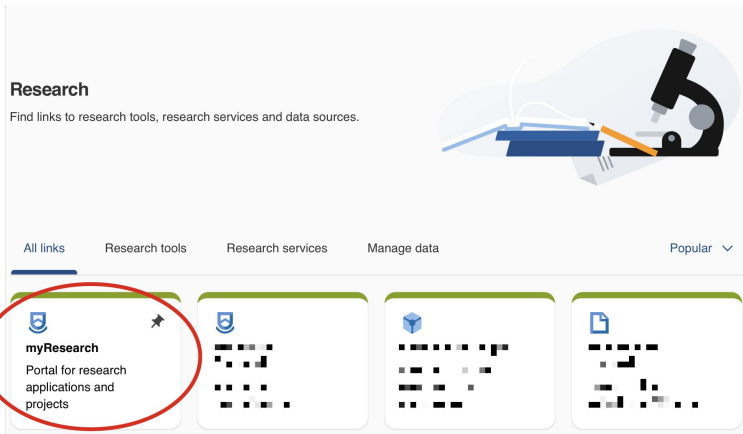
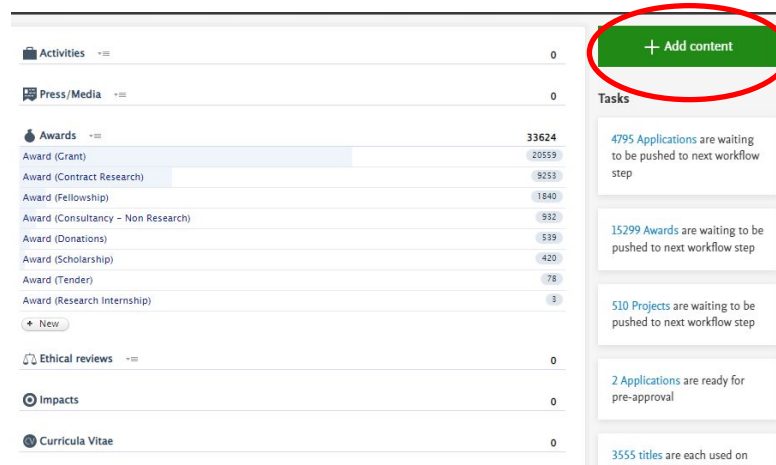




Step 1: Log into Pure. Navigate to the [Staff Portal](#) home page → click the Research square → choose myResearch → scroll to the bottom → click 'Login to Pure'. If you do not have access, click 'Request access'.



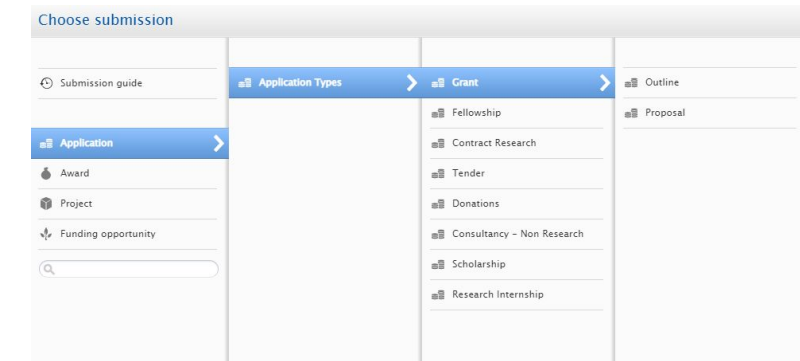
Step 2: From the Pure home page, click on the + Add content button on the top right-hand side.



Step 3: Select your application type. Click on Application → Application Type and choose the option that matches the type of funding you are applying for.

Tip:

- See Applications for more information on the different Pure record types



For a streamlined version of these instructions see the **Quick Map: Create an Application record in Pure**

Important note: Pure is for internal Monash use only and *does not* communicate with the funder. In addition to setting up a Pure record, you still need to submit your application to the funder in line with funder guidelines (e.g. via an online portal or email)



Step 4: Complete the mandatory fields

Title – Enter your project title exactly as listed in the application

Application Description – Enter a brief description of the Application. An overview of the application without needing to open the attached documents. The description may sync to your public profile if funding is awarded. Please alert the MRO if you *would not* like the description to appear on your public profile.

Identification ⓘ

Title *

Short title Acronym

Application Description

IDs

Add ID...

Applicants

You will be automatically added to the Application

If you are the lead applicant, click on **Edit** and change your role to Primary Chief Investigator (PCI)

Note: Every Pure record must have at least *one* (and *only one*) PCI marked.

Applicants ⓘ

Related funding applicants *

Jan K, Primary Chief Investigator(PCI) Edit

Internal person

Fine Arts

Organisational unit: School/Division

Add person... Add organisational unit...

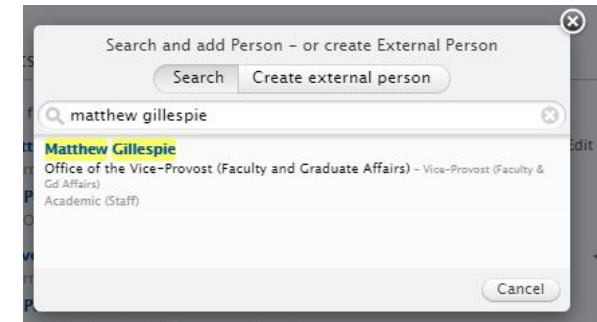
Role *

- Chief Investigator (CI)
- Chief Investigator (CI)
- Primary Chief Investigator (PCI)**
- Associate Investigator (AI)
- Partner Investigator (PI)
- Project Manager

Add other investigators by clicking on the button and typing the name of the person

OR

Click on **Add Person** and search by name



Enter all internal (Monash) and external collaborators in the order they appear on the application.

Ensure that the Organisation for external participants matches what is stated in the application. Unrelated affiliations should be removed using the – button.

Note: Pure has comprehensive external organisation information, however if the organisation you wish to add *is not listed* please contact myresearch@monash.edu



Applications Managed By

This defaults to the Organisational unit of the person creating the application.

Note: If you have multiple affiliations at Monash University you will be able to change the Organisational unit to one of your other affiliations.

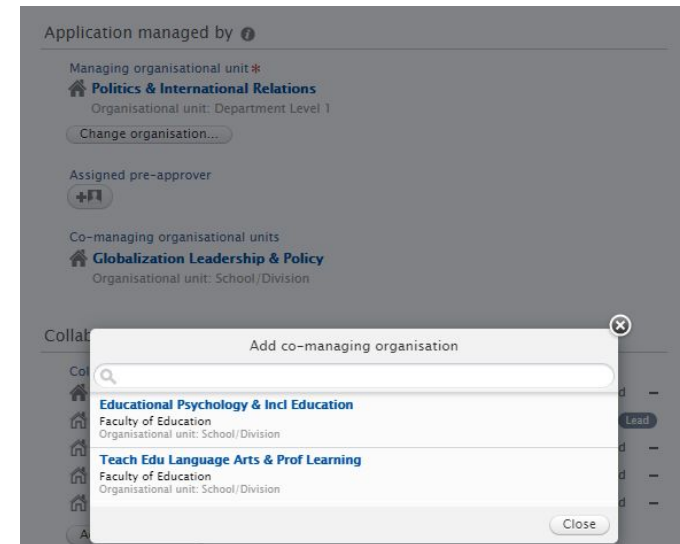
If you wish to submit an application for an Organisational unit you are not currently associated with you will need to [contact the Monash Research Office](#).



Co-Managing Organisational Unit

If your application has staff from other Monash Organisational Units, please add these units as Co-Managing Organisational Units.

Note: You will only be able to select from the Organisational Units affiliated to the Applicants you have already added to your application



Collaborative Partners

If primary or chief investigators from Organisations other than Monash University have been included in this application select **Yes**

The system defaults to Monash University as the lead organisation.

If an external organisation is the lead, ensure this has been selected in the record by clicking **Mark as lead**.

Collaborative partners ⓘ

Collaborative application *
 Yes No

Collaborative partners ⓘ

Collaborators

MONASH UNIVERSITY			Lead
La Trobe University	No value	Mark as lead	—
University of Adelaide	No value	Mark as lead	—
Semmelweis University	No value	Mark as lead	—

[Add collaborator...](#)

Funding Opportunity

Grants, fellowships and scholarships: choose the funding scheme being applied for


Contract research: choose 'Contract Research'

Consultancy: choose 'Consultancy - Non - research'

Tenders: choose 'Tender'

Donation: choose 'Donation'

Clinical Trial (commercially-sponsored by Monash Health, Alfred Health, Cabrini Health, Eastern Health or Epworth Foundation)): choose 'Clinical Trial'

Click the  icon to search for and select the Funding Opportunity.

Note If the funding opportunity you are applying for is not available please [contact the Monash Research Office \(MRO\)](#).

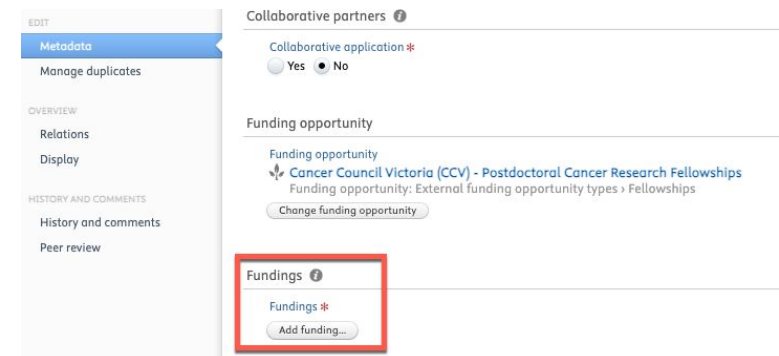
Funding opportunity

Funding opportunity



Fundings

Select the **Add funding** button.



The screenshot shows the 'EDIT' interface for a Pure application record. The left sidebar contains navigation options: 'Metadata' (selected), 'Manage duplicates', 'OVERVIEW', 'Relations', 'Display', 'HISTORY AND COMMENTS', 'History and comments', and 'Peer review'. The main content area shows the 'Collaborative partners' section with 'Collaborative application' set to 'No'. Below that is the 'Funding opportunity' section, which lists 'Cancer Council Victoria (CCV) - Postdoctoral Cancer Research Fellowships' with a 'Change funding opportunity' button. At the bottom, the 'Fundings' section is highlighted with a red box, showing an 'Add funding...' button.



Fundings (continued) - Complete the mandatory fields

In the pop-up which appears, select 'External' and then start typing the name of the funder you want to add, and the system will display matches as you as you type.

Select the funder you want to add from the list. In this example, we searched for Australian Research Council by typing 'ARC'.

Note: Pure has comprehensive funder information, however if the funder you wish to add *is not listed* please contact myresearch@monash.edu

Add the amount you are applying for from this funder into the **Applied amount** field. If you are applying in an international currency, add the applied amount in the international currency as well as the amount in AUD. If the application is led by an external organisation, enter the total amount being applied for by the external organisation (even if a lesser amount will be coming to Monash).

Tip: All other fields under the **Funding Organisation** and **Financial summary** sections do not need to be completed by the researcher.

If all of the money is going to Monash (no other collaborators) you can click **Create** and proceed to **Step 4**. If funding will be split between organisations, continue to **Step 3**.

Add funding

Funding organisation

Funding organisation *

External organisation
Organisational unit

▶ Australian Research Council (ARC)
 Australian Federal Government
 2609, Canberra Airport, Australian Capital Territory, Australia

Change external organisation...

HERDC Research Income Category

No value ▼

Classified as Research Funding

No value ▼

Funding project scheme (research programme)

Financial summary

Financial Non-financial

Applied amount in applied currency

Applied amount *

20000.00

AUD

Monash Discount

AUD

Monash Research Price

AUD

Discount %

%

Cancel Create



Add funding information to a research application

Fundings (continued) - Add funding split between collaborative partners

For multidisciplinary or multi-institutional projects, you need to indicate how the funding will be split between the collaborative partners. This enables reviewers and approvers, to see how the funding will be allocated.

In the same pop-up where you entered the funder and the applied amount details, in the **Split between the collaborative partners** section, enter the amounts going to each organisation. In this example, the entire \$200,000 is going to Monash, with our partner Boeing not intended to receive any of the collaborative funding. For applications that do not have collaborative partners, this section of the "Add funding" pop-up will not display.

Select the **Create** button to add these details to the record and close the pop-up.

The screenshot shows a web form titled "Add funding" with the following sections:

- Financial summary**
 - Radio buttons for **Financial** (selected) and **Non-financial**.
 - Input fields for "Applied amount in applied currency" (empty) and "Applied amount" (200000) with a currency dropdown set to AUD.
- Split between the collaborative partners**
 - MONASH UNIVERSITY** (Organisational unit: University): Institutional part: 200000 AUD.
 - Boeing Research & Technology Australia** (External organisation: Unknown): Institutional part: 0 AUD.
 - Input fields for "Institutional contribution" (empty), "Institutional FEC" (empty), and "FEC %" (empty).
- Budgets**
 - Button: "Add budget..."

At the bottom right, there are "Cancel" and "Create" buttons.



Fundings (continued) - Adding internal cash or in-kind contributions

Contributions from Monash University should have their own funding entry, as you would for the funding coming from the funder.

You will need to select **Organisational unit** (instead of the External organisation option selected last time) and then search for the relevant Faculty, School or Department that is providing the contribution.

If it is a **cash** contribution, select the **Financial** option, and enter the amount in the **Applied amount** field, similar to what you did in Step 3.

If it is an **in-kind** contribution, select the **Non-financial** option and enter the estimated amount and description of the contribution.

Select the **Create** button to add the funding details to the record.

Example of an in-kind contribution from the School of Clinical Sciences:

The screenshot shows a web form titled "Add funding". The "Funding organisation" section is highlighted with a red box and contains two tabs: "External organisation" and "Organisational unit". The "Organisational unit" tab is selected, and a dropdown menu shows "School of Clinical Sciences at Monash Health" with the subtext "Faculty of Medicine, Nursing and Health Sciences". Below this are two dropdown menus for "HERDC Research Income Category" and "Classified as Research Funding", both set to "No value". A text field for "Funding project scheme (research programme)" is empty. The "Financial summary" section is also highlighted with a red box and contains radio buttons for "Financial" and "Non-financial", with "Non-financial" selected. Below this is a text input for "Estimated value" containing "5000.00" and "AUD", and a larger text area for "Description" containing "Salary for Prof Smith - 0.2 FTE for 3 months". At the bottom right of the form are "Cancel" and "Create" buttons.



Fundings (continued) - Adding external cash or in-kind contributions

Complete the same process as you did for Step 4, however for the **Funding organisation**, select **External organisation** and then search for and select the organisation.

Note: Pure has comprehensive external organisation information, however if the organisation you wish to add *is not listed* please contact myresearch@monash.edu

Example of a cash contribution from the University of Melbourne:

Add funding

Funding organisation

Funding organisation *

External organisation Organisational unit

▶ University of Melbourne
3010, Parkville, Victoria, Australia

Change external organisation...

HERDC Research Income Category
No value ▼

Classified as Research Funding
No value ▼

Funding project scheme (research programme)

Financial summary


Financial
 Financial Non-financial

Applied amount in applied currency Applied amount *
 5000.00 AUD

Monash Discount Monash Research Price Discount %
 AUD AUD %

Cancel Create

Submission deadline


Add the funder deadline using the  icon


Submission deadline 

Deadline

23/08/2024 

Lifecycle

Select the **Expected Start Date** and **Expected End Date** of the project using the  icon

Life cycle 

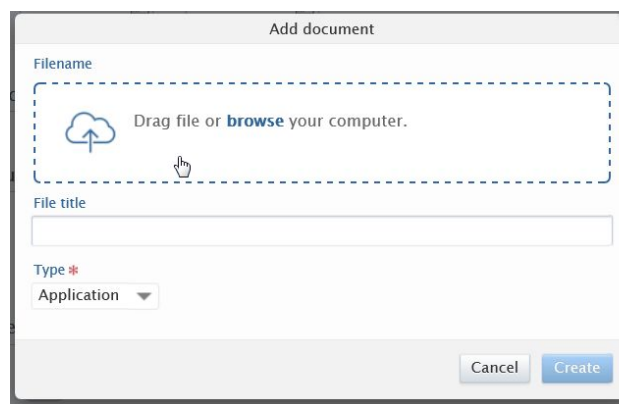
Exp. start date  Example: 21/10/2002

Exp. end date  Example: +12 is 12 months later

Documents

Click **Add Document** to add a document to your Pure record.

Upload the most recent draft proposal and budget and any other documents related to the proposal.




Note Only one document can be added at a time.

Documents that have been superseded by a new version of the same document should be marked as an 'old version', which removes them from line of sight. Old versions of documents are still accessible by clicking 'Earlier versions'.

Discipline Assignment


Add Field of Research Codes (use 2020 Fields of research)

Click on the  icon to search and select the relevant FoR code(s).

Enter the % apportionment and click **Create**

Repeat for all FoR codes required and ensure % adds to 100%

Note Please add FoR codes at the 6-digit level

Discipline assignment 

2020 Fields of research *

Add 2020 Fields of research

2008 Fields of research

Add 2008 field of research

Discipline assignment 

2020 Fields of research

2020 field of research *



% apportionment *

Cancel Create



Keywords

Add free text keywords to your proposal.

Each time you start typing into a box a new one will appear.

There is no limit on the number of keywords, however as a general rule, no more than 5 would be recommended.

KEYWORDS

Visibility

All Applications are marked as **Confidential** which restricts visibility to applicants and Faculty/Central administrators.

Visibility ⓘ

The content is marked as confidential

Please note the content is **only** viewable by the following users:

Contributors: jeremy.aarons@monash.edu

Editors: matt.duncombe@monash.edu, rachel.ross@monash.edu

Administrators: ra-noreply.pure-poc@monash.edu, chanqeme@atira.dk, noreply@atira.dk, and 4 others

Only the listed users can create reports that contain the content. For all other users this content will not be available and will not be included in reports.

Use only this option if the content is really considered confidential.

Confidential - Restricted to associated users and editors ▼

Step 5: Save your record

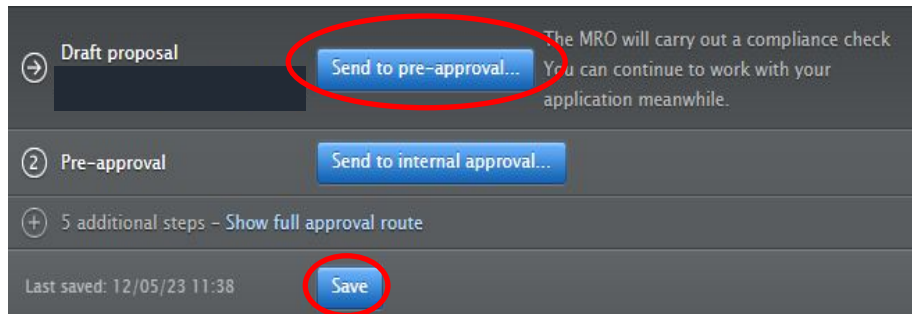
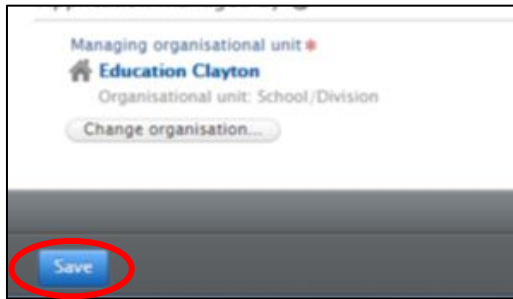
Pure **does not autosave** your application. Please ensure to save your record at regular intervals.

DON'T FORGET TO SAVE

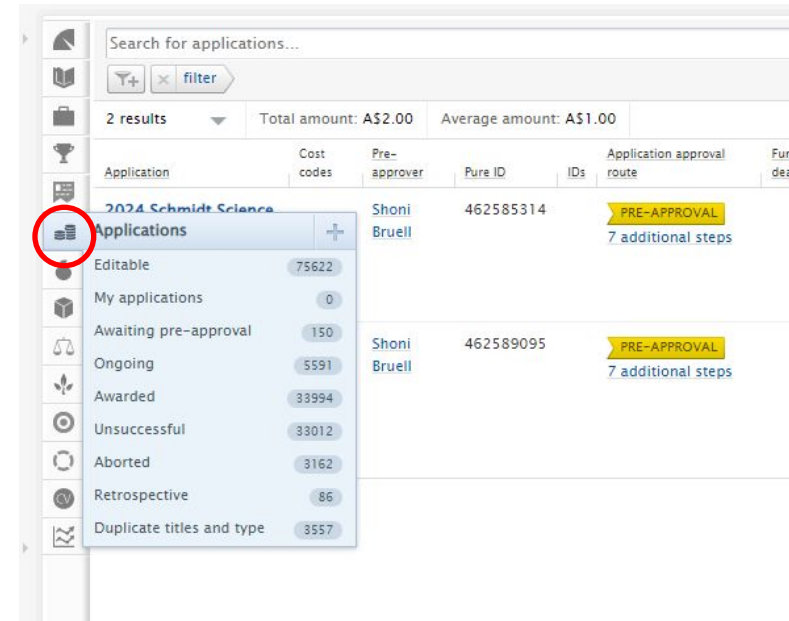




Step 6: Once you've finished populating the application form, select the **Save** button. Your application record will now be saved and your application record will close. This record will remain in draft proposal with you for continued editing. When you are ready to send your record to the MRO Applications team for checking and/or approval, instead of **Save**, select **Send to pre-approval**. This option appears when you hover your mouse over the bottom of the Pure record.



Tip: To retrieve an application record, select the **Applications** tab and a list of all your applications will appear. From here, select the title of the application you want to open.



Note: Pre-approval applies for **grants and fellowships** only. For donations, contract research, consultancies, tenders, internships and scholarships, please [contact the relevant team](#) for next steps.