

# PURE Award Management Pre Award User Guide



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## Introduction

Since July 2020 the University has been using Pure 'Awards Management Module'. You may have used PURE before for your research, and Pure Award Management (PAM) has two principal functions; to manage the internal approvals process for all grant applications and as a repository for storing all research grant applications (pre and post award).

This means all research activities (papers, outputs and impact), applications, awards and projects are stored in one location making it an ideal one-stop for your research.

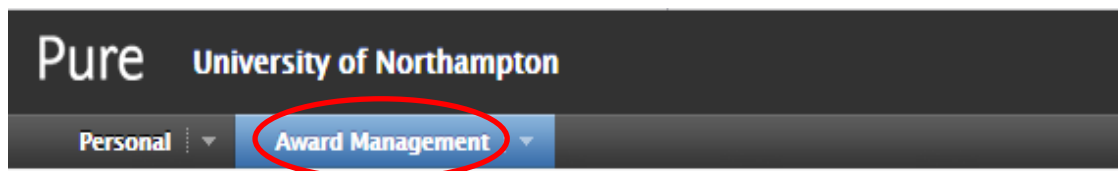
These step by step instructions will guide you through the University internal bidding processes. If you encounter any problems or need help, please contact the Research and Innovation Funding Support (RIFS) team [research@northampton.ac.uk](mailto:research@northampton.ac.uk)

## Adding an Application

Please note: it is advised that you start your application on PURE as soon as possible. You can put it on in draft form until you are ready to submit. The RIFS team will then be able to see that you are interested and working on applying and can also offer help.

When you finalise your application and submit it on PAM you need to give a **minimum of two weeks** for the RIFS and Accounts teams to give it institutional approval. Please factor this approval time into your timeframe, submitting the application to PURE at least two weeks before the funder's deadline.

You can find the Award Management tab on the Home page of Pure (<https://pure.northampton.ac.uk/>) by scrolling to the bottom of the page to "Log in to Pure". Here you can create, edit and submit funding applications. Application means your bidding proposal.



- Click on the Award Management tab.
- On the left hand-side under Overview click the "Applications" tab and then "+" to create a new funding application.



- Select an Application Type - Research, Enterprise or Internal Fund and then a sub-type that fits your type of funding. There is an extensive list of research types to choose from. Please see the appendix *Pure application research types and definitions*, for information on each, to ensure you select the most appropriate one for your application.

Application Types	Research	R - Charitable Funding
	Enterprise	R - Contract Research
	Internal Fund	R - Contract Research SME

The application form will appear (see example below). This includes pre-populated, mandatory and suggest fields.

Application: Research > R – Research Council

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**Classifications**

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**Application type**  
 Research > R – Research Council ▼

**Accountant Use Only**  
 Justification Required

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**Identification**

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**Title \***

**Short title** 
**Acronym**

**Description**

**IDs**  
 Add ID...

### Pre-populated fields:

- **Applicants** – This should automatically be assigned to your user account. You can add a further applicant (person) with different role here. Roles include Principal Investigator, Co-Investigator and Co-Principal Investigator.

**Application managed by** – This should automatically be assigned to your organisational unit. Your organisational unit should be your Faculty or Research Institute FAST; FHES; FBL; ISII or IPSCJ, or your service area. You can also add a co-managing organisational unit.

### Mandatory fields:

- **Title** - The full title of your project. Ensure your title matches up with your Proposal document.
- **Expression of Interest** – Please write “EOI” at the beginning of your title if the application you are applying for has a first-round process / expressions of interest. This makes it clear to the RIFS and account teams that this is not a full proposal. If you are making a full application after successfully making it through the EOI/ initial round of approval, please let the RIFS office know so they can link the awards. They will push the successful EOI back to you in the PURE workflow for you to use it again to apply with a full application: You do not need to raise a new application on PURE. Linking the EOI and the full application avoids duplication so there are not two applications running on PURE where there should be only one.
- **Description** – Brief summary of your project. Quick Tip: you can copy and paste appropriate text from your proposal document.
- **Collaborative Partners** - The name of any external or internal partners who will collaborate with you on the project. See page 6 for more instructions.
- **Funding Opportunity** - This is the name of the specific funding stream or call that you are applying to. Simply type in the funder and select the correct opportunity from the drop-down list. If this does not appear, or if it is a consultancy/evaluation with an external organisation, contact the RIFS team who can add this information on to the system for you.
- **Fundings** - The financial summary of your bid must be entered here along with the Funding organisation details. The majority of funders have already been added to the system but if you need to add a new one, click on Create new external. The Project Code will be added by your Accountant if the project is successful.
- **Other important information** – There are five **mandatory** boxes to complete at the end of the application.

### Fields to add:

- **ID** – Complete if the funder has a reference or a Grant ID.
- **Submission deadline** - Deadline that the project needs to be submitted by. Quick Tip: the system will pre-populate this date automatically if imported via Funding Institutional.
- **Life Cycle** – Expected start and end date of your project.
- **Links** - Relevant website links to the application.
- Pure Award Management will also allow you to link a related project, application or award to your new application.

**Please note:** The University does not use the PAM system to approve ethical reviews. These go through a different process. please view the RIFS webpages: <https://mypad.northampton.ac.uk/rifs/research-integrity-ethics-and-governance/research-ethics-and-integrity/>

## Grant finances

Fill in the boxes, with the figures you have outlined in your costing matrix, then press Create.

### Financial summary

Financial

☒ Financial ☐ Non-financial

Applied amount in applied currency

GBP – Pound Sterling ▼

Applied amount \*

GBP

Direct Costs

GBP

Institutional fEC

GBP

fEC %

%

### Financial Summary (no collaborative partners) - box explanations

- Applied amount – the amount of money requested from the funder on your application to do your proposed project. This may not be the fEC cost. Be sure to select the correct currency.
- Direct Costs – the costs that are explicitly linked to the execution of your project. Examples include researcher time, travel costs, consumables and expenses.
- Institutional Full Economic Cost (fEC) – the entire cost of funds to come into the University, including ‘background’ costs such as estate costs, facilities, overheads and other staff costs.
- fEC% - percentage of fEC.

You should work with the RIFS office and your faculty/institute accountant to work out your project finances.

To check who your accountant is please visit: <https://mypad.northampton.ac.uk/rifs/contact-the-team/accountants/>

For more information on costing your proposal please visit:  
<https://mypad.northampton.ac.uk/rifs/apply-for-funding/costing-your-proposal/>

There is a costing matrix document to complete and your accountant will be able to do the costing matrix with you.

## Collaborative Partners and finances

Collaborative partnerships are often a requirement of funders. Even when they are not mandatory, we would encourage you to seek collaborative partnerships to strengthen your research project and application. Please contact the RIFS office who can advise you.

**To split funding between an external organisation or another faculty/institute/service area.** Under Collaborative partners select “Yes” and University of Northampton will automatically appear under Collaborators as Lead partner. Click on “Add collaborator” and start to type external organisation

name, select the correct one from drop-down menu. If the organisation does not show, select Create external organisation and complete the fields then press Create. You have the option to make this organisation either a Joint applicant or Project partner and Mark as lead.

**Collaborative partners** ⓘ

**Collaborators**

🏠 University of Northampton Lead

[Add collaborator...](#)

**Collaborative application \***

☒ Yes ☐ No

**For funds split between another Faculty/Institute or Service area.** You will need to add them as an internal organisation first. Click on “Add collaborator” and type in the other department name and select from drop-down menu. The internal organisation is called Organisational unit: Faculty under the Faculty name - see screenshot (a). Next repeat the process, only this time select the External organisation: Internal - see screenshot (b). You are given the option to make them a Joint applicant, etc. You now have a list of all the partners/applicants for your project - screenshot (c).

a)

**Add collaborator**

[Search](#) [Create external organisation](#)

🔍 faculty of health

1 - 10 / 37

**Faculty of Health, Education & Society**  
University of Northampton  
Organisational unit: Faculty

b)

**Faculty of Health, Education & Society**  
External organisation: Internal

c)

**Collaborative partners** ⓘ

**Collaborators**

🏠 University of Northampton	Lead
🏠 Faculty of Health, Education & Society	Mark as lead -
🏠 Faculty of Health, Education & Society	Joint applicant Mark as lead -

[Add collaborator...](#)

The next step is to allocate the funds split in the 'Financial summary' under 'Fundings'.

Click on 'Update' to save. See example below.

### Financial Summary

Financial

☒ Financial ☐ Non-financial


Applied amount in applied currency

GBP – Pound Sterling ▼

Applied amount \*

GBP

### Split between the collaborative partners

 **University of Northampton**  
Organisational unit: University

Institutional part

GBP

Direct Costs


GBP

Institutional fEC

GBP


fEC %

%

 **The Academy for Dementia Research and Education Limited**  
External organisation: External collaborations

Institutional part

GBP

 **University College of Northern Denmark**  
External organisation: Academic

Institutional part

GBP

Cancel

Update

Financial Summary / Split between the collaborative partners - box explanations:

- Applied amount – the amount of money requested from the funder on your application to do your proposed project. This may not be the fEC cost. Be sure to select the correct currency.
- UON Institutional part – part of money from the from the Applied amount that the University receives to undertake the work. This mirrors the amount on the grant application.
- Direct Costs – the costs that are explicitly linked to the execution of your project. Examples include researcher time, travel costs, consumables and expenses.
- Institutional Full Economic Cost (fEC) – the entire cost of funds to come into the University, including 'background' costs such as estate costs, facilities, overheads and other staff costs.
- fEC% - percentage of fEC.
- External organisation institutional part – part of money from the from the Applied amount that the external organisation receives to undertake the work. This mirrors the amount on the grant

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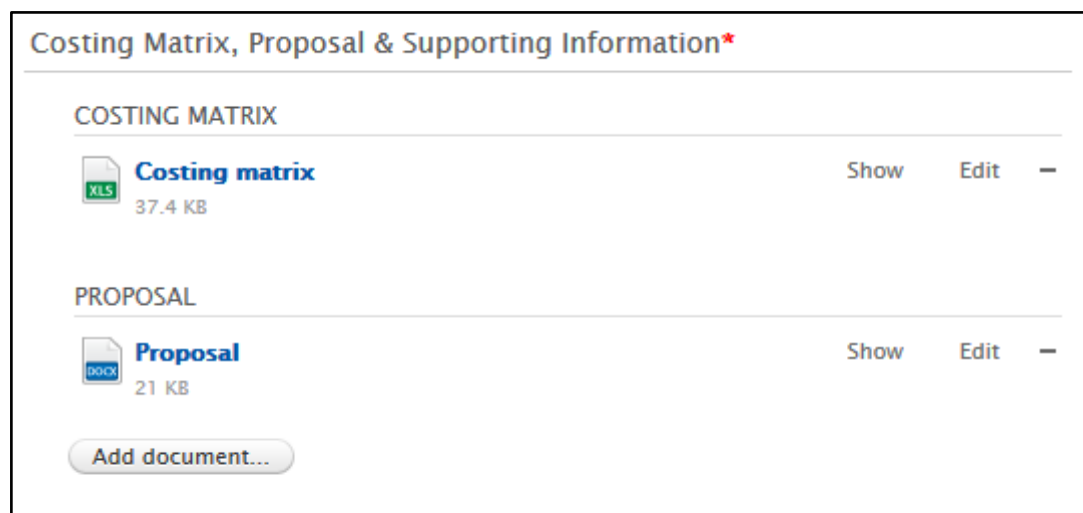
application.

## Summary of finances with and without collaborative partners

- The applied amount should equal that of the entire bid being submitted, the sum of the UON institutional part **and** the external organisation institutional part(s) where applied.
- When there is **no** collaboration, the applied amount will be the same as the UON Institutional part. The UON Institutional part will always be the amount which, if successful, the University will receive from the grant funder.
- On a collaborative bid where UON **is the lead** the applied amount will be the sum of all institutional (internal and external) parts.
- On a collaborative bid where UON **is not the lead** the applied amount will be the same as the UON Institutional part. The UON Institutional part will always be the amount which, if successful, the University will receive from the grant funder via the lead partner. Where the partners are listed that we are working with, mark their part as £0 and add a note in the comments section of the total grant that has been applied for by the lead if known.

## Adding Documents

Under Costing Matrix, Proposal & Supporting Information attach your Costing Matrix and Proposal. These two files are mandatory to support your application (see screenshot below). Be sure to select the correct file type using the drop-down menu under Type and click on Create afterwards so the file is uploaded.



You can also attach supporting information that you feel is relevant, this could include letters of support from partners, a project Gantt chart or information that the grant has requested. Some grants have mandatory requirements and may include documents such as a Management Policy.

- **Costing Matrix** – A detailed breakdown of costs and spending during the project lifecycle.
- **Proposal** – Proposal/Application form that will be submitted to the funder.

## Other Important Information

Each of these five boxes are **mandatory** to ensure all aspects of your project are covered. They will be checked as part of the Approval process. Please complete them when prompted. (pto)

### Other Important Information ⓘ

DOES THIS PROJECT HAVE RESEARCH INVOLVING PROTECTED CHARACTERISTICS UNDER THE 2010 EQUALITY ACT? \* ⓘ

*There are no associations*

Add Does this project have research involving protected characteristics under the 2010 ...

### POTENTIAL ETHICAL ISSUES \* ⓘ

*There are no associations*

Add Potential Ethical Issues...

### POTENTIAL FINANCIAL RISKS \* ⓘ

*There are no associations*

Add Potential Financial Risks...

### POTENTIAL DATA STORAGE REQUIREMENTS \* ⓘ

*There are no associations*

Add Potential Data Storage Requirements...

### POTENTIAL EDI ISSUES \* ⓘ

*There are no associations*

Add Potential EDI issues...

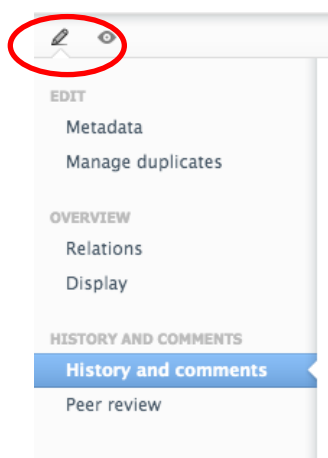
- **Does this project have research involving protected characteristics under the 2010 Equality Act?** - Select from a list that best reflects your project
- **\*Ethical Issues** – Provide an outline of any ethical issues that might arise during the project, be sure to include if the project involves vulnerable groups as participants.
- **\*Financial Risks** – Any financial risks that might arise during the project.
- **\*Data Storage Requirements** – Any data storage requirements or data compliance issues.
- **\*EDI Issues** – Equality and Diversity relevant to your project.

**Important note:** if you wish to save your application and finish it later you must enter placeholder text into these \*fields. The system will not allow you to save without doing so. To retrieve your Application, click on My applications in Applications.

## Making comments on the application

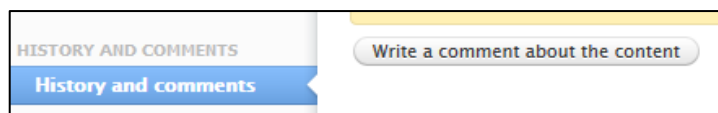
Please use the comment box or write a comment through the 'history and comments' to communicate anything important that research services team need to know. This is helpful as whoever is looking at the application can see immediately if there are any problems or things that are being waited on etc, and know the action needed to be taken.

Comments may appear under the application title in the list, or at other times you can view them once in the application. If you click on the pencil icon (edit) at the top left corner, and then click on 'History and comments', you can view all comments which people have added about the application. You can also add your own comments in here, by clicking the button labelled 'write a comment about the content'.




## Adding Notes to Approved Application

If you need to add any notes to your Application once it has been approved e.g. update on funding, project extensions or changes – go back into your Application, click on Editing layout and select History and comments. Click on the "Write a comment about the content" button and type in your note. You have the option to send this comment to all editors of this content (RIFS team, those involved in this Application) and your Faculty/Institute Dean. Ensure to click on the **Save** button to update. This will now appear under Comments.

A screenshot of the comment form. It has a title 'Write a comment about the content' and a text area containing the text 'Project dates extended due to Covid-19.'. Below the text area, there is a section titled 'Send this comment as a message to:' with two options: 'All editors of this content' and 'John Mitchell Sinclair', each preceded by an unchecked checkbox.

## Submitting your Application for Approval

Once you have completed and provided all the necessary information, you can submit your Application to the University workflow for approval by clicking "Send to internal approval". You can provide any comments that might be helpful to the approvers in the Comment box.



First stop is your Faculty/Institute accountant. They will assess your Application's finances and check your figures in the Financial summary match with your Costing Matrix. Depending on the overall value of the project and the amount of funding you have requested, they will either approve the application and send it on to your Dean for final approval or they will return it to you to provide further information.

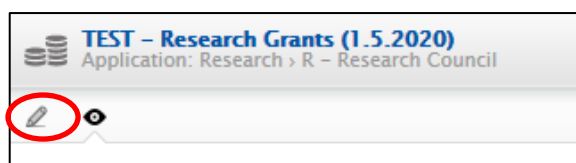
If your bid is requesting more than Direct costs + 25% using only existing staff or it's a 100% FEC bid, then it will go straight to the Dean. If it is less than this, your accountant will return the application to you in Pure for you to complete a justification. You will receive an email notification to go back into your Application and provide a Justification.

## Justification of application

You need to explain the value that your project will bring to the University. This value is broken down in to the following areas:


- a. This bid will fund an activity we are doing or need to do anyway because it builds capability in an area of strategic importance.
- b. This bid is for an activity that is essential for teaching and learning e.g. new course preparation.
- c. This bid is constructed to fit the funder's rules for match funding by using Scholarly Activity of identified staff
- d. This bid is to a funding body that does not fund staff time of the principle investigator but will lead to a track record with a recognised research funder and will not require funding of any remission
- e. This bid is for an activity that will form a key part of the University's marketing and/or profile/reputation building.

You will receive an email notification containing a link to your Application. Go back into your application and select Edit (click on the pencil for Editing Layout on the top left hand side of the application).



Scroll down to JUSTIFICATION (ONLY TO BE COMPLETED IF REQUIRED BY ACCOUNTANT) and click on Add justification. Select any of the 5 choices that apply to your application **AND** complete the Supporting Statement box. Your Supporting Statement should be a minimum of 100 words. Click on the "Send to internal approval" button to get this back into the University workflow and through to the next stage for approval.

**JUSTIFICATION (ONLY TO BE COMPLETED IF REQUIRED BY ACCOUNTANT)**

 **This bid is for an activity that is essential for teaching and learning e.g. new course preparation**

Supporting Statement:


Add Justification (only to be completed if required by Accountant)...

**Important Note: your application will be returned if the Supporting Statement for Justification is not completed.**

You will receive an Approved for Submission email notification once your application is approved. You can then submit your bid to the funder. Remember to go back into your Application and update the Funder status box with the date your bid was submitted.

**Funder status**

Date submitted

16/06/2020 

Example: 21/10/2002

Funder reply

☒ Pending ☐ Awarded ☐ Unsuccessful

## Once submitted

**Funder status** - Fill in date once your application is submitted to the funder and mark as pending until outcome known.

## Appendix

### Pure application research types and definitions

Charitable Funding	Charities with private, independent and sustainable income that fulfil their purposes by funding or otherwise supporting individuals or other organisations.
Contract Research with SME	A specific research project to be carried out with identified aims and objectives. SMEs include micro, small and medium enterprises, and sole traders that employ fewer than 250 employees worldwide and has either an annual turnover not exceeding 50m euros, or an annual balance sheet total not exceeding 43m euros.
Contract Research with other (non-SME) commercial businesses	A specific research project to be carried out with identified aims and objectives. A commercial business a business that exceeds 50m Euros with more than 250 employees.
Contract Research with non-commercial organisations	A specific research project to be carried out with identified aims and objectives. For example, a charity is contracting research for its own purposes or a Research Council Project, reviewing their grants and their effectiveness and recommend improvements.
European Funding	Funding from organisations operating in the EU, which includes the European Commission.
Innovate UK	Funding to support and stimulate innovation in the UK economy via encouraging businesses to work with other commercial and research organisations.
International Funding	Funding bodies operating globally, excluding funding organisations operating in the EU. Use European Funding.
Local Government	Funding from county councils, borough or city councils, combined authorities, parish and town councils, national parks. This includes local authorities responsible specifically for policing and fire and rescue services.
Research England	Research England provides funding to English Higher Education Institutions for research and knowledge exchange.
Research Council	Research funding from AHRC, BBSRC, ESRC, EPSRC, MRC, NERC and STFC.
UK Government	Research funding from government departments, agencies and public bodies. For example the National Institute for Health Research, Arts Council, British Council and the Educations and Skills Funding Agency.
UKRI	Funding from UK Research and Innovation (UKRI) a national funding agency investing in science and research in the UK.
Other External Funding	Other funding that does not match the funding categories above.

## Justification Workflow

Application > Research Council - Pure 5.22.1 - Mozilla Firefox

https://pure.northampton.ac.uk/admin/editor/dk/atira/pure/modules/unifiedprojectmodel/external/model/application/ec

### Justification Workflow

Application: Research > Research Council

**EDIT**

**Metadata**

OVERVIEW

Relations

Display

#### Classifications ⓘ

Application type  
Research > Research Council ▼

Accountant Use Only  
Justification Form Required -

Application approval route Show workflow history ⓘ

- ➔ Draft proposal  
Terry Tudor, Alex Coyle, Scot... [Send to internal approval...](#)
- ② Approving: Dean of Research  
Cathy Smith, Cathy Smith, Al... [Approve...](#)
- ③ Approving: Dean of Faculty  
John Sinclair, Alex Coyle, Scot... [Approve...](#)
- ④ Approving: Director of Fina...  
Mark Hall, Janet Baines, Dami... [Approve...](#)
- ⑤ Approved for Submission  
Alex Coyle, Scott Freeman, V... [Submitted...](#)
- ⑥ Awaiting Funder Response  
Alex Coyle, Scott Freeman, V... [Funder Response...](#)
- ⑦ Approved

➔ Hide full approval route

[Save](#)

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<b>Owner:</b>	Research and Innovation Funding Support (RIFS) department		
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<b>Date of next review:</b>	June 2023		

## Revision History

Revision Date	Previous Revision Date	Summary of Changes
13.5.2020	12.5.2020	Justification Workflow Added as Appendix
15.6.2020	13.5.2020	Wording Pre Award added to User Guide front page. Contents page added. Collaborative Partners section moved. Funder status screenshot added.
1.7.2020	15.6.2020	Wording for Creating Funding opportunity for consultancy/evaluation with external organisation added. How to add a note to approved Application text added.
11.9.2020	1.7.2020	Equality and Diversity Considerations text added. Note on ensuring project title matches with proposal document added. Visibility text added under Peer Review section.
4.11.2020	11.9.2020	Confidentiality Visibility text amended under Peer Review section.
5.11.2021	4.11.2020	<p>Webpage links to training and accountants and costing proposals.</p> <p>Time of two weeks needed for approval by RIFS and Accounts.</p> <p>Expression of Interest applications.</p> <p>Pure application research types and definitions. Appendix added.</p>



		<p>The recording of finances.</p> <p>The EDI under other important information.</p>
July 2022		Update of finances.
Dec 2022		Update of finances and costing matrix
March 2023		<p>General formatting and review</p> <p>Removed Peer review text</p>