

UKRI FREQUENTLY ASKED QUESTIONS FOR GRANTS ON RESEARCHFISH

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GENERIC FREQUENTLY ASKED QUESTIONS FOR PRINCIPAL INVESTIGATORS AND STUDENTS:

A. KEY DATES

When	Activity	Responsibility
Early October	The cut-off date for changes made via Je-S to be included in the December refresh of UKRI data in researchfish.	Award holders, for checking data accuracy (making changes may need support from research organisations and UKRI councils).
December	All data including response codes will be refreshed in researchfish based on current UKRI information.	UKRI councils & researchfish
Early December to mid-January	Research organisations will be asked to examine response codes for all their awards and request changes if required.	Research organisations
Early February	Lists of those expected to submit outcomes are finalised. Emails will be sent out regarding the submission period and all who have not yet registered on researchfish will be sent an invitation to do so.	UKRI councils & researchfish All to check spam/junk folders for mis-routed emails
7 February 2022 to 17 March 2022	2022 submission period: Award holders asked to submit new/updated outcomes via researchfish.	Award holders with support from research organisations
Early June	Submitted outcomes published on GtR.	UKRI councils & researchfish

The submission period is typically six weeks long and although principal investigators and students **can add their outcomes anytime throughout the year**, the data can only be submitted to UKRI within this period.

B. GENERAL QUESTIONS

WHAT IS RESEARCHFISH?

Researchfish is an online system used to collect details of research outputs, outcomes and impacts. UKRI uses the researchfish system (provided by Interfolio UK) to gather outcomes from research and studentships supported by the seven UK research councils.

The researchfish system can be accessed here: <https://researchfish.com/>

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 UKRI 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-award-holders/research-outcomes/>

WILL THE INFORMATION REPORTED VIA RESEARCHFISH BE USED?

The information reported via researchfish is 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 are publicly available on the UKRI 'Gateway to Research' website: <http://qtr.ukri.org/>

ACCESSIBILITY OF THE RESEARCHFISH SYSTEM

The researchfish application is built on Drupal which contains several 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

Feedback regarding the accessibility of researchfish should be sent to support@researchfish.com

ARE STUDENTS REQUIRED TO COMPLETE RESEARCHFISH?

UKRI Councils ask directly and indirectly supported research students to submit their research outputs and outcomes information, initially two years after their funding began and then each year until three years after the funding has finished.

The information provided is not used to monitor individual students or studentships.

We are encouraging all students to make a submission. However, we understand that some students may not be in a position to report their outcomes to UKRI this submission period due to the ongoing disruption and delays caused by the COVID-19 pandemic. For this reason, reporting by students will be optional in 2022, as it was during the 2021 submission period.

WHAT IS A SUBMISSION PERIOD?

A submission period is the allocated time within the year in which principal investigators and students are required to submit their outcomes on researchfish. It is typically six weeks long beginning in early February.

Although **outcomes can be recorded/updated at any time during the year**, they can only be submitted to UKRI during a submission period.

WHY IS THE SUBMISSION PERIOD ONLY SIX WEEKS?

Having a relatively short window of time for all PIs and students to submit their outcomes means that a snapshot of the data can be exported and utilised for analysis. Nevertheless, PIs are also able to add their research outputs and/or update existing entries at any point outside this period. We encourage PIs and students to add outcomes throughout the year, to then be finalised and submitted during the submission period.

WHO CAN SEE THE OUTCOMES I ENTER ON RESEARCHFISH?

Outcomes' information available is as follows:

Have the outcome been attributed to an award in researchfish?	Who can see the information
No	Only the person who created the outcome, and any other researchfish user they have agreed to share it with, can see the outcome
Yes	See below
Have the outcomes been submitted during an annual submission period?	
No*	In addition to the above, the current version of the outcome is visible to the funding organisation (e.g. UKRI council) and the award holding organisation (e.g. a university) if it is a subscriber to researchfish.

Yes	<p>The submitted* version of the outcome is recorded by the Funding Organisation (e.g. UKRI council). UKRI provides all award holding organisations with the outcomes attributed to their awards.</p> <p>For studentships awarded after 2018 and all PIs: most submitted outcomes are published on UKRI's Gateway to Research site (http://gtr.ukri.org/)</p>
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* Please note, the exception to this is publications. Details of publications attributed to awards in researchfish are uploaded to the Gateway to Research on a monthly basis.

The information submitted via researchfish is governed by a contractual agreement. Interfolio UK is not permitted to share, pass on or exploit any information submitted. UKRI may share information confidentially between the UKRI research councils to help understand research progress, productivity and quality.

Outcomes submitted to UKRI during an annual submission period are made available to the public on UKRI's 'Gateway to Research' (<http://gtr.ukri.org/>) as part of the UKRI's commitment to openness and transparency. As this is the case, **confidential or sensitive personal information, and details of un-protected intellectual property, should NOT be included in any outcomes submitted to UKRI.**

WHAT IS A RESPONSE CODE?

Each UKRI award in researchfish is given a response code. The code determines whether the principal investigator or student is expected to submit new and/or updated outcomes attributed to the award during the next submission period. Response codes are not visible in researchfish to principal investigators or students but are shared with the relevant research organisation administrators.

APPLICABILITY FOR THE ARTS, HUMANITIES AND SOCIAL SCIENCES

Developing a question set to collect the outcomes and outputs of research which is applicable to all research communities is a priority for the UKRI councils.

The seven UKRI councils (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC and STFC) are not the only funders who use researchfish; the system is used by around 80 other organisations across the UK and internationally. Changes to the question set are implemented after discussion and agreement between all the different users and requests for change, if agreed, can 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.

HOW CAN I PROVIDE FEEDBACK TO UKRI OR RESEARCHFISH?

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

UKRI: researchoutcomes@funding.ukri.org

Researchfish: support@researchfish.com

CAN YOU CONFIRM MY SUBMISSION WAS SUCCESSFUL?

Once you have submitted your outcomes and they have been logged by the system you will receive a confirmation email from researchfish stating that your submission has been completed successfully. The email will contain the award reference number(s), please ensure that you have received an email for each award for which you must submit outcomes.

If you have not received this email, please check your junk folder as some email providers treat automated emails as spam.

WILL I BE ASKED ABOUT HOW COVID-19 HAS IMPACTED MY PROJECT?

Yes, to help us understand the impact of the COVID-19 pandemic on UKRI-funded projects, we will continue with adding the temporary Additional Question section to researchfish for 2022. The section will consist of a short set of multiple-choice questions which will ask researchers to identify if their project's outputs and outcomes have been affected by COVID-19 in 2021 and 2022.

The information collected will be used to help UKRI understand the effectiveness of its own response to the COVID-19 pandemic.

To ensure we are only asking for the data required for this purpose, the question will be applied to a subset of awards where it is most relevant. Award holders will be informed in the run up to the submission period if they will be asked to answer this section.

C. USING RESEARCHFISH

HOW DO I LOG IN TO RESEARCHFISH?

Principal investigators or students new to the system are sent an invitation email on behalf of UKRI by researchfish when a UKRI award has been added to the system. This email will provide a link to allow you to register on the researchfish system and create an 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:

- a. Check your junk folder, the email may automatically be considered junk mail.
- b. 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.

HOW CAN I GET HELP USING THE SYSTEM?

There are several ways you can get help using researchfish:

- a. You can use the online researchfish user guide: <https://userguide.researchfish.com/>
- b. Help and guidance is provided throughout the researchfish system by clicking on the 'Help and Support' button at the top right of each page for the help menu. Just below that, there is a blue button entitled 'Help using this page'.
- c. 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>
- d. 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 and assist you with the issues you are experiencing. The link to the live chat is: <https://app.researchfish.com/helpwiz/contact>
- e. The UKRI Research Outcomes Support Team (researchoutcomes@funding.ukri.org) can be contacted for any policy related questions regarding adding outcomes to the system. The team do not have the ability to see any issue you are experiencing in your researchfish account. System related queries should only go to the researchfish team to resolve or you can email the team at support@researchfish.com

HOW DO I ACCESS LIVE CHAT IN RESEARCHFISH?

To access live chat, you will firstly need to log in to your researchfish account. From the 'My Awards' screen, click on 'Help and Support' that can be found in the top right-hand corner of the screen.



You will be taken to the 'How can we help you?' page where you will need to scroll down and click on the text, 'None of the above? Contact us'

researchfish
by interfolio

Connect to ORCID
Log out

My Awards e-Val Our Community Knowledgebase My Account My Downloads Help and Support

You Are Here [Home](#) > How can we help you today?

How can we help you today?

Invitation help

Award details incorrect

Submission help

Frequently asked questions

User Guide

Watch help videos

Join a webinar

Documentation

[None of the above? Contact us](#)

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MY DETAILS ARE INCORRECT, HOW DO I UPDATE THEM?

Grant and contact details are pulled from the UKRI Je-S system. If your details are incorrect, please ensure you update your details there. This will feed into researchfish when the data is next refreshed.

D. REPORTING OUTCOMES

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 six-week annual period called the 'Submission Period' (normally between early February and mid-March). This is when you submit your data. If the outcomes you have added are not submitted during the submission period, the data you input cannot be used by UKRI (if this is confusing, it may help to think of submitting your outcomes data as the equivalent of 'checking out' your shopping basket when shopping online).

For the date of the next submission period please see the [Key Dates](#)

WHAT OUTCOMES DO I NEED TO REPORT?

There are a range of ‘Common Outcomes’ that can be reported on using researchfish. There is no minimum required number of any outcome type, and some outcome types may not be relevant to your research, however it is important you create records to describe the outcomes you wish UKRI to know about – if you don’t tell us we won’t know! The most likely sections of relevance include:

PUBLICATIONS – Tell us about any papers you have published. If you are a student, include publications which credit your contribution during 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 should not be added as an outcome.*

OTHER OUTPUTS & KNOWLEDGE/FUTURE STEPS – If you want to tell us about an important outcome from your research that doesn’t seem to fit any of the common outcome types, first check the guide to outcome types and sub-types at:

<https://rf-downloads.s3.amazonaws.com/Outcome+type+map.pdf>.

If you still can’t locate the best place to record it then use this section to tell us about it.

You may also be asked one or more additional funder’s questions (AFQs) which will appear below the common outcomes mentioned above. Unlike the common outcomes the additional funders questions **must** be completed before you are able to make a submission.

The most common AFQs cover ‘Key Findings’, ‘Impact’, and ‘Secondments, Placements & Internships’. When and which AFQs you are asked depends on a number of factors including the policy of the council funding the award, the relevance of the AFQ to the award, whether the award is still current, and whether the question has been previously answered.

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 additional funder’s questions listed underneath. From there you can click on the common outcome type you wish to record 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 additional funder's questions this will bring up a series of questions 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>

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 complete and up to date by submitting your outcomes during the annual submission period. You will receive reminder emails prior to and during the submission period to prompt you to submit your outcomes. Once you have successfully submitted your outcomes you will get an automated email from researchfish confirming this.

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

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 by clicking on the 'click here to add manually' link below the ID search panel. It is however much quicker and more accurate to report a publication with a unique ID by entering that ID and getting researchfish to import the details for you, so you may want to check carefully to see if your publication has subsequently been assigned an ID.

If you have an ORCID you can also link your ORCID and researchfish accounts and share publication details between them, to save having to re-enter their details in both systems,

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

The data that researchfish holds for a publication is bibliographic and is not the publication itself. Therefore, it is not necessary for publications to be open access to be recorded in your common outcomes in researchfish.

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, however, 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.

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

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

WHY IS MY AWARD NOT IN RESEARCHFISH?

If your award has only recently started, it will not have been added to researchfish yet.

We add awards into researchfish up to three times a year. If you are new to the system when your award is added, you will be sent an email invitation to set up your account to access your award.

E. USING THE DATA

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'.

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 and the guide to outcome sub-types (at <https://rf-downloads.s3.amazonaws.com/Outcome+type+map.pdf>) to find the best fit. If you click on the question mark icon adjacent to each outcome type this will display 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'.

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.

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'.

WHAT SECTIONS SHOULD I USE IF A MAJOR OUTPUT FROM A PROJECT HAS BEEN A WEBSITE HOSTING ESSAYS AND PAPERS?

If the essays and papers are 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 Additional Funder's Questions.

FREQUENTLY ASKED QUESTIONS FOR PRINCIPAL INVESTIGATORS

A. GENERAL QUESTIONS

WILL ALL UKRI RESEARCHFISH USING COUNCILS BE IMPOSING SANCTIONS IF NO SUBMISSION HAS BEEN MADE?

Yes. Funding sanctions will be applied to individuals who have not completed a submission during the submission period. This means that any new applications to UKRI for funding will not be funded until a researchfish submission has been made. UKRI may also stop any in progress awards from receiving further funding.

More details are available here:

<https://www.ukri.org/funding/information-for-award-holders/research-outcomes/principles-of-use-and-award-holder-responsibilities/>

Please note the sanctions policy does not apply to students.

DOES RESEARCHFISH REPLACE THE FINAL REPORT FORMS?

Final Reports have been replaced by the use of researchfish. For the vast majority of awards, UKRI requires PIs to use researchfish to report their outputs, outcomes and impacts to the funding research council.

A small number of UKRI awards may 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.

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, you should contact your research organisation. Your research organisation will be able to make the necessary arrangements to ensure that you are exempt from the current submission period.

For a retired principal investigator, the following will occur depending on whether the award is current or closed:

Current Award

If the award is current, the UKRI council funding the award will need to be informed, and a new principal investigator will need to be proposed by the research organisation and agreed to by the UKRI council. This process takes place within the Je-S system and the agreed change is fed

through to researchfish during the next data refresh

Closed Award

If the award has closed the UKRI Research Outcomes Support Team should be informed at the earliest opportunity. The UKRI council which funded the award may require the research organisation to appoint an alternative person to continue to report on the outcomes of the award as they emerge. However, this is up to the discretion of the respective UKRI council which will normally take into account how much time has elapsed since the award ended and to current completeness of the outcome record and the likelihood of further outcomes arising.

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

WHAT IS MY 'PERSONAL PORTFOLIO' ON RESEARCHFISH?

Your Personal Portfolio contains all the Common Outcome records you create regardless of which award(s), if any, they are attributed to.

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 additional funder's 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/>

B. REPORTING OUTCOMES

I DO NOT HAVE ANY OUTPUTS TO REPORT THIS YEAR. DO I STILL MAKE A SUBMISSION?

UKRI recognises 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 'Common Outcomes' to report at this stage of your award you need only complete and submit your responses to any additional questions that have been asked. You will be invited to submit outcomes data again the following year.

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 them. If an outcome can be attributed to two or more awards with different PIs it is important that use is made of the 'Team Member' functionality in researchfish – this eliminates duplication of effort in recording the outcome and avoids the risk of 'double-counting' in subsequent analyses. A short video-guide on this aspect of the system is available at <https://www.youtube.com/watch?v=Tg-C-2cOV9U>

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

In general, UKRI requires awards to be reported on for at least five years after the funding end date. However, if you believe that five years is not appropriate for a particular award, for example, your award is not going to generate further outcomes or significant impact after less than five years, then the funder may agree to 'close' the award early on researchfish and no further submissions will be required. Equally, it is possible that grants are kept 'open' on researchfish for the submission of further outputs beyond the five years if the funding UKRI 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

WHAT HAPPENS WHEN THERE IS A JOINT PROJECT ACROSS MULTIPLE ORGANISATIONS AND EACH ORGANISATION HAS ITS OWN AWARD?

The principal investigator 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.

WHAT DO I NEED TO SUBMIT?

To successfully submit during the submission period, the following is required:

Additional Funder's Questions: All the additional funder's 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 additional funder's questions for all of your awards are ticked green.

For some long-finished awards (normally more than five years after funding was completed) you may see blue warning triangles instead. This will mean that these sections are now non-

mandatory and therefore do not need to be answered 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 principal investigator 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 additional funder's questions please be aware that the data submitted on researchfish will be made publicly available on UKRIs Gateway to Research (<https://gtr.ukri.org/>). This makes it essential that the data reported is of good quality and is accurate and up to date.

C. TEAM MEMBERS AND DELEGATES

WHAT IS THE DIFFERENCE BETWEEN A DELEGATE AND A TEAM MEMBER?

A delegate is a non-researcher, perhaps an assistant or personal assistant, who has delegated access to the principal investigator's award. They have the same functions as the principal investigator with the ability to act on their behalf and input data.

A team member is a researcher, who may be a co-investigator. They have their own outputs and are therefore able to build up their own output bank. They may associate these with the principal investigator's award, and other relevant awards.

****Delegates and team members do not have the ability to complete the submission process on a PI's award****

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

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

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

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

Please note ONLY the principal investigator can answer the additional funder's questions and submit all the outcomes in the submission period

IF THERE IS A LARGE INSTITUTIONAL AWARD WITH A SENIOR PERSON OTHER THAN THE PRINCIPAL INVESTIGATOR, CAN THE SENIOR PERSON BE NOMINATED TO SUBMIT A RETURN ON RESEARCHFISH?

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

After an award has ended, the UKRI council's post-award teams are unable to change the principal investigator. The funder may agree to assign the award to a different person (in researchfish only) for reporting purposes.

I HAVE ADDED A TEAM MEMBER; WHY CAN I NOT 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 at support@researchfish.com for further guidance.

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 (principal investigator) can do so.

For more details, please see the following:

<https://userguide.researchfish.com/remove-collaborator.html>

D. RESEARCH ORGANISATIONS

CAN AN ORGANISATION CHECK A PRINCIPAL INVESTIGATOR'S DATA BEFORE IT IS SUBMITTED?

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

Outcome's information cannot be viewed online by research organisation which do not subscribe to researchfish. Organisations which subscribe to researchfish will be able to see all data that has been attributed to awards made to them. Full details on what the full research interface offers can

be obtained by contacting researchfish directly.

See the researchfish website for more information www.researchfish.com

CAN A RESEARCH ORGANISATION ADD EXTRA OUTCOME INFORMATION TO A PRINCIPAL INVESTIGATOR'S AWARD?

Anyone that a PI allows to access to their account as a 'delegate' or allows to add outcomes to specific awards as a 'team member', may create and attribute common outcomes to the PI's award(s) on the PI's behalf.

However, an outcome records is 'owned' and may be only edited by the person who created it, or by a delegate of the person who created it. If a PI does not agree with the content of an outcome record attributed by a team member to their award, the PI can either remove the outcome from the award or ask the team member who created it to amend it before it is submitted to UKRI. The principal investigator is responsible for checking and confirming the accuracy of the outcome records attributed to their award(s) and only the PI can submit those outcome records during an annual submission period. Outcomes cannot be added via the admin lite interface available to non-subscribing research organisations or the full interface provided to subscribing research organisations.

DOES THE 'RESEARCH ORGANISATION ADMIN LITE' INTERFACE GIVE THE ABILITY TO RUN REPORTS ON THE SCHOOL/DEPARTMENT LEVEL?

This is not included in the free 'Research Organisation Admin Lite' interface. Full details on what the full admin interface offers can be obtained by contacting researchfish directly – see researchfish website under 'Help' for more information <https://researchfish.com/>

WHY HAS MY AWARD BEEN LISTED TWICE? HOW DO I REPORT IF I HAVE CHANGED RESEARCH ORGANISATIONS?

When a lead principal investigator moves to another research organisation during the life of the award, part of the award value is transferred to the new research organisation 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'.

FREQUENTLY ASKED QUESTIONS FOR STUDENTS

A. GENERAL QUESTIONS

WHY DO YOU ASK FOR THIS INFORMATION FROM STUDENTS?

Studentships are a crucial part of the UKRI portfolio, and it is important that UKRI council funded doctoral students have the opportunity to tell us about their activities and successes, about how they contribute to their respective research areas, 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.

MY PROJECT WAS IMPACTED BY COVID-19, DO I STILL REPORT?

The data provided by students in researchfish each year is very valuable in helping us understand the outcomes of students' research and the impact of our training awards. This year in particular it will be useful in helping us understand the impact the pandemic has had on student outcomes.

UKRI is therefore encouraging all students who are able to do so to make a submission. However, we understand that some students may not be in a position to report their outcomes to UKRI this year due to the ongoing disruption and delays caused by the COVID-19 pandemic, and for this reason reporting by students will once again be optional in 2022, as it was during the 2021 submission period.

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 (normally when you begin your third year of studies) you will be invited to record and submit your outcomes to researchfish annually during a six-week 'Submission Period', normally between early February and mid-March. You will usually be asked to provide updates for a further three years after your studentship has finished.

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

You can give others permission to add outcomes to your studentship on your behalf, but only you can submit them, and your responses to the additional funder's questions, during the annual submission period.

WHAT HAPPENS IF I AM UNABLE TO SUBMIT OUTCOMES DUE TO MATERNITY LEAVE OR LONG-TERM SICKNESS?

If you are unable to make a submission due to maternity leave or long-term sickness, please inform your university/research organisation. In these instances, 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.

B. REPORTING OUTCOMES

WHO NEEDS TO SUBMIT OUTCOMES?

UKRI asks students to report their outcomes once they enter their third year of funding and will normally expect them to be updated annually for a further three years after the studentship has finished.

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.

MY STUDENTSHIP ABSTRACT AND TITLE IN RESEARCHFISH IS INCORRECT

The details will need to be changed on the UKRI Je-S system. To do this you will need to contact the studentship department at your university. The changes made in Je-S will pull through to our system and will update researchfish during the next data refresh.

WHAT HAPPENS IF I DO NOT 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 'Common Outcomes' to report at this stage of your award you need only complete and submit your responses to any additional questions that have been asked. You will be invited to submit outcomes data again each year until three years after the end of your award funding.

WHEN CAN I ENTER OUTCOMES DATA ON RESEARCHFISH?

We encourage students to add outcomes throughout the year, so that these may then be more quickly finalised and submitted during the submission period

For the date of the next submission period please see the [Key Dates](#)

C. USING THE DATA

I AM NOT SEEKING TO PURSUE A CAREER IN ACADEMIA, HOW SHOULD I COMPLETE MY RESEARCHFISH CAREER?

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.

WILL THE UKRI BE ASSESSING MY PERFORMANCE OR THE PERFORMANCE OF AN INDIVIDUAL?

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.

It is important that doctoral students UKRI fund can tell us about their activities and successes and show how they contribute to their respective areas of research and how they engage with partner organisations and communities.

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 considered 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.

D. STUDENTSHIP SUPERVISORS

AS A SUPERVISOR, WHAT DO I NEED TO DO?

Students have the option of adding their supervisors as team members. 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, the student should 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](#).

AS A TRAINING MANAGER, WHAT DO I NEED TO DO?

As a director, manager, or administrator of a Doctoral Training Partnership (DTP), Centres for Doctoral Training (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 the student and supervisors. You might also, in some cases ask students to add you as a delegate to their award to allow you to see their outcomes and to assist them in adding the outcomes.

Please note, only the student concerned can answer the additional funder's questions and make the final submission.