THE AGA KHAN UNIVERSITY

Research Intelligence

Award Management in Pure

Version 5.29

Empowering Knowledge™

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1. Award management system basics

1.1. Introduction

With Pure's Award management module, you can initiate, track, monitor, and manage the entire research life cycle, from current funding opportunities, applications, and their success rates, to awards and the related projects, as well as their outputs.

This functionality is generally used by researchers, research administrators and research development professionals.

There are two distinct phases of the research life cycle addressed by the Award Management module:

- The *pre-award* functionality is mostly concerned with internal approval of grant applications prior to submission to a funding body.
- The *post-award* functionality concerns tracking output and outcomes related to awards, and managing other funder requirements such as time tracking or report submissions.

The Award Management module utilizes the following content types:

- Proposal Applications (Pre Award)
- Award Workflow Application
- Projects (Post Award)
- Milestones
  Funding opportunities

See Section 1.3. Content types for Award management

These content types are supported by additional tools and overviews for further details and analysis:

- Detailed, customizable overview screens. See Section 1.5. Navigate in the Award management module.
- Customized workflow steps for extended application approval routes, including specialized roles. See Section 2.2. Approval routes (workflow).
- Time tracking for Awards and Projects. See Section 4.2. Time tracking.
- Planned and actual commitment of researchers. See Section 4.3. Researcher commitment.
- Milestones for Awards. See Section 4.6. Manage Milestones.
- Eligibility for funding opportunities. See Section 4.7. Funding opportunities.

1.2 User roles in the Award Management module

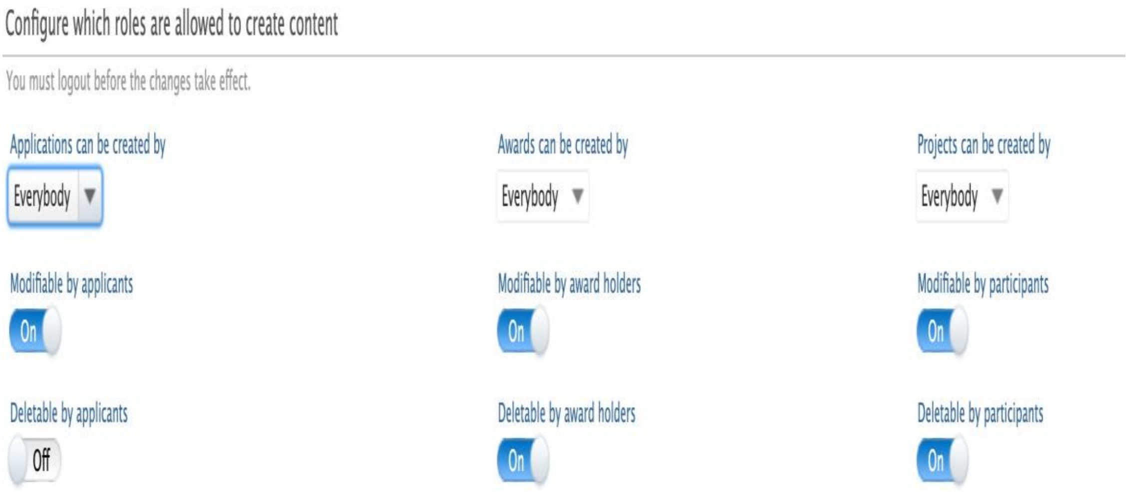
Roles in the Award management module operate at a more granular level than in other areas of Pure due to the nature of the pre- and post-award submission processes.

The default rights that each role has within the module can be further modified through:

- additional module-level settings,
- the workflow state that the content item is in.

1.2.1. Additional module-level settings

It is possible to apply additional module-level settings to further extend the permissions model. For example, *Create/Update/Delete* options for the Application, Award and Project content types can be defined by configurations available in Administrator > Unified Project Model:



For Ethical Reviews, *Create* permissions are similarly available within the Administrator > Award management settings. AKU is currently using Infonetica and the Ethical Reviews section in Pure is not being used. However, ethical approvals must be attached to Project section for each awarded grant.

For users of custom-defined workflows, *Modify* permissions are available in Administrator > Applications > Workflow.

1.2.2 The workflow state of content types

In some cases, the ability to edit/update content within the Award management module may also be affected by the workflow state of the item. For example, Milestones on Awards may only be completed by Administrators of Awards once the associated Award has been moved into the *Closed* workflow state.

Apart from the Submitter, Editor, Validator and Administrator variants described below, additional checking/approving roles are automatically created to correspond with the custom-defined steps in custom-defined application workflows. Users that get assigned these roles receive editing rights limited to a single workflow step.

A detailed overview of roles associated with workflow steps is available as part of the workflow configuration options shown in the administration screens for each content type.

For example, it is possible to view all roles that have permissions to update the workflow status of any given award management content type in Administrator > *Award/Application/Project* > Workflow step configuration > Change workflow step.

1.2.3 Default roles and rights overview per content

AKU Research Role	*Proposal Application rights (Pre-Award)*	*Award Workflow Application rights (Award part 1)*	*Award Module (Award part 2) – Research Office only*	*Project (Post Award)*	*Amendment and Other Documentation*
System Administrator	Administrator of Application Create, Read, Update & Delete	Administrator of Application Create, Read, Update & Delete	Administrator of Awards Create, Read, Update & Delete	Administrator of Projects Create, Read, Update & Delete	Administrator of Application Create, Read, Update & Delete
Research Office Approver	Editor of Applications Create, Read, Update & Delete	Editor of Applications Create, Read, Update & Delete	N/A	Editor of Projects Create, Read, Update & Delete	Editor of Applications Create, Read, Update & Delete
Research Office Review & Validation	Editor of Applications Create, Read, Update & Delete	Editor of Applications Create, Read, Update & Delete	Assisting Editor of Awards - Create, Read & Update	Assisting Editor of Projects - Create, Read & Update	Assisting Editor of Applications - Create, Read & Update
Grant Administrator	Assisting Editor of Applications - Create, Read & Update	Assisting Editor of Applications - Create, Read & Update	N/A	Assisting Editor of Projects - Create, Read & Update	Assisting Editor of Applications - Create, Read & Update
Department/ Entity Head	Approver of Applications	N/A	N/A	N/A	Approver of Applications
Support Unit Approvers	Internal Approver of Applications	Internal Approver of Applications	N/A	Assisting Editor of Projects - Create, Read & Update	Internal Approver of Applications

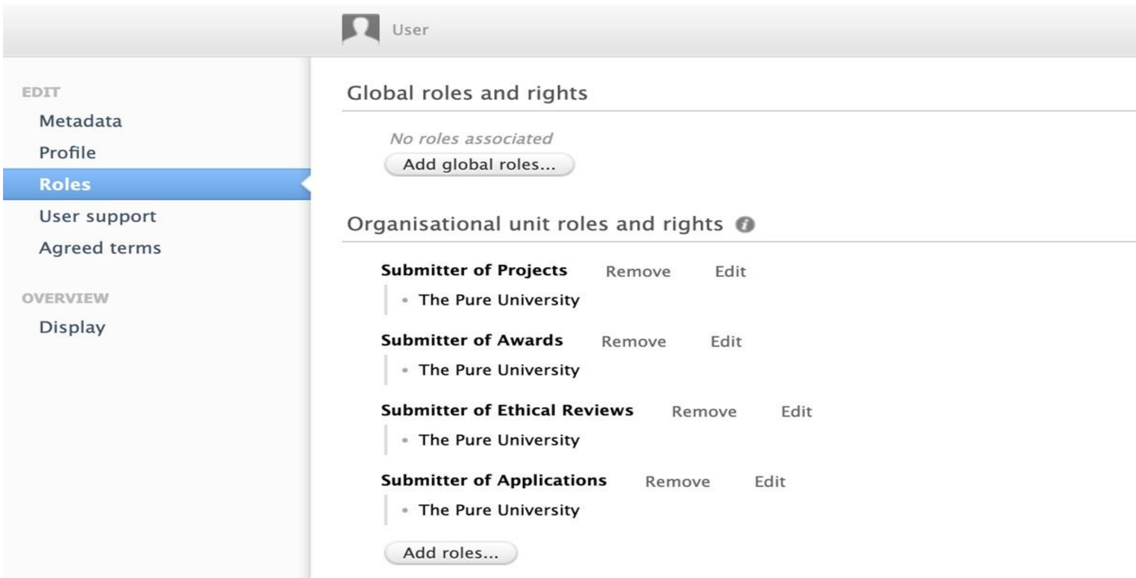
AKU Research Role	*Proposal Application (Pre-Award)*	*Award Application rights (Award part 1)*	*Award Module (Award part 2)*	*Project (Post Award)*	*Amendment and Other Documentation*
System Administrator	Managing proposal applications, users, persons and system administration.	Managing award applications, awards, users, persons and system administration.	Managing awards, users, persons and system administration.	Managing awards, users, persons and system administration.	Managing other applications, users, persons and system administration.
Research Office Approver	Approves Proposal Application before GA to submits to funder.	Approves Award Application before agreement is signed.	N/A	Approve closure of project in the system once the final documents are verified.	Approves the Amendment and Other Documentation Application before GA to submits to funder.
Research Office Review & Validation	Initial validation of data (including approvals required) against the supporting documentation.	Initial validation from Research office before starting internal approvals.	Administration of Award Application to Project only.	Responsible for validating closing checklist against supporting data.	Initial validation of data (including approvals required) against the supporting documentation.

AKU Research Role	*Proposal Application (Pre-Award)*	*Award Application rights (Award part 1)*	*Award Module (Award part 2)*	*Project (Post Award)*	*Amendment and Other Documentation*
Grant Administrator	Enters all required data and supporting documents (including relevant department approvals) before RO validation. Responsible for data completeness and accuracy.	Checking and updating data, including relevant agreements and approvals. before RO validation.	N/A	Inputting and maintaining key project milestones. Ensuring that the data is always complete and accurate. At close out, completing closure checklist with supporting documents.	Enters all required data and supporting documents (including relevant department approvals) before RO validation. Responsible for data completeness and accuracy.
Department/ Entity Head	Ensures that the application is viable and has required resources and approves before internal approvals.	N/A	N/A	N/A	Approves documents on behalf the department before internal approvals.
Support Unit Approvers	Reviews proposal application raises queries if needed and provides approval if applicable.	Reviews the agreement, raises queries if needed, and provides approval if applicable.	N/A	Inputting and maintaining key project milestones. Ensuring that the data is always complete and accurate.	Reviews document raises queries if needed and provides approval if applicable.

1.2.4 Submitter roles

Submitter roles are available for the Application (Pre-award and Award), Project (Post-award), and Ethical Review content types. A Submitter can create and save content, but is not able to move the items through the workflow.

The Submitter roles are organizational and exist to support administrative positions primarily involved in data entry.

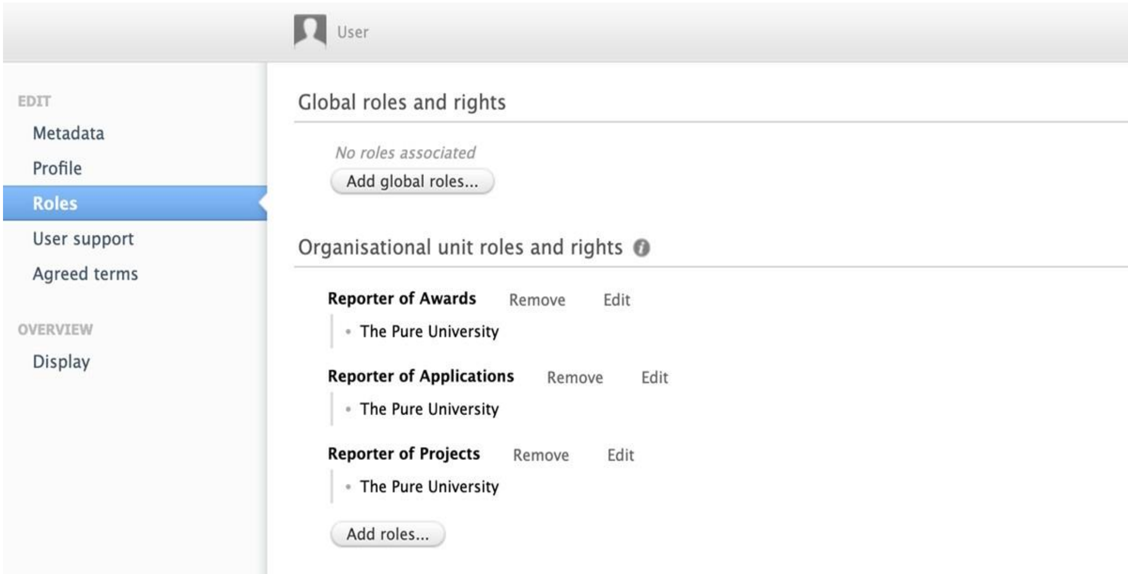


1.2.5 Reporter roles

The visibility of Applications (Pre-award and Award) and Projects (Post-award) is often set as *Confidential* to ensure that only authorized users can access the record. However, support staff are often required to report on all Application, Award, and Project data and so must be able to report on *Confidential* content.

To support this requirement, we provide a number of additional Reporter roles specifically for Award management.

Organizational roles allow the assigned user to report on all Applications/Awards/Projects affiliated with the Organizational unit for which they have been given the reporter role. Global roles let the assigned user report on all Applications/Awards/Projects for the entire organization.



1.3 Content types for Award management

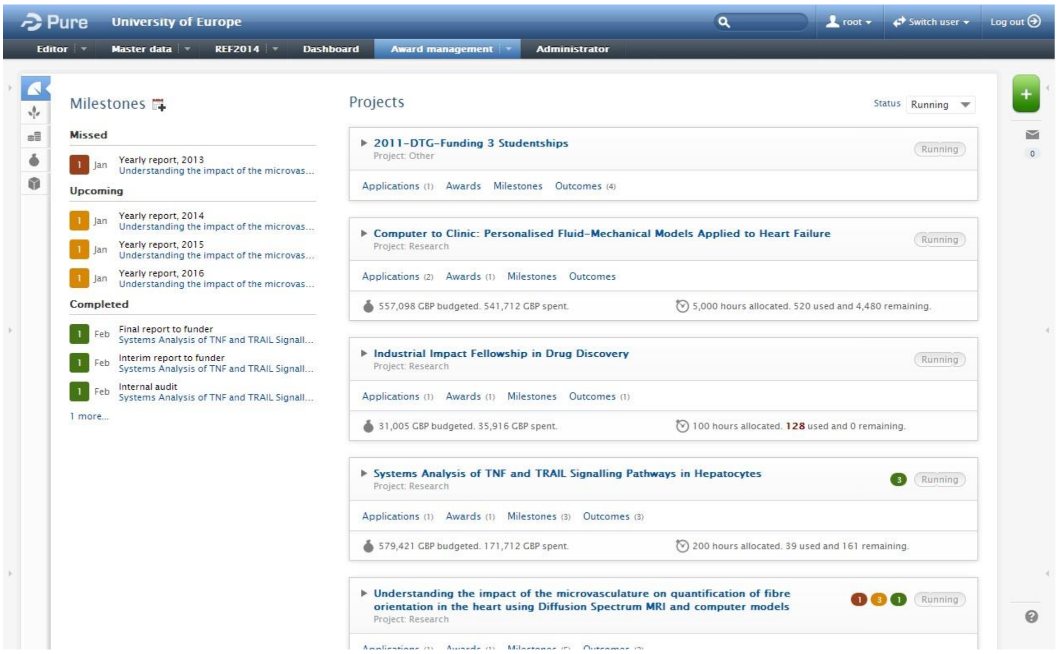
Content types are the highest-level of distinction between records within the Pure data model. Records with different content types generally refer to entities which (in the real world) are two very different kinds of objects or concepts.

1.3.1 Accessing Award management content types

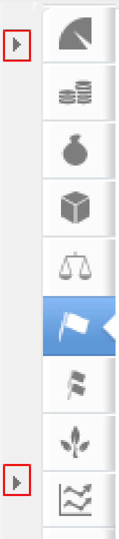
Content types also determine how you can view data in Pure - each content type has its own tab in the left navigation.

To navigate to the Award management content types, click Award management in the top navigation.

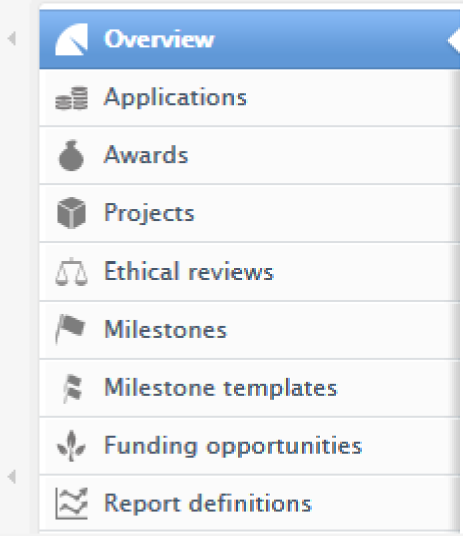
The Award management overview screen is shown, and you can access the content types from the tabs in the left navigation.



Tip



You can click [▸] to expand the tabs in the left navigation.



1.3.2 Definitions for Award management content types

Content type	Definition
Proposal Application (Pre-award)	A proposal Application in Pure is a record with information about the researchers' applications for research funding from a specific funder. The record holds basic information about the application, applicants, and collaborators, as well as the amount and the type of funding applied for. It can also hold information about the budget for spending the funding.
Award Application (Award)	An Award application in Pure is a record with information about researchers' applications for research funding from a specific funder. The record holds basic information about the application, applicants, and collaborators, as well as the amount and the type of funding applied for. It can also hold information about the budget for spending the funding.
Awards	This is Restricted to the Research Office as AKU only uses this facility for creating Projects after an agreement within the Award Application has been signed. Otherwise, an Award in Pure is a record with information about research funding granted by a funder. Many fields are shared with the Application content type, though award records can hold unique information about the amount awarded and non-financial contributions.
Projects (Post-award and Close out)	A Project in Pure is a record with information about a research project, such as the participants and collaborators, lifecycle, grant applications and awards, links to research output, activities, datasets, equipment, and press clippings.
Funding opportunities	A Funding opportunity in Pure is a record with detailed information about research funding being available from a funder. This record contains information about the funder, the funding program, eligibility criteria, deadlines, award ceilings etc.
Milestone	A Milestone in Pure is a task with alert options that can be assigned to one or more specific users to ensure that actions are taken to comply with funder requirements and internal requirements. Milestones can be synchronized with users' own calendar tools such as Outlook or iCal. **It is important to note that the AKU workflows only requires the use of milestones for Projects and not for Proposal Application and Award Application.**

1.3.3 Relations between Award management content types

For administrative and reporting purposes it is useful to link Award management records of different content types together. For example, a funded research project (with the content type *Project*) should be linked to its funding applications (with the content type *Application*) and the awarded funding from the successful application (with the content type *Award*). If an ethical review (content type *Ethical review*) was conducted, this can be linked with the relevant *Application* record.

In turn, if an application or an Award requires administrative tasks to be conducted at certain points in time (content type *Milestones*), these are linked to the relevant Application or Award record.

1.4. Life cycle of Applications and Awards

As you continue through the life cycle of managing Awards (Award applications), Applications (Pre-award applications) and Projects (Post-award), you can use quick shortcuts within the Editor window to quickly create a new record based on an existing record.

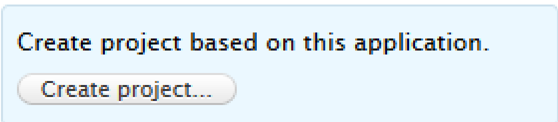


Figure 1. The Create... button is found on the Metadata tab of the Award or Application editor window. Using the Create ....button copies all relevant details from the record that is currently open into the newly created record.

Warning
If you are using a pop-up blocker in your browser, this may prevent the new editor window from appearing when you use this button to create a new record. Temporarily disable your pop-up blocker then try using the button again.

Tip
The types of new records that you are prompted to create depend on the content type of your current record (Application or Award), as well as the funder type (e.g., EU, industry, other), and the record sub-type (e.g., proposal, negotiation, extension).

The most common use for this functionality is when applying for and receiving a renewal or extension of an award, as well as for converting applications into awards if they are successful.

For example, if you apply and receive funding for an award and apply for, then receive funding for an extension, you will create records in the following order:

1. An *Application* record, for your initial application.
2. An *Award* record when your initial application is successful.
3. An *Application* record, created from the *Award* record in the previous step, when you apply for extended funding.
4. An *Award* record, created from the *Application* record in the previous step, when you are granted the extended funding.

Tip
Pure Administrators can control these successive steps using the classification scheme **/dk/atira/pure/award/awardtypes** and adding **Successor** relationships between the award/application type that should show the Create ... button and the award/application type that is created as a result.

1.4.1 Maintaining Application type and Award type

The Application type and Award type fields define which new records you are prompted to create, and are also important for reporting purposes.

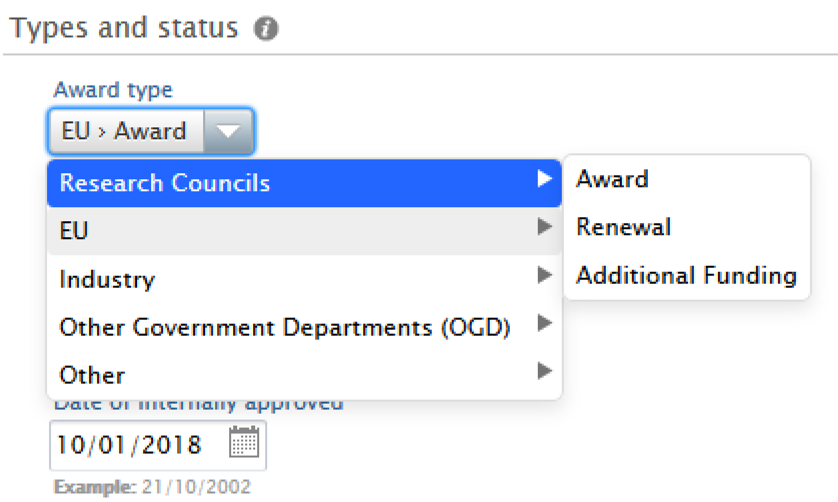


Figure 2. Selecting the ***Award type*** *on an Award record.*

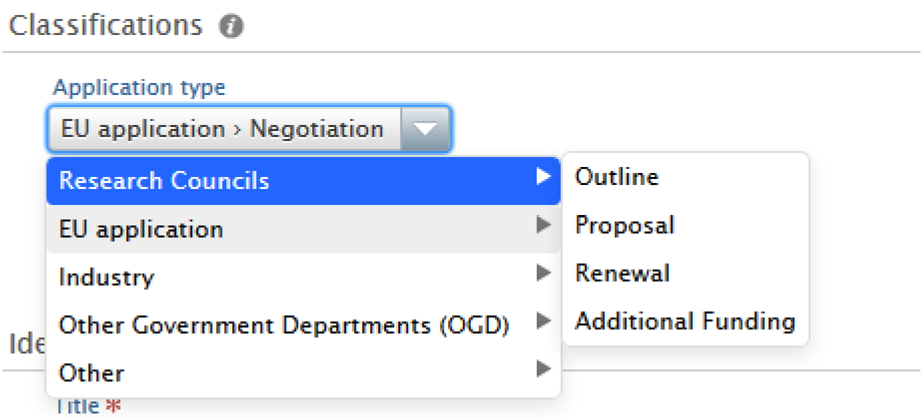


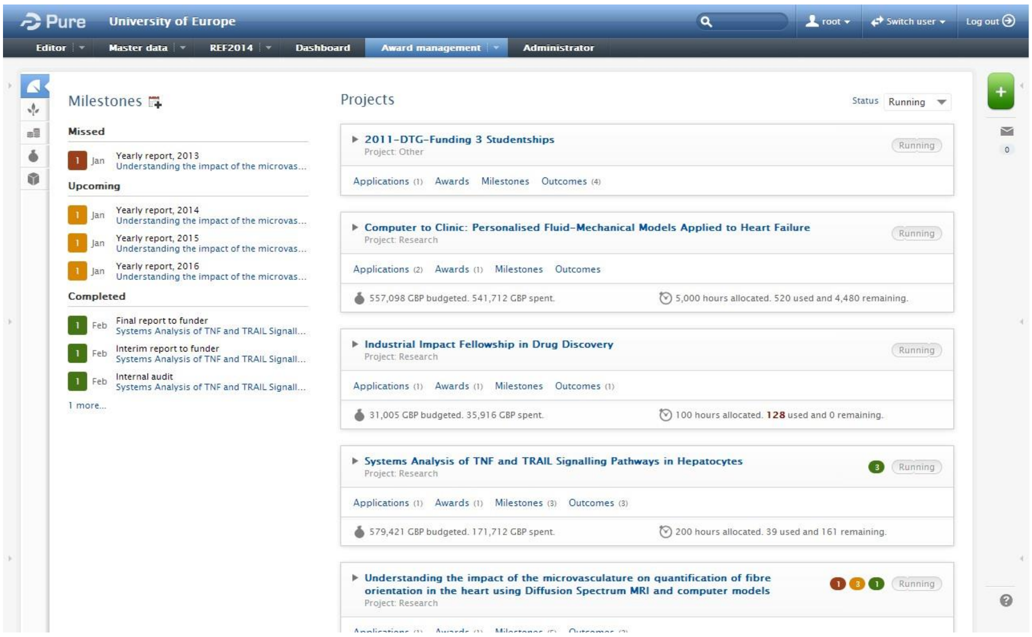
*Figure 3. Selecting the **Application type** on an Application record.*

> **Note**
> Selecting the Award type or an Application type does not change the fields that you see in the Award editor window or the Application editor window, it only adds a label to these records. See The Pure data model: content types, templates, and types.

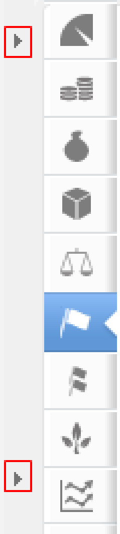
1.5 Navigate in the Award management module

To navigate to the Award management content types, click Award management in the top navigation.

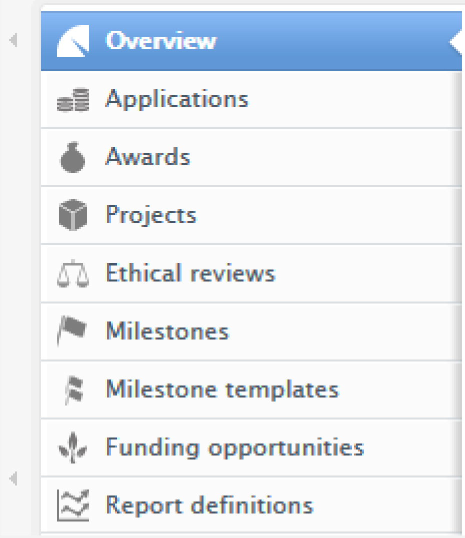
The Award management overview screen is shown, and you can access the content types from the tabs in the left navigation.



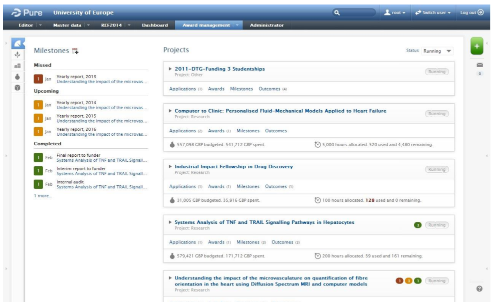
Tip

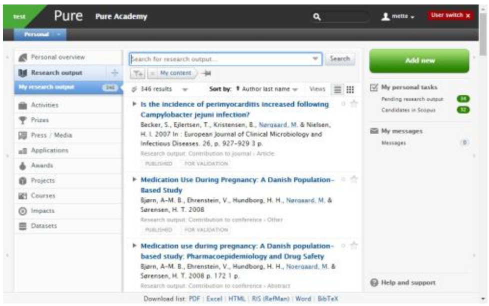
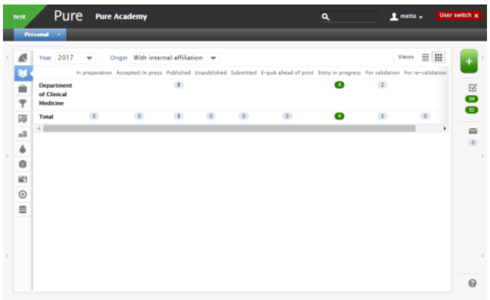


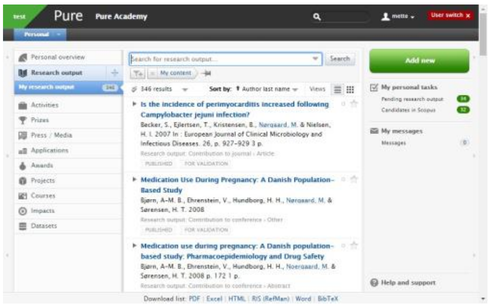
You can click to expand the tabs in the left navigation.



1.5.1 Key areas of the Award Management interface

Picture	Description of areas
	**Award management overview page** When opening the Award management module, the first thing you see in the Pure interface is the Award management overview page. The projects and milestones on this page are personalized to your role. See online help for interactive screenshots. **Left navigation:** Choose a content type and filters to find content including Applications, Awards, Projects, Milestones. **Milestones list:** Milestones are a number of deadlines related to awards. You can show all Milestones, or only those that you are responsible for. They are divided into three categories, based on their due date: Missed (deadline has passed), Upcoming (deadline in the future), or Complete (marked as complete). You can mark a Milestone as Complete at any time. Next to the Milestones heading an optional iCal-calendar button is present, with which you can export the milestones to a preferred calendar. **Projects list:** An overview of all projects, filtered by current state (use the dropdown box to filter for different current state including Running, Not started, Finished, Curtailed).

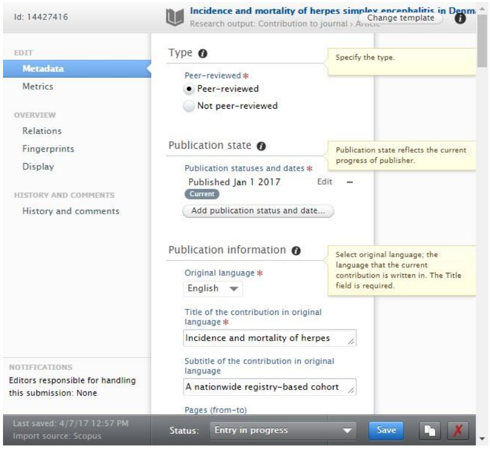
Picture	Description of areas
	**Workspace with content list view** See online help for interactive screenshots. **Search and filter area:** Enter a search query, add, or save filters. **Results display controls:** Control how the search results are displayed (list or matrix view), the number of results per page, the sort order etc. **Preset and saved filters:** Access filters that can be applied to searches on this content type. **Matching records:** Expand to see details, add to favorites, and see confidentiality status. For more information about searching for information in list view, see Section 1.6. Search and filter.
	**Workspace with content matrix view** See online help for interactive screenshots. **Content filters:** Select pre-defined filters from the drop- downs. **Left navigation (collapsed):** View records with a different content type. **Task pane (collapsed):** Access tasks, messages, favorites, recently viewed content and support materials. **Content totals:** The number of records in each column.

<table>
<tr><th>Picture</th><th>Description of areas</th></tr>
<tr><td>
</td>
<td>

Workspace with content table view

See online help for interactive screenshots.
Search and filter area: Enter a search query, add, or save filters.
Results display controls: Control how the search results are displayed (list or matrix view), the number of results per page, the sort order etc.
Preset and saved filters: Access filters that can be applied to searches on this content type.
Matching records: Expand to see details, add to favorites, and see confidentiality status.

</td></tr>
</table>



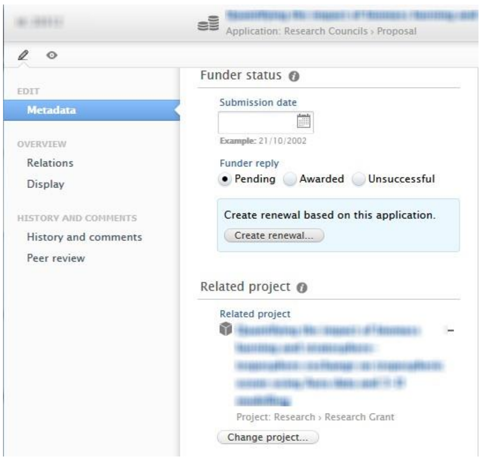
Editor window

See online help for interactive screenshots.

Title bar: See the title of the record in the title bar, or the type of the record if you have not entered a title yet. **Help pane:** View messages about how to use the section, either from Pure or from your institution.

Navigation tabs: Switch between different tabs **Workflow and notification area:** See who is responsible for the workflow state of the record and comment changes.

Footer: Save, copy, or delete the record.

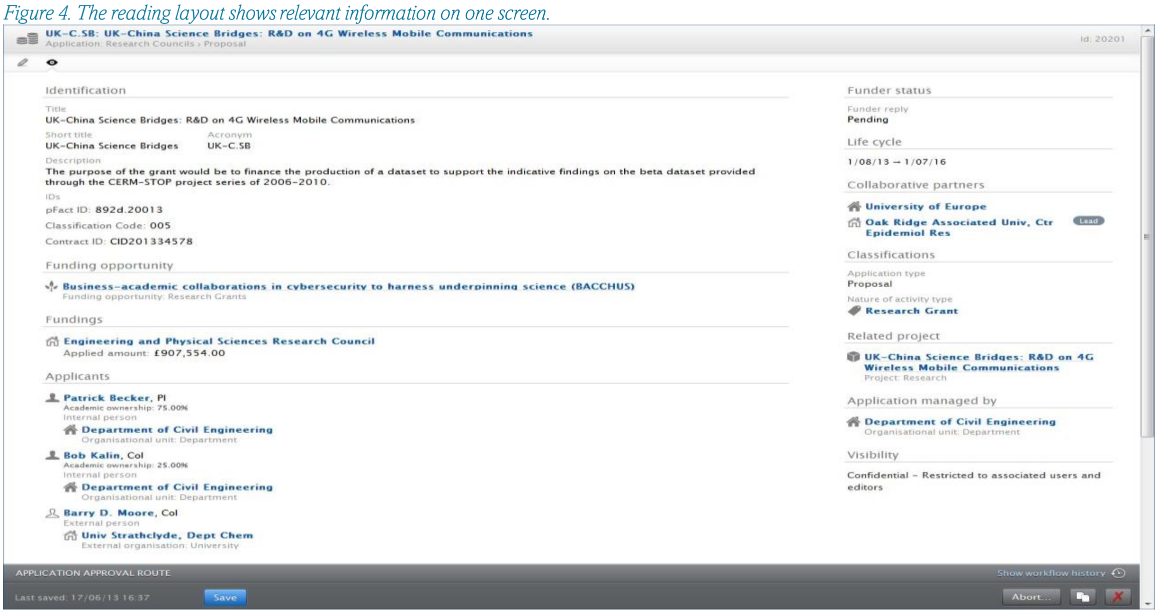
<table>
<tr><th>Picture</th><th>Description of areas</th></tr>
<tr><td>
</td>
<td>Editor window for Applications with Application Approval Route

Warning
If you want to use the "Create based on this application" shortcuts in the Application editor window, ensure that you are not using a pop-up blocker in your browser. If you are using a pop-up blocker and cannot create a new record, temporarily disable the
pop-up blocker and click the button again.</td></tr>
</table>

Reading vs. editing layout in the editor window

The reading view is the default layout when a project is opened. It is indicated with the icon .

Figure 4. The reading layout shows relevant information on one screen.



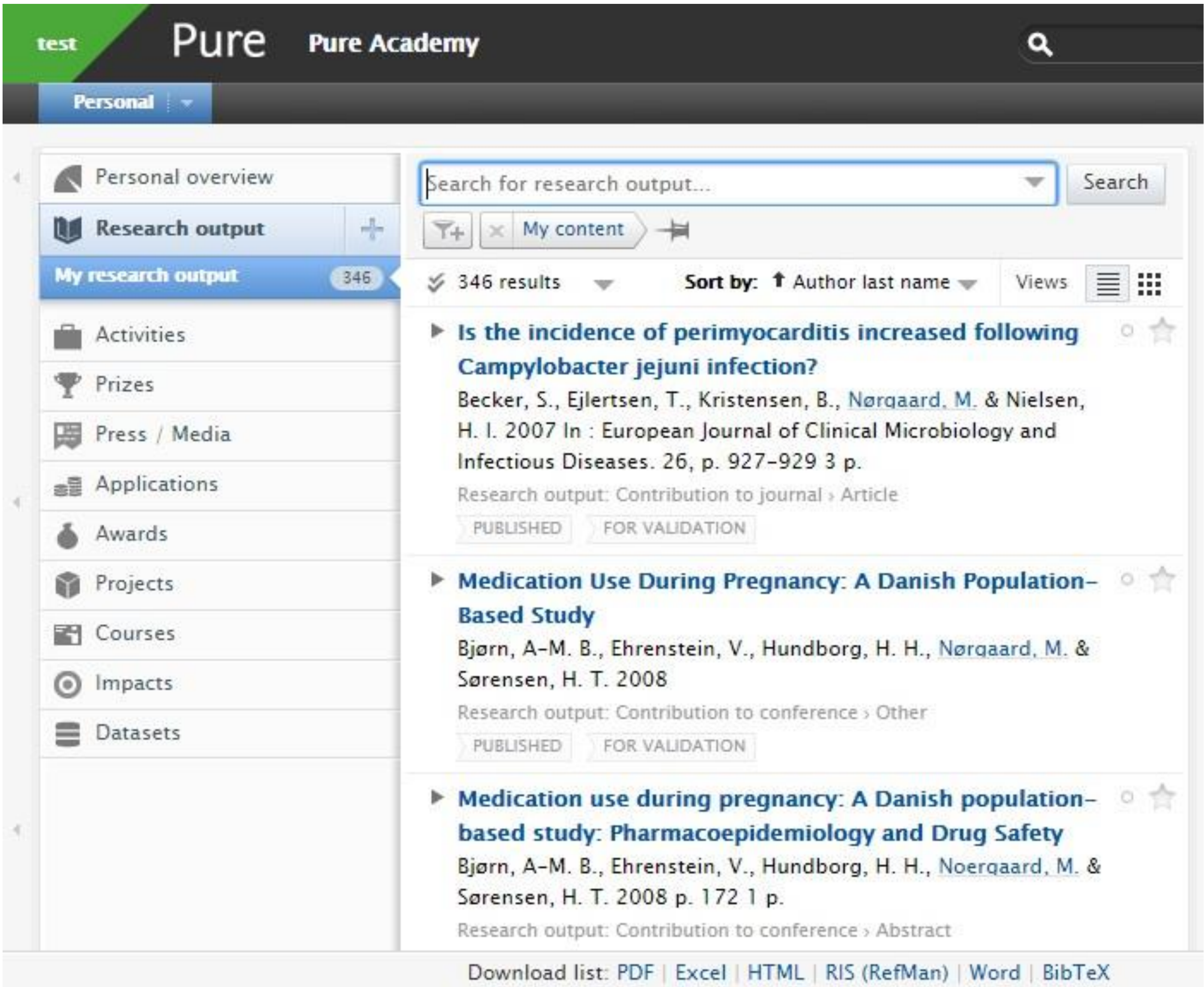
If the record is not locked from editing and you have the correct permissions, you can click on values to switch to the editing layout (indicated with the icon), where, if it is not synchronized from an external system, you can change the value.

> **Tip**
> Click on underlined information in the reading layout to open the content directly in the editing layout.

1.6 Search and filter

1.6.1 Opening the search area

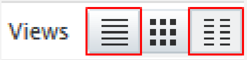
The search area is displayed in the central panel of all tabs which support searching and filtering.


test
Pure
Pure Academy
Personal
Personal overview
Research output
My research output
346
Activities
Prizes
Press / Media
Applications
Awards
Projects
Courses
Impacts
Datasets
Search for research output...
Search
My content
346 results
Sort by: Author last name
Views
Is the incidence of perimyocarditis increased following Campylobacter jejuni infection?
Becker, S., Ejlertsen, T., Kristensen, B., Nørgaard, M. & Nielsen, H. I. 2007 In : European Journal of Clinical Microbiology and Infectious Diseases. 26, p. 927-929 3 p.
Research output: Contribution to journal › Article
PUBLISHED
FOR VALIDATION
Medication Use During Pregnancy: A Danish Population-Based Study
Bjørn, A-M. B., Ehrenstein, V., Hundborg, H. H., Nørgaard, M. & Sørensen, H. T. 2008
Research output: Contribution to conference › Other
PUBLISHED
FOR VALIDATION
Medication use during pregnancy: A Danish population-based study: Pharmacoepidemiology and Drug Safety
Bjørn, A-M. B., Ehrenstein, V., Hundborg, H. H., Noergaard, M. & Sørensen, H. T. 2008 p. 172 1 p.
Research output: Contribution to conference › Abstract
Download list: PDF | Excel | HTML | RIS (RefMan) | Word | BibTeX

Search and filter area: Enter a search query, add, or save filters.
Results display controls: Control how the search results are displayed (list or matrix view), the number of results per page, the sort order etc.
Preset and saved filters: Access filters that can be applied to searches on this content type. **Matching records:** Expand to see details, add to favorites, and see confidentiality status.

Note

You can search in the Pure interface when you are in content list view or content table view. If you are in content matrix view, choose a different view in the top right of the workspace.

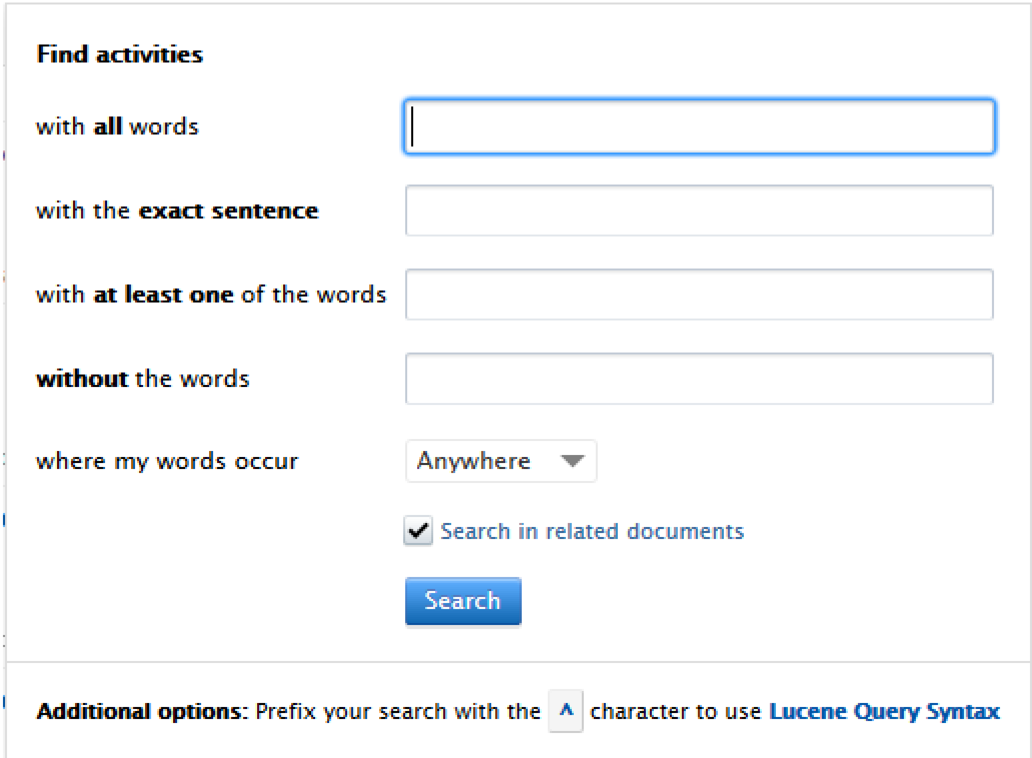


1.6.2 Using the search bar

Basic and advanced search

Type keywords relevant to the record you want to find in the search bar and click **Search** to display only records that match your query.

If you want to use the advanced search options, click in the search bar, and enter your query in the dialog.



Note

In both the standard search bar and the advanced search fields you can use the Lucene Query Syntax by typing "^" at the start of your query.

1.6.3 Using filters

Filters are a structured way of defining a subset of the available results to display using a record's metadata. For example, you can use a **Period** filter to refine your results to records with a date within a certain range.

Add a filter.

To add a filter, click below the search bar.

Select the filter type from the drop-down menu, then make context-relevant selections in the panel that appears below the search bar.

Your search results only display records which match the filter you added.

Note

To hide the filter options click .

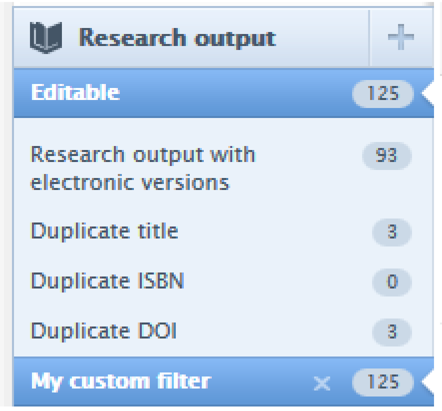
Remove the filter.

To remove a filter, click to the left of the filter you want to remove. Any search results that did not match the filter you removed are displayed.

Save a filter set.

To save this combination of filters, click , enter a name for this set of filters and click Save.

The name is added to the list of filter sets displayed under the active tab in the left navigation. In this list you can quickly see how many records match each filter set.



Note

Filter sets are only available on the tab where they are created. If you want to use a filter set on several tabs, recreate the filter set for each tab.

Delete a filter set.

To delete a filter set, open the filter set then click next to its name in the left navigation.

Note

Deleting a filter set only removes the shortcut. It does not delete any of the records associated with the filters.

1.6.4 Display the results

Sort the results.

You can sort the search and filter results by various context-dependent criteria.

1. Click on the **Sort by** menu to open a drop-down list with possible sorting criteria.
2. Click the criterion and the search results are refreshed in the new order.

Note

Choose a sorting order with to sort in ascending order and with to sort in descending order. For example, to sort by alphabetical order choose Sort by: Author last name . To switch directions, select the same criterion again.

Limit the number of results.

To change the number of results on a page, hover over the number of results until the Page size: 100 drop- down menu appears then select the number of records to be displayed on each page.

Use and to navigate to pages with extra search results.

2 Applications

2.1 Applications

Applications are related to Proposal Application (Pre-Award), Award Application (Award Workflow), and Projects (Post-Awards) in Pure and are used when academics need to apply for funding of research projects.

The Application content type in Pure holds all relevant information about applications for project funding, including:

- static information (that does not change over the life cycle of the Application), such as:
    - applicants, their managing organizational units and collaborative partners.
    - identifying information, such as ID numbers and descriptions.
- dynamic information, such as:
    - the stage of the application with the funder (*In preparation*, *Submitted*, *Awarded*, etc.)
    - the stages of the application in an internal workflow, if used. See Section 3.5. Approval routes (workflow).

Application information can be synchronized into Pure through integration with dedicated external systems such as award management systems or finance systems, or Pure can be used as the main aggregating system for applications and awards.

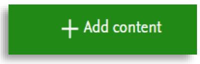
Note
The actions you can perform depend on the exact user role you hold. See Section 1.2. User roles in the Award Management module.

Pure SuperUser Tip - Preparing for short notice for approvals

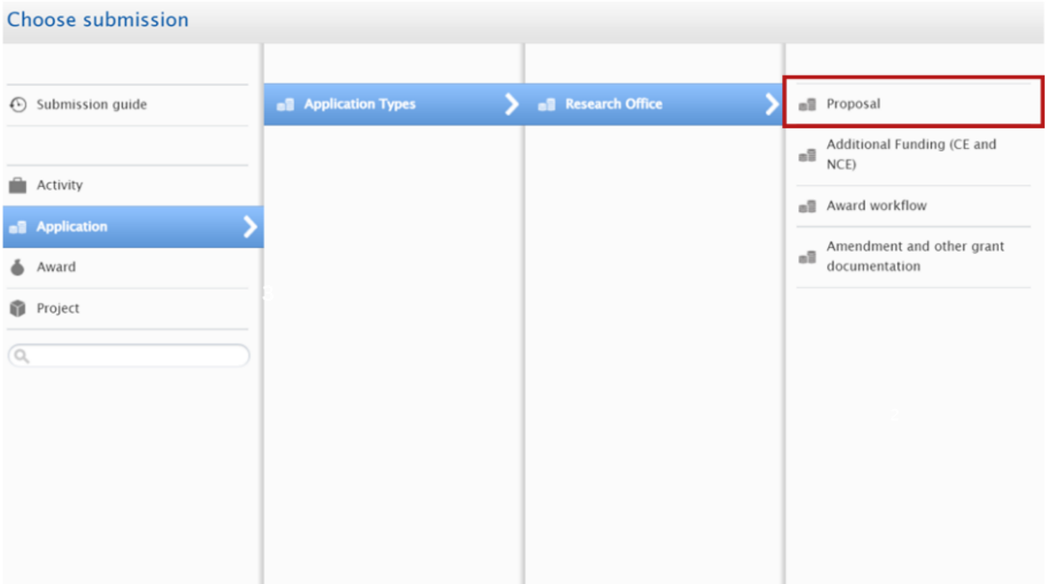
1) SuperUsers recommend that teams maintain pipeline of upcoming grants so that there is a schedule of future Proposal Applications that will be entered into the system and allow notice for grants requiring approvals at short notice.
2) As matter of good communication practice, GAs are also encouraged to bring the approval teams together after the application is submitted to ensure that they are aware of the time sensitivity and also can ask common questions at the same time and receive responses. This should save time by avoiding duplication.

2.1.1 Create an Application

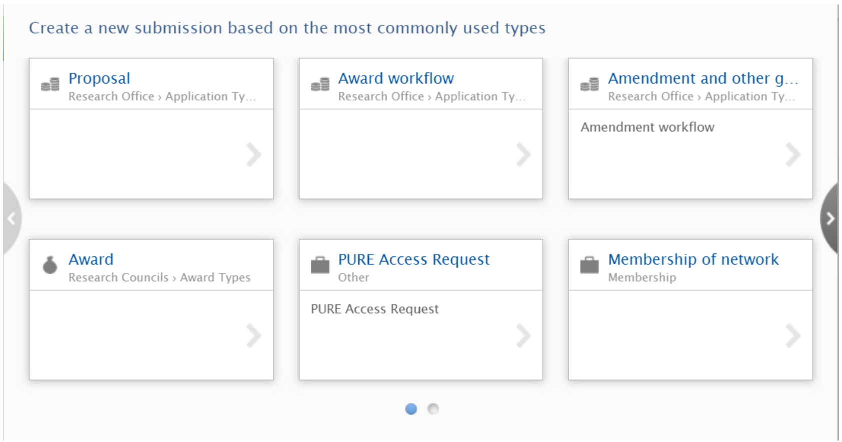
To add an Application to Pure:

1. Click 

in the task pane.
2. In the **Choose submission** wizard, either:
    - Click in the left pane and drill down until you locate the precise type of item you want to add.



- Scroll through and select one of your commonly used record types from the main area of the window.



3. Enter all available information about the item in the editor window.
4. In the **Relations** section, add links to any other records that have a real-work connection to the current item you are adding. Click the icon under each listed content type and begin typing the name of the related record to link to see matches.
5. Click **Save**.

Tip
You can also create Applications using shortcuts as part of the life cycle of Applications and Awards. See Section 1.4 Life cycle of Applications and Awards.

2.1.2 Information managed on Proposal Application and Award Applications

Table 2. Information maintained in the Application editor window.

Application information	Description	Comment
Classifications Section: Application type	Default to: Research Office > Proposal (Pre-Award)	
Nature of activity type	The type of application, its business nature, and any keywords.	This must be selected by GA

Application information	Description	Comment
Identification (Proposal Details) Section		
Title	A description of the application as well as research objective and project summary.	
Award number *(Award Stage Only)*	The award number assigned to the awarded application.	It will be added during the award application.
Budget code *(Project Stage Only)*	The project code assigned to the project by the AKU's finance department.	It will be added during the Project/ Post-award phase of the application.
Document Type *(Amendments, Other Documents, Cost Extensions and No Cost Extensions only)*	Specify the type of amendment.	It will only be specified in the case of award workflow and amendments.
Grant Administrator name/contact number/ email	The Grant administrators filling out the proposal application and their contact details.	
Comments (Including Legacy Systems reference)	In comments, the "GC number" can be added to link an application to data in the previous system.	
IDs (Not Required_	Do not complete	
Applicants (PI and Co-PI) Section Add person Add organizational unit	Add names (internal only), role, academic ownership percentage and affiliation on application. The organizational unit will default to the PI and CO-Pi affiliation	
Application managed by	Organizational unit in charge of the application. This should default from the previous section.	
Collaborative partners	The 'lead'- partner can be specified	Additional external collaborative including AKDN partners can be added, one of which can be marked as 'lead'-partner.
Funding Institutional	This allows opportunities to be imported from funding institutional application where applicable.	
Date opportunity announced	Insert date opportunity was announced.	This field allows the Research Office to track the time taken from announcement to submission of the application for internal approval.

Application information	Description	Comment
Fundings	Funding organization, funder project scheme, standard classifications (e.g., HESA classification). Funding can be financial or non-financial and can be split between the collaborative partners.	High level budget including Total applied amount in applied currency, total amount in USD should be entered. Budget should then also be split between direct and in-direct costs
Exchange rate to USD	Insert exchange rate to US dollars used in the budget.	
Submission deadline	Insert submission date	This field is critical as it notifies the various stakeholders of the deadline. It is recommended that GAs allow plenty of time for internal approvals, at least 10 working days.
Funder Status *(Research Office Use)*	The date on which the application for the funding opportunity was submitted.	
Life cycle	Expected start and end date of the grant activity.	
Documents	Linked documents.	All the relevant approvals can be attached except for the "Budget." To ensure that right document is reviewed and signed by every department, GAs can use SharePoint and keep link in the link section.
Milestones	Tasks that need to be carried out at certain points of time during the Application.	See Section 4.2. Manage Milestones. Milestones should be used at the Proposal (Pre-Award) stage.
Links	URLs	URLs of SharePoint or any other document. To ensure that right document is reviewed and signed by every department, GAs can use SharePoint and keep link in the link section. Detailed budget should always be saved in SharePoint and link should be add here. The SharePoint folder, where the detailed budget is stored, should be secured with access only given to staff on a need to know basis.
Related project Related applications Related ethical reviews (Not Required - Use Infonetica system)	Relations can be added to other content.	These are normally not relevant at the Proposal (Pre-Award) stage.
Related awards	Relations to associated awards can be added.	Filled automatically when application is awarded. This is only used for administration purposes by the Research Office.
Keywords Section	This section has been customized to AKU's needs	
IS ERC APPROVAL ATTACHED?	ERC approval required as an attachment. This normally required at ***Project stage only.***	Select Yes/No/NA For Proposal Application the response is normally "NA".
ANTICIPATED IMPACT	The expected positive and transformative outcomes or effects that the research project aims to achieve.	Either select one of the anticipated impacts listed out in the drop-down menu or select "Others" and specify.

Application information	Description	Comment
ATTRIBUTES OTHER ANTICIPATED IMPACT	The distinctive specifications or qualities of the application.	Either select one of the Attributes listed out in the drop-down menu or specify it in the section "Other Attributes."
GRANT THEMES OTHER GRANT THEMES	The specifications of grant and its linkage with any other grant within the institute can be added.	Either select one of the Grant Themes listed out in the drop-down menu or specify it in the section "Other Grant Themes"
HAS LINKAGE WITH INTRAMURAL GRANTS?	Whether the grant is associated with an existing intramural grant	This linkage provides useful information of the success of intramural activity as a source fr extramural funding.
IS THERE ANY CONFLICT OF INTEREST? CONFLICT OF INTEREST	If there is any conflict of interest, then include it.	Select Yes/No If "Yes" selected then state the conflict.
IS THE SPONSOR US FEDERAL GOVERNMENT? FEDERAL AWARD IDENTIFICATION NUMBER	If it is sponsored by the US federal government, then the Federal award identification number should be mentioned.	Select Yes/No If "Yes" add the number.
LOCATION LOCATION (NOT FOUND ABOVE)	Include the location; If the specific location is not listed then select "other location" and add the location name.	
SUSTAINABLE DEVELOPMENT GOALS COMMENT IF SDG NOT SELECTED	Specify the SDGs that the researcher is working on.	This field is mandatory
MULTIDISCIPLINARY	Specify if more than one department is involved.	Select Yes/No If Yes please complete add approval OTHER ENTITY OR DEPARTMENT HEAD APPROVALS ARE ATTACHED
OTHER ENTITY OR DEPARTMENT HEAD APPROVALS ARE ATTACHED	Approval from other entity or department head needs to be added as an attachment where Multidisciplinary has been completed as "Yes".	Select Yes/No/NA If "Yes" approval should be attached in Documents section above.
IS PI APPROVAL ATTACHED	PI approval needs to be added as an attachment.	Select Yes/No If "Yes" approval should be attached in Documents section above. If "No" completed the Research Office will not validate the submission
IS CO-PI APPROVAL ATTACHED	Co-PI approval needs to be added as an attachment.	Select Yes/No/N/A If "Yes" approval should be attached in Documents section above.
DEPARTMENT/ENTITY HEAD APPROVAL	Select which approval is required, whether it is Entity Head, Department Head, or none.	Select an option from the drop-down list. Entity/Department head can approve by looking at pure application and documents attached on that application
INTERNAL DEPARTMENT APPROVALS	Identify the support unit departments required for the approval of the application.	Multiple departments can be selected from the drop-down list. Departments normally required are Legal, Finance, and HR. Other departments should be selected as required,

Application information	Description	Comment
		for example Safety and Security for Off Campus research sites.
PROPOSAL/AWARD STATUS	Specify the status of the application proposal/ award application.	SuperUser Tip: GA should inform Research Office, IBC and Laboratory on funder status.
Visibility	By default, Applications are confidential.	
Add information request / Return	At any stage, a department with approval rights can either return the application or ask the requesting entity for additional information.	See section Add information request/ Return Application

SuperUser Tips - Links to budgets must be accessible to authorized staff

SuperUsers recommend that it could be done using “history and comments” section to mention the lab bench cost. This can also be done using SharePoint link and allowing Laboratory to have access only to their part

SuperUser Conference Tips - Proposal submission deadline not Entered

SuperUsers recommend that It is critical that the proposal date should be entered in the application.

SuperUser Tips - Handling of biological or hazardous materials in Pakistan

If handling of biological or hazardous materials in Pakistan is involved, the Institutional Biosafety Committee (IBC) should be selected from internal approvals.

SuperUser Tips - Project timelines are not Realistic

SuperUsers recommend that GAs are advised to work closely with PI to ensure data accuracy and for the PIs to review the application when they provide their sign off

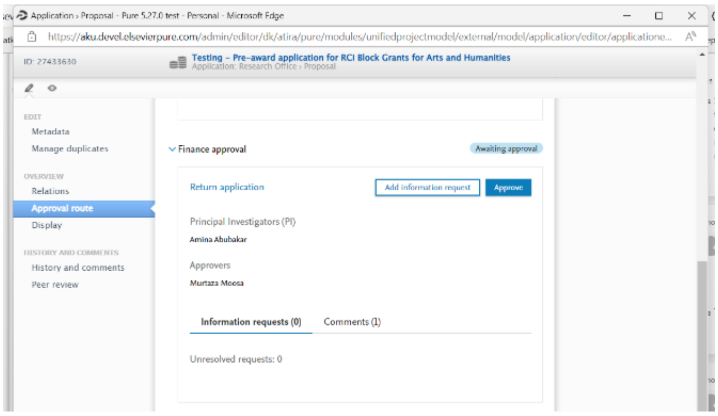
SuperUser Tip - Approval from the CMO

SuperUsers recommend that for grants where Patients are enrolled from Aga Khan Hospital, CMO approval is required

SuperUser Tip - Exchange rates to USD

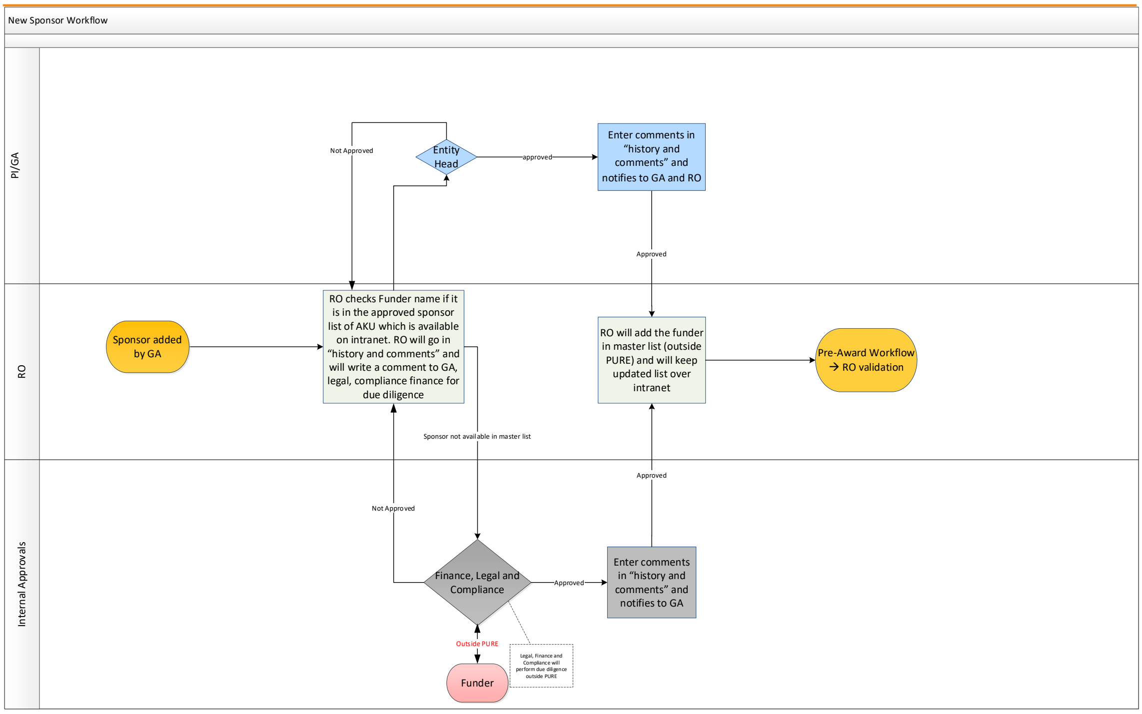
SuperUsers recommend that It is important to enter this field so that RO could not return the application

2.1.2.1 Add information/ Return Application

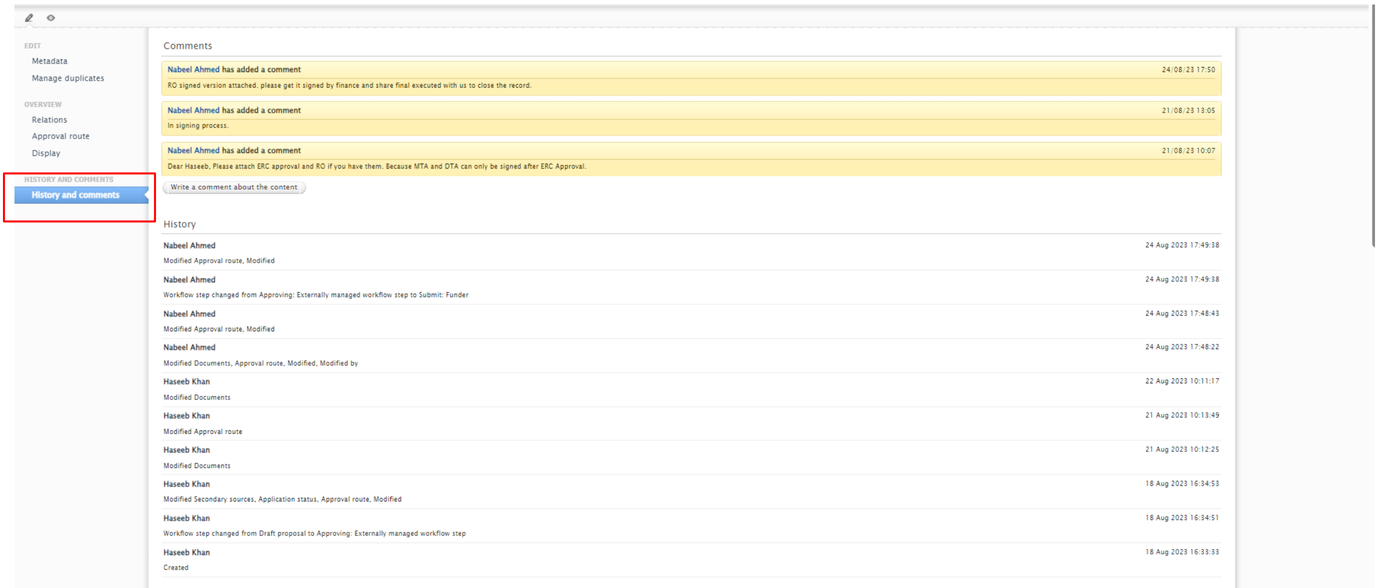


- "**Add information request**": This option will ask the user requesting approval to provide additional information so that the approving entity can make sure all the information is available to give its approval. The right to "Add Information Request" is reserved with any department that has "approval" rights and can be exercised by each at any stage of the process.
- "**Return**": This option will return the application to the initial stage of the process. The right to "return" an application is reserved with any department that has "approval" rights and can be exercised by each at any stage of the process.

2.1.2.2 New sponsor Due Diligence



- If the sponsor added in the proposal (pre-award) application by grant administrator is not listed in the global funder list which is available on AKU intranet then RO will notify to Legal, Compliance and Finance to seek their approval comment after which RO validation will move forward.
- This activity will be performed using "history and comments" section in the PURE application and once RO will get approved comments recorded in "history and comments" from all three departments (Legal and Finance) only then application will be forwarded for entity head or department chair approval.


EDIT
Metadata
Manage duplicates
OVERVIEW
Relations
Approval route
Display
HISTORY AND COMMENTS
History and comments
Comments
Nabeel Ahmed has added a comment 24/08/23 17:50
RO signed version attached. please get it signed by finance and share final executed with us to close the record.
Nabeel Ahmed has added a comment 21/08/23 13:05
In signing process.
Nabeel Ahmed has added a comment 21/08/23 10:07
Dear Haseeb, Please attach ERC approval and RO if you have them. Because MTA and DTA can only be signed after ERC Approval.
Write a comment about the content
History
Nabeel Ahmed 24 Aug 2023 17:49:38
Modified Approval route, Modified
Nabeel Ahmed 24 Aug 2023 17:49:38
Workflow step changed from Approving: Externally managed workflow step to Submit: Funder
Nabeel Ahmed 24 Aug 2023 17:48:43
Modified Approval route, Modified
Nabeel Ahmed 24 Aug 2023 17:48:22
Modified Documents, Approval route, Modified, Modified by
Haseeb Khan 22 Aug 2023 10:11:17
Modified Documents
Haseeb Khan 21 Aug 2023 10:13:49
Modified Approval route
Haseeb Khan 21 Aug 2023 10:12:25
Modified Documents
Haseeb Khan 18 Aug 2023 16:34:53
Modified Secondary sources, Application status, Approval route, Modified
Haseeb Khan 18 Aug 2023 16:34:51
Workflow step changed from Draft proposal to Approving: Externally managed workflow step
Haseeb Khan 18 Aug 2023 16:33:33
Created

2.1.3. Updating Application Status After Approvals

After the proposal is submitted to the Granting Agency and upon receiving a response from the Granting Agency, the **Grant Administrator (GA)** should follow these steps to update the application status:

1. Open application proposal within the application interface.
2. Navigate to the "**History & Comments**" section.
3. As the **GA**, you should then contact the research office responsible for managing the application status.
4. Request that the research office change the status of the application to "**Submitted to Funder**."

By following these steps, the Grant Administrator ensures that the application status accurately reflects its progress and readiness for submission to the funder.

SuperUser Conference Tips - Conditional Approval

SuperUsers recommend that Conditional approvals are very rare and usually approved in advance by senior leadership, i.e. President, Provost or Vice Provost, Research.

2.1.4. Managing organizational unit of Applications

Applications must be managed by a specific organizational unit (similar to Research output).

The relevant *Editor of Applications* at this organizational unit manages the status steps of the application as well as general maintenance of the data.

Note

If a workflow is enabled for Applications, this organization is also in charge of setting the appropriate workflow step.

2.1.5. From Proposal Application to Award Application

When an application is successful, that is, it is awarded (part of) the funding applied for, you may want to create an Award Application containing the information about the grant agreement. Grant Administrator should inform RO to change status and request them to create a award application for them to update data, approvals and then Grant administrator will process award workflow for signing.

SuperUser Tip - Inform RO in case of Rejection from Sponsor

SuperUsers require Grant Administrators inform Research Office if there is a rejection from the sponsor, so that Research Office can change the status to Rejected. This is very important in terms of data quality. Grant Administrators can run a report on awaiting sponsor response using system filters.
This update also provides useful information which can turn failed proposals into acceptances in the future.

2.1.6. From Proposal Application to Award Application (Research Office Only)

When an application is successful, that is, it is awarded (part of) the funding applied for, you may want to create an Award containing the information about the funding.

Tip

If you use the Create award... shortcut, you will not have to manually re-enter data about the Application.

- If the Application is synchronized, a relation is automatically created between the Application and the Award.

- Close the window for creating an award.

- Navigate back to the “**Applications**” tab in the **editor task pane**.

- Open the **awarded application** from the list. The awarded application will be labeled as “**awarded, document**.”

- Now, from the same application, create another one.

- In the new application, select "**award workflow**" as the application type.

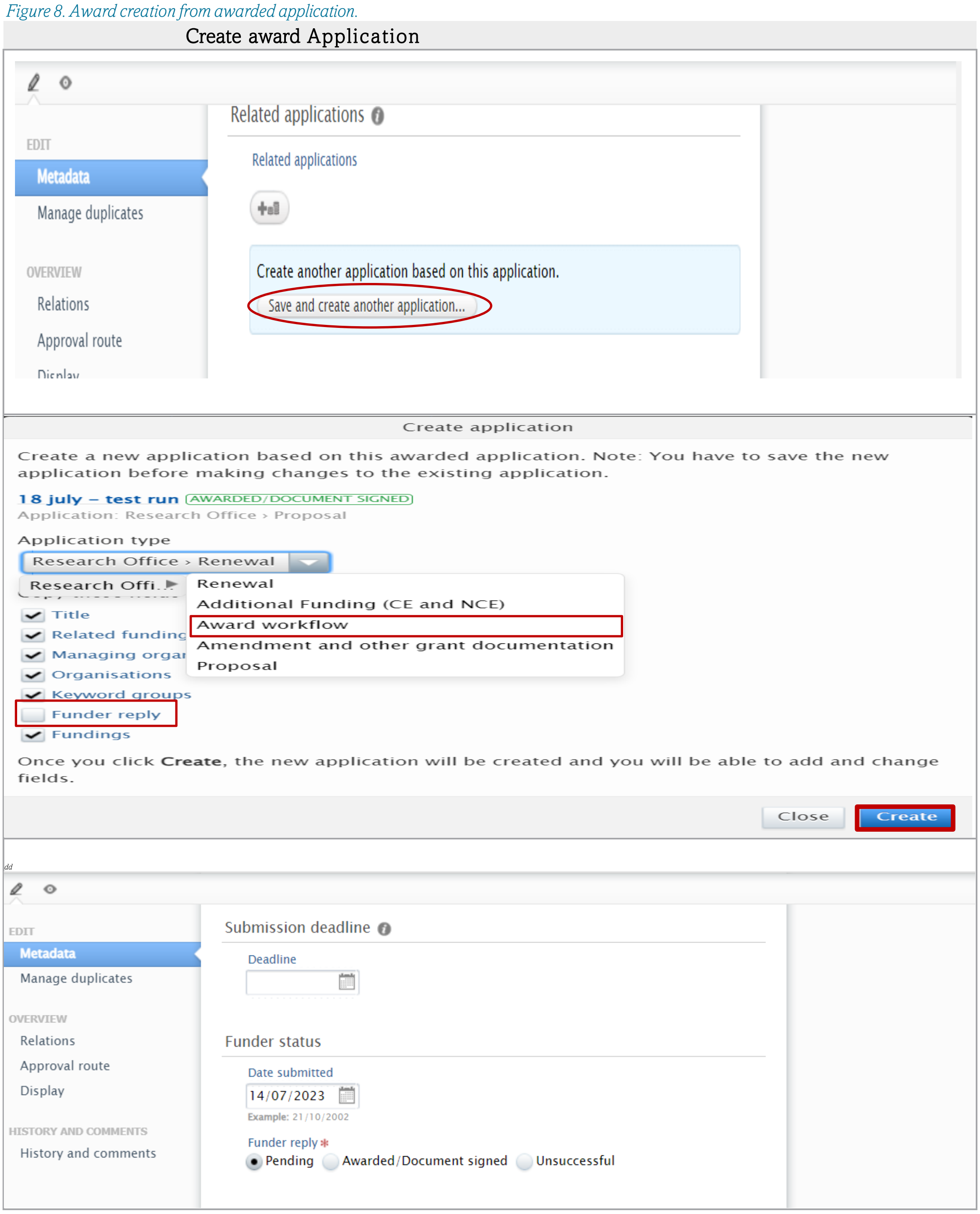
  - **Uncheck** the box “**Funder Reply**.”

- Fill in all the required data fields in the award application.

- Change the funder status from "**awarded/document signed**" to "**pending**" again.

Note: The award application is auto filled from the "proposal application," so changing the status back to pending ensures consistency.

Figure 8. Award creation from awarded application.



2.1.7. Updating Application Status After Award Approval

Once an award application (agreement) has been signed, the **Grant Administrator (GA)** needs to follow these steps to update the application status:

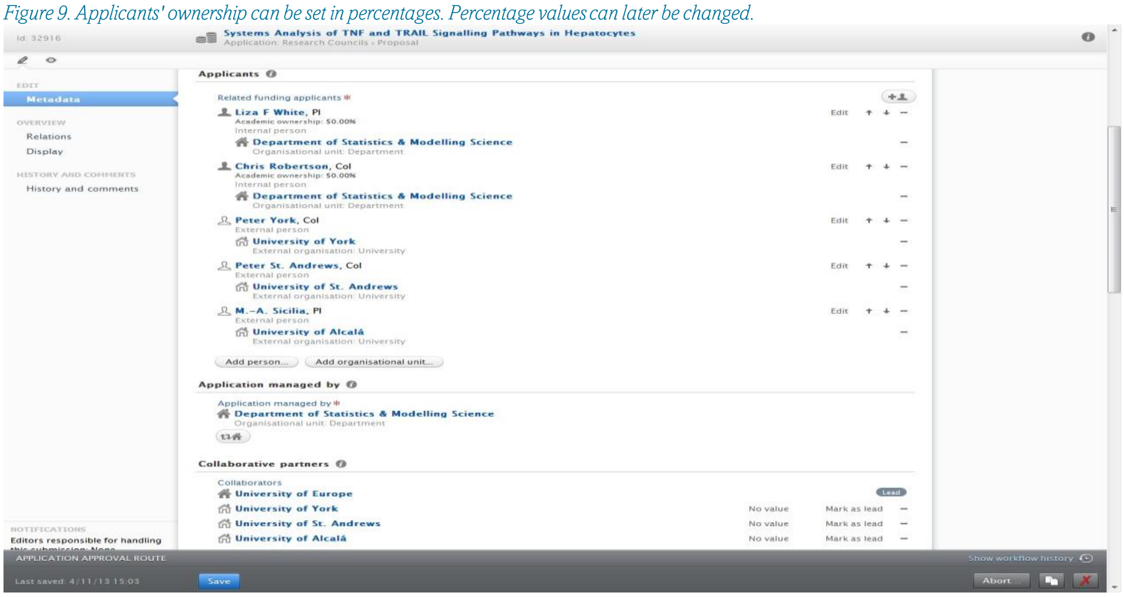
1. Navigate to the "**Applications**" section within the application interface.
2. Locate and select the **award application (award workflow).**
3. Within the selected award application, proceed to the "**History & Comments**" section.
4. As the **GA**, you should then contact the research office responsible for managing application statuses.
5. Request that the research office update the status of the application to "**Awarded.**"

By following these steps, the Grant Administrator ensures that the application status accurately reflects its successful award approval, allowing for clear communication of the research project's progress.

2.1.8. Applicant's Ownership on Applications

You can manage the **academic ownership** (the contribution of a PI/Co-PI in research project) of an Application by the researchers who are applying for the funding. Click **Edit** on the Person record in the Applicants section to make changes to this percentage.

Figure 9. Applicants' ownership can be set in percentages. Percentage values can later be changed.



2.2. Approval routes (workflow)

You can keep track of the process of drafting, submitting, and receiving a response for Applications in Pure using the "Application approval route".

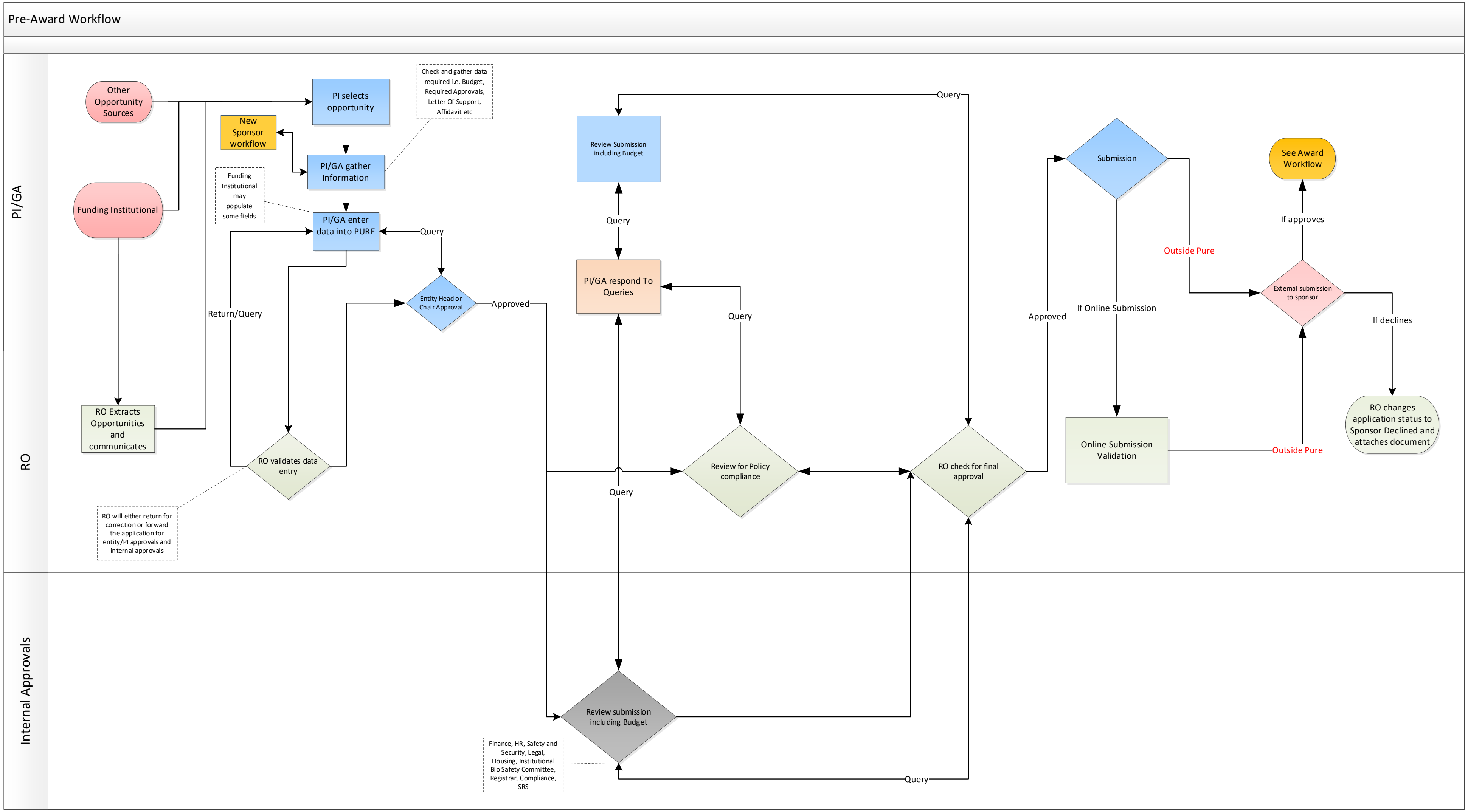
This "Application approval route" is analogous to the "workflow" on Research output, except that it tracks whether internal stakeholders have signed off on certain content being sent to the funder, and how the funder responded to the Application.

Note

In certain contexts, such as in search filters, the Application approval route is also called "workflow".

2.2.1. Proposal application (Pre-Award) Approval Workflow

The Application approval route consists of some standard steps. The workflow diagram is divided into the responsibilities of the Principal Investigator (PI) and Grant Administrator (GA), the Research Office (RO) and the various Internal Approvals (Finance, Human Resources, Legal, Compliance, Safety and Security, Institutional Biosafety Committee etc.).



At each step, a department is responsible for handling the actions required to progress the Application to the next step.

Table 5. Default workflow for Proposal Applications

Step	Details	Responsible User
Draft proposal	Basic details of the application have been added, but some information is still missing. All related roles can create applications in this stage. Once all details are completed, the application can be submitted for the Research Office (RO) validation.	- Grant Administrators / PI
RO Validation	The Research Office (RO) will review the application to ensure that the applicant has completed all the mandatory steps.	- Research Office
Entity Head or Department Chair Approval	After RO validation, the application will be forwarded to either the Entity head (EH) or the Department Chair for approval. The respective head will review the application proposal and then send it to the different departments specified in the application for internal approvals. The approver should consider whether the required departmental resources, including PI and GA time available to perform the grant activities.	- Entity Head / Department Head
Internal approvals	This step includes all the customized AKU approvals for the proposal application. Each department will review the application proposal to ensure it meets the specific conditions set by that department.	- Support Units
RO Final Check	The Research Office (RO) will perform a final check to ensure that all the required approvals are attached to the application from the support units, and then proceed to move it forward for submission.	- Research Office
Submit: Funder	The application is complete and ready to be submitted to the selected funder.	- *Editor of applications* - *Administrator of applications*
Reply: Funder	Once a reply from the funder has been received it can now be marked as either Awarded or Rejected.	- *Editor of applications* - *Administrator of applications*
Reply received from funder	The reply from funder can be rejected locally.	- *Editor of applications* - *Administrator of applications*
Aborted	The option of aborting the entire application.	- *Editor of applications* - *Administrator of applications* - Applicant (*Personal user*)

Note

If an application is rejected at any point during this process it is moved to the *Draft / proposal step*. The application approval route can then be restarted if necessary.

2.2.2. Award application Approval Workflow

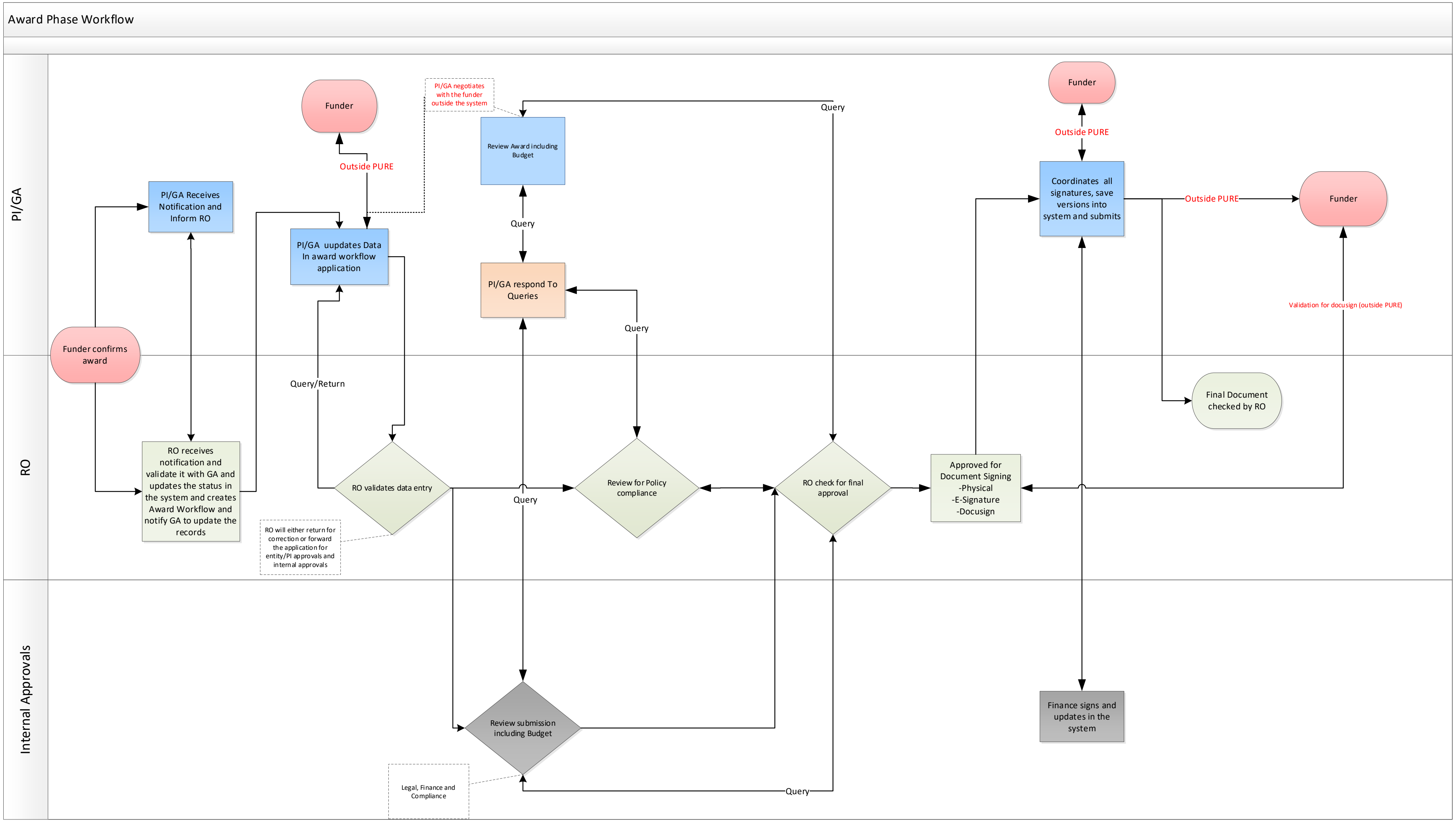


Table 6. Default workflow for Award Applications

Step	Details	Responsible User
Create Award Application	PI/GA inform the RO through history and comments that the grant is successful and RO will create an Award Application for PI/GA to update.	- Research Office
Award Application	Basic details of the application have been copied from the Proposal Application and some details (e.g. budget) require updating and other details may be missing. PI/GA will update the award application. All related roles can create applications at this stage. Once details are complete, the application can be sent for RO validation.	- Grant Administrators / PI
RO Validation	The Research Office (RO) will go through the award application and check whether the applicant has filled and updated all the mandatory data fields.	- Research Office
Internal approvals	This step includes all the customized AKU approvals for the proposal application. Each department will review the application proposal to ensure it meets the specific conditions set by that department.	- Support Units
RO Final Check	The Research Office (RO) will conduct a final check to confirm that all the required approvals are attached to the award application from the support units. Following this final review, the RO will proceed to advance the application for document signing.	- Research Office
Submit: Funder	The PI/GA will coordinate all the signatures and will update the status of the application. The award application will be complete and ready to be submitted to the selected funder.	- *Editor of applications* - *Administrator of applications*

SuperUser Tip - Providing Agreements Timely

SuperUsers recommend that GAs are encouraged to provide agreements in timely manner to ensure that they are properly reviewed and are queries are dealt adequately

SuperUser Tip - Update record at Award Application including Documents

In Award application, data fields are same as Proposal Application. Grant Administrator (GA) should be keen to identify the right application type as system displays it on the header of the application. After this GA should update all the required fields at award stage and should update all the entered data, dates, internal approvals and attach all the required documents including Agreement, Budget Link and ERC approvals etc.

Note

If an application is rejected at any point during this process it is moved to the *Draft / proposal step*. The application approval route can then be restarted if necessary.

2.2.3. Application approval route badges in the content matrix view

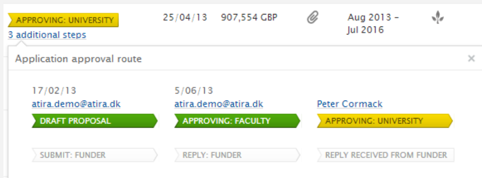
In the workspace you may see special badges on Applications indicating. that they are at a certain step in the application approval route.

Table 7. Badges on Applications.

<table>
<tr><th>Column</th><th>Value</th><th>Note</th></tr>
<tr><td>Application approval route</td><td>Any workflow step in the Application approval route.</td><td>Yellow badges indicate that the Application is in a customized workflow step. Beneath each step the remaining number of steps is listed.

Tip
Click on this badge to see the entire route.

Green badges are completed steps, the yellow badge is the current step and white badges are the remaining steps.


</td></tr>
</table>

SuperUser Conference Tips – Documents Version

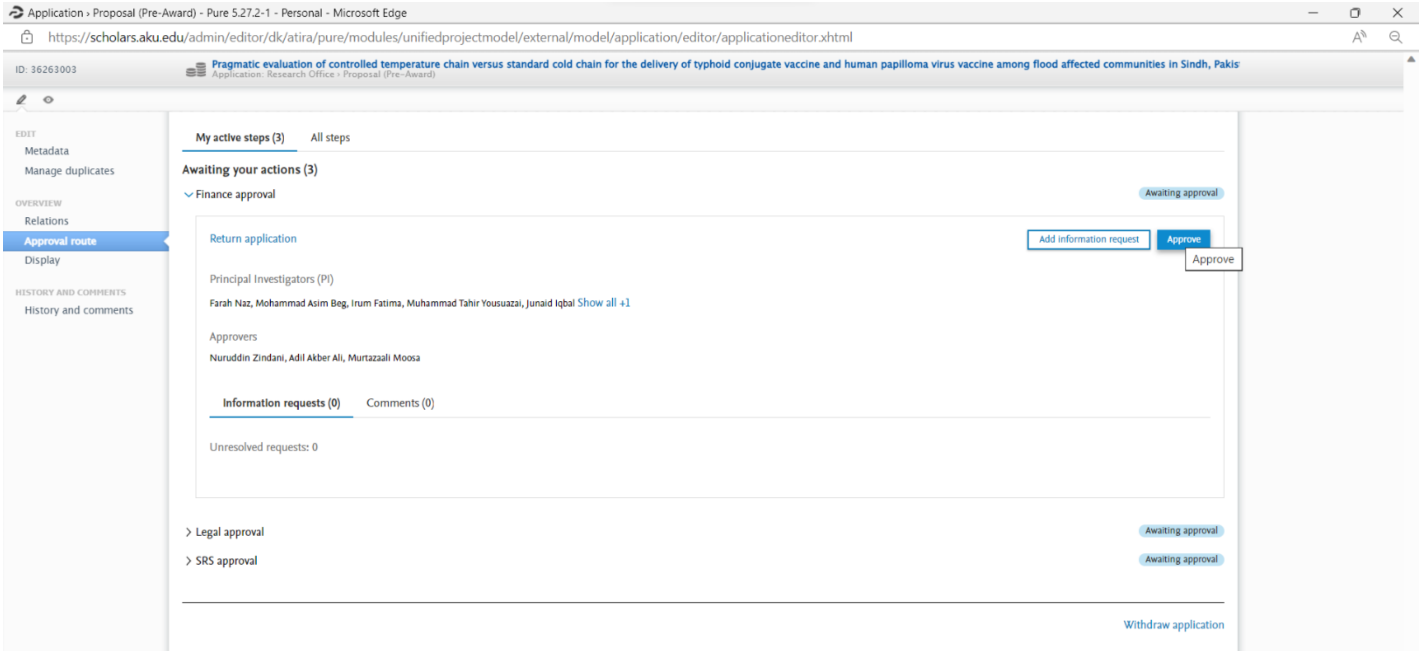
SuperUsers recommend that to ensure that right document is reviewed and signed GA may want to use SharePoint for agreement and keep link in the Pure

SuperUser Conference Tips - MTA and DTA

SuperUsers recommend that MTA and DTA can be at award stage too. To see how to create a MTA or DTA from award workflow please follow the procedure mentioned in section 4.5.

2.2.4. Support Unit Approvals

Support units will get an email notification when their approval is required, the application link will directly take the user to the application and from there they can approve the application. The role also allows user to raise query, add comment or return the application to initial stage.



SuperUser Tip - HR approvals at Award Application stage

SuperUser Conference: HR should be included in award application phase if there is any change in budget relating to staff costs.

3. Awards (For Research Office Only)

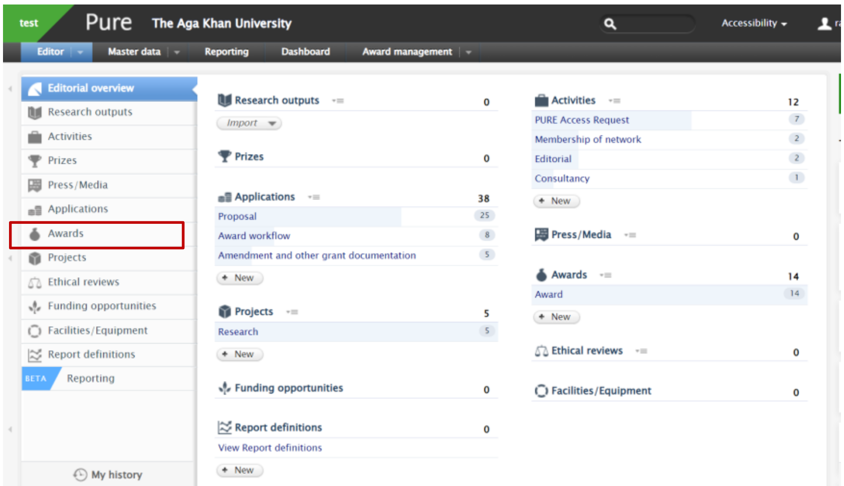
3.1. Awards

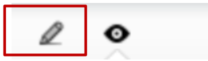
An Award in Pure is a record with information about research funding granted by a funder. Many fields are shared with the Application content type, though award records can hold unique information about the amount awarded and non-financial contributions.

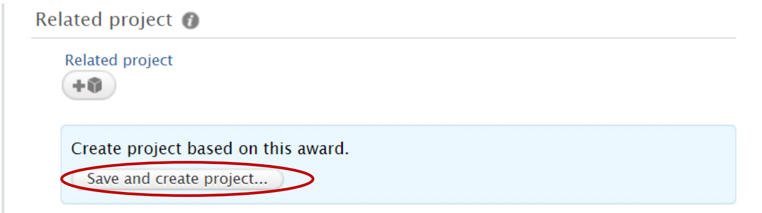
The "**Award**" tab should only be used while creating a project. To **create a project**, use the "Award application" without making any changes in the specific award application. This function is only performed by the Research Officer.

3.2. From Award to Project

- After creating an award, access the "**Award**" tab on the **Editor task pane.**



- From the list of awards, select the desired award.
- Go to the editing layout 
- In the editing layout, navigate to the "**Related Project**" section.
- Without making any changes to the award, select "**save and create project**."



- A **Project** will be created based on the selected award.

4. Managing Projects

4.1. Projects/Post Awards

Projects in Pure are used to organize and link all kinds of content relating to a research project. This may be information about contributing researchers, research output produced, or the applications for funding for the project (called "Awards" once funding has been won).

A project can stand alone in Pure without relations to applications or awards or can have these relations. If relevant, a project can be related to *multiple* awards and applications. **In PURE, first an award is created from an application and then a project is created from that award**. Nothing needs to be added or done in award, just click on create project and directly move to project to add milestones.

Information on Projects in Pure

The table below summarizes the main information available on projects in Pure.

Table 1. Information maintained in the Project editor window.

Section in Project editor window	Description	Comment
Classifications	The type of Project, its business nature, and any keywords.	

Identification	Allows for description of application as well as option to link to source system ID	Source system ID is the ID number from the source system if integrated with such as system, e.g., SAP, pFACT, Agresso, FP7.
Award Number	The award number assigned to the awarded application.	It should be added during the award application.
Budget Code	The project code assigned to the project by the AKU's finance department.	It should be added during the Project/ Post-award phase of the application.
Participants	Primary investigator (sponsor), Co-investigators, other internal academic participants, participating research students, external collaborators (private sector, universities, etc.)	Their role, academic ownership (the contribution of a PI/Co-PI in research project) and period involved can be defined. Their planned and actual commitment can be added.
Project managed by	Organizational unit in charge of the Project	
Collaborative partners	The project-owning institution is the *lead-partner.*	Additional collaborative partners can be added of which one can be marked as *lead* institution
Life cycle	Start and end dates of project	
Files and links	Any files relevant to the project (Agreements and all other necessary documents)	Different versions can be stored individually. Use SharePoint link for document signing and reviewing
Related applications and awards	Any applications and awards that might be related to the project.	
Relations	The project's relations to other content in Pure; its outputs (e.g., a journal article, conference contributions, or similar), equipment, student theses, press clippings, impacts, prizes, awards, or other esteem, etc.	Manually added relations.
Budget	The direct and Indirect cost details will be as it is reflected in this section	Spending is usually aggregated into spending categories, but the level of granularity can be determined by the institution.
Is ERC approval attached?	Specify whether ERC approval is attached or not.	Select "yes" or "No" from the drop-down menu.
Sustainable Development Goals	Specify the SDGs that the researcher is working on.	
Visibility	Access settings	Controls external access outside of Pure.

SuperUser Conference Tips – Update Budget Code

SuperUsers recommend that if budget code is not available at the time of project creation in Pure then GA should create a milestone of It is critical that the proposal date should be week to enter budget code.

SuperUser Conference Tips – Attaching Documents (Financial Reports, Progress Reports and ERC Approvals)

SuperUsers recommend that teams arrange weekly/monthly meetings with stake holders to make sure that all milestones are entered properly and documents are being attached timely.

4.1.1. Read-only data on Projects

Many institutions using Pure synchronize Project, Application and Award data from other external systems. In this case, the data in the Project editor window may be read-only.

Note

The icon indicates that this information is synchronized from some external data source and cannot be edited in Pure.

Figure 5. Even if the data is read-only, you can still manually add relations to other content in Pure, such as research output records. The look-up box contains content that is related to the participants on the project by default. You can also add a relation to the project from an item of research output.

4.2. Time tracking

Time tracking is used to record the number of hours that researchers have worked on a Project. The purpose of time tracking is to calculate how far a research project has progressed based on the number of researcher hours available from the funding.

This functionality is available on Projects where the project is associated with an award and has a start date and participants.

You can find time tracking information on the **Time tracking** tab of the Project editor window, and the allocated time that it relates to on the Time tracking section of the Award editor window > **Metadata** tab.

4.2.1. Time tracking per Person.

A Project must have associated Person records to enable time tracking.

These people are shown on the **Time tracking** tab in the **Time tracking for all participants** section, where their time allocation in hours for each weekday for the project is shown.

You can record how many hours a person spent working on a project on each specific day. To enter the number, click on the table in the column that corresponds to the day of the week and the row that corresponds to the person.

16 Feb – 22 Feb

	M	T	W	T	F	S	S
Chris Robertson	8	8	8	8	8		
Liza F White	4	4	4	4	4		
Kimberly Kavanagh	8	8	0	0	8		
Total	20	20	12	12	20	0	0

23 Feb – 1 Mar

M	T	W	T	F	S	S
2	2	2	0	2		
0	0	0	1	3		
3	3	3	3	3		
5	5	5	4	8	0	0

2,340 hours allocated. 841 used and 1,499 remaining.

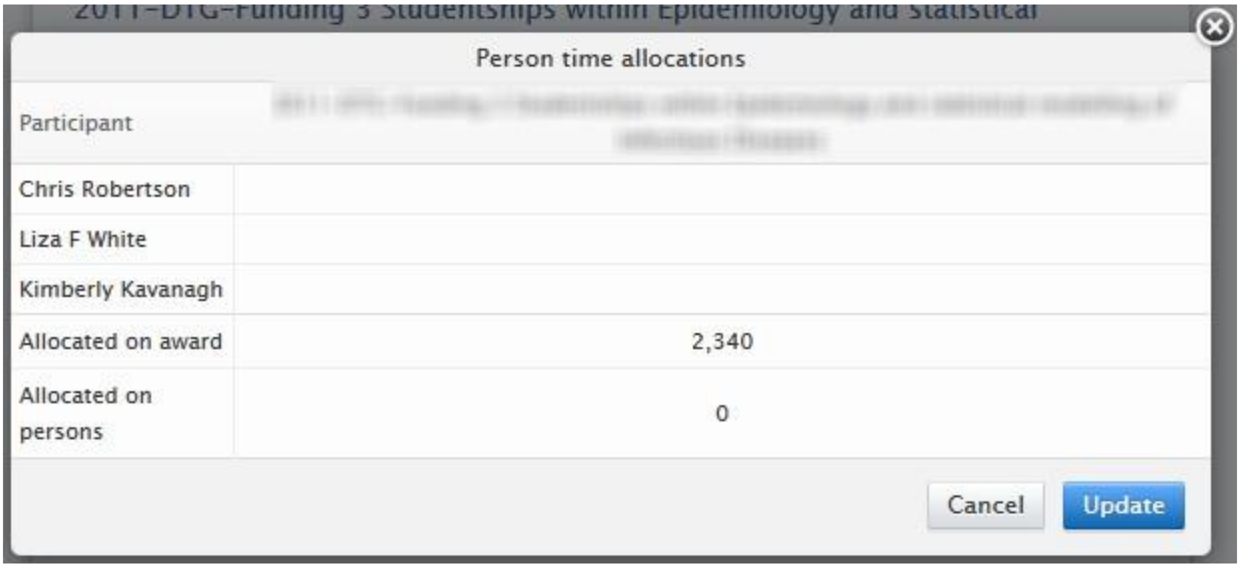
Show previous weeks

Note

You can only enter whole numbers of hours (e.g., "1" but not "1.5") and a maximum of 24 hours can be recorded per person per day.

By default, the current week is shown, but you can use the **Show previous weeks** link to open the calendar view for all weeks from the project start date to the present.

You can also indicate an overall number of hours that a researcher should work on a project over the entire lifetime of a project.



Recommendation

We recommend you only use the Person time allocations if you are not logging researcher hours on a week-by-week basis.

4.3. Researcher commitment

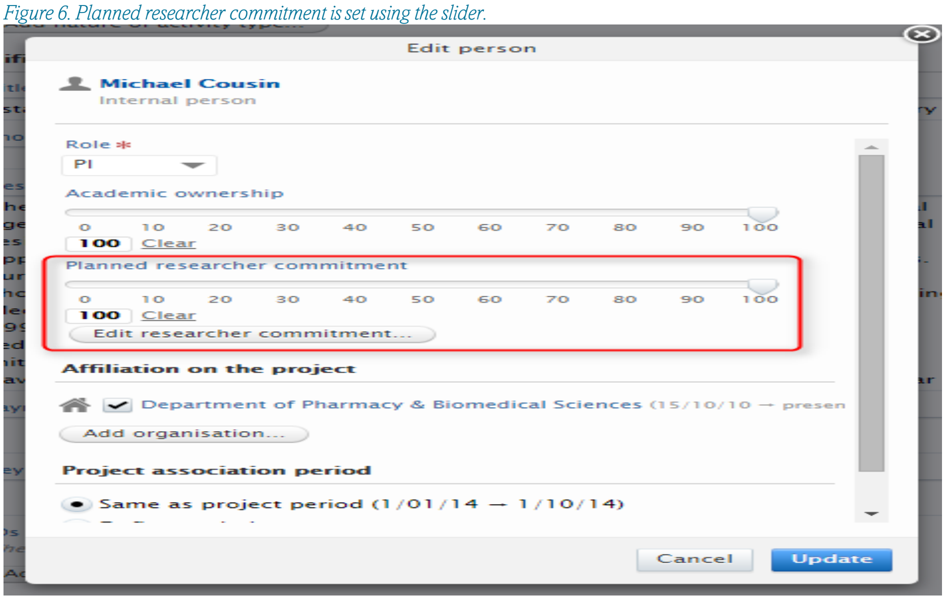
Forecast, plan, and optimize researcher resources through the capture and reporting of a researcher's actual and planned time commitment to a project.

The overall planned commitment in percentage can be set for each participant by clicking Edit next to the relevant participant in the Participants area of the **Project** editor window > **Time tracking** tab.

Note

This figure represents the percentage of the researcher's time they will commit to the project, not the percentage the project's work that was contributed by them (academic ownership).

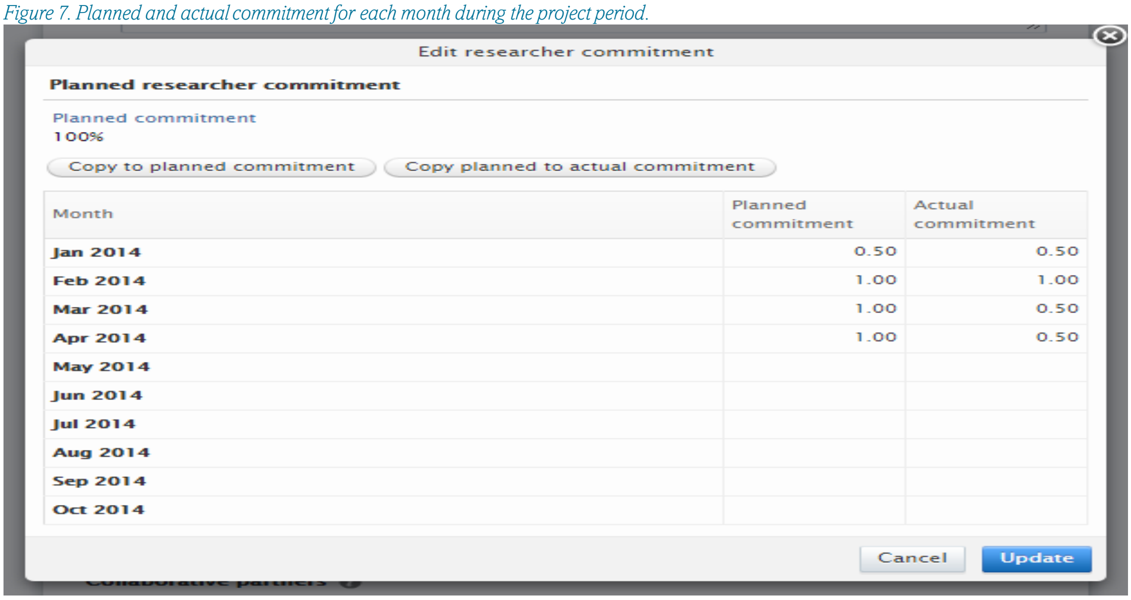
Figure 6. Planned researcher commitment is set using the slider.



This can be edited for each month that the project spans. For example, during non-teaching periods a researcher may be able to plan a larger commitment.

The actual percentage of their time that a researcher spent on the project is recorded in the **Edit researcher commitment** dialog.

Figure 7. Planned and actual commitment for each month during the project period.



For convenience, you can copy the numbers from either column to the other using the **Copy to planned commitment** and **Copy planned to actual commitment** buttons.

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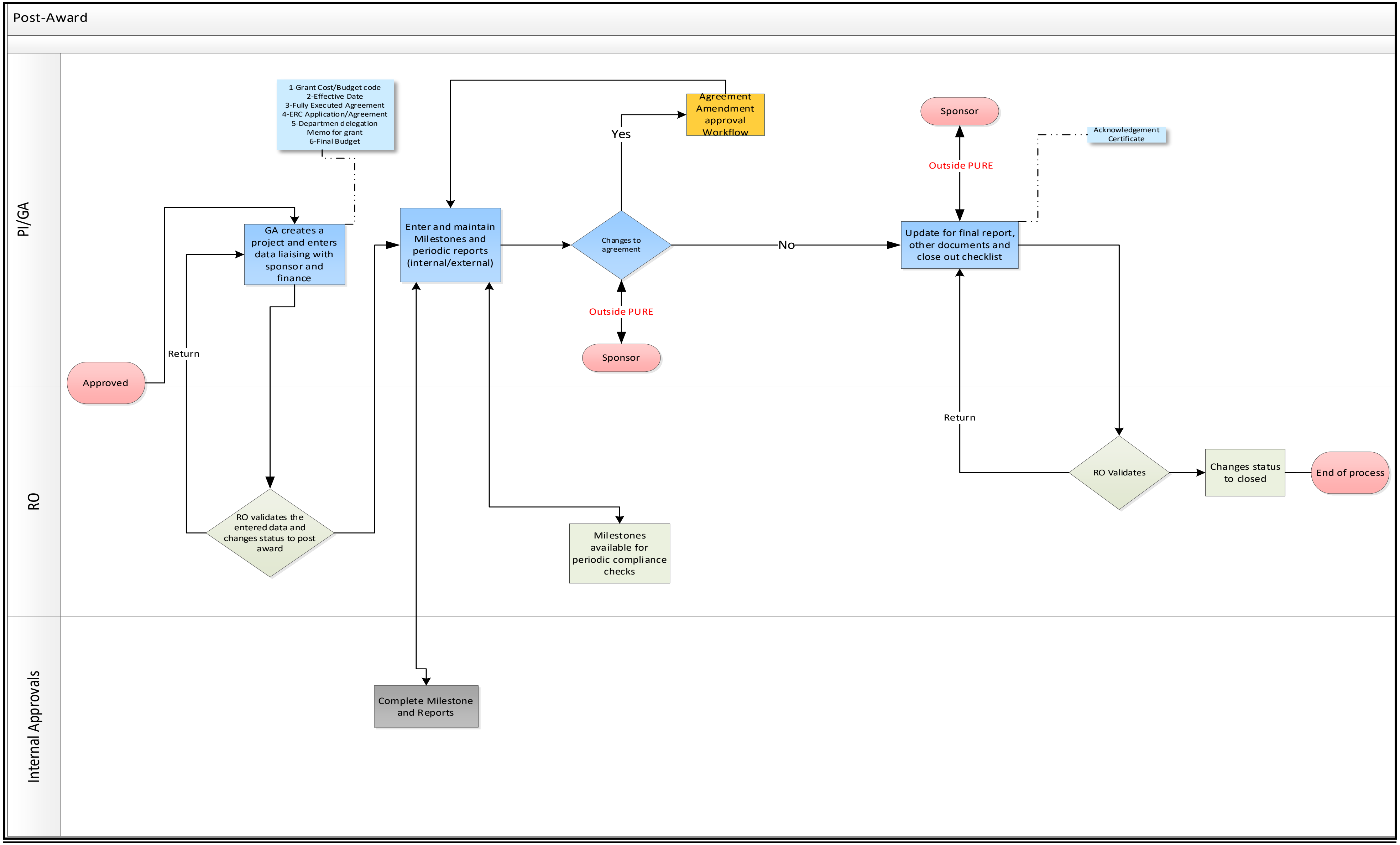
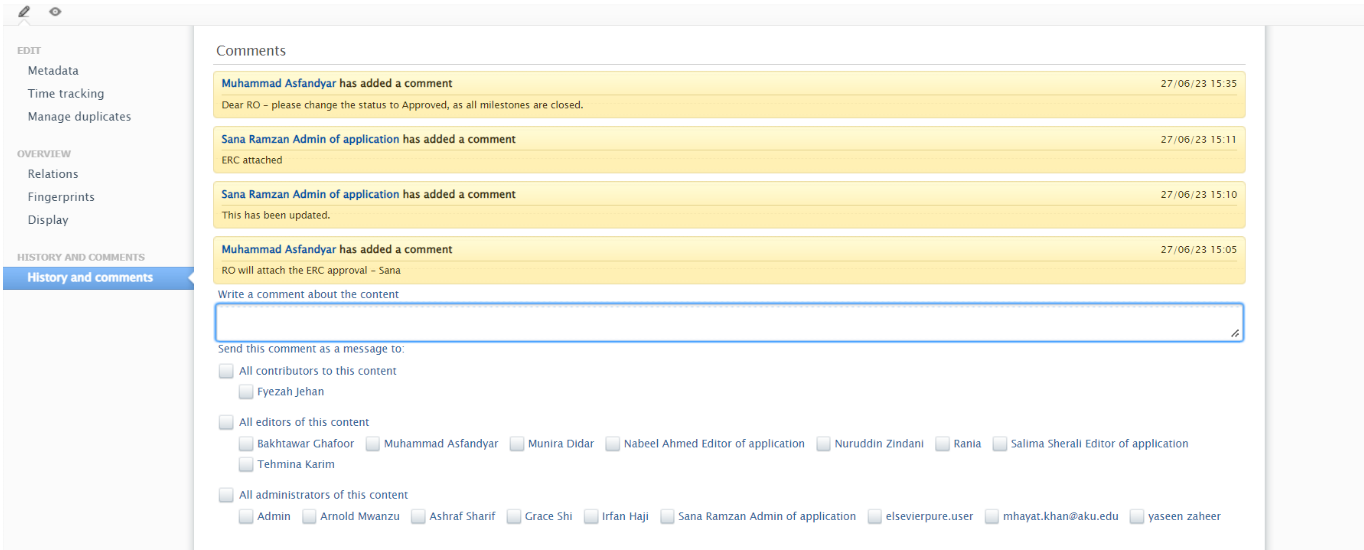
4.4. Project/Post-Award Approval Workflow



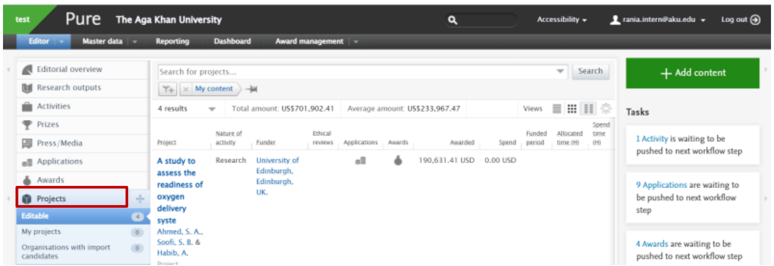
In Project/post-award, you can take approvals using **"history and comments"** tab on the left side of the project editorial screen and can add comments there for approval and can add the respective user to be notified. The same procedure can be used to alert Research office for close-out process and other departments to create their milestones



4.5. Amendments to a Project or Award

To amend an already formed project:

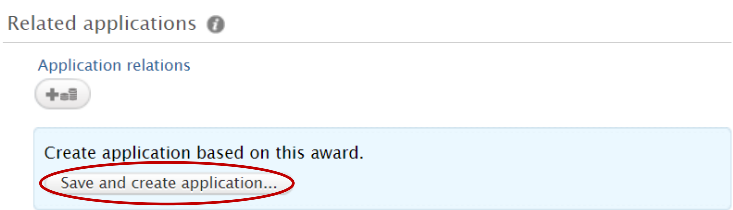
- Select the "**Project**" or "Applications" tab on the editor task pane:



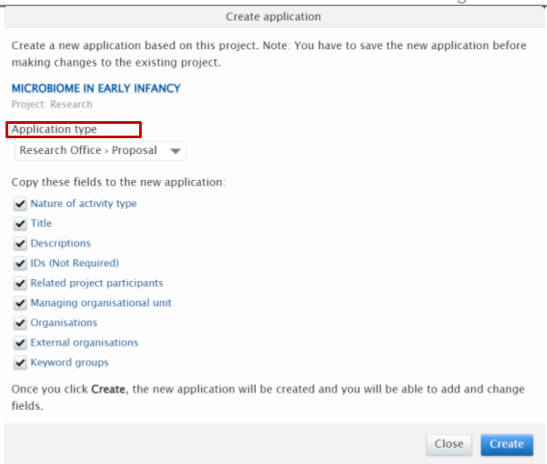
- Select the respective project or award application from the list.

- Go to the editing layout 

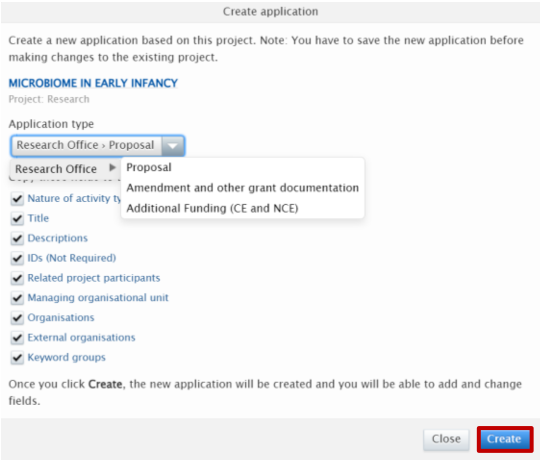
- Go to the section, "**Related Applications**." Select "**Save and create application**."



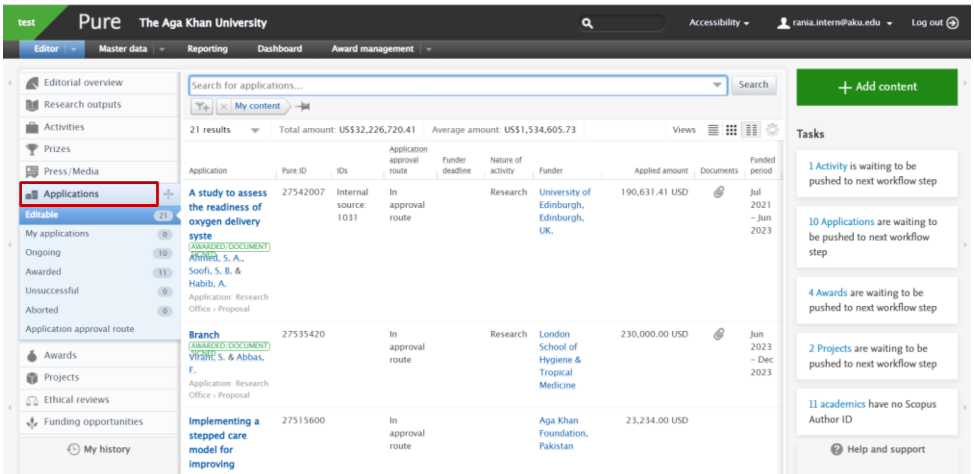
- Then select the "**Application type**."

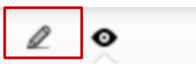


- From the "Application type" select one of the three options:
  - **Proposal**
  - **Amendment and other grant documentation**: MTA (Material Transfer Agreement) & DTA (Data Transfer Agreement)
  - **Additional Funding (CE and NCE)**: CE (Cost Extension) & NCE (No-Cost Extension)

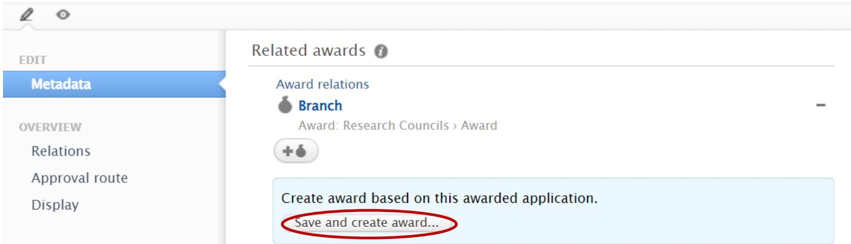


- Select "**create**" to make a new application; Fill out the new Application form with all the relevant details and the same process of application will repeat.
- Now, go to the "**Application**" tab in the **editor task pane**.

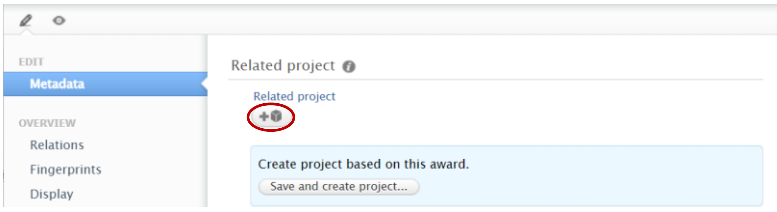


- Select the application from the list.
- Go to the editing layout. 

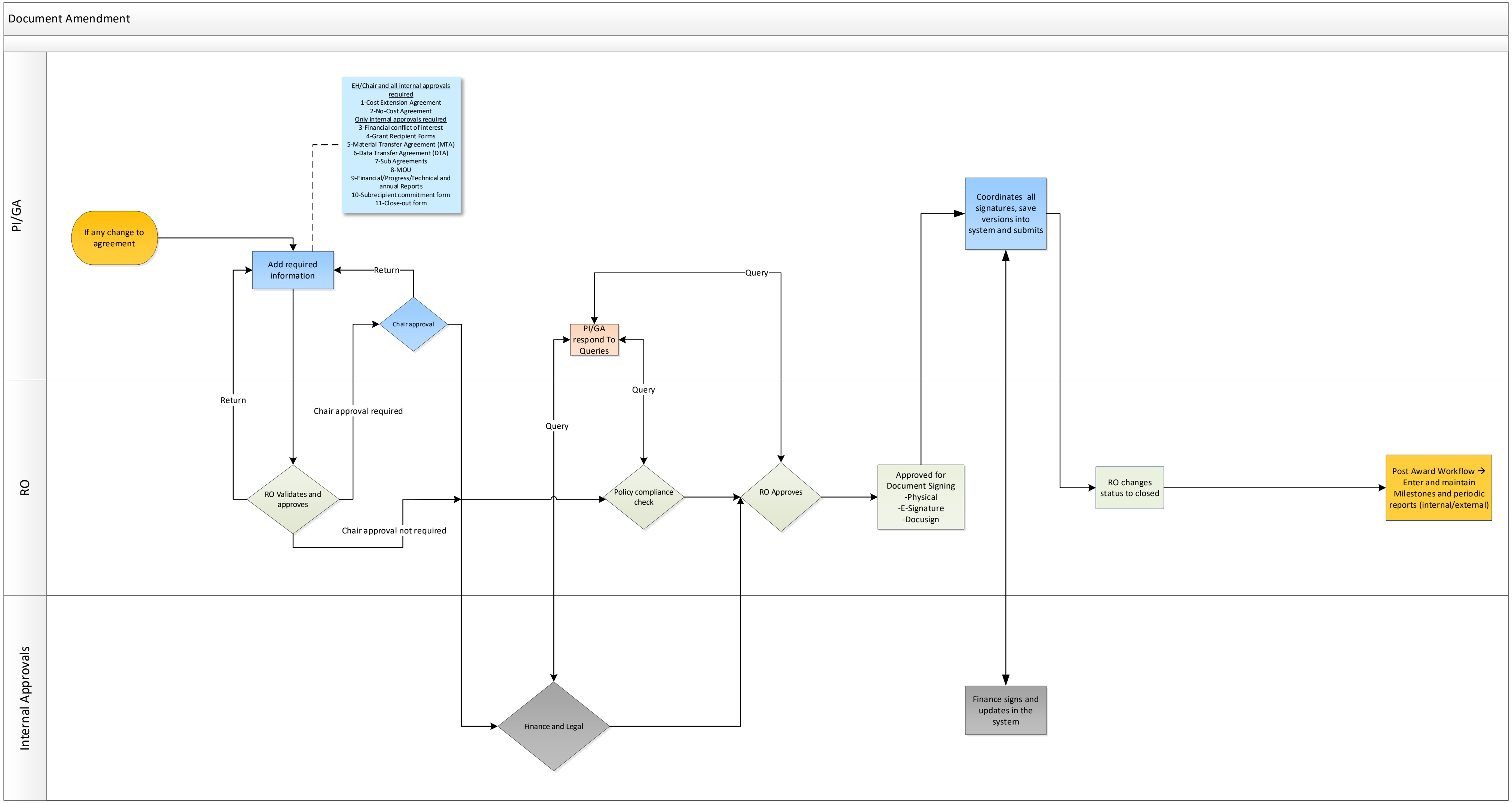
- Add all the required information and proceed for internal approvals.
- After getting approvals from the institution, submit it to the funder and change the status of the application accordingly.
- Then, go to the section "**Related awards**" and select "**Save and create award**."



- Edit the fundings section if required and **create an award**.
- Then, go to the section "**Related Project**" and select the related project, which will be the same project that the amended application was initially created from.



4.5.1 Document Amendment Approval workflow



4.6. Manage Milestones

Milestones represent events that should receive special attention during the lifetime of an Application, Award, Project, or Ethical review, such as a deadline for submitting documentation about the achievements in the past year.

Any number of Milestones can be added to an Application, Award, Project, or Ethical review.

Each Milestone is linked to a Person record. This person is considered responsible for keeping track of the Milestone and completing any tasks relating to it. You can configure whether this person receives notifications before important dates. See Assigned tasks and Email preferences.

Milestones can be either *administrative* or *academic*.

Type of milestone	Linked Person record
Administrative milestone	Any named person with administrative or editorial role permissions on an Application, Award, Project, or Ethical review. For example, *Administrator of Awards*, *Assisting Editor of Awards* or *Editor of Awards.*
Academic milestone	Any named person contained in the applicant/award holder list. The availability of named users is based on the role they have as an applicant/award holder (i.e., PI, Co- I, Co-PI).

Tip

You can see all Milestones in the Milestones overview section that shows when you select 'Milestones' from the left-side menu. What you will see depends on your user role(s) and rights. You can filter the list by content type the Milestones are associated with (Application, Award, Project, Ethical review), Milestone type (Academic/Administrative), and more. Similar filters are also available to use when reporting on Applications, Awards, Projects, and Ethical reviews.

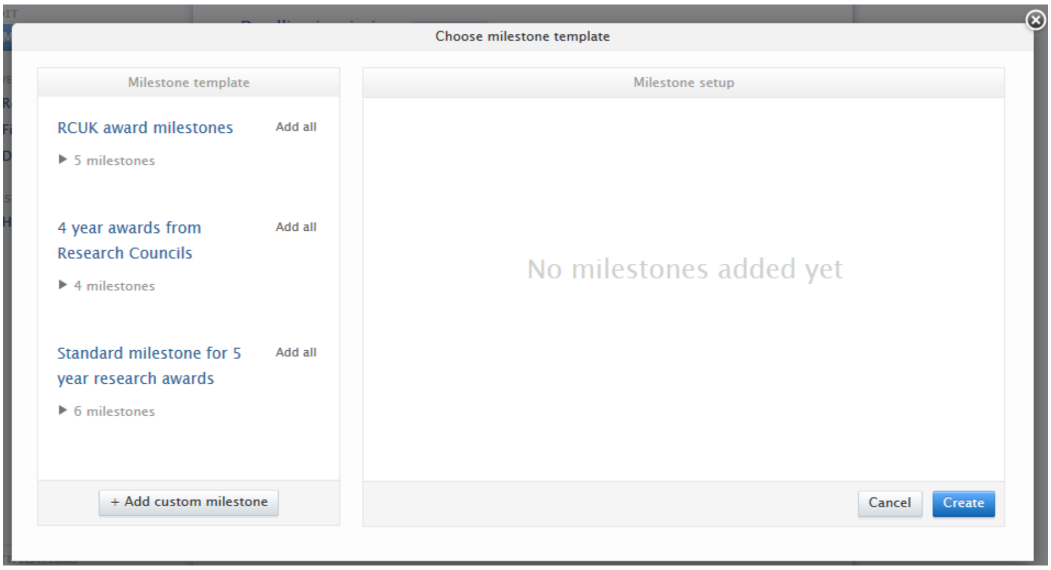
4.6.1. Adding a Milestone

You can add multiple Milestones to one Application, Award, Project, or Ethical review. When adding Milestones, you can either select from predefined templates (see Section 4.2.2. Using Milestone templates), or create a Milestone specific to the particular Application, Award, Project, or Ethical review (custom Milestone)

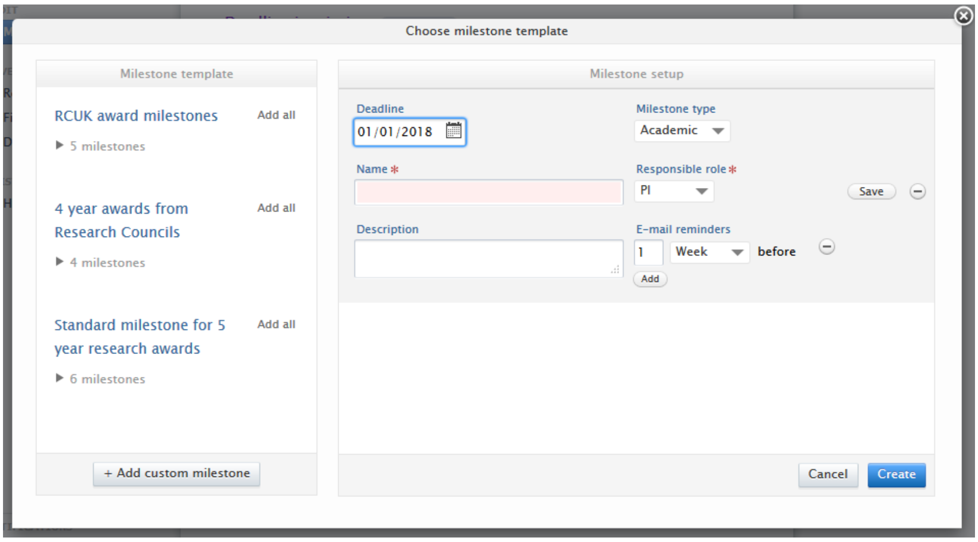
To add a Milestone:

1. Open the editor window of the content type that you want to add the Milestone to.
2. On the **Metadata** tab in the **Milestones** section, click Add milestones....

   The **Choose milestone template** dialog is displayed.



3. Either:
   - Click one of the milestone templates in the Milestone template area to expand its list of Milestones. You can select a single Milestone from within a given template or add all.
   - Click **+ Add custom milestone** to add a blank Milestone to the selected content type.



4. For each Milestone in the **Milestone setup area**, click Edit and fill in the missing details about the Milestone, such as **Deadline**, and **Responsible role**. Configure as many email reminders as you need for Milestone.

Note
Academic Milestones cannot be added for applicants once the related Application has become non-editable. For example, once the application has moved from the draft proposal to the internal approval phase (and later stages). This is to avoid creating 'orphan' Milestones that cannot be completed.

SuperUser Tip - Maintenance of Milestones

SuperUsers require that milestones be maintained to reflect key grant deliverables outlines in the grant agreement, demonstrate compliance with the agreement and serve as tracking mechanism whether the grant is meeting expectations or requires an extension.
In addition there should be regular communication between GAs and Finance to ensure that the deliverables are on track and any areas of concern are flagged, escalated and corrective actions taken.

4.6.2. Using Milestone templates

Milestone templates are a way to speed up the addition of milestones to awards.

With Milestone template you can predefine a set of Milestones for a specific type of Applications, Awards, Projects, or Ethical reviews, which can then be reused. For example, if an EU Award always requires the

same set of Milestones, you can apply this set of Milestones to a new EU Award using a Milestone template.

You can fully edit Milestone details when you add them to a content item from a Milestone template.

Creating a Milestone template

To create a Milestone template:

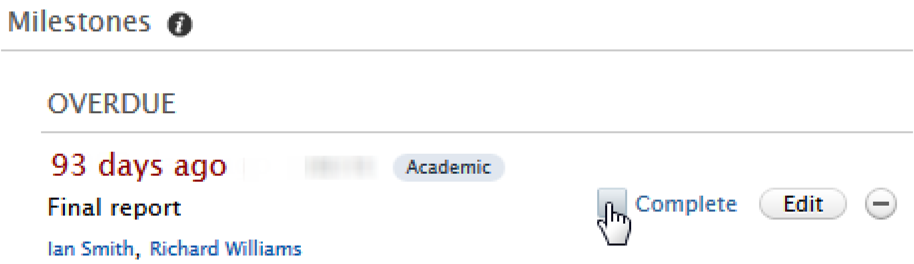
1. Click Award management in the top navigation.
2. Click **Milestone templates** > **+** in the left navigation.
3. Enter descriptive information about the Milestone template in the Milestone template editor window.
   - Specify which content type the Milestone is created for by selecting the correct content type association.

- Add as many email reminders as needed, choosing how far before the Milestone deadline they will be sent.

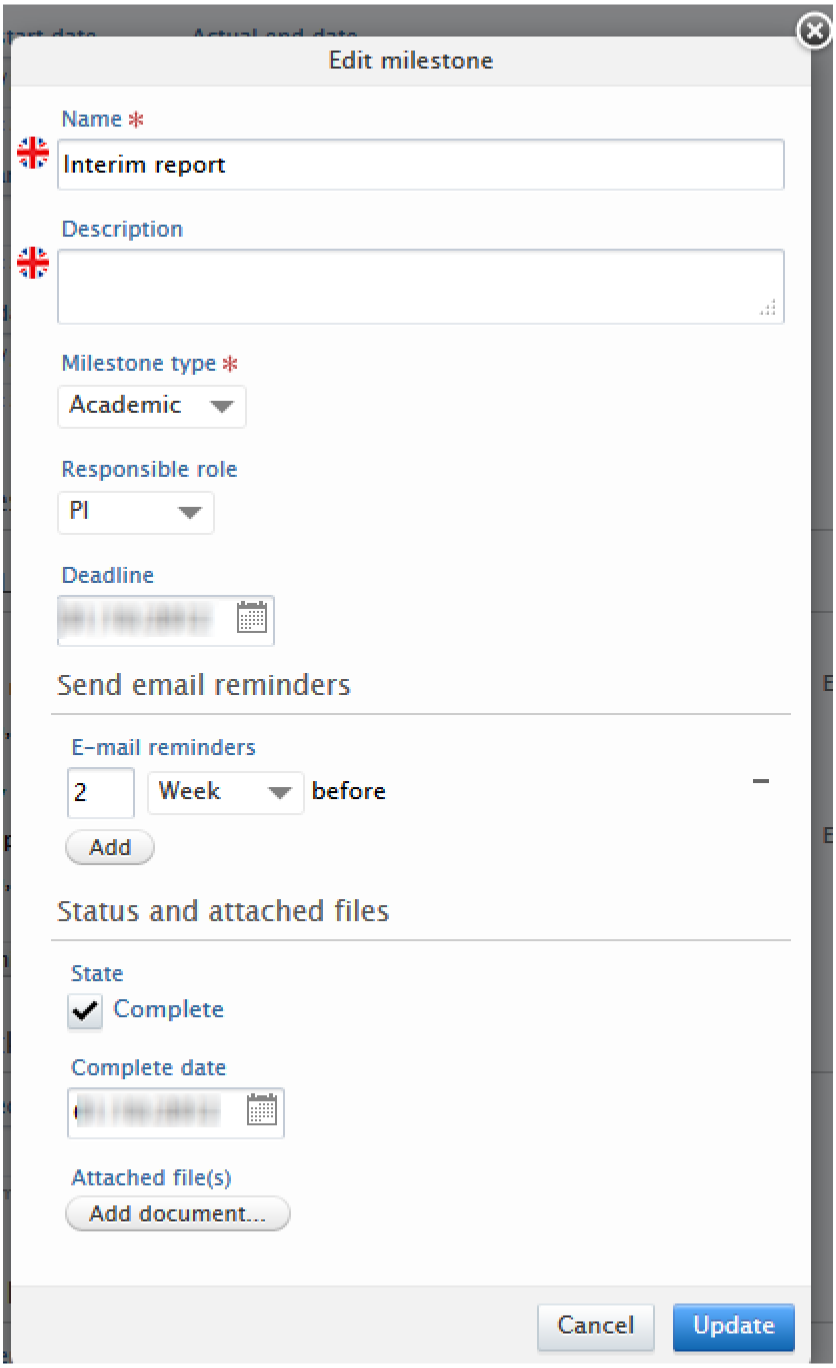
4.6.3. Marking a Milestone as complete

To mark a Milestone as complete:

1. Open the editor window for the content type that the Milestone is for.
2. On the **Metadata** tab in the **Milestones** section, select the **Complete** checkbox.

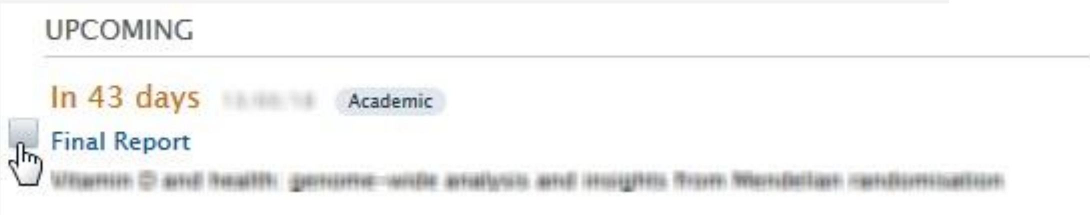


3. If you want to edit the date that the Milestone was completed on, click Edit next to the Milestone, then change the **Complete date** in the **Edit milestone** window



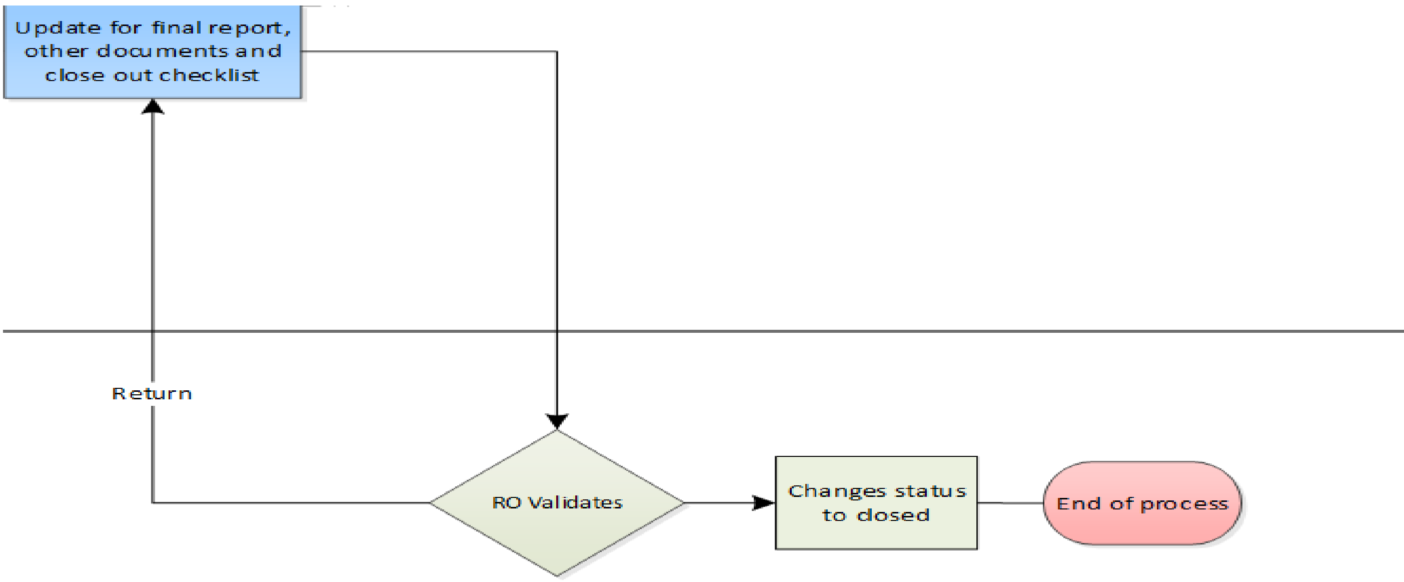
Tip

You can also mark a Milestone as complete from the Award management overview screen by clicking the checkbox that appears when you hover to the left of the Milestone.



4.7. From Post-Award to Close-out

After successfully finishing the project and achieving all the milestones, the Grant Administrator needs to carefully attach all the necessary documents. This includes a fully approved closeout checklist and related forms. This important task is project's closing process showing that it's moving towards the formal end. Once this document attachment is done, (Once all closing documentation is attached), the Grant Administrator must inform the Research Office using "history and comments" section of the system. The Research Office will review the data entered and documents attached by the grant administrator (GA) and will review and process for the close-out. If there is anything missing, the Research Office will write back to GA using "history and comments" section (of the system) to provide the missing document. The detailed and precise steps in this process highlight how important it is to have well-organized procedures for wrapping up a project. This ensures a smooth shift from the active phase to finishing up the project's administrative details.



5. Funding Opportunities

Funding opportunities are public calls or announcements for a research and development funding application. In Pure, Funding opportunity records may be used to track calls/announcements for many different kinds of opportunities, such as fellowships, research grants, conference/travel grants etc.

Funding opportunity data is created via subscription to commercial providers or via manual input. Funding opportunities can be created manually from the Master data > Funding opportunities menu.

When viewed in content table view, special icons are used to indicate attributes on Funding opportunities.

Table 3. Special icons on Funding opportunities

Column	Note
Limited submissions	If a funder has a limit to the number of applications from one HEI, an icon will appear if this limit is exceeded.
Eligibility: Recommendations	If a funder has recommendations that are not followed, an orange icon will appear. Click to see a list of applications in which details must be inspected and compared to the recommendations.
Eligibility: Requirements	If a funder has requirements that are not followed, a red icon will appear. Click to see a list of applications in which details must be inspected and compared to the requirements.
Applications	Applications are associated with the current funding. Click to see a list of these.

For information about navigating and searching Funding opportunities, see Section 1.5. Navigate in the Award management module and Section 1.6. Search and filter

You can manage the following information about each Funding opportunity in Pure:

Table 4. Information on funding opportunities in Pure.

Funding opportunity information	Description	Comment
Classifications	The type of Funding opportunity.	

Identification	Allows for title and description of funding opportunity, as well as option for linking to source system ID. A URL to a full announcement can be added too.	
Funding organization	The organization that is behind the funding.	This is selected from External organizations in Pure.
Important dates	The time frame of the funding opportunity.	
Award	Information on any award ceiling, if any, and the currency.	
Eligibility	Information on any eligibility, either recommended or required.	E.g., under-represented minorities or women only.
Limited submissions	If only a specific number of applications per HEI is available.	
Requirement for open access to the published findings	Whether resulting research findings must be open access or not.	If unknown, "Not set" can be selected.
Related applications	Other Application records to the current funding opportunity.	
Keywords	Option for adding keywords to the funding opportunity.	