



## UKRI Guidance for Outcomes Reporting of Official Development Assistance Projects (ODA) via Researchfish

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## Overview

Official Development Assistance (ODA) is UK government support that promotes and specifically targets the economic development and welfare of low and middle-income countries (LMICs) and is also known as the overseas aid budget.

UK Research and Innovation (UKRI) delivers ODA funding on behalf of the government through various schemes and funds. Historically, this has included the Newton Fund, Global Challenges Research Fund (GCRF) and more recently the International Science Partnership Fund (ISPF). UKRI uses the Researchfish online system to collect information on the outcomes that have arisen from UKRI-funded research and training. All recipients of UKRI funding are required to report emerging outputs, outcomes and impacts for the duration of their awards and for up to five years beyond.

For ODA projects, these outputs are crucial to enable UKRI to determine the effectiveness of ODA investments in addressing the challenges faced by DAC list countries and make the case for future funding. Information provided will be made publicly available through the Gateway to Research portal. Following the submission period, UKRI and the Department for Science, Innovation and Technology (DSIT) will utilise the information submitted to Researchfish as part of our ongoing monitoring and evaluation activities.

International ODA activities come under additional scrutiny and have specific monitoring and reporting requirements. As well as the general system and policy guidance that can be found on the UKRI website, we also provide the following guidance for ODA award holders to assist you with completing your Researchfish submission in line with these requirements. Outcomes can be entered into Researchfish at any time, but once a year there is a formal submission period when researchers are required to confirm that their outcomes information is accurate and up to date.

## Get help with your submission

UKRI are keen to support you to help us to gather information on ODA projects that will enable us to build a full picture of how the funds are developing.

If you have any queries about this guidance or your ODA Researchfish submission, please contact the Research Outcomes Helpdesk:

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

Telephone: 01793 444164



## Reporting Guidance Principles

When reporting outcomes of ODA projects, you must ensure that the following information is provided:

1. The ODA-relevance of the outcomes arising from the project.
2. The Development Assistance Committee (DAC) list [country/countries](#) that will benefit from the individual outcomes.
3. The progress towards delivering the economic development and welfare of the DAC list country/countries.
4. Any secondary benefits to non-partner DAC list countries and/or the UK.

## General ODA Guidance

The general guidance below should be followed for **all** sections of Researchfish. Only provide information on outputs that are a result of the award in question. Any work completed by the project team before the award start date should not be attributed to the award.

Please provide comprehensive information on the impact of the project outcomes including (where possible):

1. Social Impact
2. Economic Impact
3. Contribution to gender equality and inclusivity
4. Environmental sustainability

It is expected that some outcomes will not have had an impact; where relevant, please state that this is the case and, where possible, explain why.

Please also take this opportunity to review and update any outcomes that you have previously recorded in Researchfish. We are particularly interested in any new outcomes or impacts that have emerged since you first reported the outcomes.

## Section specific ODA guidance

Questions within Researchfish are split into the two following categories:

**Common Question Set** – These are output, outcome and impact questions, which are divided into categories. These questions are asked by all funders for all researchers who use Researchfish.

**Additional funder questions (AFQs)** – These are funder-specific or programme-specific questions that are additional to the common question set. These questions must be answered separately each time they are asked, responses cannot be copied and applied to multiple



awards in a portfolio. Completing additional funder questions is mandatory after a grant has ended.

The use of AFQs varies by each UKRI council, therefore some of the individual AFQs listed below may not be included against your award. You are still able to provide the information against individual outcome types included in the Common Question Set (see Section B). In addition, you may also enter relevant information against the 'Other Outputs' section of the Common Question Set.

The following sections provide additional guidance about reporting on ODA awards in each section of the system.

## Additional Funder Questions

### Key Findings

Report the main, high-level research and non-research findings from your award, particularly in relation to the original award objectives.

Within your answer, identify the ODA relevance of research findings i.e. the link to the economic development and welfare of the DAC list country/countries. For non-research findings (e.g. workshops, networking activities) ensure ODA relevance of activities is highlighted.

### Narrative Impact

Summarise the overall impact of the work supported by your award, this section should be updated as impact emerges and develops.

Within your answer, please provide a summary of the wider impact of the grant including where relevant, dates and details about the beneficiaries of the impact. Your response should include the societal and economic impact of the award on the DAC list country/countries and how the award has addressed any of the United Nations Sustainable Development Goals (SDGs).

### Gender Equality and Equality, Diversity and Inclusion (EDI)

Since 2019, it has been a requirement for ODA funded applications to provide a Gender Equality Statement which considers the points listed below. If your award was required to provide a gender equality statement at application stage, there is a requirement to consider these points in your Researchfish submission.

If your award was not required to provide a gender equality statement at application stage, we appreciate that you may not have considered these points previously but please detail any outcomes/impacts there have been against gender equality. Please do not include any data of a personal nature. [Further guidance on Gender Equality Statements is available on the UKRI website.](#)



The following data should be given within the summary section for your answer under the heading of **Gender Equality**:

- What measures have been put in place to ensure equal and meaningful opportunities for people of different genders to be involved throughout the project. This includes the development of the project, the participants of the research and innovation, and the beneficiaries of the research and innovation.
- Any impacts of the project (benefits and losses) on people of different genders, both throughout the project and beyond.
- The impact on the relations between people of different genders and people of the same gender. For example, changing roles and responsibilities in households, society, economy, politics, power, etc.
- How any risks and unintended negative consequences on gender equality have been avoided or mitigated against and monitored.
- Any relevant outcomes and outputs being measured, with data disaggregated by age and gender (where disclosed).
- Provide details of any other impacts related to Equality, Diversity and Inclusion that your award has had. This could be either in terms of the impacts of the research or related to the research team. Please do not include any data of a personal nature. For more information on Equality, Diversity and Inclusion please see the UKRI website.
- Report on any secondary gender equality related impacts on UK / non-DAC list countries.

#### Secondments, Placements, or Internships to or from other organisations

Record the details of any secondments, placements and internships that have taken place in connection with the research supported by your award. Each secondment should be entered separately, such that the number of entries depends on the number of secondments, placements or internships.

For each entry, please report any movement of people (e.g., placements, lab visits, training), between the UK and the DAC list country/countries. Each entry should also include:

- The original role of the secondee in the project (Co-I, PI, RA, etc.), organisation and country.
- New role of the secondee, name of the new organisation, country where the organisation is where they shall be working.
- The purpose, e.g., was a particular skill learnt?
- How the secondment will contribute towards the project achieving its intended impact, and the degree to which this has been achieved.

## Animal Use

No additional guidance for ODA awards.

## Skills Shortage

Report where you have experienced difficulty in recruiting or retaining staff in particular areas or with particular skills. Please note, this section is only completed in the first year of your project. Each skills shortage should be entered separately, such that the number of entries depends on the number of skills shortages. Each entry should also include:

- The name or type of skill and the country location of the skills shortage.
- The month and year when the shortage was identified and the month and year when the gap was filled (i.e., if the shortage no longer exists).
- The reason for the skills shortage.
- Measures taken by the project to fill the gap.
- Impact on the delivery of the project's outputs, outcomes and impacts in the absence of the skill.

## Common Question Set

### Publications

Only mention publications that have been published, not those that are anticipated for the future.

Please ensure that all publications arising from the project, including those led by/involving researchers in DAC list country/countries are reported and where possible, provide details of the country of publication. Please note that it will only be possible to record this information for some publication types, where the field 'place of publication' is available.

### Collaborations and Partnerships

Focus on partnerships/collaborations between the UK and organisations in the DAC list country/countries.

Within your answers under **Impacts** please identify any collaborations/partnerships that were part of the original application, any new collaborations/partnerships that arose during the award and any collaborations/partnerships with industry, particularly industry partners.



Where collaborations/partnerships include an in-kind contribution, please estimate the value of this contribution in financial terms where rationally possible. If the in-kind contribution cannot be quantified into a financial contribution, please write 0.

For each collaboration/partnership listed please provide as much information as possible about the impact. This should include the names of any organisations, sectors and countries involved and specifically focus on any benefits that have occurred as a result of activities or initiatives undertaken to build equity into the research partnership. Where appropriate, please also highlight the extension of collaborations/partnerships beyond the lifetime of the award.

### Further funding

Identify any further funding obtained by researchers in the DAC list country/countries and/or UK participants.

If the organisation which awarded the funding is not listed in the Researchfish lookup, please provide the organisation name and country manually. This information should be provided in the same field, separated by a comma.

If the organisation is from multiple countries, please include the name of the organisation and type, global or international, separated by a comma. If the organisation is WB, EU or UN please mark it as international.

### Next Destination

Identify the next destination of participants from the DAC list country/countries (specifying the country in which the person is based), as well as UK participants.

### Research Tools & Methods

Only report research tools or methods that have been produced or modified under the project or, for existing tools/methods, its use in a new or innovative way.

Within **Impacts**, please describe the research tool and method, its purpose, teams involved in its development, its usage and contribution to project impact in the DAC list countries.

Please also specify whether the tool/method/research material has been (i) newly produced or (ii) modified. If it has been modified, outline how and the degree to which it has been modified.

In cases where the development of the tool/method/research material is not attributable to the project but has been used differently as part of the award, describe how its use has been new or innovative, specifying the country in which (i) it was produced and (ii) it has been used.



## Influence on Policy, Practice, Patients & the Public

Within your answers to this section, please provide the following information under **Impacts**:

- Details of influence on the DAC list country/countries (e.g. 'in-country' / local behaviour of public, policy makers, practitioners).
- Influence on policy/practice within UK/non-DAC list countries may also be reported here but should not be the primary focus.

## Intellectual Property & Licensing

Briefly describe the Intellectual Property, noting its importance (purpose and use) in DAC list countries under **Impacts**.

## Spin Outs

No additional guidance for ODA awards.

## Medical Products, Interventions & Clinical Trials, Research Databases & Models, Software & Technical Products, Artistic and Creative Products

Under **Impacts** briefly describe the product, how it has contributed to the project and the stakeholders it is targeting, providing details of the subsequent use of the outcome, particularly usage within the DAC list country/countries.

Please also include the country in which the product has been used and the number of participants or people who have accessed it.