# Outputs reporting through Researchfish

# Background

Many funders, including the Research Councils, NIHR and CRUK, use **barselol**-system called Researchfisto collect information on the research activities that are undertaken by its award holders. On an annual basis, funded researchers and students are asked to submit data about their outputs, outcomes and impacts.

Funders have a responsibility to demonst the value and impact of their investment in research. They use the information collected from researchers and students on the outputs, outcomes and impact of their funded projects to report to both the Government and the public, enabling them to make the ongest possible case for continued substantial public investment in research. As well, this data is analysed to understand the process of research and feed into their strategic planning. Much of the data is made public where to Research (GtR).

#### What do I need to do?

If you are a principal investigator on a cuttren previous RCUK funded grant ostudent funded by an RCUK scholarship, then you are required to

- x register for a Researchfish account,
- x update Researchfish regularly (you can enter information at any time during the year)
- x submit outcomes information during an annual submission period,
- x ensure inappropriate data is not submitted (it will be published in the public domain through Gateway to Resea)rch

Even if your research has not produced any new outcomes suitable for the public domain, you are required to submit a meturn.

Stepby-step guidance is available for incipal Investigator and students.

When is the submission period?

Funder Submission period opens Submission period close RCUK, BHF, CRUK1 February 2016 10 March 2016

#### **Guidance for Principal Investigators**

Providing the outcomes of research using Researchfish is a condition of accepting RCUK grants (as well as for many other funders, such as NIHR and CRUK). Research Councils apply sanctions on Principal Investigators for noncompliance. These include preventing you from applying for further grants or withhald funding for livel fg

Researchers are asked to provide updates annually during the period of the awards and usually for five years after their awards have finished.

#### How and when will I be contacted?

Emails from RCUK and/or Researchfish will be sent to the email address for each PI that is listed in JeS. Please be sure to check your email. If you have not received an email, please contact the help desk at <a href="mailto:support@researchfish.com">support@researchfish.com</a>

- x RCUK guidance
- x British Heart Foundation guidance

## What do I need to report and how do I do it?

- Click the link in the email sent by Researchfishassign the grant to your portfolio. If you do not have an account, you will be prompted to create one. If you cannot find this email contact support@researchfish.camd they will send you a new registration email.
- 2. Once loggedn, click *View Portfolio*. This is where you can view and edit outcomes in order to attribute them to your awards. If you do not stieve portfolio option, then try clicking on the link in the email again.
- 3. Choose a relevant outcome type from the collapsible list on the left of your portfolio and then click *add new entry* Complete the form and when ready, click *add to portfolio*. Please remember not to add any confidential, sensitive or personal information as outcomes may be made joutblrough Gateway to Research.
- 4. Details of your award(s) will be listed on the right hand side of your portfolio. Once outcomes have been added, attribute them to one or more awards by checking the box next to the outcome(s) and dragging it to award.
- 5. Some funders require that 'Additional Questions' are completed for particular grants. These are found on the left of your portfolio. Once completed, they will automatically be associated with the relevant grant(s).
- 6. Submit each award to the funder during the annual submission period, using the red button on the right of your portfolio. The date listed next to the funder is the final date of submission. Submission is not possible unless all mandatory information is completed. You can make changes and utemit, which will overwrite the prior information.

#### What do I do if I do not have any outcomes to report?

Where there are no new outcomes to submit, you can indicate this by adding *not applicable this year* as an answer to the mandatory questions, and clicking the submit button in the usual manner.

## Do I have to do all this myself?

You can give Cdnvestigators access to specific grants by using the *Research Teatho*n on the right of your portfolio. They nathen add outcomes to that grant. Likewise, you can add a delegate using the appropriate buttons on the bottom of your home screen. Delegates

have access to all of your grants (whereadroestigators only have access to specific grants). Only the Principal Investigator can submit the outcomes to the funder

# What is Gateway to Research?

RCUK wants to exploit the outcomes data information fully and share with others, in order to convey the quality and impact of the UK research base. The information that one conveying the quality available on Gateway to Research submit information that is sensitive, confidential or unsuitable for release into the public domain.

# Help and support

- x There is an online Help Centre available within thetem. You can accessa Q's here and Live Chatfrom 9am to 5pm, Monday Friday). Email support is available at support@researchfish.com
- x For any other assistance, contact researchfunding@reading.ac.uk

FAQ

Awards may not appear in the system immediately, or alternatively may be listed against a different individual (e.g. a previous PI). Please contact us if your award is not listed.

Where within the University can I find the information to complete some of the sections within Researchfish?

Please see the following pdf document for de (a) ATHY this is the document I attached to the email).

Why can't CentAUR directly complete the publications section of Researchfish for me?

Researchfishs a closed system and does not permit institutions to bulk import information. RCUK is currently running a pilot with selected institutions, and we hope this to be an option in the future.