

Instructions for researchers:

How to manage your scientific and societal relevant output in Pure.

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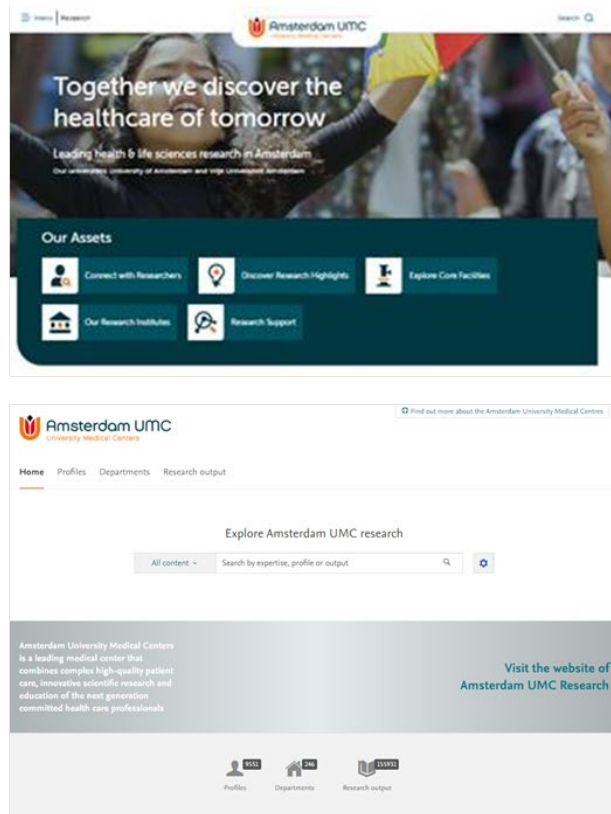
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Background – why is Pure important?

This instruction manual is intended to inform you, as researcher of Amsterdam UMC, about how to manage your personal page in Pure, as well as on the research website of Amsterdam UMC.



With Pure, the Current Research Information System used at Amsterdam UMC, you make your research, expertise and specialized equipment discoverable— internally as well as externally.

Research information registered in Pure can be found online:

1. A small profile on the [research website of Amsterdam UMC](#), with a selection of their Pure profile; namely specialisation, focus of research, key publications and latest publications, as well as current affiliations.
2. A more extensive personal page, available since September 2021 researchers (<https://researchinformation.amsterdamumc.org/en/persons>). This page is currently development and items will be added in due time.

Both personal pages show information registered in Pure and all researchers are required to register research-related information in Pure.

Display of this research information is the business card for you as researcher, the departments, research institutes, and for Amsterdam UMC. This will help you to gain more visibility to the general public as well as within Amsterdam UMC as a researcher. Moreover, this information is essential as input for annual reports and periodic research evaluations of Amsterdam UMC and the research institutes, like the external [Strategic Evaluation Protocol](#) reviews.

Where to start?

There are still two separate Pure instances for location AMC and location VUmc. If you are a researcher employed by location AMC you will have to use Pure AMC and if you are a researcher employed by location VUmc, you will have to use Pure VUmc.

To go to your profile, preferably use Google Chrome as your browser in VIEW/CDW and visit

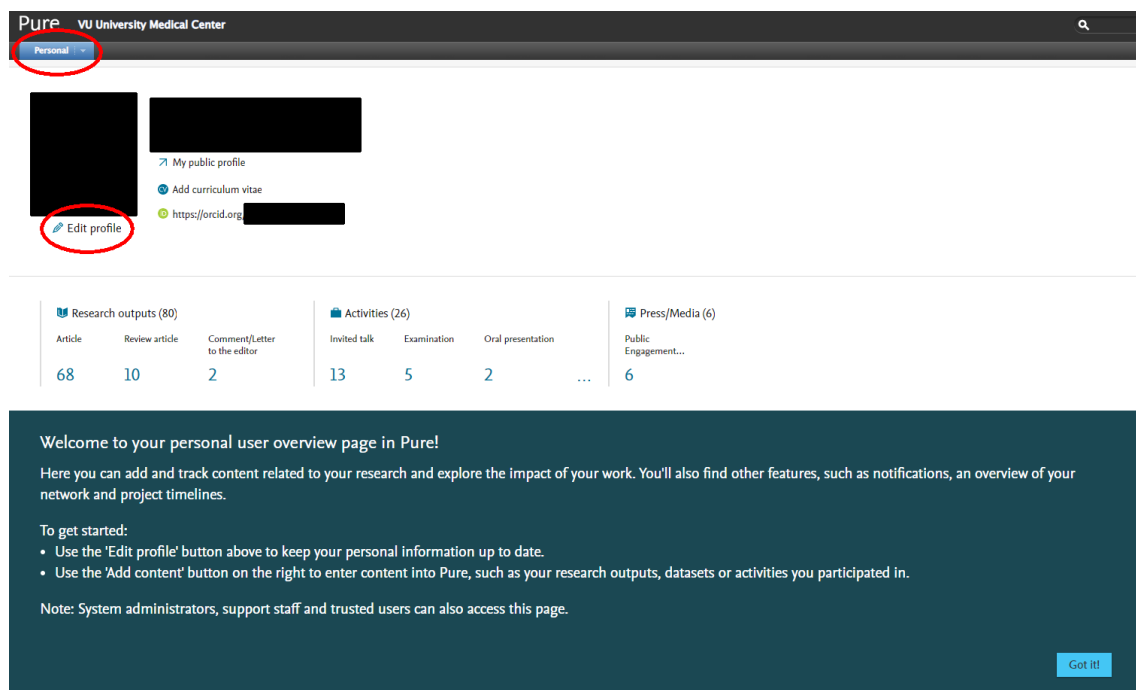
- AMC Pure: <https://pure.amc.nl/admin>
- VUmc Pure: <https://research.vumc.nl/admin/>

Please note:

1. It can take a couple of days before changes made in Pure are visible on the research website.
2. Information in Pure that has been retrieved from other information systems, for example the HR system, cannot be modified in Pure, but has to be changed at the source. This information is indicated by the icon for synchronised information (🔄). Please contact your [departmental contact person for Pure](#) if this information is incorrect.
3. Some of the information that is managed in Pure cannot be modified by researchers themselves. For example information about your affiliation to a research institute and research program can only be added by the [departmental contact person for Pure](#).

1. Manage your personal profile

In Pure: Press 'Edit profile', edit Metadata. If you make changes: do not to forget to press (save) at the bottom of the page.

Pure VU University Medical Center

Personal

My public profile
Add curriculum vitae
<https://orcid.org>

Edit profile

Research outputs (80)			Activities (26)				Press/Media (6)
Article	Review article	Comment/Letter to the editor	Invited talk	Examination	Oral presentation	...	Public Engagement...
68	10	2	13	5	2	...	6

Welcome to your personal user overview page in Pure!

Here you can add and track content related to your research and explore the impact of your work. You'll also find other features, such as notifications, an overview of your network and project timelines.

To get started:

- Use the 'Edit profile' button above to keep your personal information up to date.
- Use the 'Add content' button on the right to enter content into Pure, such as your research outputs, datasets or activities you participated in.


Note: System administrators, support staff and trusted users can also access this page.

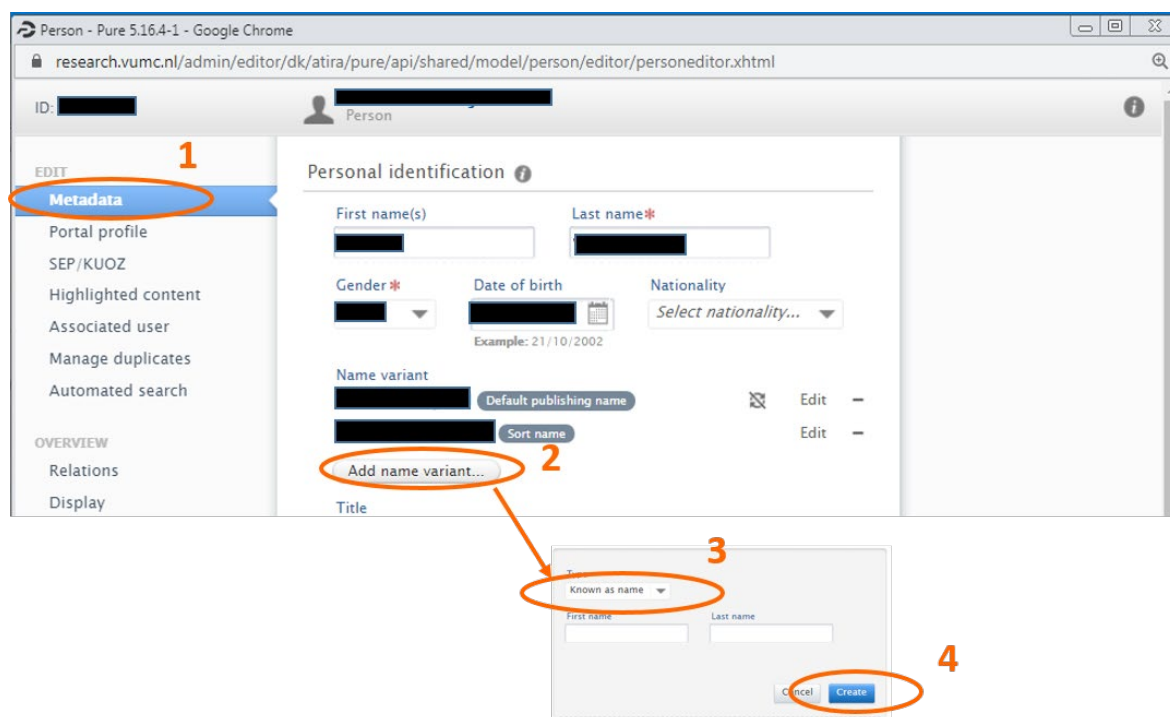
Got It!

1.1. Name variants

Your official name is provided by the personnel system. However you can add name variants:

- Default publishing name: name used as shown on publications
- **Known as name: name shown on website**
- Former name: name before marriage
- Sort name: name used for sorting purposes, for example last name <Boer> instead of <de Boer> to file <de Boer> under the letter instead of the letter <D>.

In Pure: Metadata – Personal Identification – name variant – add name variant – select ‘known as name’ – press  (save) at the bottom of the page



1.2. ORCID

By adding your ORCID to Pure, you can showcase your unique ORCID. Having your ORCID in Pure will also maximize the opportunity for system integrations. This will make it easier to find and link your publications to your profile.

AMC Pure: Please add your ORCID ID in Pure.

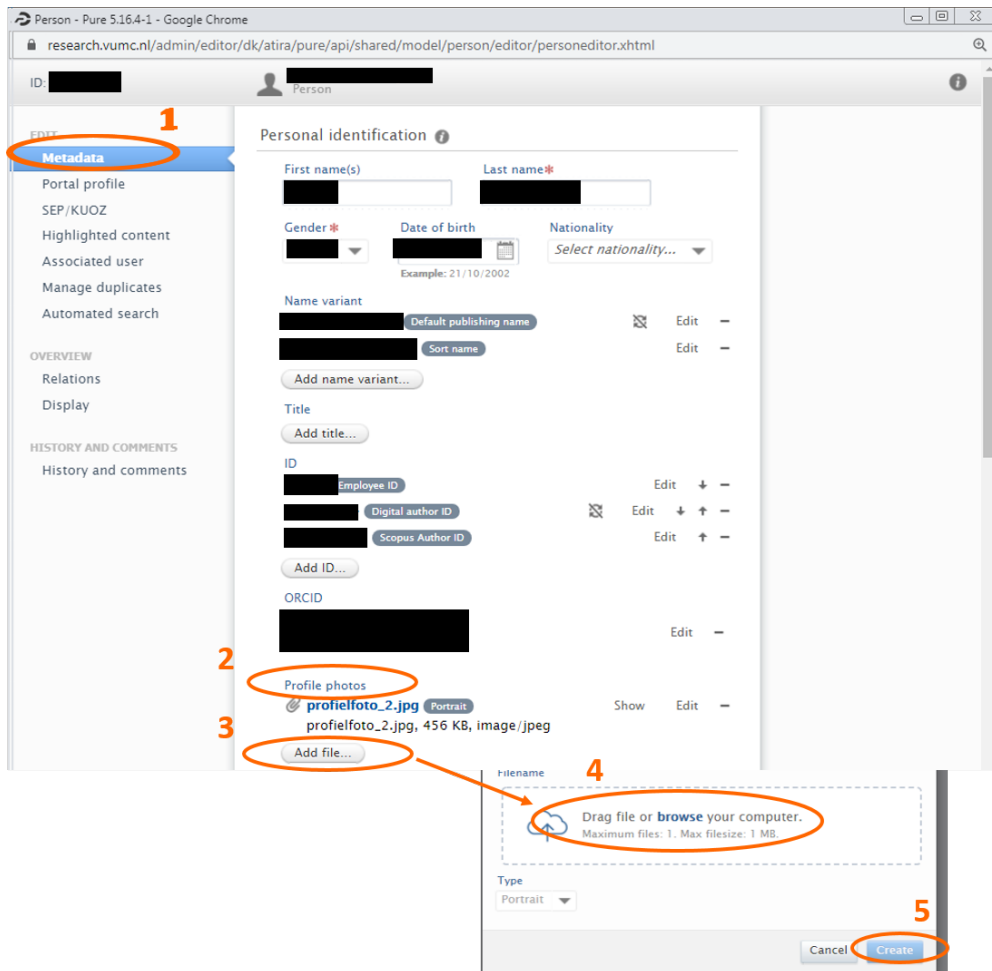
VUmc Pure: Please add your ORCID ID to your personal file in the Human Resources (HR) registration system, PeopleSoft. For VUmc this part in Pure is synchronized with the HR system.

Please note: In order to retrieve publications from Scopus by using your ORCID, you need to connect your Scopus ID to your ORCID. Please use this [instruction](#).

1.3. Photo

Please select a professional, representative photo, preferably in jpeg-format (maximum size = 1 Mb).
 Tips and tricks for a professional photo: please see the following document: [‘Tips for professional photos for the research website ENG’](#).


In Pure: Metadata – Personal Identification – profile photo – add file – press  (save) at the bottom of the page

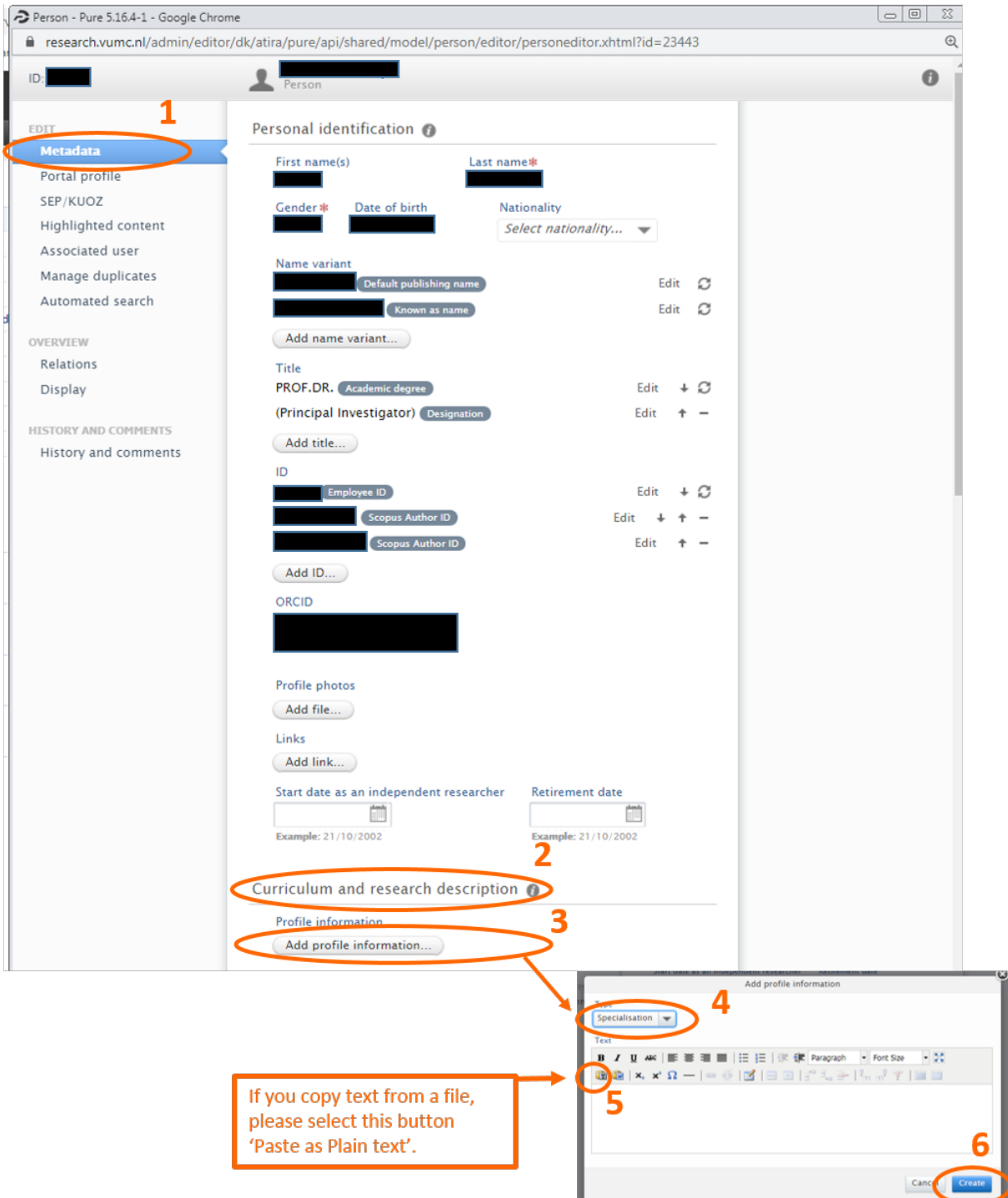


The screenshot shows the 'Personal identification' section of a user profile in the Pure system. The left sidebar has 'Metadata' circled in orange and labeled '1'. Below it, 'Profile photos' is circled in orange and labeled '2'. Under 'Profile photos', a file named 'profielfoto_2.jpg' is listed with 'Add file...' circled in orange and labeled '3'. An arrow points from the 'Add file...' button to a file upload dialog box. In the dialog box, the text 'Drag file or browse your computer.' is circled in orange and labeled '4'. At the bottom of the dialog box, the 'Create' button is circled in orange and labeled '5'. The 'Save' button from the text above is also visible in the top right of the main page.

1.4. Specialisation

Describe your expertise (only use words), for example “Imaging”, “Cancer Immunology” etc.
Maximum of 5 “specialization words or keywords”, separated by commas, in US-English.


In Pure: Metadata – Personal Identification - Curriculum and research description – add profile information – select ‘specialisation’ by type – press  (save) at the bottom of the page

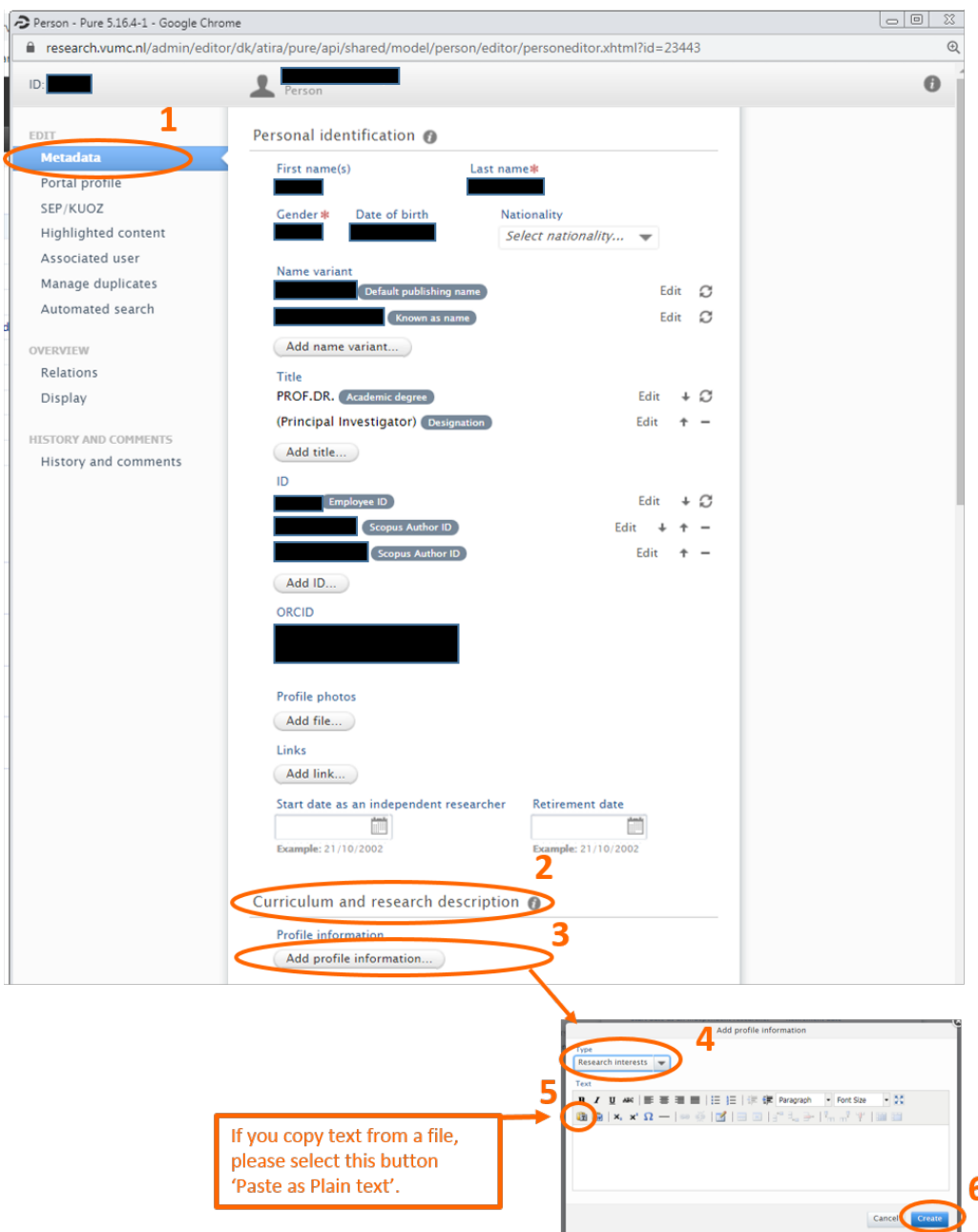


The screenshot shows the 'Person' editor interface in Google Chrome. The browser address bar shows the URL: `research.vumc.nl/admin/editor/dk/atira/pure/api/shared/model/person/editor/personeditor.xhtml?id=23443`. The page title is 'Person - Pure 5.164-1 - Google Chrome'. The left sidebar contains several sections: 'EDIT' (with 'Metadata' highlighted and circled in orange and labeled '1'), 'OVERVIEW' (with 'Relations' and 'Display'), and 'HISTORY AND COMMENTS' (with 'History and comments'). The main content area is titled 'Personal identification' and contains various fields for personal information, including 'First name(s)', 'Last name*', 'Gender*', 'Date of birth', 'Nationality', 'Name variant', 'Title', 'ID', 'Employee ID', 'Scopus Author ID', 'ORCID', 'Profile photos', 'Links', 'Start date as an independent researcher', and 'Retirement date'. The 'Curriculum and research description' section is highlighted with an orange circle and labeled '2'. Below it, the 'Add profile information...' button is highlighted with an orange circle and labeled '3'. A modal window titled 'Add profile information' is open, showing a 'Specialisation' dropdown menu highlighted with an orange circle and labeled '4'. Below the dropdown is a text area with a rich text editor toolbar, and the 'Paste as Plain text' button is highlighted with an orange circle and labeled '5'. At the bottom right of the modal, the 'Create' button is highlighted with an orange circle and labeled '6'. A text box with an orange border and arrow points to the 'Paste as Plain text' button, containing the text: 'If you copy text from a file, please select this button 'Paste as Plain text'.'

1.5. Research interests (Focus of Research on the research website)

Describe your current line of research here. Think of the main research question to be addressed, techniques used, method, etc. This should, most preferably, be a text written in the first person ('ik/wij-vorm') to make it more personal. Separate small paragraphs (approximately 3 sentences, maximum 70 words) with a blank line (easier for online readers). Maximum of 150-200 words total, use US-English as language.

In Pure: Metadata – Personal Identification - Curriculum and research description – add profile information – select ‘research interests’ by type – press  (save) at the bottom of the page



1 Metadata

2 Curriculum and research description

3 Add profile information...

4 Research interests

5 Paste as Plain text

6 Create

If you copy text from a file, please select this button 'Paste as Plain text'.

1.6. Organisational affiliations

1.6.1. Department

All researchers are affiliated to at least one department. This information is obtained from the Human Resources system and cannot be changed/modified in Pure, it can only be changed at the source.

1.6.2. Research Institute and research programs

Besides the departmental affiliation, all researchers must also be affiliated with at least one research institute and one research program (if the research institute has research programs). You can be affiliated with maximum two research institutes and maximum two programs per research institute. The Pure contact person of your department (<https://intranet.vumc.nl/afdelingen-themas-1/pure/departments.htm>) can affiliate you in Pure to a research institute and program.

To register by a research institute, please contact the research institute directly via [the website of the Research institutes](#).

1.7. Positions outside of the institution

External positions can be manually added in Pure under the header 'Positions outside of the institution'. Registration in Pure will be displayed in the full personal profile.

Separately, external positions should **always** be notified to Human Resources and added to their system, PeopleSoft.

1.8. Educational/Qualification

It is possible to fill in your educational degrees at this section, like a bachelor, master or PhD degree, including award date and project title. Your thesis can also be uploaded in Pure, please see chapter 3 – Research Output.

1.9. Sustainable development goals

You can select 1 or more Sustainable Development Goals in the dropdown menu as defined by the United Nations (<https://www.sdgnerland.nl/>)

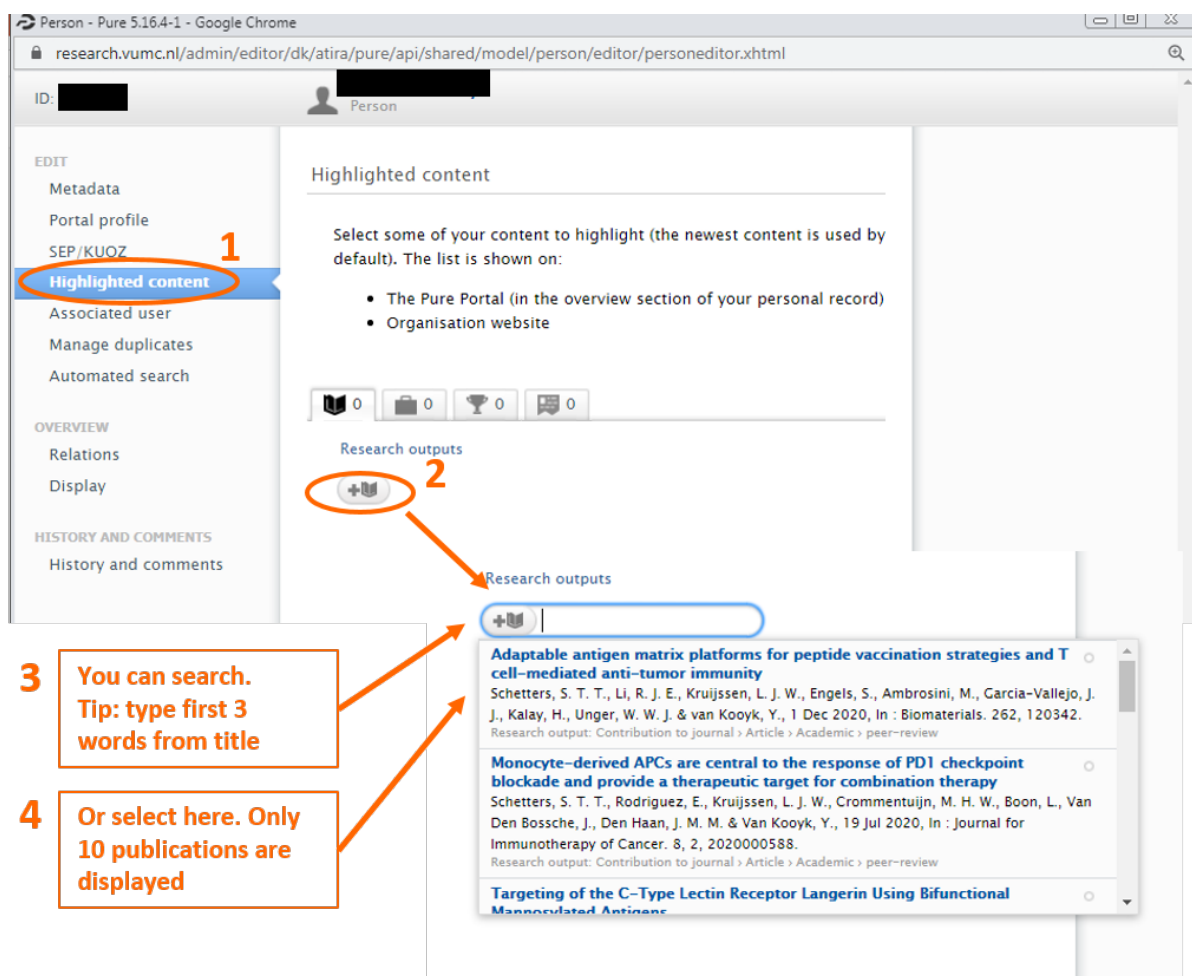
1.10. Visibility

Please leave the visibility on 'public – no restriction'. If you change this, you will not have a personal page on the research website.

1.11. Highlighted content – Research output (Key publications)

Key publications should emphasize your line of research. As recommendation: five key publications are preferably selected from the last six years as first, corresponding or senior author. **The first three selected** key publications will be displayed on your personal page on the research website of Amsterdam UMC.

In Pure: Highlighted content – ‘+  ’ (research output) – press  (save) at the bottom of the page



1 Highlighted content

2 +u

3 You can search. Tip: type first 3 words from title

4 Or select here. Only 10 publications are displayed

Highlighted content

Select some of your content to highlight (the newest content is used by default). The list is shown on:

- The Pure Portal (in the overview section of your personal record)
- Organisation website

Research outputs

Adaptable antigen matrix platforms for peptide vaccination strategies and T cell-mediated anti-tumor immunity
Schetters, S. T. T., Li, R. J. E., Kruijssen, L. J. W., Engels, S., Ambrosini, M., Garcia-Vallejo, J. J., Kalay, H., Unger, W. W. J. & van Kooyk, Y., 1 Dec 2020, In : Biomaterials. 262, 120342.
Research output: Contribution to journal > Article > Academic > peer-review


Monocyte-derived APCs are central to the response of PD1 checkpoint blockade and provide a therapeutic target for combination therapy
Schetters, S. T. T., Rodriguez, E., Kruijssen, L. J. W., Crommentuijn, M. H. W., Boon, L., Van Den Bossche, J., Den Haan, J. M. M. & Van Kooyk, Y., 19 Jul 2020, In : Journal for Immunotherapy of Cancer. 8, 2, 202000588.
Research output: Contribution to journal > Article > Academic > peer-review

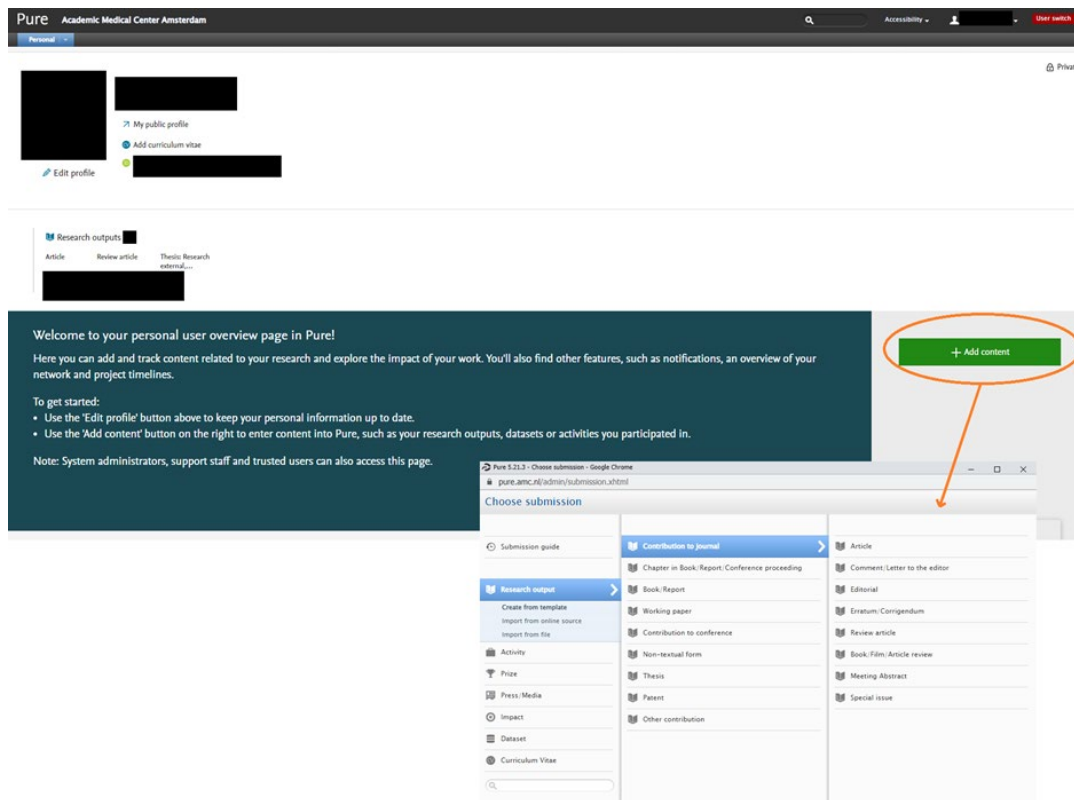
Targeting of the C-Type Lectin Receptor Langerin Using Bifunctional Mannosylated Antigens

2. Research content

2.1 Research outputs

Under 'Research Output', several subcategories are mentioned with each further subcategories that more or less speak for themselves. If you need more information, please go to the PURE guidelines on the intranet: <https://intranet.vumc.nl/afdelingen-themas-1/pure/documentation.htm>, go to 'Pure definitions research content'. Research output exists in many variations, from written to non-textual form.

In Pure: Press the green button '+ Add content' – in the pop-up screen, select Research output. If you make changes: do not to forget to press  (save) at the bottom of the page.



2.1.1. Contribution to journal

Most of your contributions to journals, like articles, letters and reviews, are automatically obtained in Pure via Scopus by the output team Please keep in mind that it takes some time after publication before contributions are uploaded in the Scopus database. After publication you can check whether the contribution is also added to Pure. Once a week contributions are automatically retrieved from the Scopus database in Pure.

If a contribution is not added to your Pure account, you can add the contribution yourself via the green +add content button. Select 'research output' and preferably 'import from online source', like Scopus or PubMed.

Remark: in this case, it is extremely important to register all authors, including correct affiliations, and as much information as possible and to check that none-one else added the publication already to Pure. Making mistakes or using incomplete information makes it difficult to discard duplicates.

2.1.2. Chapter in Book/Report/Conference proceeding

Please register, if you have output in this category.

You can select the following:

- Chapter – *Chapter of part of a book, report or anthology/collected work*
- Entry for encyclopedia/dictionary – *A short, focused article on one or more subject(s) or event(s) for publication in an encyclopedia*
- Conference contribution – *Article that has been presented at a conference*
- Foreword/postscript – *Contribution to book/report/conference prior to the main text (foreword), as well as after this (postscript)*

2.1.3. Book/Report

Please register, if you have output in this category.

You can select the following:

- Book – *A completed, stand-alone work published in one or more volumes. Often with one or few authors and one or few subject areas*
- Book editing – *A collection of a number of contributions to a completed work on a more or less specific subject. Mostly with a various number of authors. It can have a specific audience, or a more popular approach to a wider audience*
- Report – *A report with a pre-defined objective, requested by the institution in charge*
- Inaugural speech – *The publication of a public speech made on the occasion of professors officially acceding to their post*
- Valedictory speech – *The publication of a public speech made on the occasion of professors officially leaving their post*

2.1.4. Working paper

A working paper is a document that constitutes an early version of a publication. This is optional to fill out, however we do not recommend this.

You can select the following:

- Working paper
- Preprint

2.1.5. Contribution to conference

Contributions published in continuation of a conference. This is optional to fill out.

Remark: if the contribution concerned is published as book chapter, please mention it under the heading 'Chapter in Book/Report/Conference proceeding'.

You can select the following:

- Paper
- Poster

- Abstract

2.1.6. Non-textual form

Research output that is not explicitly text. E.g. content with main focus on audio or images. Datasets can be registered elsewhere (see chapter 7). The following forms of output are valuable for the SEP evaluations of the research institutes:

- Software
- Digital or visual products
- Web publication/site
- Artefact
- Exhibition
- Performance
- Composition
- Designs

2.1.7. Thesis

Theses from the Medical Faculty of the Vrije Universiteit Amsterdam are imported annually in January. Theses from the Medical Faculty of the University of Amsterdam are added by the Medical Library on a regular basis. Theses from other faculties and universities need to be added by the author or supervisor.

Please beware: If you add a thesis as supervisor, your name will automatically be added as an author. You need to disclaim the thesis as author after you have added it to Pure.

2.1.8. Patent


A patent is a document that grants the right of a piece of work/invention to its originator. Patents are already registered by Amsterdam UMC/IXA. You can also add them here to display them on your research profile.

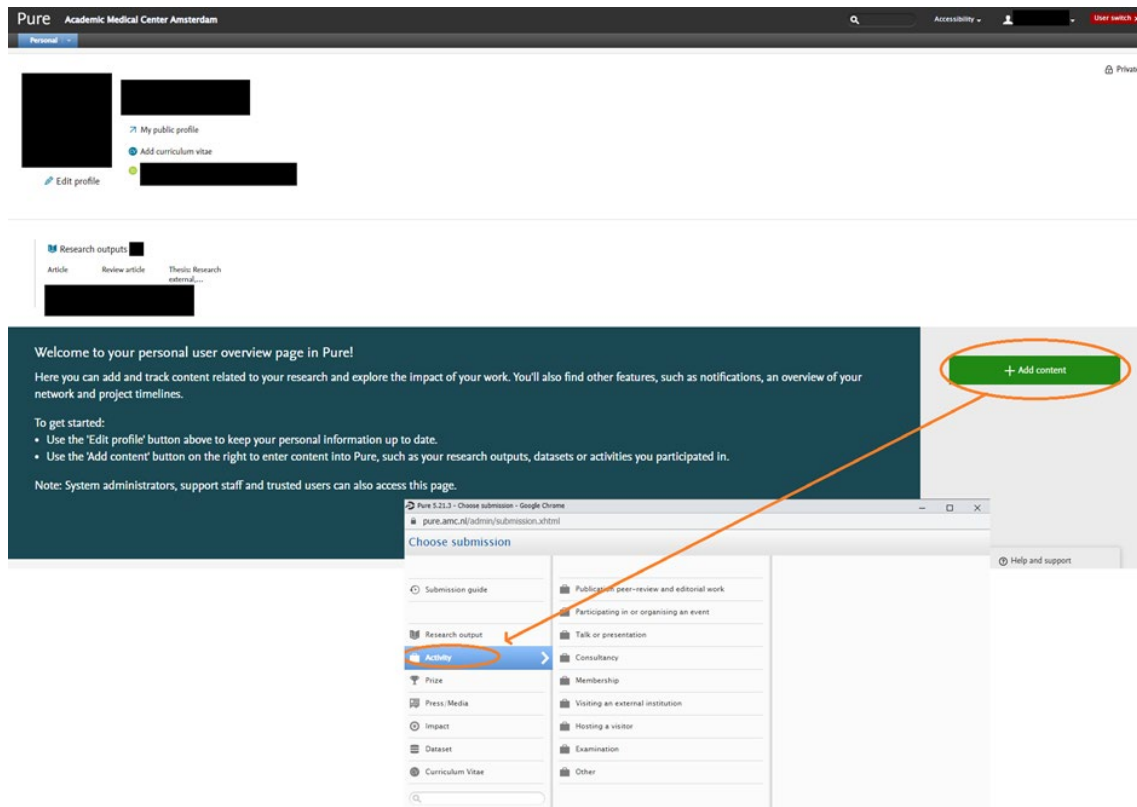
2.1.9. Other contribution

Only use this for research output that does not fit into the other categories to ensure that all researchers register their output in the same way.

2.2. Activities

The purpose of the activity content type is to capture past or current activities related to professional expertise.

In Pure: Press the green button '+ Add content' – in the pop-up screen, select Activity. If you make changes: do not to forget to press  (save) at the bottom of the page.



Welcome to your personal user overview page in Pure!

Here you can add and track content related to your research and explore the impact of your work. You'll also find other features, such as notifications, an overview of your network and project timelines.

To get started:

- Use the 'Edit profile' button above to keep your personal information up to date.
- Use the 'Add content' button on the right to enter content into Pure, such as your research outputs, datasets or activities you participated in.

Note: System administrators, support staff and trusted users can also access this page.

Choose submission

- Submission guide
- Research output
- Activity
- Prize
- Press/Media
- Impact
- Dataset
- Curriculum Vitae
- Publication peer-review and editorial work
- Participating in or organising an event
- Talk or presentation
- Consultancy
- Membership
- Visiting an external institution
- Hosting a visitor
- Examination
- Other

You can select the following categories:

- Publication peer-review and editorial work – *Purpose of the template is to register publication peer review and editorial work, including capturing associated journal, publisher or event details.*
- Participating in or organising an event – *Purpose of the template is to register attendance at or organisation of a past or current event (conference, workshop, symposium etc.), including capturing details of the event.*
- Talk or presentation – *Purpose of this template is to register a talk or presentation, including capturing associated event or organisation details.*
- Consultancy – *Purpose of the template is to register consultancy work as part of a researchers professional work, including details on the organisation or event for whom consultancy work is done.*
- Membership – *Purpose of the template is to register council, committee, board, or network etc. memberships, including capturing associated event or organisation details.*
- Visiting an external institution – *Purpose of the template is to register a visit to another institution, including capturing details on the visited external organisation.*


- Hosting a visitor – Purpose of the template is to register a visit from an individual from another research institution, including capturing details on the visiting external person.
- Examination – Purpose of the template is to register examination activities, including where acting as opponent or as part of an examination committee. The template includes capturing examined person and/or organisation of examination details.
- Other – Purpose of the template is to register all other types of past or current activities.

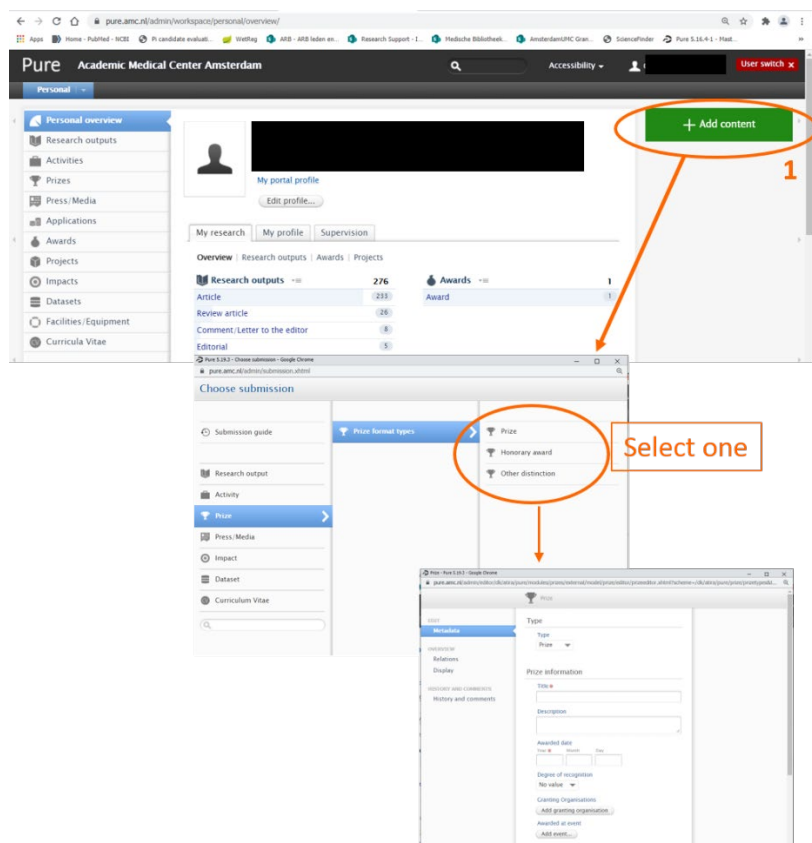
2.3. Prizes

The purpose of the prize content type is to capture prizes and other professional distinctions a researcher have been awarded.

You can fill in three different categories, namely:

- Prize – A prize of significant importance. Prizes like Ammodo, Stevin, Spinoza and Huybrechtsen prize can be mentioned here. Grants should NOT be added here, those are awards.
- Honorary Award – For example honorary doctorate.
- Other distinction – Prizes and award for best poster, abstract etc. can be filled in.

In Pure: Press the green button ‘+ Add content’ – in the pop-up screen, select Research output. If you make changes: do not to forget to press  (save) at the bottom of the page.




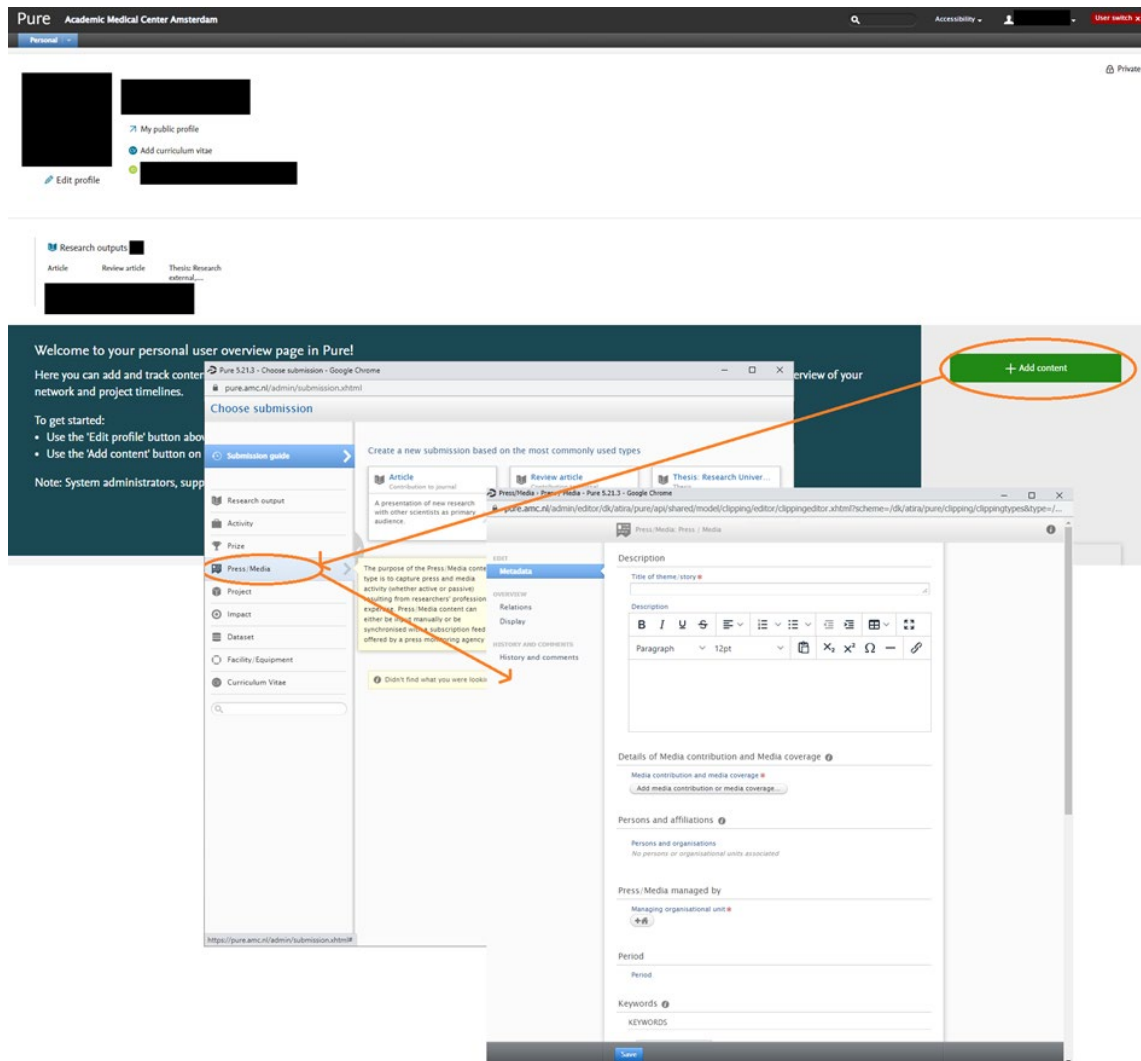
The screenshot illustrates the workflow for adding a prize in the Pure system. It is divided into three main sections:

- Personal Overview:** The top section shows a user's profile with a sidebar on the left containing navigation options like 'Research outputs', 'Activities', 'Prizes', etc. A green button labeled '+ Add content' is circled in orange, with an orange arrow pointing to it and the number '1' next to it.
- Choose submission:** A pop-up window titled 'Choose submission' is shown below. It features a 'Prize Award types' dropdown menu. The 'Prize' option is selected and circled in orange, with an orange arrow pointing to it and the text 'Select one' in a box.
- Prize Form:** The bottom section shows the 'Prize' form with various fields for data entry, including 'Title', 'Description', 'Awarded date', 'Degree of recognition', and 'Caring Organisation'.

2.4. Press/Media

The purpose of the Press/Media content type is to capture press and media activity (whether active or passive) resulting from researchers' professional expertise. Press/Media content can be filled out manually.


In Pure: Press the green button '+ Add content' – in the pop-up screen, select Press/Media. If you make changes: do not to forget to press  (save) at the bottom of the page.

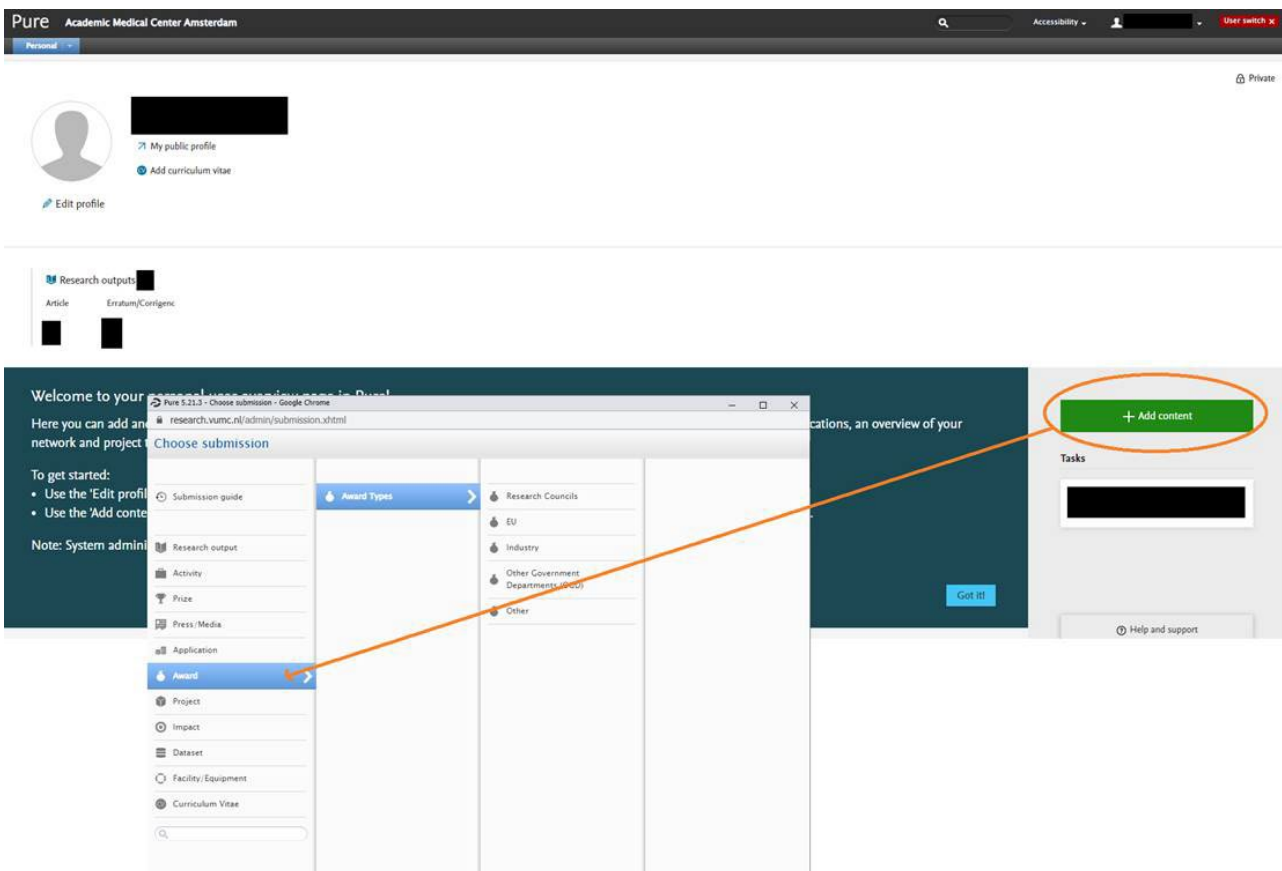


The screenshot displays the Pure Academic Medical Center Amsterdam user interface. At the top, the user's profile is visible with options for 'My public profile', 'Add curriculum vitae', and 'Edit profile'. Below this, the 'Research outputs' section is active, showing a list of submission types: Article, Review article, Thesis, Research output, Prize, and Press/Media. The 'Press/Media' option is selected, opening a modal window for creating a new submission. This modal window includes a 'Choose submission' section with options for 'Article', 'Review article', and 'Thesis - Research Univer...'. The 'Press/Media' option is highlighted, and a green '+ Add content' button is circled in orange. Below the submission type selection, there is a 'Description' field with a rich text editor and a 'Details of Media contribution and Media coverage' section with an 'Add media contribution or media coverage...' button. At the bottom of the modal, there is a 'Save' button. The background shows a 'Welcome to your personal user overview page in Pure!' message and a 'Choose submission' dropdown menu.

2.5 Awards (grants)

Register grants given by a government or other organization for a particular purpose as an Award in Pure. Under 'Awards', several subtypes are mentioned that more or less speak for themselves. If you need more information, please go to the Pure guidelines on the intranet: <https://intranet.vumc.nl/afdelingen-themas-1/pure/documentation.htm>, go to 'Pure definitions research content'.

In Pure: Press the green button '+ Add content' – in the pop-up screen, select Award. If you make changes: do not to forget to press  (save) at the bottom of the page.




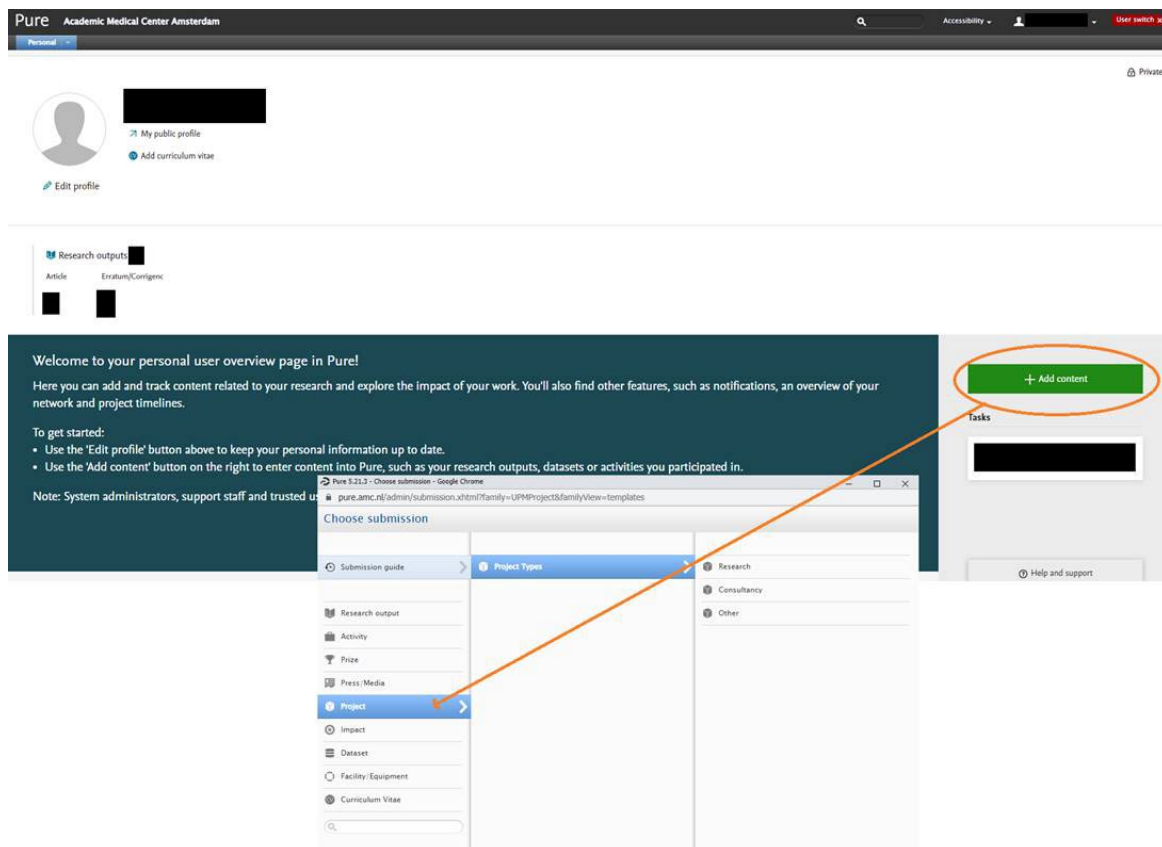
The screenshot displays the Pure Academic Medical Center Amsterdam interface. At the top, the header includes the 'Pure' logo, the text 'Academic Medical Center Amsterdam', a search bar, and user options like 'Accessibility' and 'User switch'. Below the header is a user profile section with a placeholder for a profile picture, a 'My public profile' link, an 'Add curriculum vitae' button, and an 'Edit profile' link. The main content area shows a 'Research outputs' section with a list of items. A large, semi-transparent window is overlaid on the page, titled 'Choose submission'. This window has a left sidebar with a menu where 'Award' is selected. The main area of the window shows a list of 'Award Types' including 'Research Councils', 'EU', 'Industry', 'Other Government Departments (GZ)', and 'Other'. A green button labeled '+ Add content' is circled in orange in the top right corner of the window. An orange arrow points from this button to the 'Award' option in the sidebar. The background interface is partially visible through the window, showing a 'Tasks' section with a placeholder for a task.

2.6 Projects

Register projects in Pure. Under 'Projects', several subcategories are mentioned that more or less speak for themselves. If you need more information, please go to the Pure guidelines on the intranet: <https://intranet.vumc.nl/afdelingen-themas-1/pure/documentation.htm>, go to 'Pure definitions research content'.

Remark: These Projects are only used for presentation purposes. For annual reports the external projects registration is used.

In Pure: Press the green button '+ Add content' – in the pop-up screen, select Projects. If you make changes: do not to forget to press  (save) at the bottom of the page.



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 To get started:
 • Use the 'Edit profile' button above to keep your personal information up to date.
 • Use the 'Add content' button on the right to enter content into Pure, such as your research outputs, datasets or activities you participated in.
 Note: System administrators, support staff and trusted users...


Choose submission
 Submission guide | **Project Types** | Research | Consultancy | Other

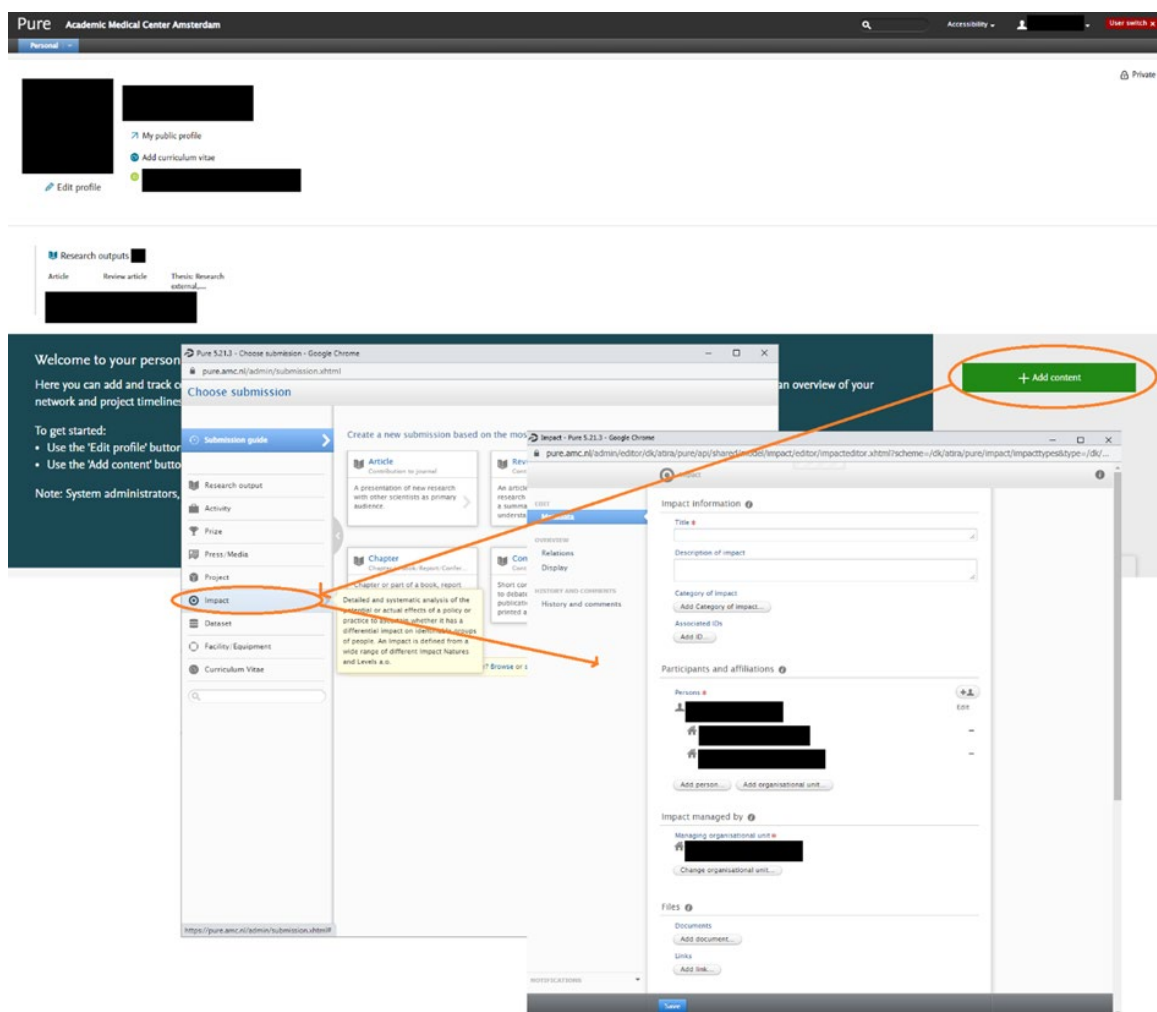
- Research output
- Activity
- Prize
- Press / Media
- Project**
- Impact
- Dataset
- Facility / Equipment
- Curriculum Vitae

2.7 Impact

Detailed and systematic analysis of the potential or actual effects of a policy or practice to ascertain whether it has a differential impact on identifiable groups of people. An impact is defined from a wide range of different impact natures and levels among other things.

For example: You can fill out a narrative and link this narrative to press/media, research outputs, activities, projects, datasets and prizes in Pure to display relations and interactions.


In Pure: Press the green button '+ Add content' – in the pop-up screen, select Impact. If you make changes: do not to forget to press  (save) at the bottom of the page.

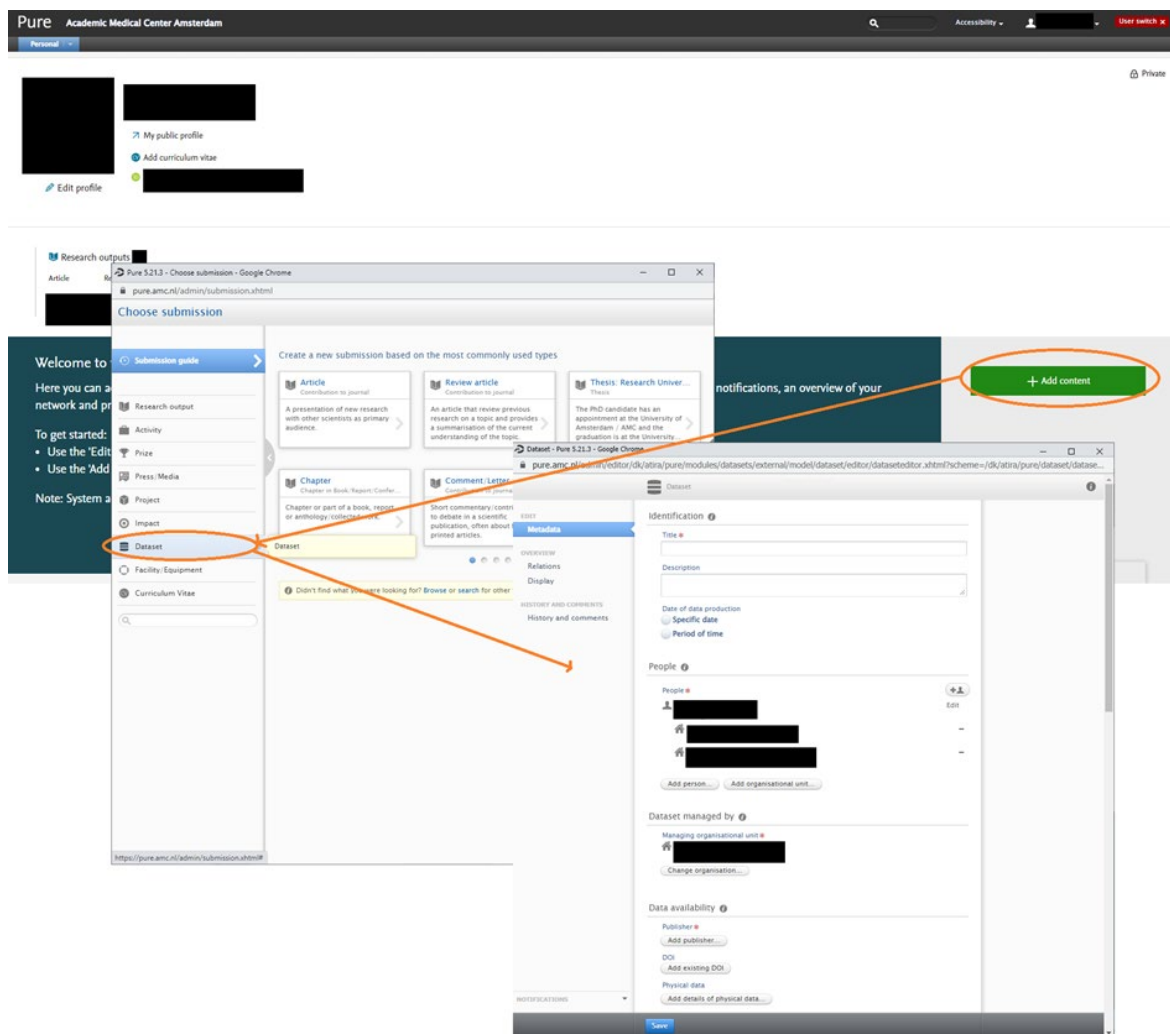


The screenshot displays the Pure Academic Medical Center Amsterdam interface. The top navigation bar includes the logo and name. Below it, there are sections for profile management (My public profile, Add curriculum vitae, Edit profile) and research outputs (Article, Review article, Thesis, Research external...). The main content area shows a 'Choose submission' dialog with a sidebar of submission types: Submission guide, Research output, Activity, Prize, Press/Media, Project, Dataset, Facility/Equipment, and Curriculum Vitae. The 'Impact' option is selected and highlighted with a red circle. A red arrow points from this selection to the 'Impact' definition in the main content area. Another red arrow points from the '+ Add content' button in the top right corner to the 'Impact' option in the sidebar. The 'Impact' definition states: 'Detailed and systematic analysis of the potential or actual effects of a policy or practice to determine whether it has a differential impact on identifiable groups of people. An Impact is defined from a wide range of different impact natures and Levels a.o.' Below this, there are fields for 'Title', 'Description of impact', 'Category of impact', and 'Associated ORs'. The 'Participants and affiliations' section shows a list of persons and organizational units. At the bottom of the form, there is a 'Save' button.

2.8 Datasets

Add information on available data sets and software. You cannot upload the dataset, just the information concerning the dataset. The collected research data are organized and classified, so they can be verified as well as reused. By registering these, the research can be opened up to other researchers and societal stakeholders. The adage ‘as open as possible, as closed as necessary’ is valid here.


In Pure: Press the green button ‘+ Add content’ – in the pop-up screen, select Dataset. If you make changes: do not to forget to press  (save) at the bottom of the page.



The screenshot displays the Pure Academic Medical Center Amsterdam interface. At the top, the user's profile is visible with options for 'My public profile', 'Add curriculum vitae', and 'Edit profile'. The main content area shows a 'Choose submission' pop-up window with various submission types: Article, Review article, Thesis, Chapter, and Comment/Letter. The 'Dataset' option is highlighted in yellow. A green '+ Add content' button is circled in orange in the top right corner of the pop-up. Below the pop-up, the 'Dataset' form is visible, including fields for 'Title', 'Description', 'Date of data production', 'People', 'Dataset managed by', and 'Data availability'. A 'Save' button is located at the bottom of the form.

3 Curricula Vitae

You can create your CV based on information that is registered in Pure.

In Pure: Press the green button '+ Add content' – in the pop-up screen, select Curriculum Vitae. If you make changes: do not to forget to press  (save) at the bottom of the page.

