

# UKRI FREQUENTLY ASKED QUESTIONS FOR STUDENTSHIP GRANTS ON RESEARCHFISH®

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### A. KEY DATES

When	Activity	Responsibility
<b>November</b>	All data will be refreshed in researchfish® based on current Je-S information	UKRI Councils & Researchfish Ltd
<b>Late November to early January</b>	ROs will be asked to examine response codes for all of their awards and request changes	Research Organisations
<b>Mid to late January</b>	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	UKRI Councils & Researchfish Ltd
<b>03 February 2020 to 12 March 2020</b>	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 7 Research Councils (from here on referred to as UKRI) use the researchfish® system (provided by Researchfish Ltd) to gather outcomes from all UKRI funded researcher and studentship grants. Examples of types of outcomes UKRI gather using researchfish® can be found in [question 9](#).

The researchfish® system can be found here: <http://www.researchfish.com/>

## 2. WHY DO WE NEED TO CAPTURE OUTCOMES DATA?

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. WHY DO WE ASK FOR THIS INFORMATION FROM STUDENTS?

UKRI extended their outcomes collection exercise to include students. This is in recognition of the excellent research undertaken by our postgraduate community and to allow us to acknowledge specifically the contribution made by our support to studentships.

UKRI agrees that it is important for UKRI-Council funded doctoral students to tell us about their activities and successes, about how students contribute to their respective areas of research and how they engage with partner organisations and communities. This allows us to find ways to further promote these achievements and acknowledge the work that has been undertaken. As funders with Royal Charters to support research and training, the studentships are a crucial part of the UKRI portfolio.

## 4. HOW CAN I PROVIDE FEEDBACK TO UKRI COUNCILS OR RESEARCHFISHLTD?

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

UKRI: [researchoutcomes@funding.ukri.org](mailto:researchoutcomes@funding.ukri.org)

Researchfish Ltd: [support@researchfish.com](mailto:support@researchfish.com)

## C. USING RESEARCHFISH®

### 5. 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](http://www.drupal.org/about/features/accessibility)

Any feedback regarding the accessibility of researchfish® please contact Researchfish Ltd on: [support@researchfish.com](mailto:support@researchfish.com)

## 6. HOW DO I LOG IN TO RESEARCHFISH®?

An invitation email from researchfish® on behalf of the UKRI will have been sent out when your studentship 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](mailto: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 junk mail.
- If the email isn't in your junk folder, please contact UKRI on [researchoutcomes@funding.ukri.org](mailto:researchoutcomes@funding.ukri.org) who will be able to assist you further.

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

Studentship details include:

**Personal details:** email address, name etc.

**Award details:** project title, award abstract etc.

**Please note** for changes in award details this will require the approval of your supervisor and the Graduate School before the changes can be made.

If your personal or award details need to be updated/corrected, this needs to be done by your University/Research Organisation (RO). This is done through the Je-S Student Details system.

An up to date RO contact list can be seen here: <https://www.ukri.org/funding/information-forward-holders/research-outcomes1/research-organisation-contact-list/>

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

Only you can submit outcomes during the annual Submission Period and add outcomes to the Mandatory Additional Questions. However, as a student your supervisor would've been added as a Team Member on your award. This means that your supervisor will be able to add information to the Common Outcomes. **Your supervisor cannot submit or see the Mandatory Additional Questions.**

## 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 UKRI Councils and we recognise that there is still work to do in this area. The 7 UKRI 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 UKRI 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. 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 main 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 the issues you are experiencing.

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

- Any policy related question 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 only go to the researchfish® themselves to resolve.

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

## D. REPORTING OUTCOMES

### 11. AS A STUDENT, WHAT DO I NEED TO DO?

You are responsible for providing information about the outcomes from your studentship. Once your studentship has been added to researchfish® you will be invited to enter and submit data to researchfish® as part of a 6-week annual exercise (called the Submission Period) until 3 years after your studentship has finished. You should make sure your contact details are kept up to date for this

purpose. Your primary supervisor should also have been given access to your studentship details on researchfish® and will be able to help you provide the outcomes information.

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

## 12. WHO NEEDS TO SUBMIT OUTCOMES?

UKRI does not ask for outcomes from students until their 3rd year of funding and will continue to ask for them, annually, until at least 3 years after the award has finished.

## 13. WHAT HAPPENS IF I AM UNABLE TO SUBMIT OUTCOMES DUE TO MATERNITY LEAVE OF LONG TERM SICKNESS?

If you are unable to make a submission due to maternity leave or long-term sickness, please inform you University/Research Organisation. In these we would not expect a submission for the coming year's Submission Period, but a submission would be expected for the Submission Period after unless informed otherwise.

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

## 14. WHEN CAN I ENTER OUTCOMES DATA ON RESEARCHFISH®?

You can enter your outcomes on researchfish® at any point during the year. However, there is a 6-week annual period 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](#)

## 15. WHAT OUTCOMES DO I NEED TO REPORT?

There are a range of 'Common Outcomes' that can be reported on using researchfish®; however, some not be relevant to you as a student. The most likely sections of relevance include:

**PUBLICATIONS** – Tell us about any papers you have published as part of your PhD as well as your thesis when applicable.

**COLLABORATIONS** – Tell us about any work you have completed in collaboration, for example, with an industrial partner or another academic group.

**ENGAGEMENT ACTIVITIES** – Tell us about any instances where you communicated your research to a non-academic audience, e.g. presentation at science fairs or schools. *Please note that information about attendance to academic conferences is not required.*

**OTHER OUTPUTS & KNOWLEDGE/FUTURE STEPS** – Tell us about anything else you think is an important outcome from your research.

**SECONDMENTS, PLACEMENTS & INTERNSHIPS** – Tell us about any time spent at other organisations

You will also be asked a number of Mandatory Additional Questions which will appear below the Common Outcomes mentioned above. Unlike the Common Outcomes the Mandatory Additional Questions **must** be completed before you are able to make a submission.

## **POLICY CHANGES RELATING TO SOME MANDATORY ADDITIONAL QUESTIONS FROM 2020 SUBMISSION PERIOD ONWARDS**

Some Councils use the 'Skills Shortage' section, which is only required to be completed once by an award holder. Once the section has been completed, and a submission has been made, in subsequent years this section will then be non-mandatory to complete

Award holders will also find that certain sections may be removed for them to answer in future submissions. Examples of this are the 'Animal Use' and 'Secondment et al' ones which will be removed once the first submission has been made after the funding of an award has finished. So for example, if an award's funding finished in June 2018, and a submission was made against it in March 2019, these sections will not appear to answer from the 2020 Submission Period onwards

#### 16. IF I HAVE BEEN CO-FUNDED BY TWO UKRI COUNCILS, WHO DO I REPORT MY OUTCOMES TO?

Students who are co-funded by two UKRI Councils will only need to provide outcomes data to one UKRI Council. The name of the lead UKRI Council is provided in researchfish® and can be seen after logging in.

#### 17. WHAT HAPPENS IF I DON'T HAVE ANY OUTCOMES TO REPORT?

UKRI recognise that many outcomes and impacts occur towards the end of a project or after it has finished. However, many outcomes also arise throughout the course of a studentship. UKRI would encourage students to think broadly about their achievements during their study and see if they can be recorded in researchfish®.

If you don't have anything to report at this stage of your studentship you are able to submit a blank response. You will be invited to submit outcomes data again each year until 3 years after the end of your award funding.

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

#### 18. I AM NOT SEEKING TO PURSUE A CAREER IN ACADEMIA. HOW SHOULD I COMPLETE MY RESEARCHFISH® SUBMISSION?

UKRI would still wish to know what outcomes, outputs or impacts had been realised from the research that you have undertaken, regardless of your future career choices. UKRI recognise that many students will pursue careers outside of academia following the completion of their studentship. Providing skilled individuals to the wider economy is an important outcome of our investment in post graduate training.

#### 19. HOW DO I START ENTERING OUTCOMES DATA ON RESEARCHFISH®?

To start entering outcomes on researchfish® go into your award from the "My Awards" tab. This will bring you to a screen where all the Common Outcomes are listed on the left with the Mandatory Additional Questions listed underneath. From there you can click on the Common Outcome you wish to add information to and click on the green '+Add new entry' button on the right and follow the instructions. You will also be able to view any previous entries on this page. When you click on the Mandatory Additional Questions this will bring up a series of question for you to answer.

A guide on this, which includes screenshots, can be found on the following

link: <https://userguide.researchfish.com/add-outcomes.html>

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

#### 20. WHEN DO I HAVE TO FINISH ENTERING MY OUTCOMES?

You can enter your outcomes at any time during the year, but you will be asked to confirm that all your information is accurate and complete by submitting your data during the annual Submission Period. You will receive a reminder emails prior and during the Submission Period to prompt you to

submit your outcomes. Once you have successfully submitted you will get an email from the system confirming this.

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

## E. COMMON OUTCOMES

### 21. 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.

### 22. 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®.

### 23. WHERE WOULD IT BE APPROPRIATE TO ENTER NON-TEXTUAL OUTCOMES?

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 guidance 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'.

### 24. 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.

### 25. WHICH SECTION IS APPROPRIATE FOR ADDING ONLINE CATALOGUES?

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

### 26. WHICH SECTION IS APPROPRIATE FOR ADDING CONFERENCES?

You are not expected to report every contribution to every conference you attend within your 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’.

**27. WHAT SECTIONS 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**

**28. WILL THE UKRI BE ASSESSING MY PERFORMANCE/THE PERFORMANCE OF INDIVIDUAL STUDENTS USING RESEARCHFISH® DATA?**

UKRI will not use researchfish® data to assess the performance of individual students or review the progress of individual studentships. In addition, there is no expectation that doctoral students will have specific outcomes to report. The Councils agreed that it was important that the doctoral students they fund are able to tell them about their activities and successes, It also tells the Councils how students contribute to their respective areas of research and how they engage with partner organisations and communities.

**29. 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.

**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
<b>No*</b>	Funding Organisation (e.g. a UKRI Council) Award Holding Organisation (e.g. a University)
<b>Yes</b>	Funding Organisation (e.g. a UKRI Council) Award Holding Organisation (e.g. a University)
	<b>For Studentships awarded after 2016 and all PIs:</b> Published on UKRI’s Gateway to Research site ( <a href="http://gtr.ukri.org/">http://gtr.ukri.org/</a> )

*\* 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. UKRI 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. CAN I DOWNLOAD MY 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. STUDENTSHIP SUPERVISORS

### 32. AS A SUPERVISOR, WHAT DO I NEED TODO?

You will be added as a Team Member onto the account of your student's project if you are listed as their primary supervisor on Je-S. This means that you can see the entries made and help provide additional entries via your own researchfish® account. Other people, e.g. second supervisors, can also be added as team members on a studentship. If you have been added to a student's record who you no longer supervise, you should contact your University's researchfish® administrator, who will be able to facilitate getting your details updated on Je-S. The student should also be asked to remove you from their team in researchfish®.

**Please note that although you can assist in adding outcomes only the student will be able to finalise and submit the outcomes during the annual Submission Period.**

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

### 33. AS A TRAINING MANAGER, WHAT DO I NEED TODO?

As a Director, manager or administrator of a DTP, CDT or other UKRI training programmes, we would encourage you to ensure that students are provided with the support and training they need to submit accurate and complete outcomes data. If appropriate this might involve organising a training session for student and supervisors. You might also in some cases ask students to add you as a Delegate to their award to allow you visibility of their outcomes and to assist them in adding the outcomes. **Please note though that only the student concerned can answer the Mandatory Additional Questions and make the final submission.**

#### 34. MY TEAM MEMBER/SUPERVISOR INVITATION CODE IS NOT WORKING

Your student may not have accepted their researchfish® invitation. Until they have set up their account you will be unable to be added as a team member.

If they have accepted and you still cannot join, please contact [support@researchfish.com](mailto:support@researchfish.com)

#### 35. HOW WILL OUTCOME REPORTING BE MONITORED?

Research Organisations can access compliance data directly through their Dashboards on researchfish® and will be provided with regular reports on data activity during the annual Submission Period exercise. There will be no formal sanctions for non-compliance of studentship outcome reporting; however, compliance levels may be taken into account during assessment of future applications for training grants. Data provision by finished students will be monitored separately and will not be included in consideration of future training grant applications.