Your Activities in Pure:

Firstly, log into Pure using your usual University login details.

You will then see your profile from the Personal Overview tab.
If you are required to propose outputs for REF2021, this tab will automatically show first. Simply select the ‘My Research’ tab to view the screen as displayed below.

Adding an Activity in Pure:

There are three ways you can add an Activity in Pure, with each shortcut highlighted below.

Select any of the ‘Add New’ or ‘+’ icons, to add an Activity. Once selected, a new window will open.
Providing Evidence:

If you are adding either of the following Activities – ‘Participating In or Organising an Event’ or ‘Talk or Presentation’, you will be required to provide to prevent the record being returned to Entry in Progress. If evidence is then not provided within 4 weeks, it will be deleted.

Examples of evidence are listed below:

Acceptance/invitation email (forward to pure@hud.ac.uk)
Official conference programme (uploaded to the record or link provided)
Online announcement of the event
Any web page which lists you attending/speaking at event
Adding an Activity:

Given example is an Oral Presentation.

‘Talk or Presentation Held At’ –

Talk or presentation held at

If this is an ‘Invited talk’ which is not part of an event, then simply select ‘External organisation’ and search for the relevant institution. Please ensure you try all possible name variations of the organisation before attempting to create a new one.
If the organisation does not appear, then you will need to select ‘Create new’. This will create a record for the relevant organisation within Pure.

Simply fill in the name of the organisation, and the country it is based in. If possible use the drop down list to select the type of organisation you have created.

If recording any other presentation, it should be part of an event. **There should not be an occasion to use the ‘Organisational Unit’ option.** If the event you wish to attach does not exist, select ‘Create New’ and complete the highlighted fields below.
‘Period’ –

If you are entering presentation or examination details, whether it took place during the course of the conference or independent of an event, select ‘Specific date’ and enter the exact date of your presentation or year of your examination.

If this is review/editorial work, consultancy, hosting, membership or a visit to an external institution, select ‘Period of Time’. Ensure you enter the start date for the record and the end date if the work/visit etc. has come to an end. If it is ongoing (e.g. membership of an editorial board) simply leave the end date field blank.

‘Persons/Organisations’ –

Add yourself and any relevant persons to the record. You must ensure your affiliation is correct for the date of the record- i.e. if you did not work at the University of Huddersfield at the time of the activity, then please ensure your affiliation reflects this. This is demonstrated below:
Select ‘Add Organisation’ and then search for your previous institution. If it does not appear, you will need to ‘Create new’.

Ensure that you have unticked any internal affiliation such as ‘Department of…’, and that you are only affiliated to the relevant institution.
If there was no internal person at the time the activity occurred (e.g. you gave a presentation alone whilst employed by Leeds Beckett) you will need to add your current department at the University of Huddersfield by selecting ‘Add organisational unit’. Please also ensure that ‘Activity Managed By’ is always attached to your department at the University. See below for an example of how to correctly affiliate an activity that occurred whilst employed by a previous institution.

Documents and Links –

To add a document simply select ‘Add document and a pop-up box will appear that allows you to upload your file. Ignore all other fields such as ‘Visibility’ and ‘Type’.
To add a link, select ‘Add link’ and copy and paste in the URL with a brief description - e.g. ‘Link to Conference Programme’.