Guidance notes for completing ResearchFish

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Guidance notes for completing STFC ResearchFish

Please read this document carefully, it provides important information on how to add outputs into Researchfish. The guidance notes also provide detail on STFC specific areas of the Researchfish system. Detailed instructions are provided in the sections below. Please note the following general points:

1. Researchfish is an online system which is pivotal in demonstrating the case for investment in science. STFC has a responsibility to demonstrate the value and impact of research supported through public funding. By using Researchfish we have a central means for researchers to log the outputs, outcomes and impacts that have been realised through STFC’s research funding.

2. Most outputs submitted will be made available via the Gateway to Research portal. We ask that PIs and their teams/delegates anonymise information to prevent any potential breach of data protection.

3. A detailed user guide is available from the Researchfish website [here](#). There is also a dedicated UK Research and Innovation (UKRI) website, which can be found [here](#).

4. PIs with an award from one of the Research Councils are required to report outcomes realised as a result of their funding for at least five years after the end of the award. This is to allow the PIs to report the full impact of the award, as many outcomes are not realised until a number of years after the research has been completed.

5. The following document provides guidance on some of the main features for using the Researchfish system. Information on STFC specific functionality is also detailed along with information relating to STFC award types.

Creating an account

You will receive an email invite from Researchfish like the one below -
Clicking on the link provided will take you to the 'accept invitation' page:

Select the option that applies to you and just follow the steps provided:

- already have a Researchfish account - takes you to the log in page
- do not yet have a Researchfish account - takes you to the account creation page shown below
Delegates and Collaborators/Team Members

PIs can delegate access, whereby a PI can grant another person access to some or all of their awards. This functionality is particularly useful for STFC awards, given the collaborative nature of the work in Particle Physics, Nuclear Physics and Astronomy. Much of the research supported by STFC is done across multiple Research Organisations, we would therefore encourage PIs to setup research teams to enable the sharing of outputs and reduce the duplication of effort.

- Delegate access is best used for personal assistants, etc. A delegate will have the same functions as the PI with the exception being able to submit
- Research Teams enables you to grant access to an award you are working on with other colleagues, whilst you remain the principal investigator (PI) of that award and therefore are responsible for the validation of outputs entered by your team members and only you can submit the data within the funders submission period. This functionality enables you and all your team members to view all outputs associated to that award, you can choose to give permission for a team member to reuse outputs for their own portfolio and to attribute outputs into the team award. A team member can only edit and remove outputs that they have entered, you however (as lead PI) can edit and remove all outputs

To set up a delegate from the home page:

**Step 1:** Click on the name of any award you are responsible for
Step 2: On the award details page, click on the ‘Add delegate or team member’ button.

Step 3: Select the appropriate role of the delegate you wish to add.
Step 4: Fill in the details of the delegate you wish to add and then press the ‘Invite User’ button.

The person you have added will receive an invitation email and should follow the account creation steps in order to access the Researchfish system.

A collaborator/team member is a person who does research of their own.

To set up a collaborator from the home page:

Step 1: Click on the name of any award you are responsible for.
Step 2: On the award details page, click on the ‘Add delegate or team member’ button.

Step 3: Select the appropriate role of the team member you wish to add.
Step 4:

1. Complete the details of the collaborator you wish to add.
2. Select if you wish this person to have access to your Personal Portfolio (they will be able to add your outcomes to their own Portfolio and attribute them to awards).
3. Select which awards you wish this person to have access to (they will be able to add outcomes and attribute existing outcomes to other awards).
4. Press the ‘Send Invitation’ button.

The person you have added will receive an invitation email and should follow the account creation steps in order to access the Researchfish system.
Data entry

Step-by-step instructions on how to enter outcomes can be found in the Researchfish user guide, available here.

PIs should only add outcomes that have been realised as a result of their funding. It will not be possible to assign certain outputs e.g. publications if there realised date is before the start of the award you are attempting to assign it to.

ORCID Integration

Integrating Researchfish with ORCID registries will enable researchers to share publications and awards data easily between these services and thereby gain significant time savings managing their outputs portfolio.
Details on how to connect your ORCID account to Researchfish can be found here

All publications on your ORCID account will be automatically added to your Personal Portfolio.

Submitting

Step 1: Click on the ‘Begin submission process’ button.
Step 2:

- Check if all relevant sections are completed, then tick the box to confirm that all outcomes for the award have been added.
- Tick the box to confirm that you agree to the funder’s Terms and Conditions.
- Click on the ‘Proceed to next award’ or ‘Submit to funder’.

Response codes

The research councils use response codes to help identify, to them and the Research Organisations (RO), which awards are expected to provide a submission. The table below provides a brief explanation of each response code.

Response codes can be updated prior to each submission period, with each RO able to provide updates to the councils via the Research Outcomes Support Team. The research councils also ask that ROs ensure other details of the award (PI email address, start and end dates etc.) are as up to date as possible.

More detail on response codes can be found on the dedicated UKRI Research Outcomes website

<table>
<thead>
<tr>
<th>Code</th>
<th>What it means</th>
<th>Normally applied …</th>
<th>Sanctions if no update?</th>
<th>Included in University compliance stats?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>a submission is required</td>
<td>to Current grants and most of those ending within past 5 years</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>2</td>
<td>Temporary exemption (1yr) granted</td>
<td>when the PI is on long term leave, sabbatical maternity leave etc</td>
<td>×</td>
<td>×</td>
</tr>
<tr>
<td>3</td>
<td>No further outcomes expected</td>
<td>grants the council has deemed eligible for no further submissions required</td>
<td>×</td>
<td>×</td>
</tr>
<tr>
<td>4</td>
<td>Update expected, but PI no longer at University which held the grant</td>
<td>to grants where we know the PI has moved on</td>
<td>✓</td>
<td>×</td>
</tr>
<tr>
<td>5</td>
<td>PI may optionally add further outcomes</td>
<td>to long term awards where the council feels impacts are still likely to be realised. Where the PI has asked for the award to remain open</td>
<td>×</td>
<td>×</td>
</tr>
</tbody>
</table>
Large Projects

Many of the PIs STFC support are involved in collaborations on major international Physics and Astronomy projects. To allow STFC to understand the contribution the UK has made and to demonstrate the impact of this, STFC add large projects into Researchfish as separate entities e.g. ATLAS Project Coordination, CMS Project Coordination.

For these large projects, the UK nominated lead is assigned as the PI. STFC ask the UK nominated lead PI for each large project to add common outputs realised by those involved in the large project. These outputs will then be automatically connected to awards linked to those projects.

For full guidance on this functionality please see the dedicated guidance here.

Public Engagement Awards

STFC Public Engagement awards are required to complete the additional ‘STFC Engagement Activities’ question. This can be found in the Additional Questions section. Outputs reported here will be cumulative over the lifetime of the grant and beyond. PIs are asked to provide details on the audience type engaged, the number reached and how the engagement was undertaken. You should amend the numbers during each reporting cycle.

Small Public Engagement awards are expected to report until one year after their award end date, Spark awards for two years after and large, Nucleus and Public Engagement Fellowships for five years after.

- Please provide details of impacts that occurred following your activities e.g. did you receive follow up correspondence? Have you now been invited to other events as a result?
- Please note – PIs do not need to add the same outputs to the Engagement Activities section, under the Common Questions as well as the STFC Engagement Activities additional question.

PATT Travel Awards

STFC will no longer be adding travel grants into Researchfish and as of the 2017 submission period these will be phased out. All outputs should be reported against the research award the travel grant relates to.

Capital/Hardware Grants

STFC do not include any capital or hardware grants on Researchfish. All outputs relating to research as a result of new capital/hardware should be reported against the associated staff/research grants.
Students

Previously, RCUK-funded students in their second year or after, were asked to provide outcomes relating to their studentship award. The information gathered and feedback we have received has led to RCUK reviewing its policy in this area.

As of the 2017 submission period, the research councils will only be asking students in their third year and onwards to make a submission.

UKRI has also taken the decision to change the response codes of all Studentships whose funding has finished before the next Submission Period starts from ‘1’ to ‘4’. This is being done to relieve the burden on ROs to do so in the knowledge that vast the majority of students leave where they studied soon after their funding finishes.

Dedicated studentship frequently asked questions are available from the UKRI Research Outcomes website here.

STFC do not expect students to report on every common outcome, please only add outcomes in the sections that are relevant to the work you have undertaken.

Theses: Researchfish includes a link to the EThOS publication repository where students can search for published theses. This can be found in the Publications section under ‘Publications Search’

Mandatory Additional Questions

STFC currently use five Mandatory Additional Questions, these are Key Findings, Narrative Impact, Skills Shortage, Secondments and STFC Engagement Activities (assigned to public engagement awards only).

Please take the time to complete these sections and provide details on the achievements realised. By entering details into these sections, it allows STFC to highlight the significance of our research via reporting and analysis. Providing more detail means we are able to better understand the full impact of the award, coupled with the outcomes provided via the common outputs gives us a richer picture of the work undertaken by yourself and your team. An overview of the additional questions is available here.

Sanctions

As implemented prior to the 2016 Submission Period, non-compliant researchers will lose eligibility to apply for further funding from any Research Council plus any current awards will have their payments withheld until a ResearchFish submission has been provided.

More detail on the sanctions policy can be found here.
Students will be asked to submit outcomes, but **will not face any sanctions for non-compliance.**

**Common Question Set**

A Common Question Set has been agreed across all the Researchfish funders and is available to download [here](#).