

UKRI requirements for funded researchers – reporting research outcomes using researchfish®

All UKRI-funded researchers (e.g. Principal Investigators, Unit programme leaders, Fellows, and where appropriate Students) are required to provide an annual update of information relating to the outputs, outcomes and impacts (referred to as research outcomes) that arise from their UKRI funded research. They are required to have a researchfish® account and to use the researchfish® system to provide these updates annually. These updates must be provided during the life of the award and as a general principle for at least 5 years after its funding has finished (this is only 3 years for studentships).

Researchers may record and attribute research outcomes to awards at any time during the year. The mandatory addition of research outcomes takes place during the annual UKRI Submission Period, which will be scheduled for a defined period each year. Researchers will always be contacted directly and given appropriate advance notice of the scheduled period and are required to maintain an active email address in researchfish® to allow this communication to take place. During this period a 'BEGIN SUBMISSION PROCESS' button is enabled for each Funder which allows researchers to submit outcomes against all of their relevant awards. Researchers clicking this button begin the process of formally confirming that the currently attributed research outcomes represent a full and up-to-date record of the outcomes known to have arisen from that award.

In cases of agreed extended absence such as parental leave, sickness etc. researchers can request a temporary suspension of the UKRI requirement to provide a research outcome submission by contacting their research office and/or researchoutcomes@funding.ukri.org.

Researchers have the opportunity to discuss with UKRI when they feel that no further outcomes will arise from an award and request that the award is 'closed' in researchfish®. If this is agreed the outcomes information and award will still be visible in the system but the researcher will not be able to associate any further outcomes to the award, and will no longer be required to provide an annual update of information for that award.

Researchers are no longer required to submit a final report at the end of an award. Full UKRI Terms & Conditions can be found at <https://www.ukri.org/funding/informationfor-award-holders/grant-terms-and-conditions/>.

UKRI compliance and sanctions policy

To comply with the UKRI sanctions policy, all appropriate research outcomes must be submitted by the end of each annual UKRI Submission Period and in accordance with the above requirements.

If the required annual update for an award is not submitted on time, the Research Council(s) will apply the following sanctions:

- The researcher will be unable to apply, for further awards from any Research

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Council, either as a Principal Investigator or Co-Investigator (This does not apply to Students). The researcher will remain ineligible for Research Council funding until such time as they have made all of their expected UKRI submissions on researchfish®, regardless of the Council they are applying for funding from

- If the award is still currently being funded, payments for that award will be withheld until such time as they have made all of their expected UKRI submissions on researchfish®

By submitting research outcomes in researchfish® the researcher is agreeing that the information is truthful, accurate and as complete as practicable. If the Research Councils raise concerns over the accuracy or completeness of the submission then these will be raised with the researcher and sanctions may be applied retrospectively.

Exceptions

- UKRI directly supported Units and Institutes will not have payments withheld; the responsibility for compliance lies with the unit directors and is part of the annual DASIC/appraisal return. Non-compliant researchers at UKRI directly supported Units and Institutes may be unable to apply for further awards from any Research Council.
- To support specific evaluations a Research Council may require an update to an award outside the annual UKRI researchfish® submission period. Researchers will be notified of these as necessary.
- Students supported by block grants are not currently part of the sanctions process though reporting is encouraged and institutional compliance will be monitored.

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