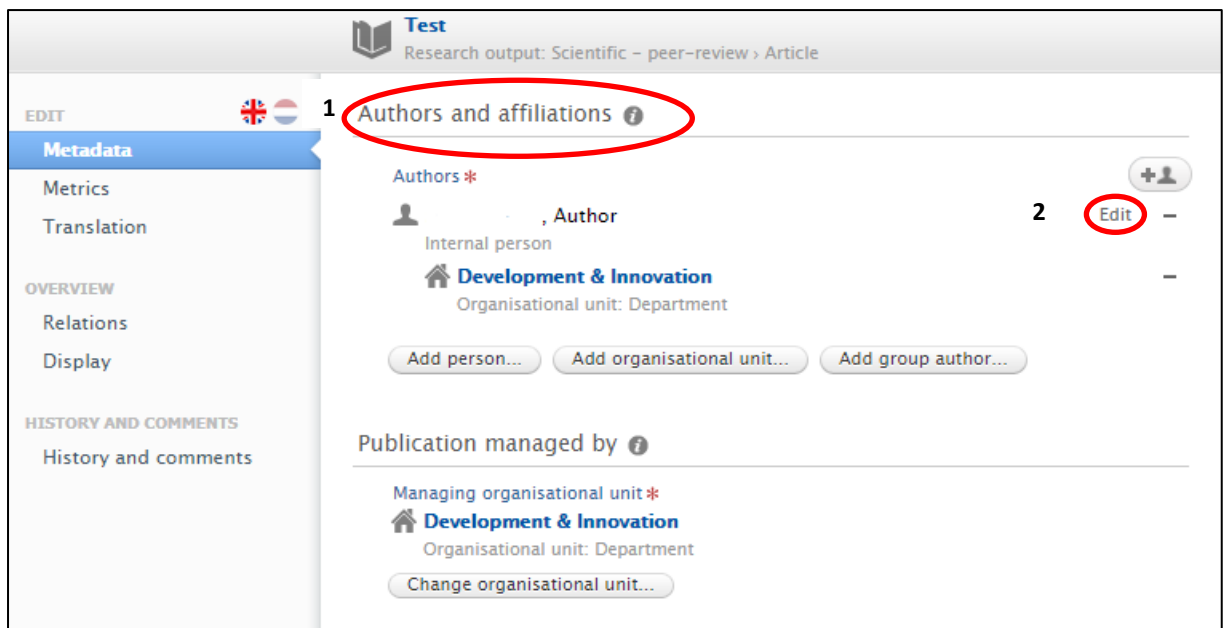


Changing affiliation(s)

When adding your publications to Pure, please make sure that your ['affiliation'](#) is registered correctly. By default your current affiliation (to the University of Groningen) will be suggested by Pure. When you are adding a pre University of Groningen publication to Pure, you need to change this affiliation to the organisation that you previously worked for.

Change the affiliation on your pre University of Groningen research output in five simple steps:


1. Open the publication in Pure, scroll down to the section "Authors and affiliations";
2. Click 'Edit' to change to affiliation on Author;



The screenshot shows the Pure system interface for editing a publication. The page title is "Test" and the breadcrumb is "Research output: Scientific - peer-review > Article". The left sidebar has a navigation menu with "EDIT" selected, containing "Metadata", "Metrics", and "Translation". Below that are "OVERVIEW" (Relations, Display) and "HISTORY AND COMMENTS" (History and comments). The main content area is titled "Authors and affiliations" (marked with a red circle and a '1'). It shows a list of authors with the following details: "Authors *", "Internal person", "Author", and "Development & Innovation" (Organisational unit: Department). A red circle highlights the "Edit" button next to the author's affiliation (marked with a '2'). Below the author list are buttons for "Add person...", "Add organisational unit...", and "Add group author...". At the bottom, there is a section "Publication managed by" with "Managing organisational unit *", "Development & Innovation" (Organisational unit: Department), and a "Change organisational unit..." button.

3. The following pop-up screen opens, in which you deselect the affiliation to the current organisational unit (1), and affiliate to an external organisation (2)

Edit person

 Internal person


Name and role on the research output


First name


Last name *

Role *
Author ▼

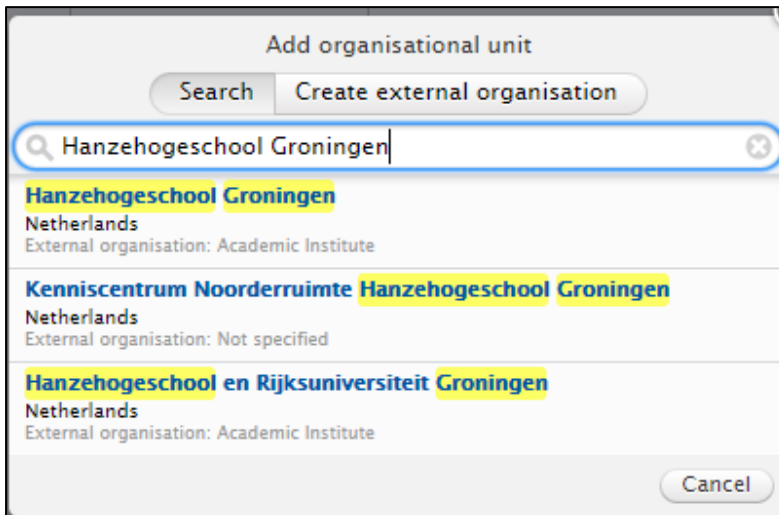
Affiliation on the research output

1  Development & Innovation (16/01/2017 → 16/01/2019)



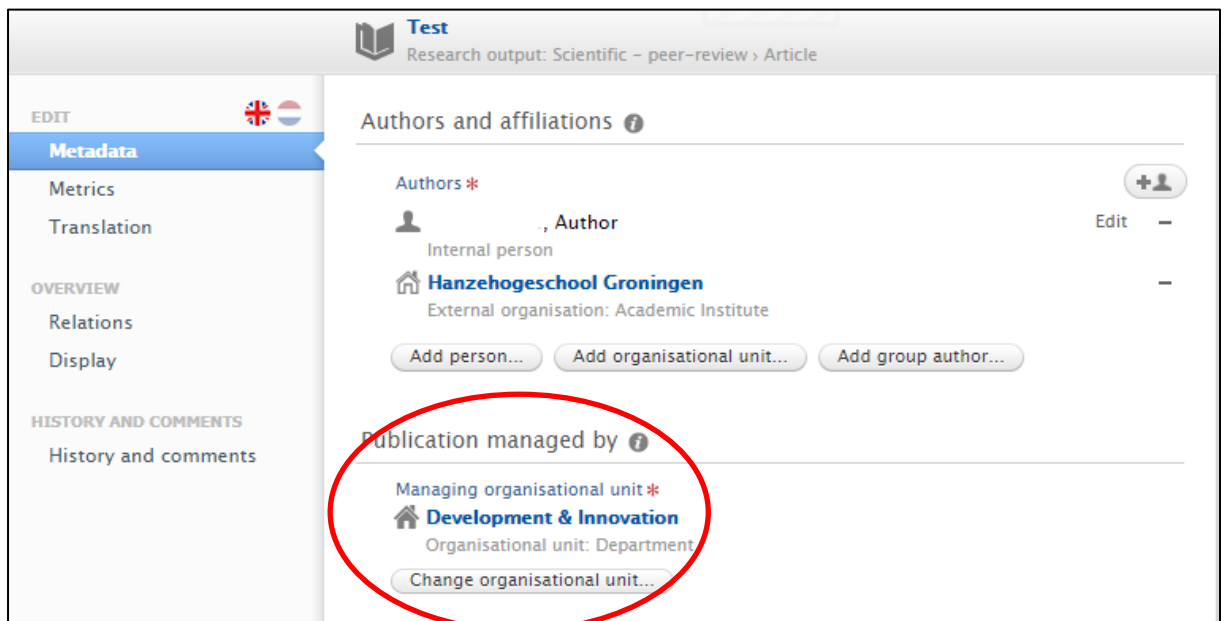
2 

4. Search and select the appropriate organisation or create a new one, if the organisation doesn't exist yet in Pure. You select the organisation by clicking its name;



Note: the 'Managing organisation unit' will still mention your current department at the University of Groningen.

This has to do with which [faculty coördinator](#) is responsible for handling your research output in Pure.



5. Save the publication (by clicking the "Save" button at the bottom of the page).

