

UKRI FREQUENTLY ASKED QUESTIONS FOR GRANTS ON RESEARCHFISH®

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A. KEY DATES

When	Activity	Responsibility
November	All data will be refreshed in researchfish ® based on current Je-S information	Research Councils & Researchfish Ltd
Late November to early January	ROs will be asked to examine response codes for all of their awards and request changes	Research Organisations
Mid to late January	Final list of who will be asked to submit are finalised. Emails will be sent out regarding the Submission Period and all who have not yet registered on researchfish® will be re-sent an invite email	Research Councils & Researchfish Ltd
03 February 2020 to 12 March 2020	2020 Submission Period: award holders asked to submit outcomes via researchfish ®	Award holders with support from Research Organisations

B. GENERAL QUESTIONS

1. WHAT IS RESEARCHFISH®?

The Research Councils (UKRI) use the researchfish® system (provided by Researchfish Ltd) to gather outcomes from all UKRI funded researcher and studentship grants. The researchfish® system can be found here: <http://www.researchfish.net/>

2. WHY DO WE NEED TO CAPTURE OUTCOMES DATA?

The Research Councils (UKRI) have a responsibility to demonstrate the value and impact of research and training supported through public funding. UKRI uses information that researchers and students provide on the outputs, outcomes and impact (subsequently referred to as 'outcomes') of their Research Council-funded projects to report to and engage with both the Government and the public.

Further information can be found here: <https://www.ukri.org/funding/information-for-awardholders/research-outcomes1/>

3. WILL THE INFORMATION REPORTED VIA RESEARCHFISH® BE USED?

The information reported via researchfish® is already widely used in submissions to government, for briefings to ministers, portfolio reviews and to support the economic case for continued funding of the UK research base. Most data from researchfish® is publicly available on the Gateway to Research website: <http://gtr.ukri.org/>

4. WILL ALL RESEARCH COUNCILS BE IMPOSING SANCTIONS IF NO SUBMISSION HAS BEEN MADE?

Yes. The Research Councils have agreed that funding sanctions will be applied to individuals who have not completed a submission during the Submission Period. This means that any new applications for funding will not go through until a submission has been made. It may also stop any currently running awards from receiving any further funding.

More details are available here: <https://www.ukri.org/funding/information-for-awardholders/research-outcomes1/compliance-and-responsibilities/>

You can see the date of the next Submission Period under [Key Dates](#).

Please note the sanctions policy does not apply to students

5. HOW CAN I PROVIDE FEEDBACK TO RESEARCH COUNCILS OR RESEARCHFISH LTD?

Feedback on researchfish® can be sent either directly to the Research Councils or to Researchfish Ltd on the below email addresses:

Research Councils: researchoutcomes@funding.ukri.org

Researchfish Ltd: support@researchfish.com

C. USING RESEARCHFISH®

6. HOW DO I LOG IN TO RESEARCHFISH®?

An invitation email from researchfish® on behalf of the Research Councils (UKRI) will have been sent out when your award was added to the system. This invite email provided a link to allow you to register on the researchfish® system and create your own account.

If you have any technical issues logging on please contact support@researchfish.com

If you have not received your invitation email, please take the following steps:

- Check your junk folder, the email will sometimes automatically be considered as spam.
- If the email isn't in your junk folder, please contact UKRI on researchoutcomes@funding.ukri.org who will be able to assist you further.

7. MY DETAILS ARE INCORRECT, HOW DO I UPDATE THEM?

Grant and contact details are pulled from Je-S please ensure your details are correct there. This will then feed into researchfish® when the data is refreshed.

The cut-off date for changes to be automatically pulled into researchfish® from Je-S for the next Submission Period is **18 October 2019**. Changes made after this date must still be made in Je-S, but must also be sent the UKRI Research Outcomes Support Team (researchoutcomes@funding.ukri.org) who will make the amendments in researchfish®.

8. ACCESSIBILITY OF THE RESEARCHFISH® SYSTEM

Concerns were initially raised regarding the accessibility of researchfish®. We have acted on those concerns and worked with Researchfish Ltd to improve the accessibility of the website. An experienced User Experience Designer was employed by Researchfish Ltd to lead the design of a refreshed User Interface. The researchfish® application is built on Drupal which contains a number of features designed to make web pages accessible to users with disabilities in line with the W3Cs Web Accessibility Initiative.

For further information please see here: www.drupal.org/about/features/accessibility

Any feedback regarding the accessibility of researchfish® please contact Researchfish Ltd on: support@researchfish.com

9. APPLICABILITY FOR THE ARTS, HUMANITIES AND SOCIAL SCIENCES

Developing a system to collect the outcomes and outputs of research which is applicable to all research communities is a priority for the Research Councils and we recognise that there is still work to do in this area. The 7 Research Councils (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC and STFC) are not the only funders who use researchfish® and the system is utilised by around 80 other organisations across the UK and now in Denmark and Canada. Changes to the system are implemented after

discussion between all the different funders and may therefore take some time to be reflected within researchfish® itself.

Researchfish® is a continually evolving system and we recognise that further work is needed to include more relevant options for disciplines across the remits of all the Research Councils. We actively welcome input where our research communities across all disciplines are aware of key types of research outcomes and outputs which are not yet represented within this system.

10. DOES RESEARCHFISH® REPLACE THE FINAL REPORT FORMS?

Final Reports have been replaced by the use of researchfish®. The system will now be used for reporting to the relevant Research Council the outcomes which arise from the vast majority of awards.

A small number of awards might have different reporting arrangements, in such cases this is made clear in the relevant grant terms and conditions. Some Councils may require additional information following an award, for example copies of datasets you have produced. This will be a separate process from the researchfish® submission.

11. HOW CAN I GET HELP USING THE SYSTEM?

There are several ways you can get help using researchfish®:

- You can use the online researchfish® user guide: <https://userguide.researchfish.com/>
- Help and guidance is provided throughout the researchfish® system, just click on the 'Help and Support' button at the top left of each page for the help menu. Just below that there is a blue button entitled 'Help using this page' which, when clicked upon, will walk you through that particular page's features.
- The online help centre which can be accessed via the top of any researchfish® page or by using the following link: <https://app.researchfish.com/helpwiz>
- When logged into researchfish® there is also the option of "live chat" from 09:00-17:00 Monday to Friday. Live chat provides you with the opportunity to instantly message the researchfish® helpdesk who have the ability to emulate your account in order to assist you with any issues you are experiencing.

The link to the live chat is: <https://app.researchfish.com/helpwiz/contact>

- For any policy related questions regarding adding outcomes to the system you can contact the UKRI Research Outcomes Support Team. The team do not have the ability to see any issue you are experiencing in your researchfish® account, so system related queries should be sent to the researchfish technical support team to resolve.

You can email the team at researchoutcomes@funding.ukri.org or contact them by phone on 0800 2922 478 between 8:30-16:30 Monday to Friday.

D. REPORTING OUTCOMES

12. WHEN CAN I ADD OUTCOMES TO RESEARCHFISH®?

You can enter your outcomes on researchfish® at any point during the year. However, there is a 6 week annual exercise called the Submission Period where you must submit the data you have input. If the outcomes you have added are not submitted during the Submission Period the data you have inputted cannot be used by your funding Council.

For the date of the next Submission Period please see the [Key Dates](#)

13. I AM ON MATERNITY LEAVE/ LONG TERM SICK/OTHER LONG TERM ABSENCE OR RETIRED. DO I HAVE TO MAKE A SUBMISSION?

If you are unable to make a submission due to maternity leave or long term sickness then you should contact your Research Organisation (RO). Your RO will be able to make the necessary arrangements to ensure that you are exempt from the current Submission Period.

For a retired PI, the following will occur depending on whether the award is open or closed:

Open Award

If the award is still open, a new PI will need to be found. The funding Research Council will need to be informed of the situation as well as the RO. Your RO will need to inform the Research Council who is replacing the PI, so this can be updated.

Closed Award

If the award has been closed within the last 5 years it is likely that the same procedure as above will need to be carried out. However, this is up to the discretion of the particular Research Council. If the award has been finished for more than 5 years and previous submissions have been made, they will usually decide that no further submissions will be required.

For further information please contact the Research Outcomes Support Team on the following email address: researchoutcomes@funding.ukri.org

14. I DON'T HAVE ANY OUTPUTS TO REPORT THIS YEAR. DO I STILL HAVE TO MAKE A SUBMISSION?

The Research Councils recognise that many outcomes and impacts occur towards the end of an award or after it has finished. However, many outcomes also arise throughout the course of an award.

If you don't have anything to report at this stage of your award you are able to submit a blank response. You will be invited to submit outcomes data again each year until 5 years after the end of your award funding.

You can see the date of the next Submission Period under [Key Dates](#)

15. IF TWO DIFFERENT AWARDS HAVE LED TO THE SAME OUTCOME, WHICH ONE SHOULD I REPORT IT AGAINST?

Outcomes can be attributed to more than one award and should be added to all awards that contributed to it. It is important that where both awards report the same outcome, they do this

using the team member functionality as this ensures that they will be properly counted in the subsequent analysis.

16. IS A SUBMISSION REQUIRED AGAINST AWARDS THAT FINISHED SEVERAL YEARS AGO?

The general principle UKRI uses is for the award to be reported on for at least 5 years after the funding end date. However, if you believe that 5 years is not appropriate for a particular award, for example, your award is clearly not going to generate further outcomes or significant impact after less than 5 years, then the Funder may agree to 'close' the award early on researchfish® so no further submission are required. Equally, it is possible that grants are kept 'open' on researchfish® for the submission of further outputs beyond the 5 years if the funding Research Council deems this is appropriate.

In all cases requests to amend the reporting period for an award should be made first to the originally funded Research Organisation. If you are no longer working at that Research Organisation please contact the UKRI Research Outcomes Support Team directly on the following:

researchoutcomes@funding.ukri.org

17. WHAT HAPPENS WHEN THERE IS A JOINT PROJECT ACROSS MULTIPLE ORGANISATIONS WHERE EACH ORGANISATION HAS ITS OWN AWARD REFERENCE?

The PI from each organisation will need to report against their component of the award. It may be useful for team membership to be set up in order to allow outcomes to be shared and attributed across the multiple award references.

For more on adding team members please see the [Team Members and Delegates](#) section of this FAQ.

18. WHAT IS MY 'PERSONAL PORTFOLIO' ON RESEARCHFISH®?

When adding an outcome in the 'Common Outcomes' section of researchfish® you get the option to add into your personal portfolio. By adding an outcome to your personal portfolio, this allows you to add the same Common Outcome to multiple awards.

To see what is in your personal portfolio, click on the 'Personal Portfolio' tab at the top of the page.

Please note that answers to the Mandatory Additional Questions cannot be added to your personal portfolio.

For further guidance please go to the online researchfish® user guide for your Personal Portfolio: <https://userguide.researchfish.com/pp-profile.html>

19. WHAT DO I NEED TO SUBMIT?

To successfully submit during the Submission Period, the following is required:

Mandatory Additional Questions: All the Mandatory Additional Questions must be answered and show a green tick rather than a red caution sign. You cannot submit your outcomes for a particular funder until all the Mandatory Additional Questions for all of your awards are ticked green.

For some long finished awards (normally more than 5 years after funding was completed) you may see orange warning triangles instead. If that is the case then it means that these sections are now non-mandatory and therefore do not need to be answered in order to allow submission, but can still be updated if you wish to make amendments.

Common Outcomes: There is no requirement to submit a minimum or maximum number of any particular outcome types under the 'Common Outcomes'. What to submit is a decision for the PI who needs to be happy that data submitted against each award is accurate and up to date.

When considering what to include in your Common Outcomes and Mandatory Additional Question please be aware that the data submitted on researchfish® will be made publicly available on Gateway to Research. This makes it essential that the data reported is of good quality and is accurate and up to date

20. ARE STUDENTS REQUIRED TO COMPLETE RESEARCHFISH®?

All UKRI funded students are added to researchfish® and will be required to make a submission during the Submission Period, usually up to 3 years after their award has finished.

There is specific FAQ guidance available for students on the Help and Guidance section if the UKRI website: <https://www.ukri.org/funding/information-for-award-holders/research-outcomes1/help-and-guidance/>

21. WHY HAS MY AWARD BEEN LISTED TWICE? WHAT DO I REPORT WHAT I HAVE CHANGED RESEARCH ORGANISATION?

When a lead PI moves to another Research Organisation (RO) during the life of the award, part of the award value is transferred to the new RO and a new, second, award record is created. This new award record is identifiable by the original award reference being suffixed with a '/2' instead of '/1'.

Outcomes should be attributed to the relevant award i.e. ones realised before the organisational transfer should be on the lowest '/x' e.g. '/1' and ones realised while at the new organisation should appear under the newer one e.g. '/2'.

E. COMMON OUTCOMES

22. HOW DO I ADD PUBLICATIONS TO RESEARCHFISH® THAT DO NOT HAVE A UNIQUE IDENTIFIER E.G. DOI, ISBN, PUBMED ID?

Publications can be added to researchfish® manually, though it is much quicker for you to report a publication with an ID so you may want to check carefully to see if your publication has subsequently been assigned an ID.

23. HOW ARE PUBLICATIONS ENTERED INTO RESEARCHFISH IF THEY ARE NOT OPEN ACCESS?

The data that researchfish® holds for a publication is just bibliographic and is not the publication itself. As this is the case it is not necessary for publications to be Open Access to be recorded in your Common Outcomes in researchfish®.

24. WHERE WOULD IT BE APPROPRIATE TO ENTER NON-TEXTUAL OUTPUTS?

This depends on the nature of the outcome. The researchfish® sections under 'Common Outcomes' have been designed to capture information on a wide range of outputs. You should look through the list of Common Outcomes to find the best fit. If you click on the question mark icon adjacent to each outcome type this will display a brief guide on what kind of information is appropriate to report for that outcome type. If a specific outcome, for example a film, has had significant influence on policy, the outcome (i.e. the film) and the policy influence should be reported separately under the relevant outcome types, in this example under 'Artistic and Creative Products' and 'Influence on Policy, Practice, Patients & the Public'.

25. HOW ARE CO-AUTHORS RECOGNISED IN THE PUBLICATIONS SECTION?

For publications entered using a unique identifier the names of all authors are automatically extracted from the relevant external database but researchfish® only displays the first named author, as listed by the publisher. For publications that are added manually there is an optional field for adding co-author information.

26. WHICH SECTION IS APPROPRIATE FOR ADDING ONLINE CATALOGUES?

For online catalogues such as searchable databases of research resources or artefacts use the 'Research Databases & Models' section.

27. WHICH SECTION IS APPROPRIATE FOR ADDING CONFERENCES?

You are not expected to report every contribution to every conference you attend within your own discipline. *Published* conference papers can be reported in the 'Publications' section. If you have been an invited speaker you should use the outcome type 'Awards & Recognition'.

28. WHAT SECTION SHOULD I USE WHERE A MAJOR OUTPUT FROM A PROJECT HAS BEEN A WEBSITE HOSTING ESSAYS AND PAPERS?

If the essays and papers are themselves outputs from the project funding, then you may want to record these separately under 'Publications'. If the website represents a significant improvement to the research infrastructure then it can be recorded as such in the 'Research Tools & Methods' section, or it may be more appropriate to record it in the 'Software & Technical Products' section. If, however, the website is principally a portal through which to access the project's outputs (i.e. essays and papers) then add the webpage URL in the 'Key Findings' section of the Mandatory Additional Questions.

F. USING THE DATA

29. HOW WILL THE RESEARCH COUNCILS PUBLICISE RESULTS FROM RESEARCHFISH®?

Outcomes, once submitted during an annual Submission Period, are made available to the public on the Gateway to Research site as part of the Councils commitment to an Open Access policy for

research outputs. As this is the case, **please ensure that there is no intellectual property, personal or confidential information in your outcomes.**

Please note, the exception to this is Publications. Any Publications added to an award are uploaded to Gateway to Research pre-submission.

30. WHO CAN SEE THE OUTCOMES I ENTER ON RESEARCHFISH®?

Outcomes information is available as follows:

Have the outcomes been submitted during an annual Submission Period?	Who can see the information
No*	Funding Organisation (e.g. a Research Council) Award Holding Organisation (e.g. a University)
Yes	Funding Organisation (e.g. a Research Council) Award Holding Organisation (e.g. a University) For Studentships awarded after 2016 and all PIs: Published on UKRI's Gateway to Research site (http://gtr.ukri.org/)

** Please note, the exception to this is Publications. Any Publications added to an award are uploaded to Gateway to Research pre-submission.*

The information submitted via researchfish® is governed by a contractual agreement and Researchfish Ltd is not permitted to share, pass on or exploit any information submitted. The Research Councils may share information confidentially between the Councils to help understand research progress, productivity and quality.

Outcomes, once submitted during an annual Submission Period, are made available to the public on the Gateway to Research site as part of the Councils commitment to an Open Access policy for research outputs. As this is the case, **please ensure that there is no intellectual property, personal or confidential information in your outcomes.**

You can see the date of the next Submission Period under [Key Dates](#).

31. MY OUTCOMES CONTAIN CONFIDENTIAL INFORMATION, DO I STILL HAVE TO UPLOAD?

You should not include any confidential information, such as personal detail or pieces of intellectual property before it is protected. The outcomes (once submitted) will be made visible in the public domain through the Gateway to Research (<http://gtr.ukri.org/>) site.

32. CAN A PI DOWNLOAD THEIR DATA?

Yes, you can download the outcomes data in your researchfish® record. You can do this by going to the 'Personal Portfolio' section in the researchfish® website and clicking 'Download Personal Portfolio'.

G. TEAM MEMBERS AND DELEGATES

33. CAN SOMEONE ELSE ENTER OUTPUT INFORMATION AND SUBMIT ON MY BEHALF?

Only a PI can submit the outcomes attributed to her/his award(s). However, a PI can allow others to enter information into researchfish® on their behalf. There are two types of access a PI can grant to another person:

- a) **‘Delegate’ access**, whereby a PI can grant another person access to all their awards. The delegate will have the same functions as the PI with the exception being able to submit;
- b) **‘Research Team’ access**, whereby the PI can grant another person access to a particular award. A Research Team member can view all outputs associated with an award, and the PI can permit the team member to:
 - Re-use outputs in their own portfolios;
 - Attribute outputs from their portfolio into the PI’s award.

A team member can only edit and remove outcomes that they have entered, whilst the PI can edit and remove all outcomes.

Please note ONLY the PI can answer the Mandatory Additional Question and submit all the outcomes in the Submission Period

34. IF THERE IS A LARGE INSTITUTIONAL AWARD WITH A SENIOR PERSON AS THE PI, CAN SOMEONE ELSE BE NOMINATED TO SUBMIT A RETURN ON RESEARCHFISH®?

Submission can only be made by the named PI; this cannot be delegated.

After an award has ended, the Research Council’s post-award teams are unable to change the PI. The funder may agree to assign the award to a different person (in researchfish® only) for reporting purposes.

35. I HAVE ADDED A TEAM MEMBER, BUT I CANNOT SEE THEM IN MY PORTFOLIO.

This might be because they have not yet accepted the invitation. Try resending the invitation. If they have accepted the invitation and you still cannot see them, please contact the Researchfish support team for further guidance on the following email address: support@researchfish.com

36. HOW DO I DELETE A TEAM MEMBER IF THEY HAVE MOVED ON, OR EDIT THEIR PRIVILEGES?

Click on that team member and either go to ‘Remove team member’ or uncheck/check the box relating to the privilege you wish to edit. Please note only the award holder (PI) can do so.

For more details instructions please see the following:

<https://userguide.researchfish.com/removecollaborator.html>

H. RESEARCH ORGANISATIONS (ROS)

37. CAN AN ORGANISATION CHECK A PI'S DATA BEFORE IT IS SUBMITTED?

If the PI has granted 'delegate' or 'team member' access to a person from the organisation's administrative office, then they will be able to see the information that has been entered.

Outcomes information cannot be viewed via RO Admin Lite. Organisations with full RO access through the Researchfish subscription service will be able to see all data that has been added by a PI. Full details on what the full RO interface offers can be found by attending an RO webinar – see the Researchfish website for more information www.researchfish.com

38. CAN A RESEARCH ORGANISATION ADD EXTRA OUTCOME INFORMATION TO A PI'S AWARD?

Anyone that the PI gives access to their account, either as a 'delegate' or as a 'team member', may add to or create Common Outcomes on the PI's behalf.

However, the PI remains the owner of their record and can delete or change any information added by others, and only the PI can submit their records during the annual Submission Period. Information cannot be added via Admin Lite or via the full RO interface access.

39. DOES THE 'RO ADMIN LITE' INTERFACE GIVE THE ABILITY TO RUN REPORTS ON THE SCHOOL/DEPARTMENT LEVEL?

This is not included in the free 'RO Admin Lite' interface. Full details on what the full Admin interface offers can be found by attending an RO webinar – see Researchfish website under 'Help' for more information www.researchfish.com