
 2 Research outputs are waiting to be pushed to next workflow step

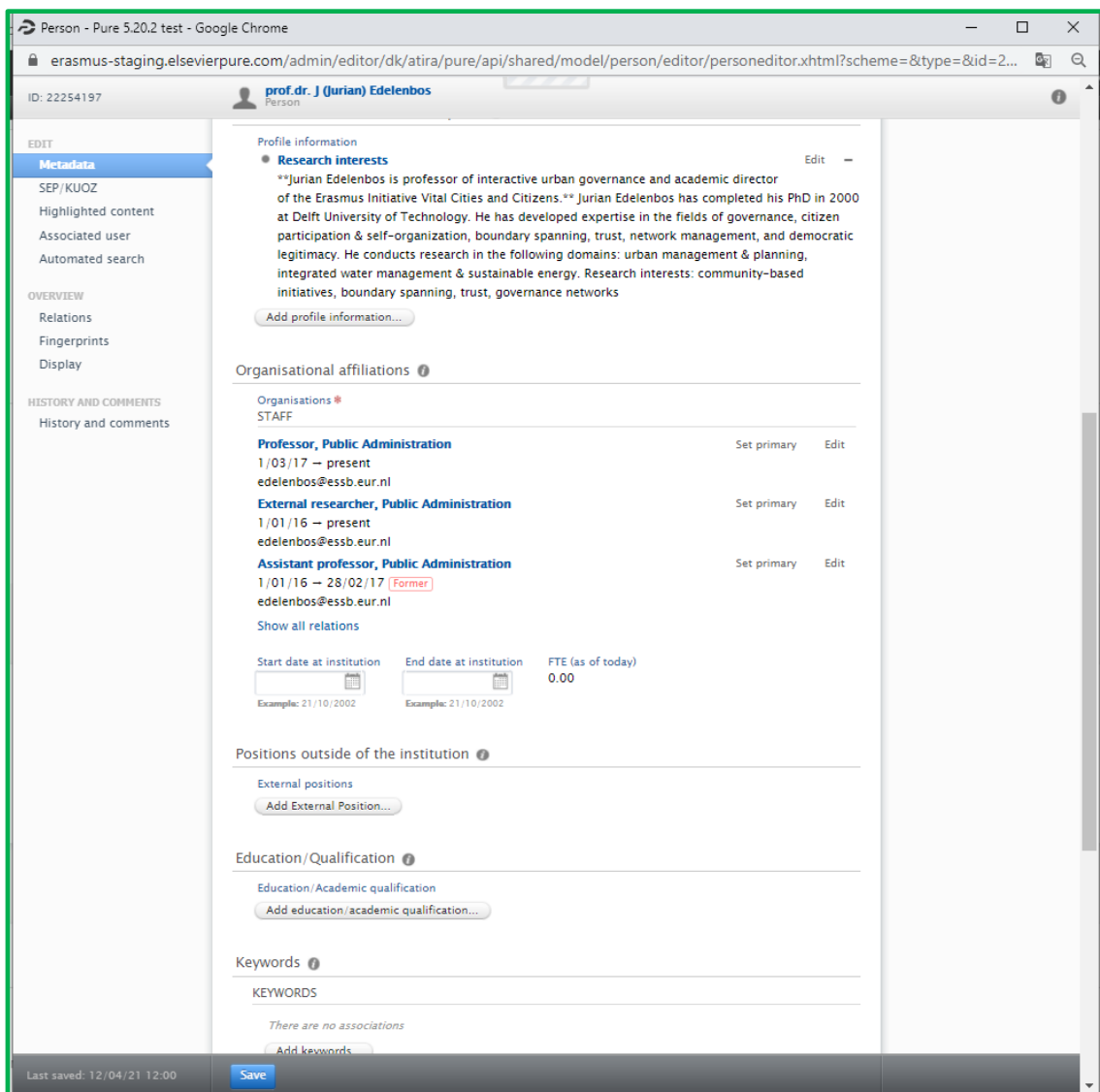
Help and support

2<sup>nd</sup> step: add profile information

- Select 'edit profile'



- Add meta-data – profile information – to your profile and save



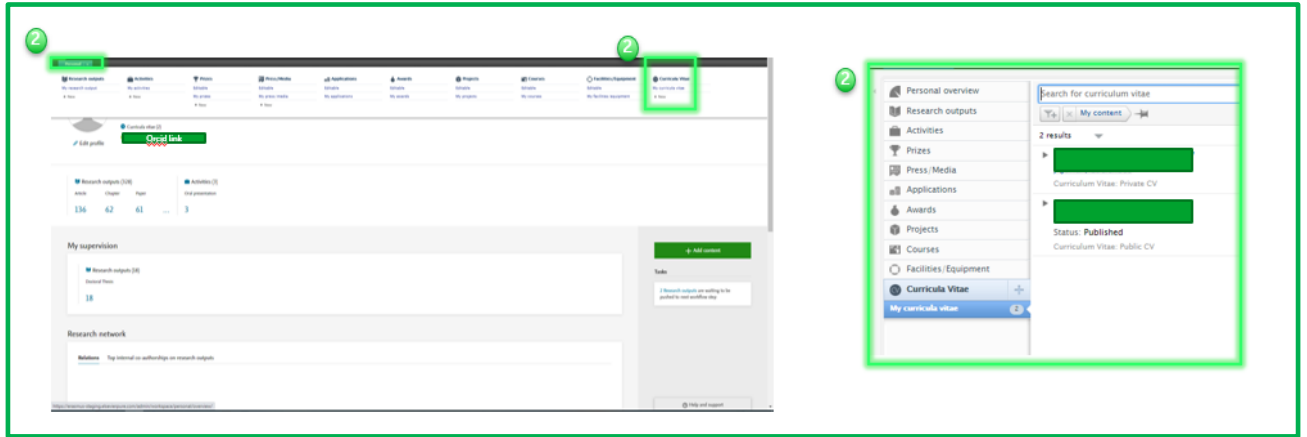
### 6.3. The CV

Pure offers the possibility to manage your profile. It is possible to set up a public and a private CV. This can be managed via the link Add curriculum vitae on the right of the photo.

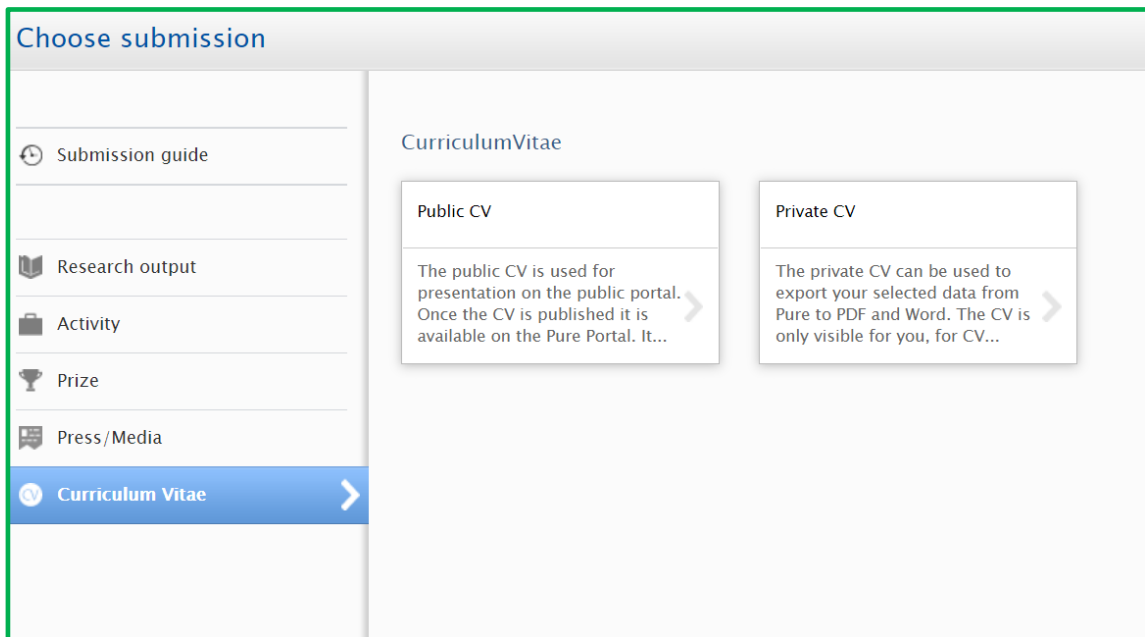
## Process steps

### 2<sup>nd</sup> step: generate CV

- Open header menu and select 'Curricula Vitae'
- Select '+' to add CV



- Select public CV or private CV



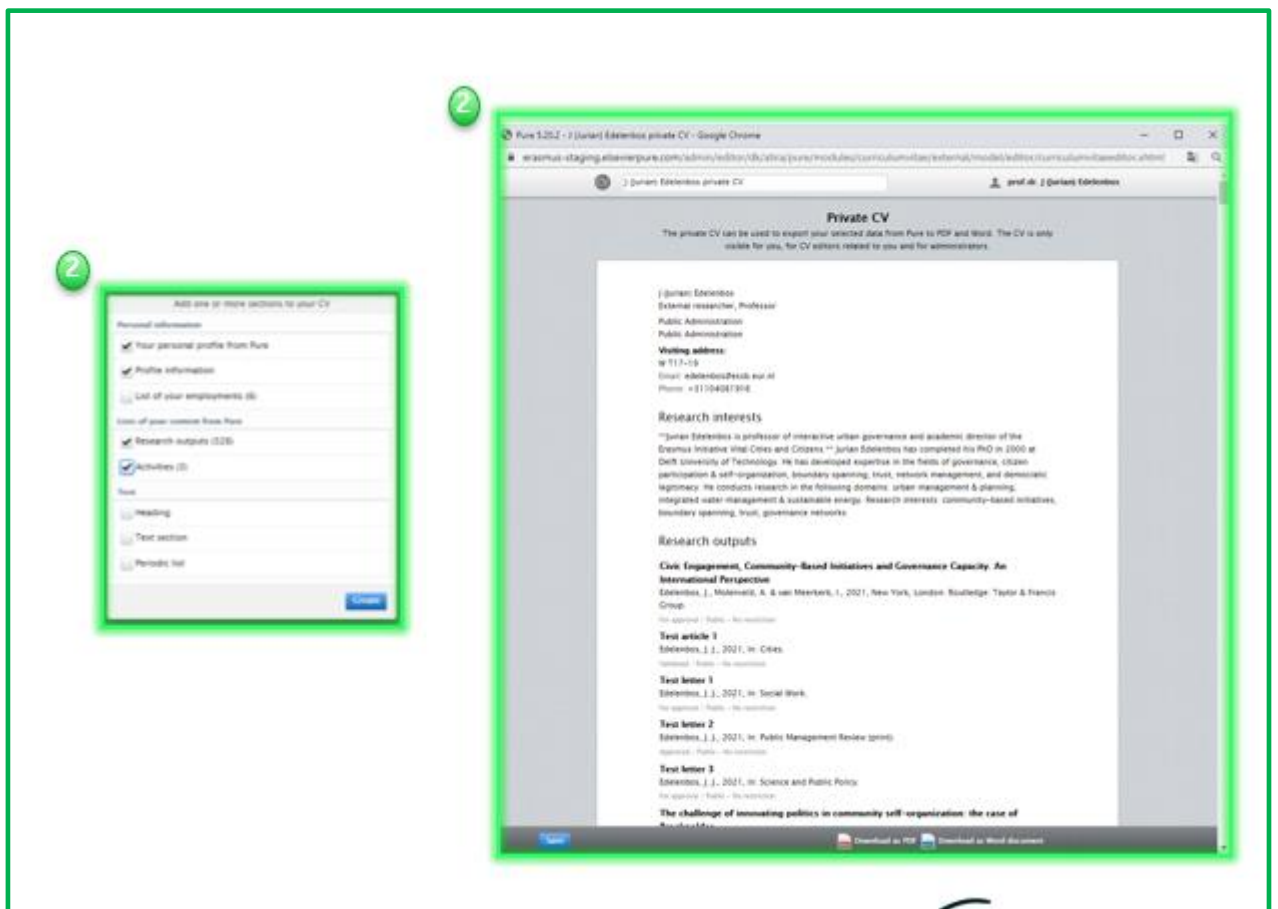
The difference between these two types is described in figure 12.

# CV

Type	purpose	comments
Public	Displayed on public portal	Can have 2 public CVs, depends on settings by Admin
Private	The private CV can be used to export your selected data from Pure to PDF and Word.	Only visible in the backend

FIGURE 12 DIFFERENCES BETWEEN PUBLIC AND PRIVATE CV

- Select the PURE data for in the CV
- Add, delete, sort data in CV and save CV



- Optional to export CV to PDF or Word format

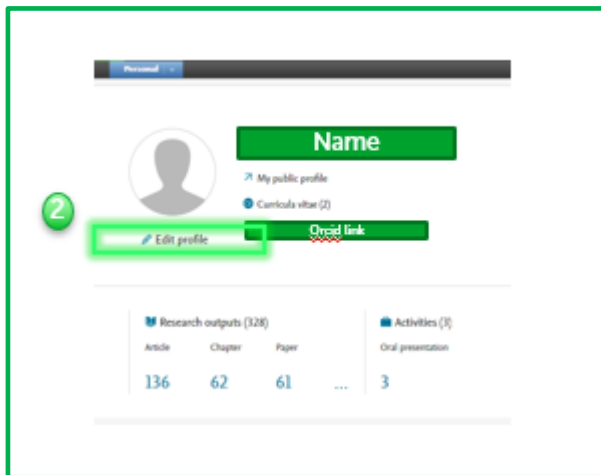
## 6.4. Highlighted content

Validated content can be marked by you as highlighted content. Once a content type is marked as highlighted content, it will be shown at the top in your overview. In Metis (the former application used for registering research output) this was known as key publication. To mark content as highlighted content, go to the Edit profile (underneath your profile photo) and click Highlighted content (see figure 13).

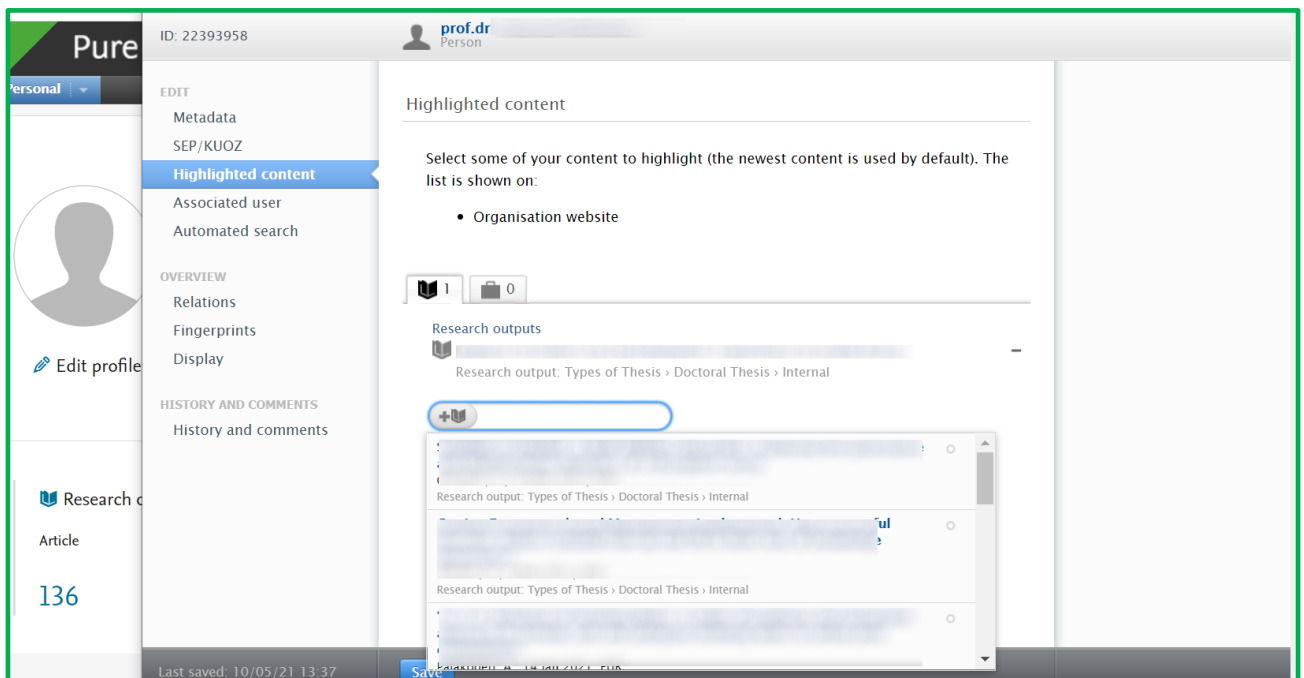
### Process steps

#### 2<sup>nd</sup> step: highlight content

- Select 'edit profile'



- Select highlighted content functionality



- Highlight content (publications)

[low this is shown on the people pages, is not clear on 25 May 2021. The web services team is analyzing the impact].

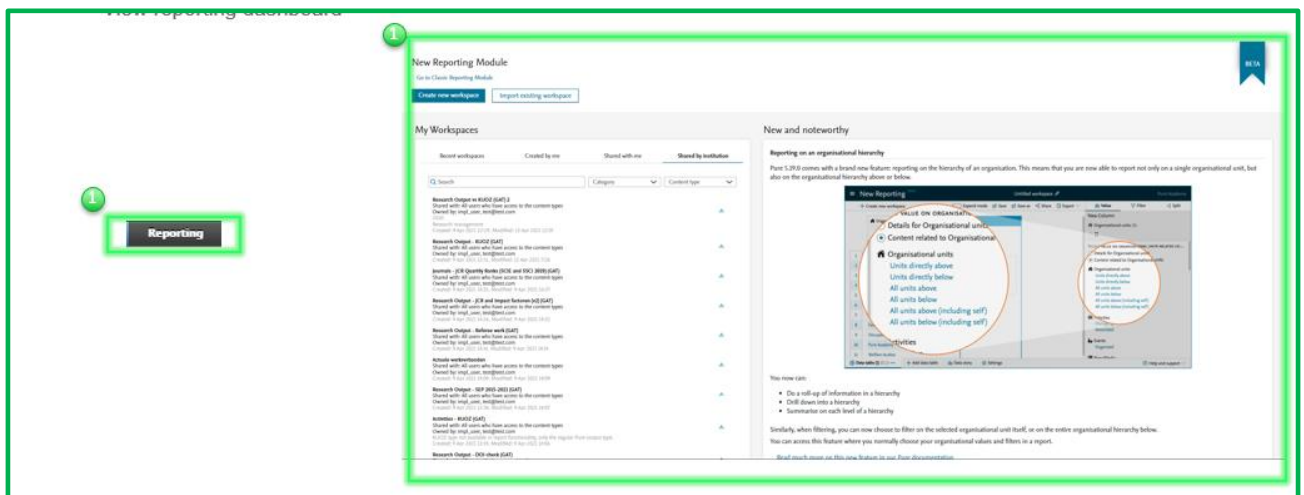
## 7. Reporting

Pure has a reporting module available which enables key users and reporting experts to generate standard reports (set up by UL and used by faculties), as well as ad-hoc reports.

### Process steps

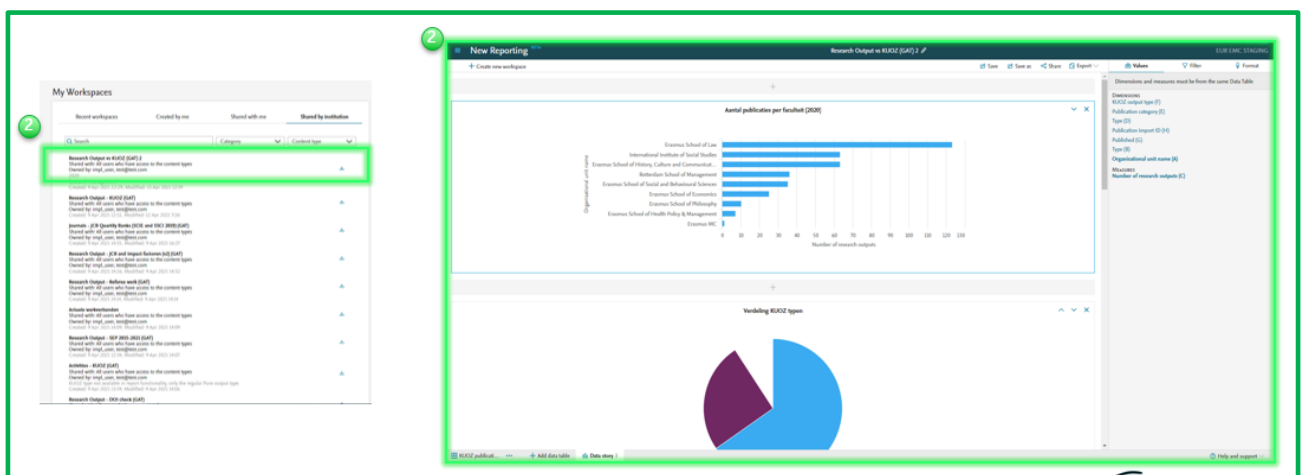
#### 1<sup>st</sup> step: Open report functionalities

- Select in the menu 'header' on reporting
- View reporting dashboard



#### 2<sup>nd</sup> step: Open standard report

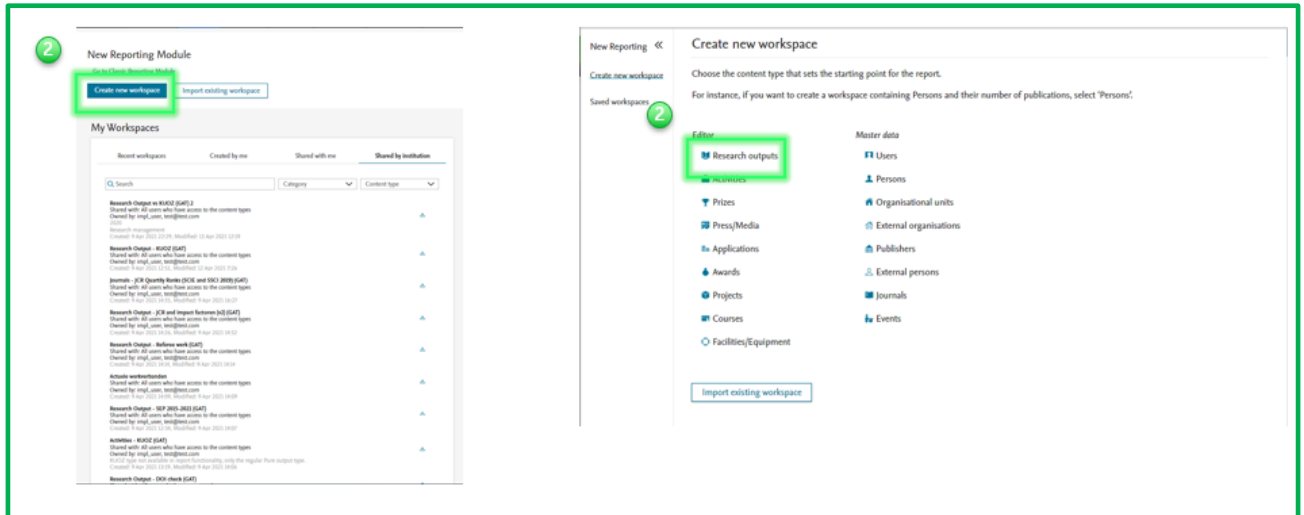
- Search and open standard report in list
- Run report by clicking on standard report in list



#### 2<sup>nd</sup> step: Create ad-hoc report

- Create new ad-hoc report by clicking 'create new workspace'

- Select starting point of report out of the available option (can be limited due to your role & rights)



- Add columns, filter data and save report
- Share and/or export report

