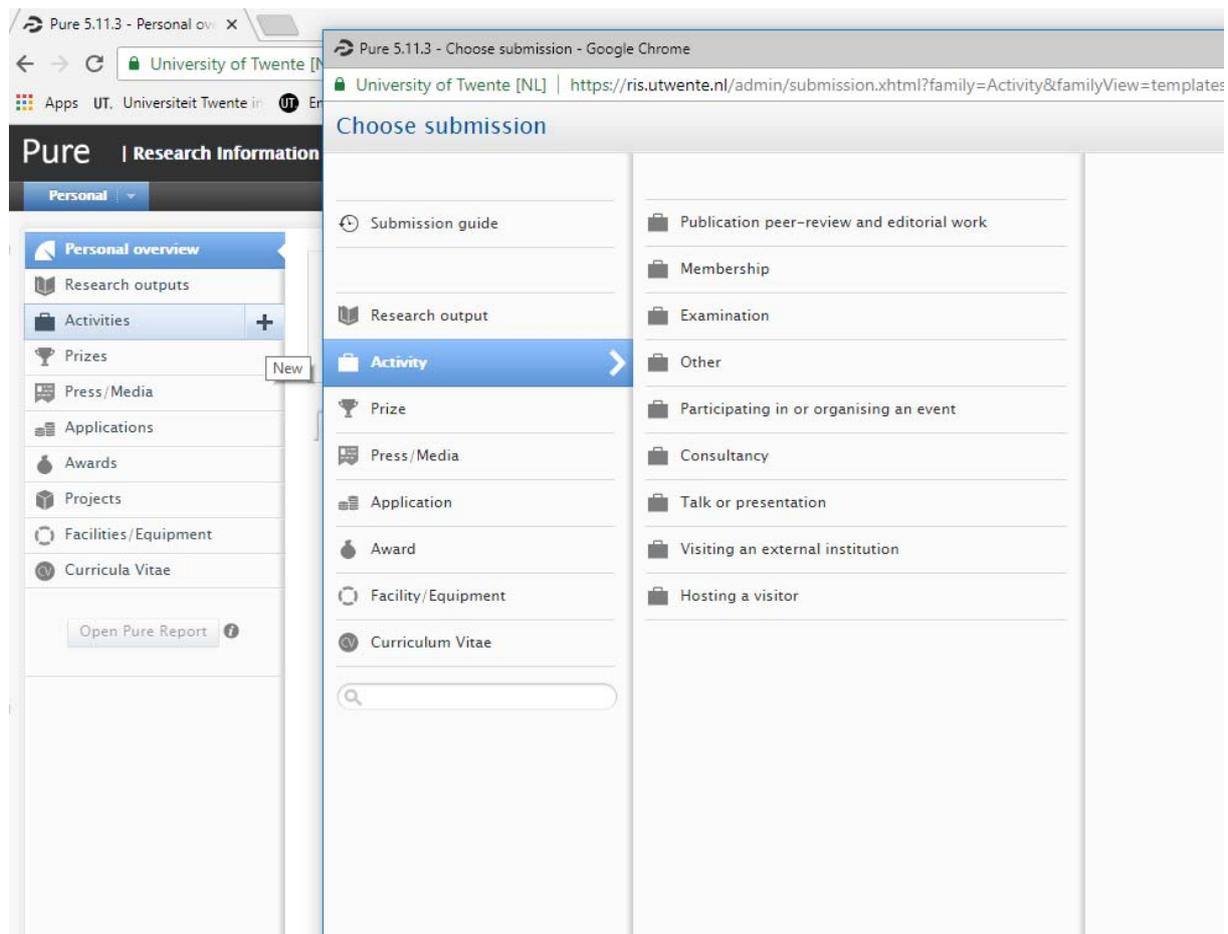# How to add Activities, Prizes, Press/Media contributions and Awards

Adding a new activity.

Click the '+' button in the left menu and choose in the pop-up the activity type that matches. Hover the mouse over an activity and it will display a short description. The types below also have subcategories.

If you, for example want to add an activity in editorial work, when you are a member of the editorial board of the Lancet journal.

Clicking the 'journal' button enables you to search for the appropriate journal. Make sure to select the correct journal by checking the ISSN number for example. If no journal is found, a new one can be created by submitting the title. For future purposes we ask you to also submit the ISSN, which should be available at the journal-website.

In the field 'description' you can specify the work done for the journal. Your role should also be specified further below under the 'Persons/organisations' section.

Via 'Period' you'll need to specify if the activity lasted a single year or a longer period. If the activity is still executed', leave the end date open.

In the 'Persons/organisations section' it is possible to specify your role for this journal. Click 'edit' on the right and select the appropriate role and click 'update':

Make sure that under 'activity managed by' your department group is mentioned or the faculty.

In the 'Documents and links' section you can add 'proof' of your activity, e.g. a link to the editorial board on the journal-website.

Prizes

The 'Prizes' category is meant for prizes and awards that you receive, for example best paper awards or early career prizes or honorary awards. There is also a subcategory 'other distinction'. Select the one that fits the prize best. Click the '+' button in the left menu and choose in the pop-up the prize type that matches.
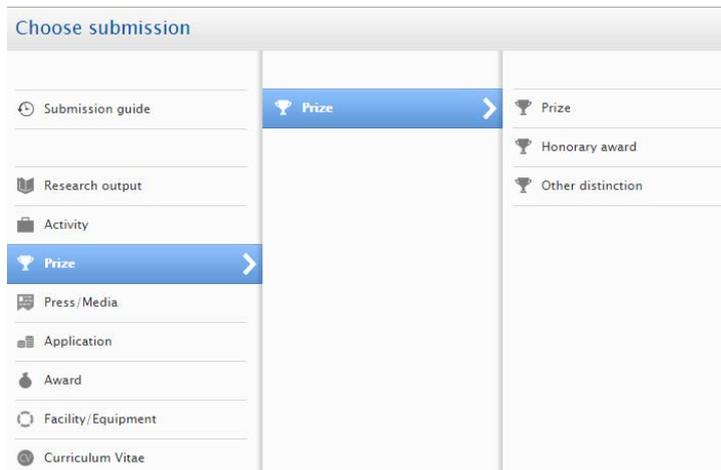
Make sure to fill the template with at least the following information:

- Title of the prize/award,
- Description of the prize, e.g.: if it was a paper award, for which paper you received it.
- The awarded date
- The degree of recognition: local, regional, national or international
- Which Granting Organisation provided the prize (search or create new), you can only select one. You can also add the event, e.g. when you received the prize at a conference.


Make sure that in the 'activity managed by' section, the correct department/group is mentioned or the correct faculty.

In the 'Documents and links' section you can add 'proof' of your prize/award. This can be a website were this is stated, or a certificate/photo.
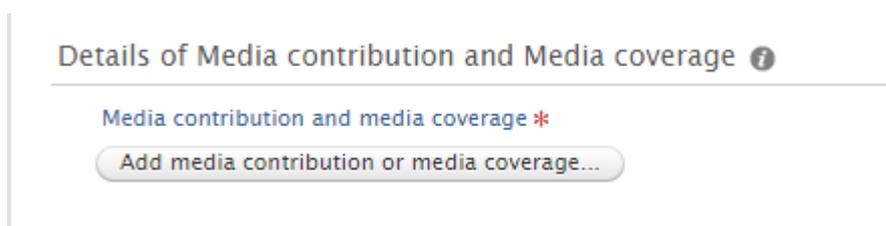
Press/media

The Press/Media category is intended for press clippings and/or media coverage about academic work.

Add content by clicking the '+' sign in the left menu en choose the type that corresponds best with the activity. (another option is to use the wizard, check the online manual)
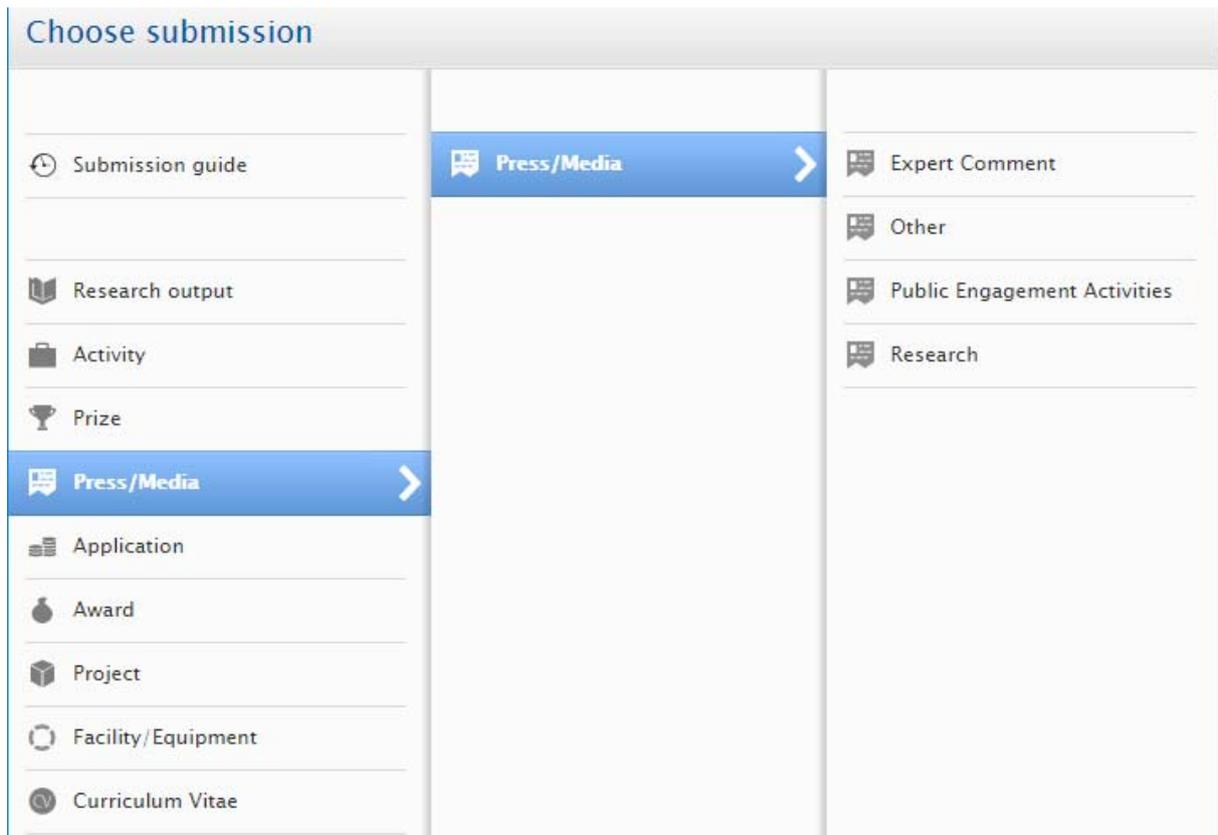
Make sure to fill all mandatory fields within the template. (marked with an *)

Please provide a URL in the 'Details of Media contribution and media coverage' section.

Uploading documents in this section is not allowed. When researchers are mentioned in press/media the owner of the article is the journalist or the publisher.

Add media contribution/media coverage

Type

Type *
● Media contribution ○ Media coverage

Description

Title *   Symbols Formatting

Description/Abstract

Persons and affiliations

Persons and organisations *   [+👤]

No persons or organisational units associated

[Add person...] [Add organisational unit...]

Details

Date *

[📅]

Example: 21/10/2002

URL

Media name/outlet

Media type   Degree of recognition
[No value ▾]   [No value ▾]

Country
[Netherlands ▾]

Producer/Author

Duration/Length/Size

[Cancel] [Create]

Awards

The 'Awards' category (the moneybag) in Pure is meant for grants, but the naming is a bit confusing. Grants such as ERC's, VENI, VIDI, VICI or other NOW, Horizon, Industry or Other Government Department grants fit in this category. This category is not visible on the Pure portal page, but is valuable for faculty and university reports. Some faculty managers may already have entered the grant here if it was published on the employment portal with a news message. Ask your faculty manager to enter the grant here or try it yourself.
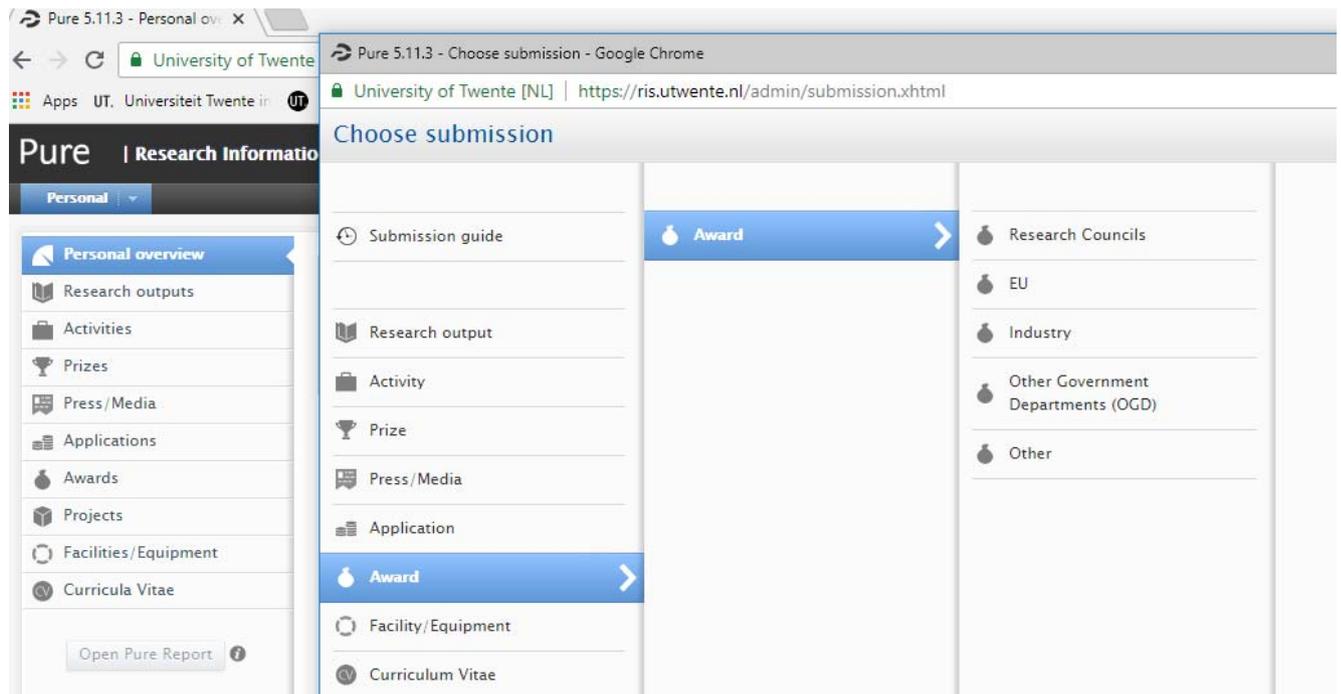
Make sure to add:

- Nature of activity type: see the dropdown menu.
- Title (may be an acronym of your project)
- Name(s) of the award holders, and indicate role, under edit: PI (ProjectLeader) or Col (Collaborator).
- If it is a collaborative grant and if so the collaborators beside University of Twente.
- Specify funding: the funding organisation, and in which grantprogramme (e.g for ERC's: European Research Council, Starting grant)
- Life cycle: awarded date, and if known: start-end date.
- Files and links: for example a link to a news item in which you are awarded the grant. Or a project website.
- Related project: Often your project is already know on Oracle so you can link your project to the award.