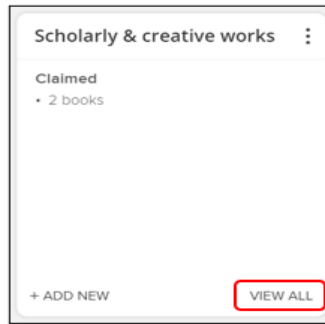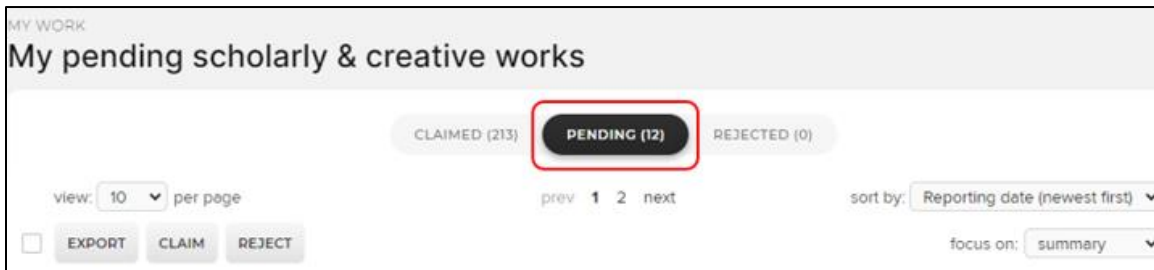# #4 - Purdue Elements: Claiming/Rejecting Scholarly & Creative Works and Grants

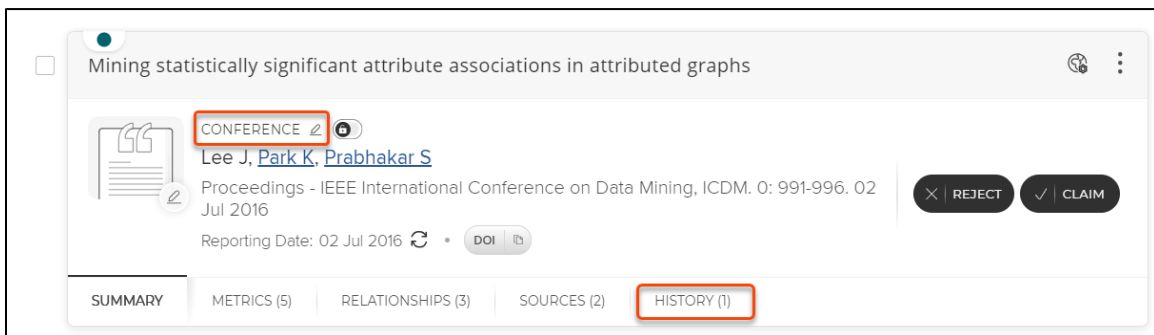## I. Claiming/Rejecting Scholarly and Creative Works

Elements automatically harvests your scholarly and creative works from academic and scientific data sources. You can access your scholarly works via the "Scholarly & creative works" tile located on your Homepage, by clicking on the "View All" option.
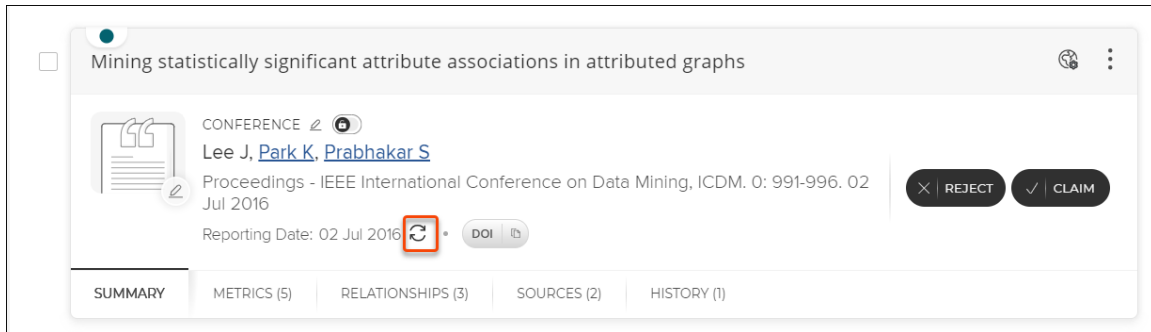


The Claimed list will be displayed by default. To review a list of the titles awaiting your review, select "Pending".



To change a publication type (i.e., Conference), select the "Change type" pen icon. Once selected, a menu of scholarly & creative work types will be displayed – click on the appropriate type. This change will be recorded in History notes.
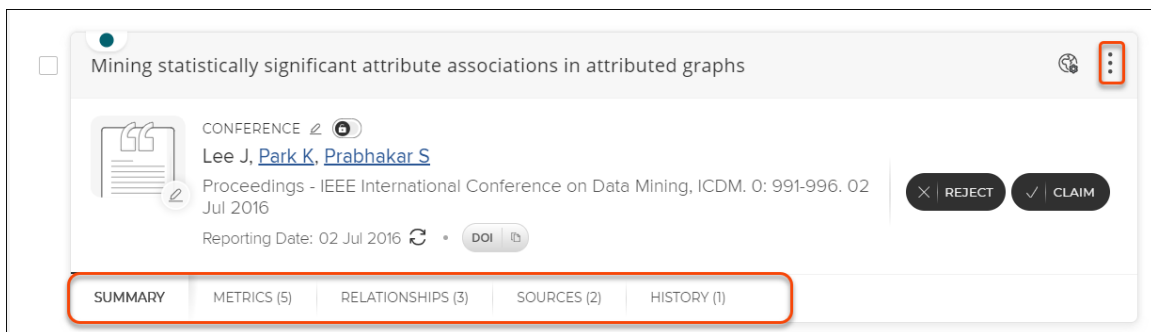
Reporting Date can be updated manually by clicking the circular arrows. This can be done for both auto claimed scholarly works and for manual entries. The system default is for the reporting date to be managed automatically (calculated via all date fields as a priority setting). For example, if a Journal Article activity type has publication date filled in, that will be used first. If no publication date, the system will check for "online publication date", then "date of acceptance", and finally "submitted date".
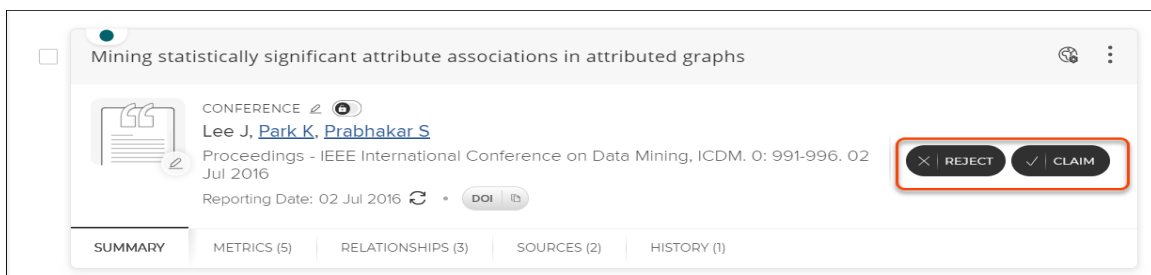


View and/or edit data about a work by clicking on the tabs at the bottom of each record:
- Summary shows the basic bibliographic data.
- Metrics displays the Times Cited and Altmetric data.
- Relationships lists all the other Elements users who are linked to the record.
- Sources shows a list of the data sources that comprise the publication object.
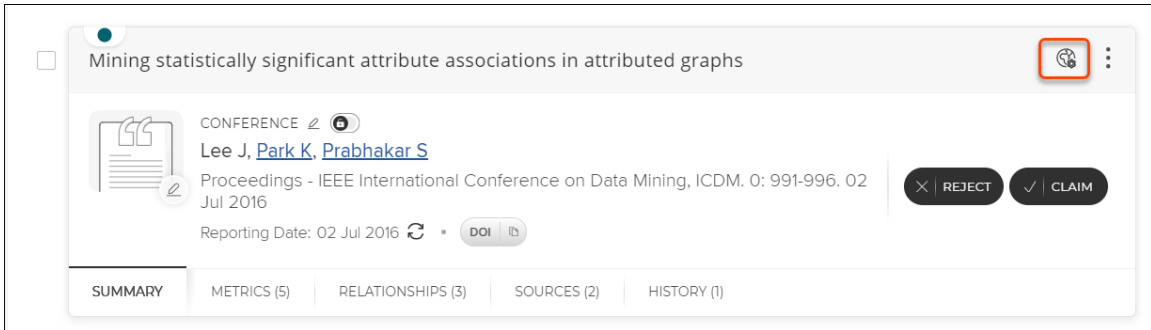- History is the log of all activities performed against the record.

Click on the vertical ellipsis (⋮) icon to see "More", a detailed view of the publication that provides an alternative way to claim or reject a work.
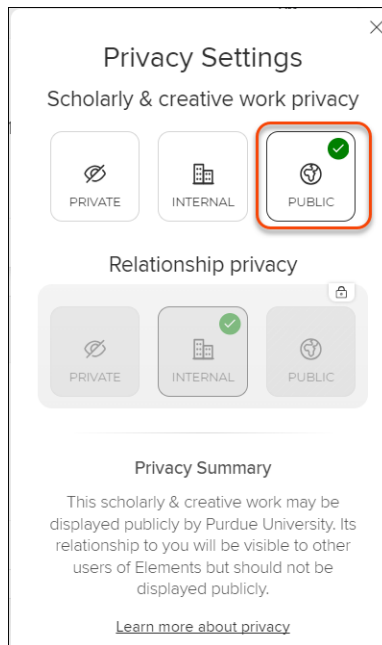


Once reviewed and edited, you can "Reject" or "Claim" a work. It will then be moved from your Pending list into your Claimed or Rejected lists.



Updated 12/14/2023

Privacy - Clicking on the highlighted icon shown below will show the "Manage privacy settings" allowing you to set up the privacy level for a work.
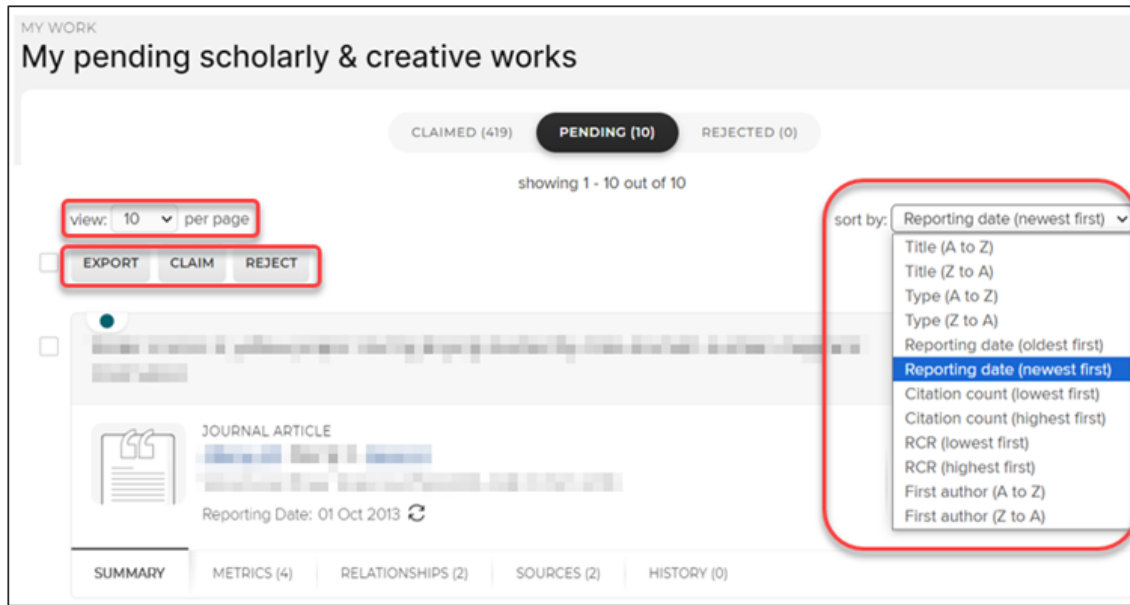


The "Privacy Summary" will state how privacy is defined for the selected option.
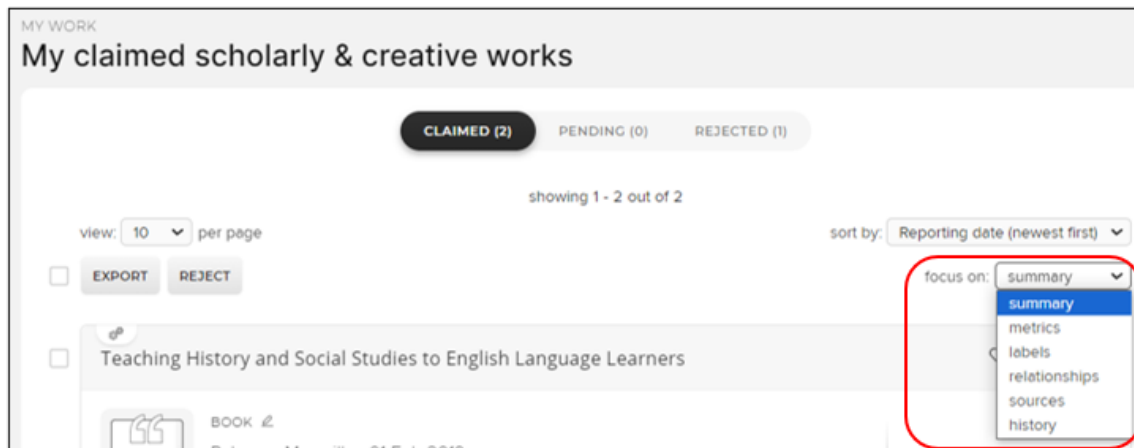


If the list of pending publications is long:
- Use the filters on the far-right sidebar to limit results for easier claiming.
- Use the sort-by feature to arrange the results to meet your needs (i.e., newest first).
- Use the checkboxes on the left side of the publications or select all publications at the top and use the "Export, Claim, Reject" to apply an action across a group of scholarly works.
  - "Export" allows you to download the publications in a variety of formats including PDF, Word, and Excel.
- Change the number of scholarly works per page from 10, 25, 50 to 100 for ease of scrolling.

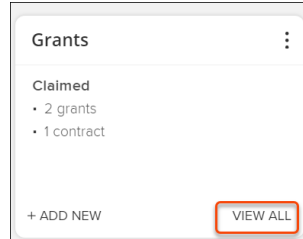Focus – lists of works displayed with focus on summary by default. Additional focus options are available:



Visibility – Once you have claimed your works, you can improve the visibility of a work on your profile by making it a favorite. Go to the Claimed list and click on the Heart icon.

Labels – Once a record has been claimed, Labels will appear in the bottom row and can be edited. They present all the ontologies available to be associated with the publication.

## II. Claiming/Rejecting Grants

Elements automatically harvests grants from academic and scientific data sources. Access your works via the "Grants" tile located on the Homepage, by clicking on the "View All" option.



The Claimed list will be displayed by default. To review a list of the grants awaiting review, select the Pending list.

Reporting Date can be managed automatically (the date is calculated in a priority order for all available dates for the activity) or manually.

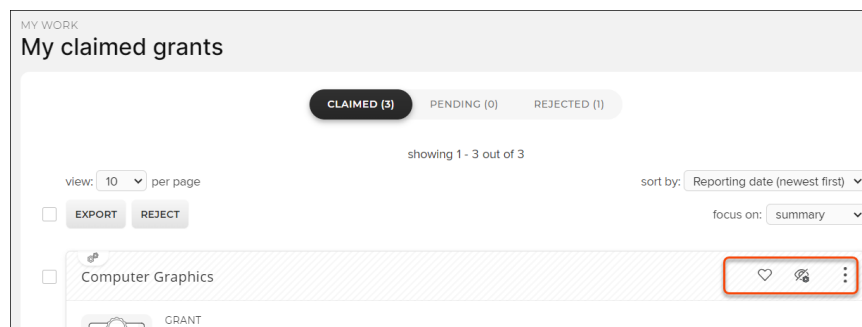View and/or edit data about a grant by clicking on the tabs at the bottom of each record:
- Summary shows the basic bibliographic data.
- Labels presents all the ontologies available to be associated with the publication.
- Relationships lists all the other Elements users who are linked to the record.
- Sources shows a list of the data sources that comprise the publication object.
- History is the log of all activities performed against the record.

Once reviewed and edited, you can claim or reject a grant - select it by clicking on the associated checkbox and then "Claim" or "Reject" buttons. It will then be moved from your Pending list into your Claimed or Rejected lists.
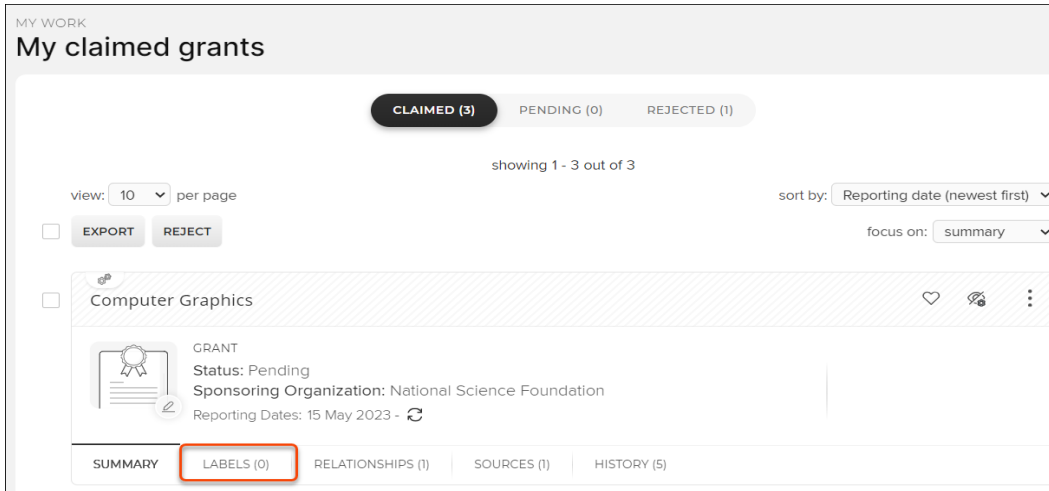
**Once a Grant Record is Claimed**
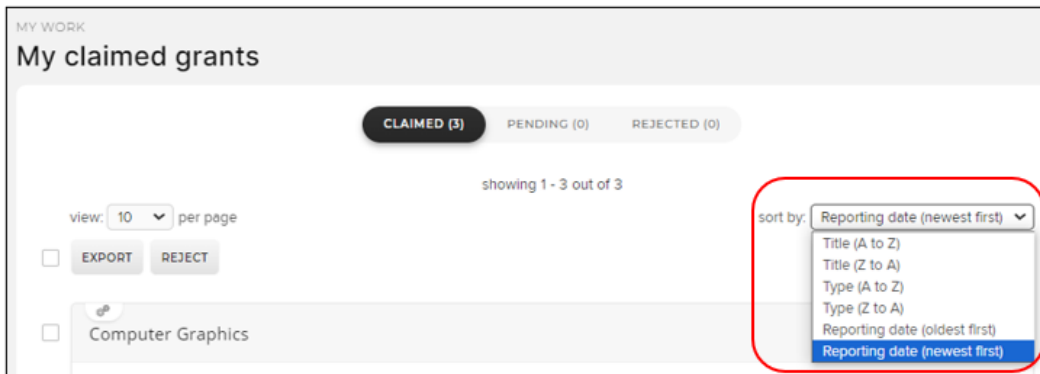
Visibility, Privacy Settings, More...
- You can improve visibility of a grant on a list of grants by clicking on the Heart icon.
- The "Manage privacy settings" option allows setting up privacy level for a grant or relationship.
- The "More" icon provides an additional way to view details about a grant, adding it to workspace or rejecting it.
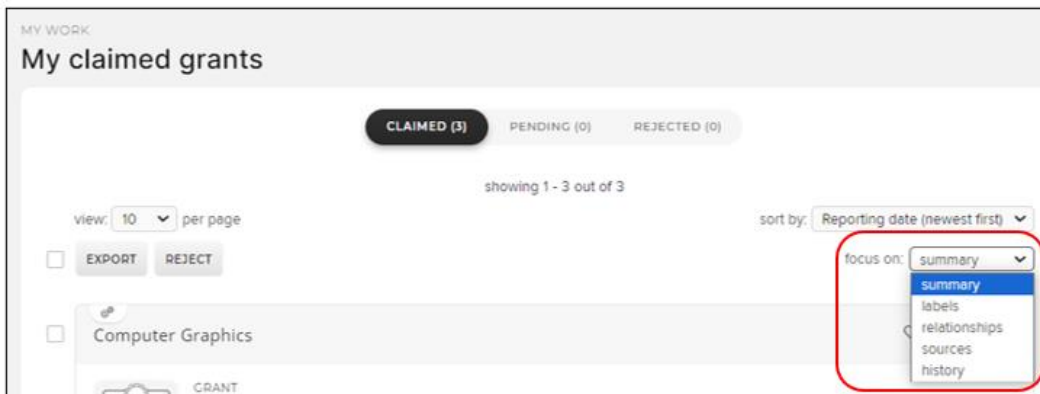
Labels will appear in the bottom row and can be edited. They present all the ontologies available to be associated with the grant.



Sorting – lists of grants are sorted by "Reporting date (newest first)" by default. Additional sorting options are available:



Focus – lists of works displayed with focus on summary be default. Additional focus options are available:

Filters located on the right-hand side of your "My claimed grants" page allow filtering of your lists of your grants by grant type, relationship type, title, reporting date, label, favourite status, relationship privacy, funder name, and funder reference.