Outputs reporting through Researchfish

Background

Many funders, including the Research Councils, NIHR and CRUK, use a web-based system called Researchfish to 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 demonstrate 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 strongest 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 via the Gateway to Research (GtR).

What do I need to do?

If you are a principal investigator on a current or previous RCUK funded grant or a student funded by an RCUK scholarship, then you are required to

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

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

Step-by-step guidance is available for Principal Investigators and students.

When is the submission period?

Funder	Submission period opens	Submission period closes
RCUK, BHF, CRUK	1 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 non-compliance**. These include preventing you from applying for further grants or withholding funding for live projects (further details)**.**

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 Je-S. Please be sure to check your email. If you have not received an email, please contact the help desk at support@researchfish.com.

- [RCUK guidance](#)
- [British Heart Foundation guidance](#)

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

1. Click the link in the email sent by Researchfish to assign 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.com and they will send you a new registration email.
2. Once logged-in, click *View Portfolio*. This is where you can view and edit outcomes in order to attribute them to your awards. If you do not see a *View 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 public through 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 re-submit, 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 Co-Investigators access to specific grants by using the *Research Team* button on the right of your portfolio. They can then 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 (whereas Co-Investigators 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 you provide in Researchfish is made publicly available on Gateway to Research. **Do not submit information that is sensitive, confidential or unsuitable for release into the public domain.**

Help and support

- There is an online Help Centre available within the system. You can access [FAQ's](FAQ's) here and Live Chat from 9am to 5pm, Monday–Friday). Email support is available at support@researchfish.com.
- For any other assistance, contact researchfunding@reading.ac.uk

FAQ

Is it mandatory that I submit outcomes for my grant?

Yes. If the required annual update for an award is not submitted on time, the Research Council may apply sanctions (see above).

Do I need to submit outcomes for a grant that ended several years ago?

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

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.

Researchers also have the opportunity to discuss with RCUK when they feel that no further outcomes will arise from an award and request that the award is 'closed' in Researchfish. If you think this is the case, contact researchoutcomes@rcuk.ac.uk.

Should PhD students submit outcomes for their studentships?

RCUK has extended the collection of output information to include supported studentships in 2015/16. All current RCUK-funded students, and those who's funding ended in the last 12 months, are being added into Researchfish. Guidance for students is available on the Graduate School pages: http://www.reading.ac.uk/graduateschool/currentstudents/gs-researchfish.aspx

What should I do if I can't see one of my awards?

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 details (**CATHY this is the document I attached to the email).**

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

Researchfish is 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.