



Recording Impact through Pure



Why use Pure for impact?

Consolidated resource

The university uses Pure as a **one-stop-shop**; building your impact record in the context of your full body of work

Sharing progress

Pure is a place to store your impacts as you go in an **accessible**, public facing way, with visibility on your terms; useful for sharing with stakeholders

Professional development

Pure is a log of **your work**. Having a space for your impact within it allows you to map impact as part of your skillset

Futureproofing

Logging impact in Pure means that details are logged in **real time**; valuable for your long-term planning and REF

Impact or Activity?



Impact

Change is the cornerstone of impact - if your work has changed minds, methods, behaviour, policy etc, that's an impact



Activities

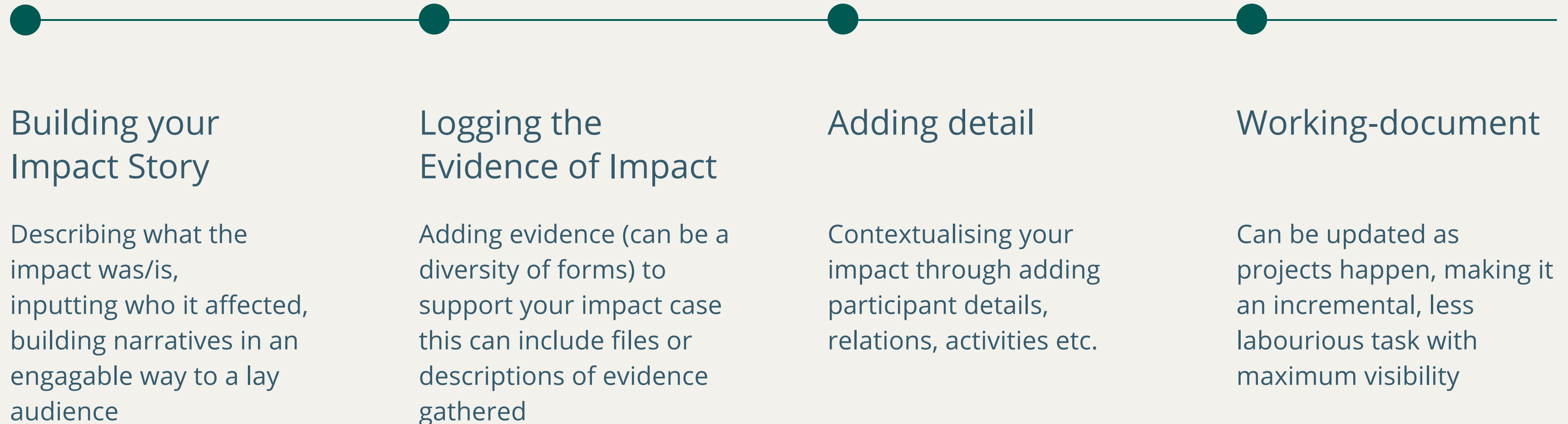
Sharing your work and ideas may involve activities such as conferences, events or exhibits. They are a platform for dissemination

In the context of Pure:

Activities **can** create impact, but this impact must be **measured** in some way.

Individual activities should be added to Pure in the **Activities** template; they can be **linked** to an impact case study later.

What's involved?

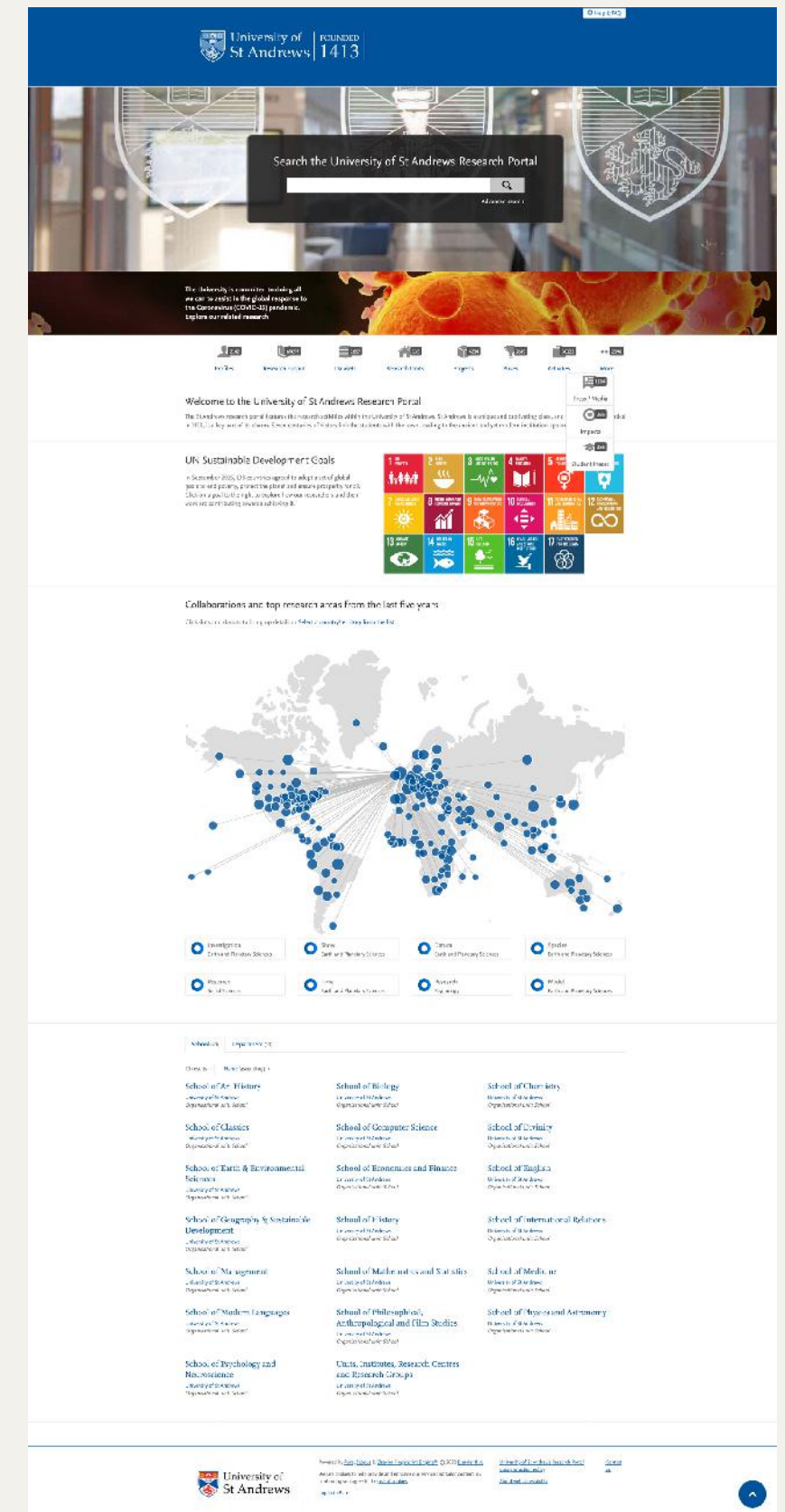


New Pure Portal

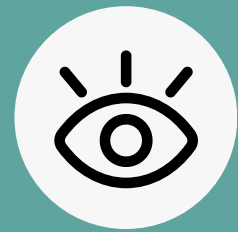
A new redesigned portal to showcase the research conducted in St Andrews is being developed, updating the current portal to incorporate the future priorities of research

It highlights the following areas: Profiles, Research Output, Datasets, Research Units, Projects, Prizes, Activities, Impacts, Press/Media and Student theses

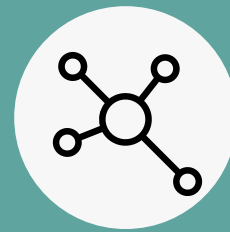
This guide will explain the Impact aspect of the Pure portal by providing a step-by-step process and rationale for recording impact



Our Pure portal



Makes impact visible
as part of your overall
profile



Connects impact to
your wider work



Integrates impact as a
priority in research

When to record impact in Pure

- When you are awarded funding which includes a Pathways to Impact statement
- When you anticipate benefit to society resulting from research or engagement
- When impact has arisen (directly or indirectly) from your research

Top Tips: How to add impact into Pure

1

Focus: Knowing what you want to achieve, and intended outcomes should clarify the types of evidence you need

2

Proportionality: Capture what you can. Aim to support key claims of impact, not every single detail along the way

3

Write Timing: Add details of each stage of the impact from infancy to completion

4

Relationships: Be clear about what you might need from collaborators and partners early on, e.g. if you would like a testimonial or regular updates from them

5

Benchmark: Collect comparative information so numbers have meaning, i.e. on their own numbers don't mean anything - is 100 of something 'good', 'ok' or 'poor'?

What to add where

Breakdown of the task by section

This guide will now describe each section of the impact domain within Pure and give a brief description of what is required

Screenshots

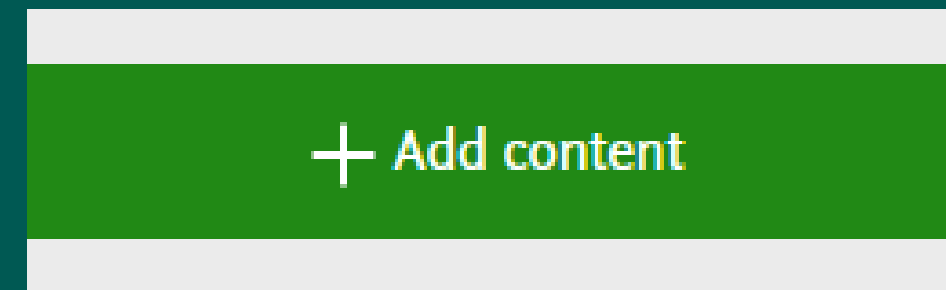
A series of screenshots will guide you through the process of adding impact evidence

Compulsory Fields

Compulsory fields are marked with *

Finding the Impact template

On the righthand side of your landing page you will see an Add Content icon. Click this icon to begin



This guide will now describe each section of the Impact template

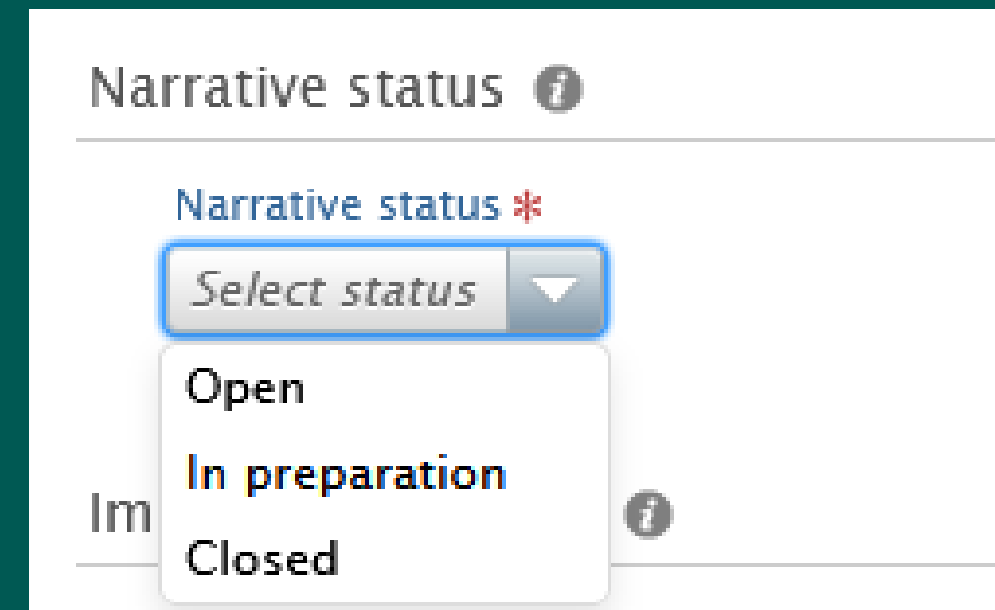
Narrative Status*

Status may be:

Open - The narrative has not been developed yet

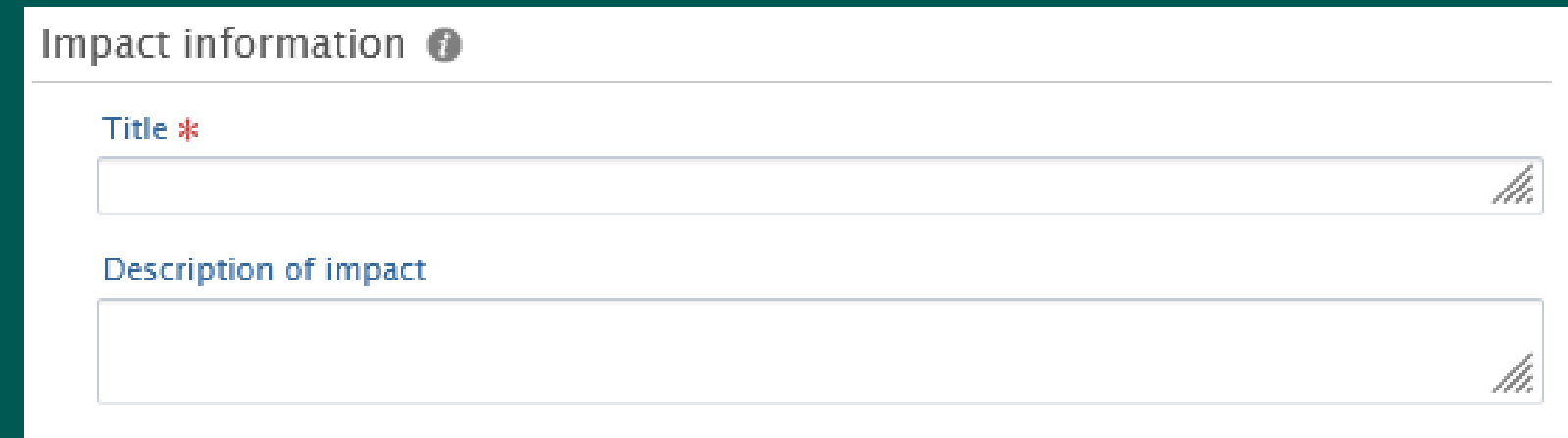
In preparation - The narrative is being developed

Closed - Narrative is complete with no additional information to add



The screenshot shows a web form titled "Narrative status" with an information icon. Below the title is a label "Narrative status *" in red. A dropdown menu is open, showing three options: "Open", "In preparation", and "Closed". The dropdown menu is highlighted with a blue border. To the left of the dropdown, the letters "Im" are visible. To the right of the dropdown, there is another information icon.

Impact Information

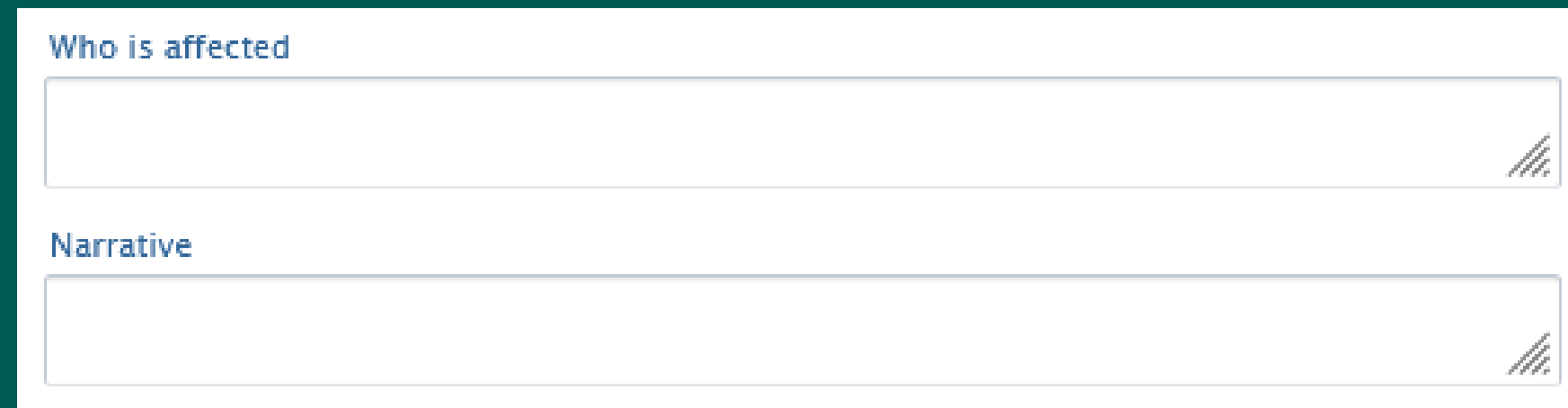


The image shows a screenshot of a web form titled "Impact information" with an information icon. It contains two input fields. The first field is labeled "Title *" and the second is labeled "Description of impact". Both fields are empty and have a small icon in the bottom right corner, likely for expanding the text area.

Title* - the working title for your impact case should be short, giving a clear indication of the type of impact and the beneficiaries. Do not focus on the research, as you would in the title of a journal article for example.

Description of impact - a brief description of the type(s) of impact, for example, an action or topic area and an impact outcome.

Impact Information



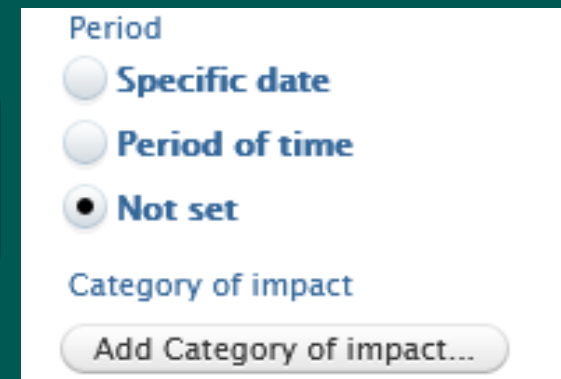
The image shows a white rectangular form with two sections. The top section is titled 'Who is affected' and contains a large, empty text input field. The bottom section is titled 'Narrative' and also contains a large, empty text input field. Both input fields have a small icon in the bottom right corner, consisting of several parallel diagonal lines.

Who is affected - this section should include a list of all the users and beneficiaries - those non academics who have applied, been influenced by, been affected by, or have benefitted from the application of your research.

Narrative - A more in-depth account of the impact, written for a lay audience which showcases the impact, its development, and its context, to inform and engage others

Impact Information

Period - Time/duration of the impact, whether fixed-date, over the course of a project or an indefinite period



Period

Specific date

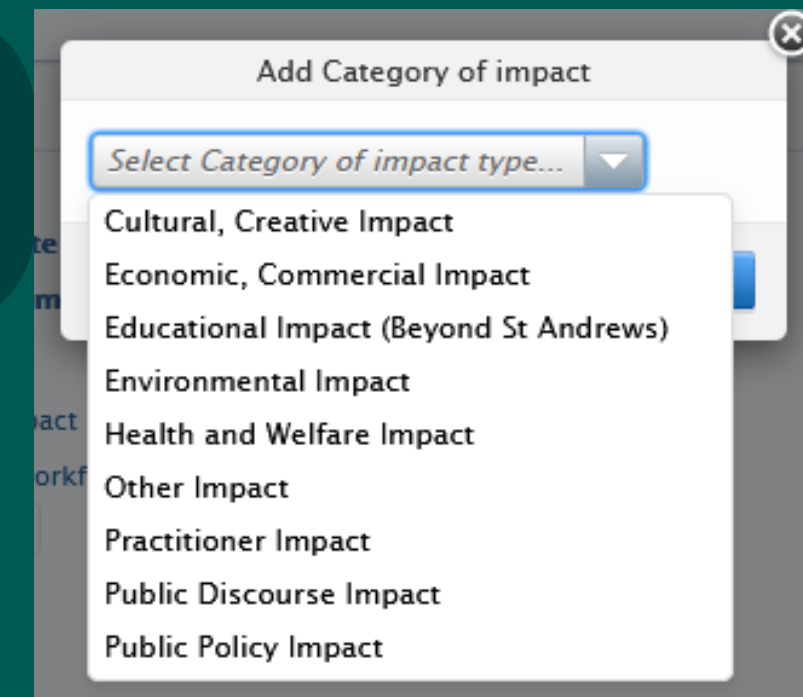
Period of time

Not set

Category of impact

Add Category of impact...

Category of Impact - What kind of impact is it? Multiple categories can be added



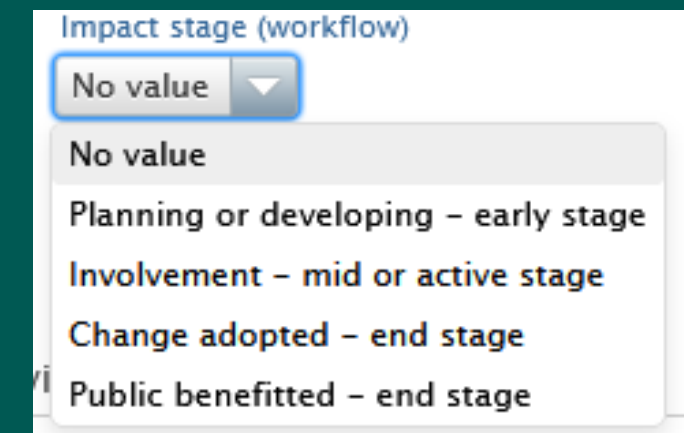
Add Category of impact

Select Category of impact type...

- Cultural, Creative Impact
- Economic, Commercial Impact
- Educational Impact (Beyond St Andrews)
- Environmental Impact
- Health and Welfare Impact
- Other Impact
- Practitioner Impact
- Public Discourse Impact
- Public Policy Impact

Impact Information

Impact Stage - How far along the impact journey is your project? Is it in the early stages or has impact already been measured through adoption or public benefit?

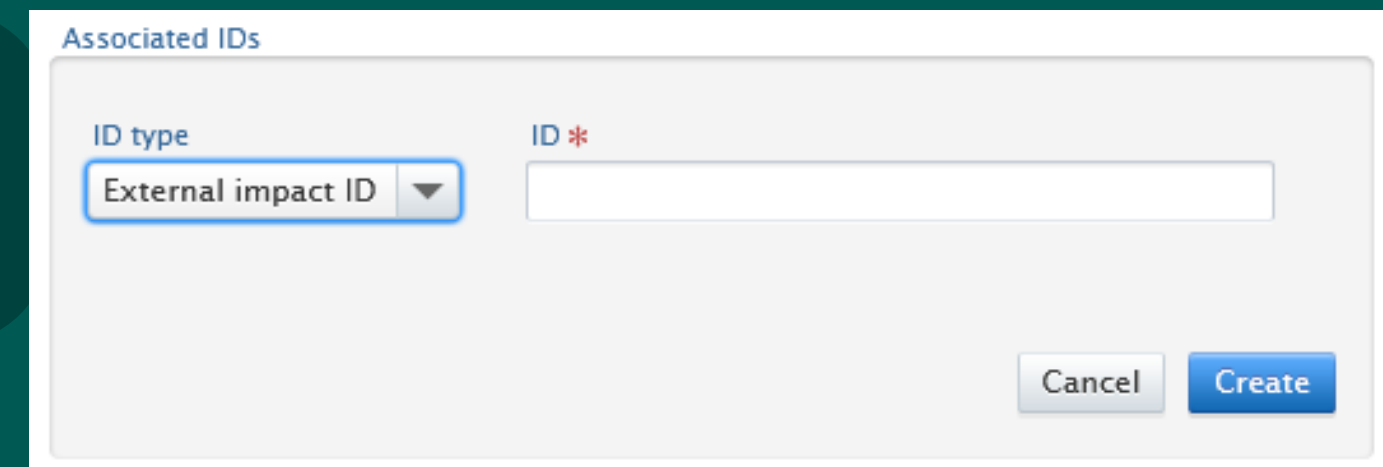


Impact stage (workflow)

No value ▼

- No value
- Planning or developing – early stage
- Involvement – mid or active stage
- Change adopted – end stage
- Public benefitted – end stage

Associated IDs - A space to add external impact IDs (where applicable)



Associated IDs

ID type: External impact ID ▼

ID *

Cancel Create

Evidence

Evidence Information - A space to add evidence of impact, including a description of evidence, contact information and evidence documents and links

Please note: if adding links, please also 'print to PDF' on pages with relevant evidence content as this will provide a date-stamped pdf and url. Then upload the PDF as a document in this section - this prevents any data loss should web pages change. A record of WHEN impact happens is also crucial and so having this record in dual formats is necessary

The screenshot shows a web form titled "Add impact evidence" with a close button in the top right corner. The form is organized into three main sections:

- Evidence information:** This section contains a dropdown menu for "Evidence indicator" currently set to "No value", a "Period" section with radio buttons for "Specific date" and "Period of time", an "Evidence title" text input field, and an "Evidence summary" text area with a diagonal slash icon in the bottom right corner.
- Evidence contact information:** This section contains a sub-label "Evidence contact information" and a button labeled "Add evidence contact information".
- Evidence documents and links:** This section contains a sub-label "Documents" with a button "Add document..." and a sub-label "Links" with a button "Add link...".

At the bottom right of the form, there are two buttons: "Cancel" and "Create".

Participants and affiliations

A space to make your connections and collaborators known - This section will add you and your organisational unit by default but additional names and units may be added - anyone added here can also view and change content

Impact Managed by

This section will add your organisational unit by default

Keywords

A clear list of key words allows your impact to be more discoverable and link into related research

Case Study Classification

Is this impact cross-disciplinary, cross-institutional or involving ODA-compliant countries

Sustainable Development Goals

Tag any and all UN Sustainable Development Goals (SDGs) which your project contributes to:

<https://sdgs.un.org/goals>

Files

A space to attach any supporting documents or links which showcase or demonstrate your impact

Relations

Connect your impact with your wider work. Demonstrate the relationships this impact has with different aspects of your work and others. The more you show these connections, the more visible the impact will be outside of this part of Pure

Visibility

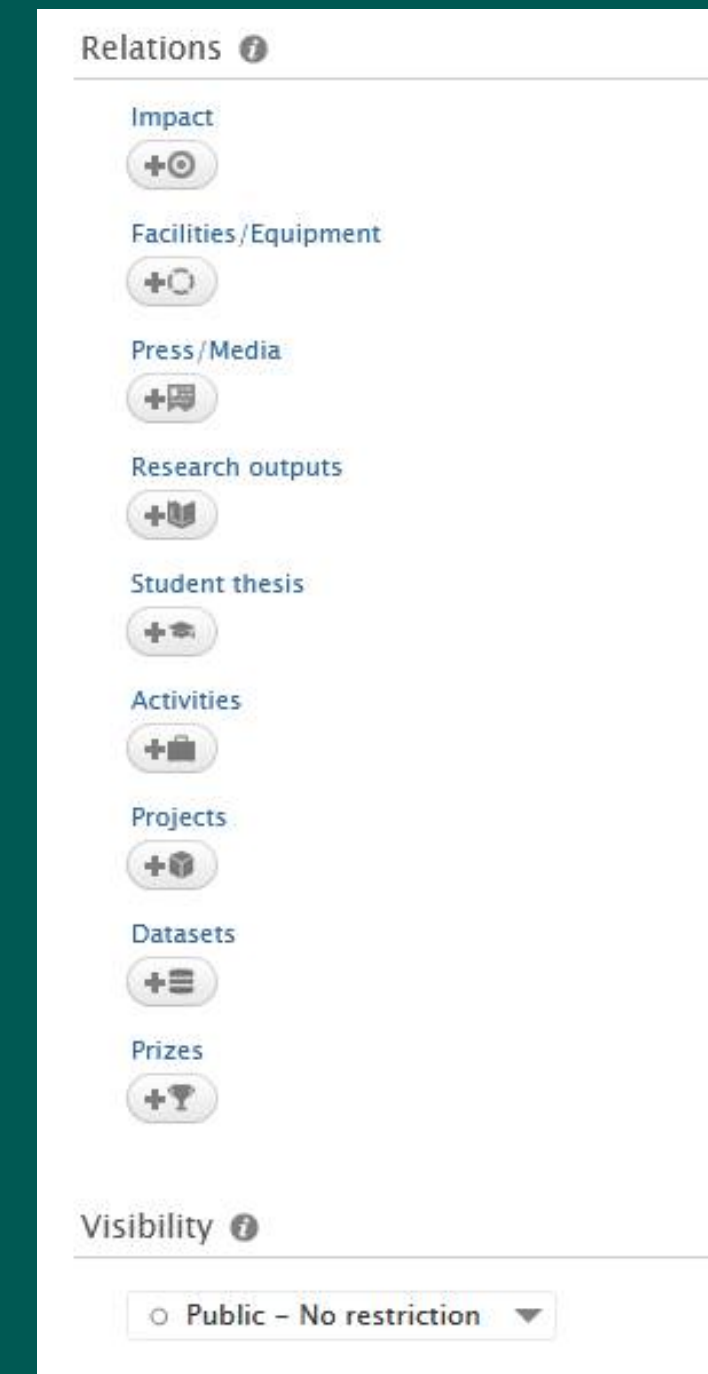
You can change the visibility of your impact depending on its stage and your intended audience to:

Public - No restrictions on what is seen - visible on the portal

Campus - (not currently used but similar to backend)

Backend - Restricted to Pure users - not visible on the portal

Confidential - Only visible to associated users and editors - not discoverable in Pure



Status

The status of the impact evidence can be either:

Entry in Progress - the entry is unfinished/in the process of being completed

For Approval - the entry will be seen by editors, contributors etc before being published to the public site

Save

DO NOT FORGET TO CLICK THE SAVE BUTTON AT THE BOTTOM OF THE PAGE!

Status:



Things to remember



The more detail held in Pure the better



This process helps you to showcase your work



Pure can help with long-term planning and the REF cycle



The new portal allows you to direct others to your impacts in an accessible and direct way

Thank you for developing your impact reporting skills through Pure

If you have any questions about the process, or need further support, please contact the Impact Team at [**impact@st-andrews.ac.uk**](mailto:impact@st-andrews.ac.uk)