



# Researchfish® outcome reporting system

## User Guide for Researchers

## How Researchfish works

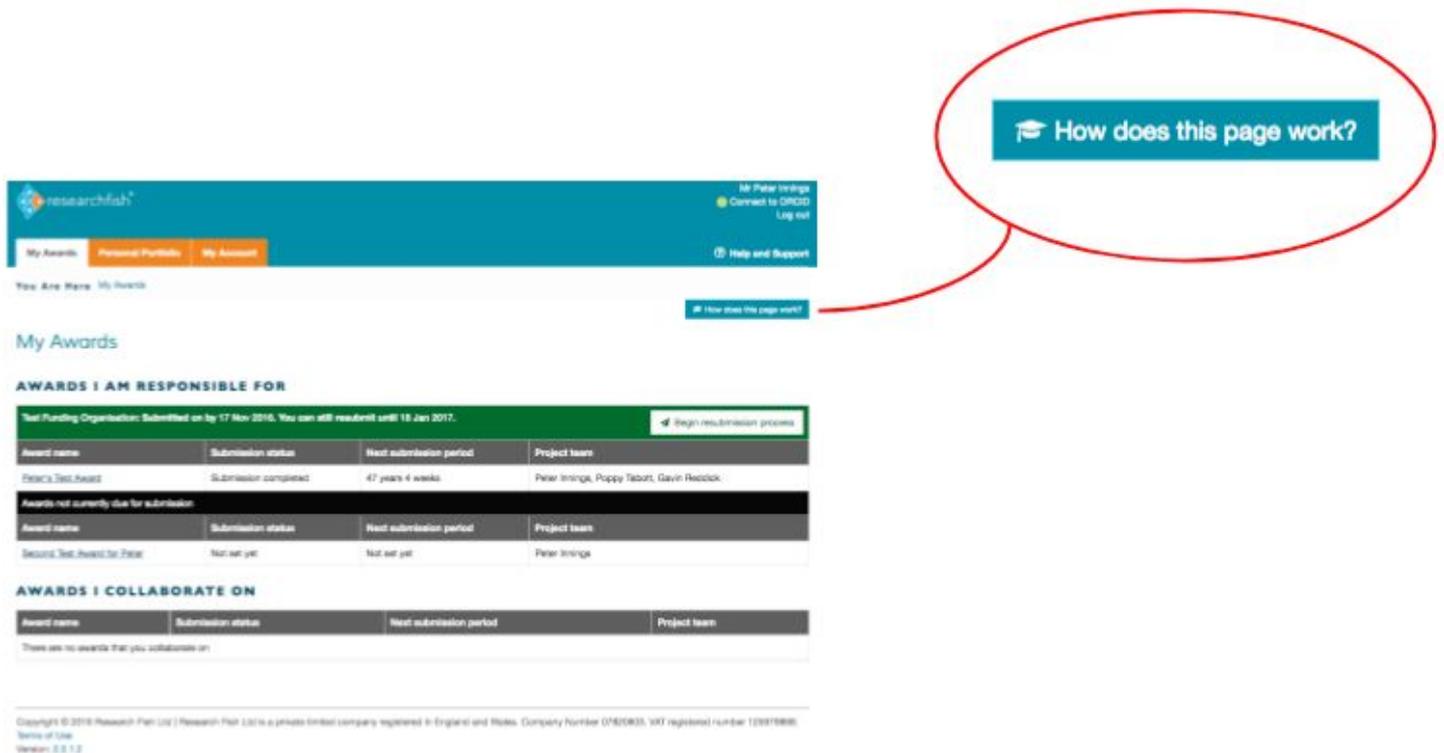
Researchfish is a system used by research funders to gather information on the outcomes of the research they fund, and for researchers to report back to Funders on the outcomes of their research.

This is done by selecting from a standard list of common outcome types, and then completing an online form to add the selected outcomes.

In some cases, there are additional questions to be completed, as required by each Funder.

## Take the tour

On the main pages there is step by step guide showing how that page works. You can access it by clicking on the 'How does this page work?' button when you see it, on the right hand side of the page.



The screenshot shows the Researchfish user interface. At the top right, a user profile for 'Mr Peter Inings' is visible with options for 'Contract to ORCID' and 'Log out'. Below this is a navigation bar with 'My Awards', 'Personal Profile', and 'My Account' tabs, and a 'Help and Support' link. A breadcrumb trail shows 'You Are Here: My Awards'. A blue button labeled 'How does this page work?' is located on the right side of the page, circled in red. A red callout bubble points from this button to a larger blue button with a graduation cap icon and the text 'How does this page work?'. The main content area is titled 'My Awards' and contains two sections: 'AWARDS I AM RESPONSIBLE FOR' and 'AWARDS I COLLABORATE ON'. The first section shows a table with columns for 'Award name', 'Submission status', 'Next submission period', and 'Project team'. One award, 'Peter's Deal Award', is listed with a status of 'Submission completed' and a next submission period of '47 years 4 weeks'. A second table below it is titled 'Awards not currently due for submission' and shows one award, 'Second Test Award for Peter', with a status of 'Not set yet'. The second section, 'AWARDS I COLLABORATE ON', shows a table with the same columns but no data rows, indicating 'There are no awards that you collaborate on'. At the bottom of the page, there is a small copyright notice: 'Copyright © 2018 Research Fish Ltd | Research Fish Ltd is a private limited company registered in England and Wales. Company Number 07610035, VAT registered number 123456789. Terms of Use. Version: 0.0.1.0'.

## Creating an account

You can only create an account if you have received an email invite, either from your research funder (if you are a Principal Investigator (PI)) or from a PI.

## Accepting an invite to join

You will receive an email invite like the one below.

### Researchfish Research Team Invitation



Inbox x



admin@researchfish.com via amazonses.com

to me ▾

Dear <Your Name> ,

<PI name> has invited you to their Researchfish Research Team.

To accept this invitation please click on the following URL:

<https://sandbox.researchfish.com/i/5f3f8572e4d29daae8726c19986f03a6b0450905>

5f3f8572e4d29daae8726c19986f03a6b0450905

Clicking on the link provided will take you to the 'accept invitation' page:



## Accept Invitation

### WELCOME TO RESEARCHFISH

You are about to activate an invitation for <Your name> . Please select an appropriate option to continue:

I already have a  
Researchfish Account

I do not have a  
Researchfish Account

Not <Your name> ? If <Your name> has forwarded this invitation to you, you should instead ask them to make you a delegate on their account.

Users who previously reported data to ROS, or other evaluation systems, and do not already have a Researchfish account will need to create one now. Usernames and passwords from other systems have not been migrated to Researchfish.

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



[? Help and Support](#)

## Create An Account

Please complete the following information to create your free Researchfish account. You can use this system to create a Personal Portfolio and also to report outcomes to your Funding Organisation(s).

**Username \***

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

**E-mail address \***

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

**Password \***

Password quality: \_\_\_\_\_

**Confirm password \***

Provide a password for the new account in both fields.

**Title \***

**Firstname \***

**Lastname \***

Create new account

## My Awards

The main 'My Awards' page is where you'll land every time you log in:

researchfish® <Your name>  
Connect to ORCID  
Log out

My Awards **Personal Portfolio** My Account ? Help and Support

You Are Here [My Awards](#)

## My Awards

### AWARDS I AM RESPONSIBLE FOR

Award name	Submission status	Next submission period	Project team
<a href="#">St Frances award for Testing Purposes</a>	Not set yet	Not set yet	Frances Buck, Alesdair Purr, Sarah Morgan
<a href="#">St Frances award for Testing Purposes</a>	Submission required	1 month	Irene Merlot, Matt Wynes, Alesdair Purr, Sarah Morgan
<a href="#">Test Award</a>	Not set yet	Not set yet	Irene Melo, Alesdair Purr, Sarah Morgan

### AWARDS I COLLABORATE ON

Award name	Submission status	Next submission period	Project team
<a href="#">St Frances award for Testing Purposes</a>	Not set yet	Not set yet	Frances Buck, Alesdair Purr, Sarah Morgan
<a href="#">St Frances award for Testing Purposes</a>	Submission required	1 month	Irene Merlot, Matt Wynes, Alesdair Purr, Sarah Morgan
<a href="#">Test Award</a>	Not set yet	Not set yet	Irene Melo, Alesdair Purr, Sarah Morgan

Example of a 'My Awards' landing page.

## During submission period

If **you are a PI**, you will see some of the following statuses during the submission period. Refer to the '[Submitting an award to the funder](#)' section for further details.

### AWARDS I AM RESPONSIBLE FOR

St Frances Trust: Submission due by 14 Feb 2025 <span style="float: right;">Begin submission process</span>			
Award name	Submission status	Days left for submission	Project team
<a href="#">Parsnit allergy award (FAB78635)</a>	Submission required	1 month 2 weeks	Irene Merlot, Matt Wynes, Sarah Morgan

Example of an award during submission period.

### AWARDS I AM RESPONSIBLE FOR

St Frances Trust: Submitted on by 20 Aug 2015. You can still resubmit until 01 Oct 2017. <span style="float: right;">Begin resubmission process</span>			
Award name	Submission status	Next submission period	Project team
<a href="#">test01 - Outcome Check</a>	Submission completed	1 month 2 weeks	

Example of an award during submission period, after it has been submitted.

### AWARDS I AM RESPONSIBLE FOR

St Frances Trust: Non-mandatory submission due by 01 Oct 2017 <span style="float: right;">Begin submission process</span>			
Award name	Submission status	Days left for submission	Project team
<a href="#">TEST50</a>	Non-mandatory submission open	1 month 2 weeks	Matthew Wynes

Example of an award which submission is not mandatory, during submission period.

If **you only collaborate** on an award as a researcher, the submission status and the next submission period will be stated on the table.

researchfish® <Your name>  
Connect to ORCID  
Log out

My Awards **Personal Portfolio** My Account ? Help and Support

You Are Here My Awards

## My Awards

### AWARDS I AM RESPONSIBLE FOR

Award name	Submission status	Next submission period	Project team
<a href="#">St Frances award for Testing Purposes</a>	Not set yet	Not set yet	Frances Buck, Alesdair Purr, Sarah Morgan
<a href="#">St Frances award for Testing Purposes</a>	Submission required	1 month	Irene Merlot, Matt Wynes, Alesdair Purr, Sarah Morgan
<a href="#">Test Award</a>	Not set yet	Not set yet	Irene Melo, Alesdair Purr, Sarah Morgan

### AWARDS I COLLABORATE ON

Award name	Submission status	Next submission period	Project team
<a href="#">St Frances award for Testing Purposes</a>	Not set yet	Not set yet	Frances Buck, Alesdair Purr, Sarah Morgan
<a href="#">St Frances award for Testing Purposes</a>	Submission required	1 month	Irene Merlot, Matt Wynes, Alesdair Purr, Sarah Morgan
<a href="#">Test Award</a>	Not set yet	Not set yet	Irene Melo, Alesdair Purr, Sarah Morgan

## Add outcomes to an award

**Step 1:** Click on the name of the award to which you wish to add outcomes.

**Note:** If you wish to add outcomes to more than one award, start the process from any award and at the end, select all the awards this outcome should be attributed to.

researchfish® Dr Irene Merlot  
Connect to ORCID  
Log out

My Awards **Personal Portfolio** My Account ? Help and Support

You Are Here My Awards How does this page work?

## My Awards

### AWARDS I AM RESPONSIBLE FOR

**St Frances Trust: Submission due by 14 Feb 2025** Begin submission process

Award name	Submission status	Days left for submission	Project team
<a href="#">Parsnit allergy award (FAB78635)</a>	Submission required	1 month 2 weeks	Irene Merlot, Matt Wynes, Sarah Morgan

**Awards not currently due for submission**

Award name	Submission status	Next submission period	Project team
<a href="#">Merlot award (FAB34567)</a>	Not set yet	Not set yet	Frances Buck, Sarah Morgan, a csd, xxcz xcz
<a href="#">Irene's award (Irene01)</a>	Not set yet	Not set yet	Irene Melo, Sarah Morgan, a csd

### AWARDS I COLLABORATE ON

Award name	Submission status	Next submission period	Project team
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**Step 2:** On the award details page, select which outcome you wish to add from the list on the left, by clicking over the outcome type name.

## Parsnit Allergy Award (FAB78635)

Edit award nickname

Current award Parsnit allergy award -



### COMMON OUTCOMES

Publications	2
Collaborations & Partnerships	2
Further Funding	0
Next Destination & Skills	0
Engagement Activities	1
Influence on Policy, Practice, Patients & the Public	1
Research Tools & Methods	0
Research Databases & Models	0
Intellectual Property & Licensing	0
Medical Products, Interventions & Clinical Trials	0
Artistic & Creative Products	0
Software & Technical Products	1
Spin Outs	0
Awards & Recognition	0
Other Outputs & Knowledge/Future Steps	0
Use of Facilities & Resources	0

### AWARD DETAILS

Title	St Frances award for Testing Purposes
Reference	FAB78635
Principal Investigator	5 Irene Merlot
Funding Organisation	St Frances Trust
Funding Value	2344567 GBP
Funding Start Date	20 May 2011
Funding End Date	20 May 2014

[Download Award](#)

### AWARD ABSTRACT

Incorrect details? Please contact the funder.

### PROJECT TEAM

[MANAGE PROJECT TEAM](#)

Name	Role
Irene Merlot	Primary Investigator

[Add delegate or team member](#)

### MANDATORY ADDITIONAL QUESTIONS

NIHR HTA	
NPL Additional Questions	

**Step 3:** On the outcome listing page, click on the 'Add new entry' button to add a new entry for the outcome type you selected.

How does this page work?

## Parsnit Allergy Award (FAB78635) - PUBLICATIONS

Edit award nickname

Current award Parsnit allergy award - + Add new entry

Displaying Publications - Sorted by Select one - Filtered by Attributed to this award -

Select All	Description	In this award	In personal portfolio
<input type="checkbox"/>	me, b.r. (, 2016) monononononon-graph, . <b>Added by:</b> Mr Ben Ryan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	&lt;b&gt;000268554300044&lt;/b&gt; (2009) Dark Victorians <b>Added by:</b> Dr Irene Melot	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	&lt;b&gt;10.1093/mnras/stu658&lt;/b&gt; (2014) Globular clusters: DNA of early-type galaxies? <b>Added by:</b> Miss Irene Melo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	&lt;b&gt;&lt;/b&gt; (2015) Doctor Who: City of Death. <b>Added by:</b> Mr A Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	&lt;b&gt;12345&lt;/b&gt; (1976) A new granulation method for compressed tablets [proceedings]. <b>Added by:</b> Miss Mandy Wilks	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Page 1 of 1 (2 entries)

### Download an award

**Step 1:** Click on the name of the award you wish to download.

## My Awards

### AWARDS I AM RESPONSIBLE FOR

St Frances Trust: Submission due by 14 Feb 2025			
Award name	Submission status	Days left for submission	Project team
<a href="#">Parsnit allergy award (FAB78635)</a>	Submission required	1 month 2 weeks	Irene Merlot, Matt Wynes, Sarah Morgan
Awards not currently due for submission			
Award name	Submission status	Next submission period	Project team
<a href="#">Merlot award (FAB34567)</a>	Not set yet	Not set yet	Frances Buck, Sarah Morgan, a csd, xxcz xcz
<a href="#">irene's award (irene01)</a>	Not set yet	Not set yet	Irene Melo, Sarah Morgan, a csd



### AWARDS I COLLABORATE ON

Award name	Submission status	Next submission period	Project team
------------	-------------------	------------------------	--------------

**Step 2:** On the award details page, click on the 'Download Award' button.

researchfish® Dr Irene Merlot  
Connect to ORCID  
Log out  
Help and Support

**My Awards** | Personal Portfolio | My Account

You Are Here [My Awards](#) · Parsnit allergy award (FAB78635) How does this page work?

## Parsnit Allergy Award (FAB78635)

Edit award nickname

**Current award** Parsnit allergy award ▾

### COMMON OUTCOMES

Publications	5
Collaborations & Partnerships	2
Further Funding	0
Next Destination & Skills	0
Engagement Activities	1
Influence on Policy, Practice, Patients & the Public	1
Research Tools & Methods	0
Research Databases & Models	0
Intellectual Property & Licensing	0
Medical Products, Interventions & Clinical Trials	0
Artistic & Creative Products	0
Software & Technical Products	1
Spin Outs	0
Awards & Recognition	0
Other Outputs & Knowledge/Future Steps	0
Use of Facilities & Resources	0

### AWARD DETAILS

Title	St Frances award for Testing Purposes
Reference	FAB78635
Principal Investigator	5 Irene Merlot
Funding Organisation	St Frances Trust
Funding Value	2344567 GBP
Funding Start Date	20 May 2011
Funding End Date	20 May 2014

[Download Award](#)

### AWARD ABSTRACT

Incorrect details? Please contact the funder.

### PROJECT TEAM

MANAGE PROJECT TEAM

Name	Role
Irene Merlot	Primary Investigator

[Add delegate or team member](#)

### MANDATORY ADDITIONAL QUESTIONS

NIHR HTA	<span style="color: red;">▲</span>
NPL Additional Questions	<span style="color: green;">✓</span>

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**Step 3:** Select the template format you wish to use and then click on the 'Download Award' button to initiate the download.

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Connect to ORCID  
Log out

My Awards **Personal Portfolio** My Account Help and Support

You Are Here [My Awards](#) · [Parsnit allergy award \(FAB78635\)](#) · [Download Award](#)

## Download Award

**SELECT THE DOWNLOAD TEMPLATE TO USE \***

- Standard template (Allows you to select sections to download)
- Funding organisation's set templates (Does not allow you to select sections to download)

[Download Award](#) [Cancel](#)

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## Add a Delegate (for Principal Investigators only)

A delegate is a person to impersonate you and add / attribute outcomes to awards on your behalf.

**Step 1:** Click on the name of any award you are responsible for.

researchfish® Dr Irene Merlot  
Connect to ORCID  
Log out

My Awards **Personal Portfolio** My Account Help and Support

You Are Here [My Awards](#) [How does this page work?](#)

## My Awards

### AWARDS I AM RESPONSIBLE FOR

**St Frances Trust: Submission due by 14 Feb 2025** [Begin submission process](#)

Award name	Submission status	Days left for submission	Project team
<a href="#">Parsnit allergy award (FAB78635)</a>	Submission required	1 month 2 weeks	Irene Merlot, Matt Wynes, Sarah Morgan

**Awards not currently due for submission**

Award name	Submission status	Next submission period	Project team
<a href="#">Merlot award (FAB34567)</a>	Not set yet	Not set yet	Frances Buck, Sarah Morgan, a csd, xxcz xcz
<a href="#">Irene's award (Irene01)</a>	Not set yet	Not set yet	Irene Melo, Sarah Morgan, a csd

### AWARDS I COLLABORATE ON

Award name	Submission status	Next submission period	Project team
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**Step 2:** On the award details page, click on the 'Add delegate or team member' button.

## Parsnit Allergy Award (FAB78635)

Edit award nickname

Current award Parsnit allergy award ▾

### COMMON OUTCOMES

Publications	5
Collaborations & Partnerships	2
Further Funding	0
Next Destination & Skills	0
Engagement Activities	1
Influence on Policy, Practice, Patients & the Public	1
Research Tools & Methods	0
Research Databases & Models	0
Intellectual Property & Licensing	0
Medical Products, interventions & Clinical Trials	0
Artistic & Creative Products	0
Software & Technical Products	1
Spin Outs	0
Awards & Recognition	0
Other Outputs & Knowledge/Future Steps	0
Use of Facilities & Resources	0

### AWARD DETAILS

Title	St Frances award for Testing Purposes
Reference	FAB78635
Principal Investigator	5 Irene Merlot
Funding Organisation	St Frances Trust
Funding Value	2344567 GBP
Funding Start Date	20 May 2011
Funding End Date	20 May 2014

[Download Award](#)

### AWARD ABSTRACT

Incorrect details? [Please contact the funder.](#)

### PROJECT TEAM

[MANAGE PROJECT TEAM](#)

Name	Role
Irene Merlot	Primary Investigator

[Add delegate or team member](#)



### MANDATORY ADDITIONAL QUESTIONS

NIHR HTA	<span style="color: red;">▲</span>
NPL Additional Questions	<span style="color: green;">✓</span>

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

You Are Here [My Awards](#) > [PeterInningsTest1](#) > Add Team Member

## Add Team Member

Please select the role which best describes the invitation you would like to send:



An assistant or delegate who does not do research of their own



A collaborator / team member with their own research portfolio



[Back to Award details](#)

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Version: 2.0.1.2

**Step 4:** Fill in the details of the delegate you wish to add and then press the 'Invite User' button.

You Are Here [Home](#) · [Add Delegate](#)

## Add Delegate

**Please note:** by completing this form you are sending an invitation to the person you chose to send it to. The user will only be added once they accept your invite and complete registration.

### DELEGATES

- A delegate has access to your account. They **can** see all the grants/awards for which you are responsible and add, amend, and attribute common outcomes to those grants/awards.
- A delegate **cannot** invite others to access your account.
- A delegate **cannot** submit an award to the funder on your behalf as it is important that all information is reviewed by the PI for completeness and accuracy.

### INVITEE DETAILS

Enter the details of the person you wish to invite. They will be given an opportunity to alter these details later.

First Name \*

Last Name \*

Email Address \*

Send Invitation

Back

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

## Adding a Collaborator (for Principal Investigators only)

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

**Step 1:** Click on the name of any award you are responsible for.

You Are Here [My Awards](#)

[How does this page work?](#)

## My Awards

### AWARDS I AM RESPONSIBLE FOR

St Frances Trust: Submission due by 14 Feb 2025			
Award name	Submission status	Days left for submission	Project team
<a href="#">Parsnit allergy award (FAB78635)</a>	Submission required	1 month 2 weeks	Irene Merlot, Matt Wynes, Sarah Morgan
Awards not currently due for submission			
Award name	Submission status	Next submission period	Project team
<a href="#">Merlot award (FAB34567)</a>	Not set yet	Not set yet	Frances Buck, Sarah Morgan, a csd, xxcz xcz
<a href="#">irene's award (irene01)</a>	Not set yet	Not set yet	Irene Melo, Sarah Morgan, a csd



### AWARDS I COLLABORATE ON

Award name	Submission status	Next submission period	Project team
------------	-------------------	------------------------	--------------

**Step 2:** On the award details page, click on the 'Add delegate or team member' button.

## Parsnit Allergy Award (FAB78635)

Edit award nickname

Current award Parnsit allergy award ▾

### COMMON OUTCOMES

Publications	5
Collaborations & Partnerships	2
Further Funding	0
Next Destination & Skills	0
Engagement Activities	1
Influence on Policy, Practice, Patients & the Public	1
Research Tools & Methods	0
Research Databases & Models	0
Intellectual Property & Licensing	0
Medical Products, interventions & Clinical Trials	0
Artistic & Creative Products	0
Software & Technical Products	1
Spin Outs	0
Awards & Recognition	0
Other Outputs & Knowledge/Future Steps	0
Use of Facilities & Resources	0

### AWARD DETAILS

Title	St Frances award for Testing Purposes
Reference	FAB78635
Principal Investigator	5 Irene Merlot
Funding Organisation	St Frances Trust
Funding Value	2344567 GBP
Funding Start Date	20 May 2011
Funding End Date	20 May 2014

[Download Award](#)

### AWARD ABSTRACT

Incorrect details? [Please contact the funder.](#)

### PROJECT TEAM

#### MANAGE PROJECT TEAM

Name	Role
Irene Merlot	Primary Investigator

[Add delegate or team member](#)



### MANDATORY ADDITIONAL QUESTIONS

NIHR HTA	<span style="color: red;">▲</span>
NPL Additional Questions	<span style="color: green;">✓</span>

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

You Are Here [My Awards](#) > [PeterInningsTest1](#) > Add Team Member

## Add Team Member

Please select the role which best describes the invitation you would like to send:



An assistant or delegate who does not do research of their own



A collaborator / team member with their own research portfolio



[Back to Award details](#)

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Version: 2.0.1.2

### 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.

You Are Here [Home](#) · [Add Collaborator](#)

## Add Collaborator

**Please note:** by completing this form you are sending an invitation to the person you chose to send it to. The user will only be added once they accept your invite and complete registration.

### RESEARCHER DETAILS

Please supply a few details so we can contact the team member:

First Name / Initials

Surname \*

Email Address \*

### SELECT THE AWARDS YOU WOULD LIKE THIS TEAM MEMBER TO ACCESS:

Award	Can re-use outputs in their awards	Add outputs to my award
My Portfolio	<input type="checkbox"/>	
Parsnit allergy research	<input type="checkbox"/>	<input type="checkbox"/>
Bio-elements of plants award	<input type="checkbox"/>	<input type="checkbox"/>

Send Invitation

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

## Remove a Collaborator or edit their access permissions (for Principal Investigators only)

**Step 1:** Click on the name of the award you wish to remove the collaborator from.

You Are Here [My Awards](#)

[How does this page work?](#)

## My Awards

### AWARDS I AM RESPONSIBLE FOR

St Frances Trust: Submission due by 14 Feb 2025			
Award name	Submission status	Days left for submission	Project team
<a href="#">Parsnit allergy award (FAB78635)</a>	Submission required	1 month 2 weeks	Irene Merlot, Matt Wynes, Sarah Morgan
Awards not currently due for submission			
Award name	Submission status	Next submission period	Project team
<a href="#">Merlot award (FAB34567)</a>	Not set yet	Not set yet	Frances Buck, Sarah Morgan, a csd, xxcz xcz
<a href="#">irene's award (irene01)</a>	Not set yet	Not set yet	Irene Melo, Sarah Morgan, a csd



### AWARDS I COLLABORATE ON

Award name	Submission status	Next submission period	Project team
------------	-------------------	------------------------	--------------

**Step 2:** On the award details page, click on the name of the person you wish to remove access from the award.

You Are Here [My Awards](#) - TEST

[How does this page work?](#)

# TEST

Edit award nickname

Current award TEST -

## COMMON OUTCOMES

Publications
Collaborations & Partnerships
Further Funding
Next Destination & Skills
Engagement Activities
Influence on Policy, Practice, Patients & the Public
Research Tools & Methods
Research Databases & Models
Intellectual Property & Licensing
Medical Products, Interventions & Clinical Trials
Artistic & Creative Products
Software & Technical Products
Spin Outs
Awards & Recognition
Other Outputs & Knowledge/Future Steps
Use of Facilities & Resources

## AWARD DETAILS

Title	TEST
Reference	TEST
Principal Investigator	Mr Cliff Brown
Funding Organisation	St Frances Trust
Discipline	Life Sciences
Funding Value	10000 GBP
Funding Start Date	23 Apr 2013
Funding End Date	23 Apr 2014
Sharing	Full Share

[Download Award](#)

 Incorrect details? Please [contact the funder](#).

## PROJECT TEAM

### MANAGE PROJECT TEAM

Name	Role
Cliff Brown	Primary Investigator
<a href="#">Irene Melo</a>	Team Member
<a href="#">Robert Smith</a>	Team Member
Pinkie Pie	Delegate

[Add delegate or team member](#)

**Step 3:** On the edit team member page, de-select the awards you do not wish this collaborator to have access to and then click on the 'Save' button.

Alternatively, you can remove the user from all access by clicking on the 'Remove Team Member' button.

You Are Here [Home](#) > [Manage Project Team Members](#) > Edit Team Member - Oliver Kelly

## Edit Team Member - OLIVER KELLY

### SELECT THE AWARDS YOU WOULD LIKE THIS TEAM MEMBER TO ACCESS:

Award	Use outputs in their awards	Add outputs to my award
PeterInningsTest1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Test1234	<input type="checkbox"/>	<input type="checkbox"/>

Save

Remove Team Member

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 Version: 2.0.1.2

## Submitting an award to the funder (for Principal Investigators only)

When a submission period opens, special headers will be displayed on the 'My Awards' landing page.

**Step 1:** Click on the 'Begin submission process' button.

The screenshot shows the 'My Awards' page. At the top, there is a navigation bar with 'My Awards', 'Personal Portfolio', and 'My Account'. Below this, the page title is 'My Awards'. A section titled 'AWARDS I AM RESPONSIBLE FOR' contains a table with one row highlighted in red: 'St Frances Trust: Submission due by 14 Feb 2025'. To the right of this row is a red button labeled 'Begin submission process', which is pointed to by a red arrow. Below this, there are two more tables: 'Awards not currently due for submission' and 'AWARDS I COLLABORATE ON'. The footer contains copyright information and version details.

## 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'.

Mr Peter Innings  
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Log out

My Awards Personal Portfolio My Account Help and Support

You Are Here [My Awards](#) > [Peter's Test Award](#) > [Preview Award \(All attributed outcomes\)](#)

## Preview Award (All Attributed Outcomes)

### REVIEWING OUTCOMES ATTRIBUTED TO PETER'S TEST AWARD

#### Common outcomes added to this award

Publications (1) -
Collaborations & Partnerships (1) -
Engagement Activities (1) -
Research Tools & Methods (4) -
Research Databases & Models (1) -
Intellectual Property & Licensing (1) -
Artistic & Creative Products (1) -

#### Sections without outcomes

[Further Funding](#) [Next Destination & Skills](#) [Influence on Policy, Practice, Patients & the Public](#) [Medical Products, Interventions & Clinical Trials](#) [Software & Technical Products](#)  
[Spin Outs](#) [Awards & Recognition](#) [Other Outputs & Knowledge/Future Steps](#) [Use of Facilities & Resources](#)

I confirm that, to the best of my knowledge, all outcomes for this award have been added.

#### Terms and conditions

I accept these submission Terms and Conditions.

[← Back to award details](#)

[Update your submission to funder >](#)

## Outcome listing pages

The outcomes listing page comprises two main areas:

- a customisation bar at the top

- a table listing the outcomes for a given category

You Are Here [My Awards](#) > [Peter's Test Award](#) > Peter's Test Award - Publications

How does this page work?

## Peter's Test Award - PUBLICATIONS

Edit award nickname

Select All	Description	In this award	In personal portfolio
<input type="checkbox"/>	Smith JP, Lal V, Bowser D, Cappai R, Masters CL, Ciccotosto GD. (2009). Stimulus pattern dependence of the Alzheimer's disease amyloid-beta 42 peptide's inhibition of long term potentiation in mouse hippocampal slices. <i>Brain research</i> , 1269 pp. 176-84. DOI: 10.1016/j.brainres.2009.03.007 <b>Added by:</b> Mr Peter Innings	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	Smith JS, Angel TE, Chavkin C, Orton DJ, Moore RJ, Smith RD. (2014). Characterization of individual mouse cerebrospinal fluid proteomes. <i>Proteomics</i> , 14 (9), pp. 1102-6. DOI: 10.1002/pmic.201300241 <b>Added by:</b> Mr Peter Innings	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	Smith JD, Rho JM, Masino SA, Mychasiuk R. (2014). Inchworming: a novel motor stereotypy in the BTBR T+ Itpr3tf/J mouse model of autism. <i>Journal of visualized experiments : JoVE</i> , (89), pp. DOI: 10.3791/50791 <b>Added by:</b> Mr Peter Innings	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	Smith JA, Mathew L, Burney M, Nyshadham P, Coleman RL. (2016). Equivalency challenge: Evaluation of Lipodox® as the generic equivalent for Doxil® in a human ovarian cancer orthotopic mouse model. <i>Gynecologic oncology</i> , 141 (2), pp. 357-63. DOI: 10.1016/j.ygyno.2016.02.033 <b>Added by:</b> Mr Peter Innings	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	Smith J, Rho JM, Teskey GC. (2016). Ketogenic diet restores aberrant cortical motor maps and excitation-to-inhibition imbalance in the BTBR mouse model of autism spectrum disorder. <i>Behavioural brain research</i> , 304 pp. 67-70. DOI: 10.1016/j.bbr.2016.02.015 <b>Added by:</b> Mr Peter Innings	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	Keiller, P. (2012). The Possibility of Life's Survival on the Planet. : <span style="float: right;"><a href="#">Edit</a></span> <b>Added by:</b> Mr Peter Innings	<input checked="" type="radio"/>	<input type="radio"/>

Page 1 - of 1 (6 entries)

The customization bar provides the following options:

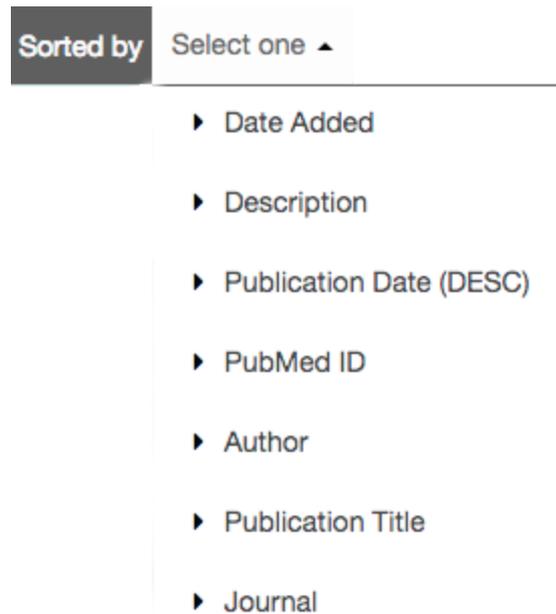
**Current award:** this menu allows you to navigate between awards, if you have more than one. For example, if you are viewing the list of Publications for award X and choose to navigate to award Y, you will land on the Publications list for award Y.

Current award Parsnit allergy award ▾

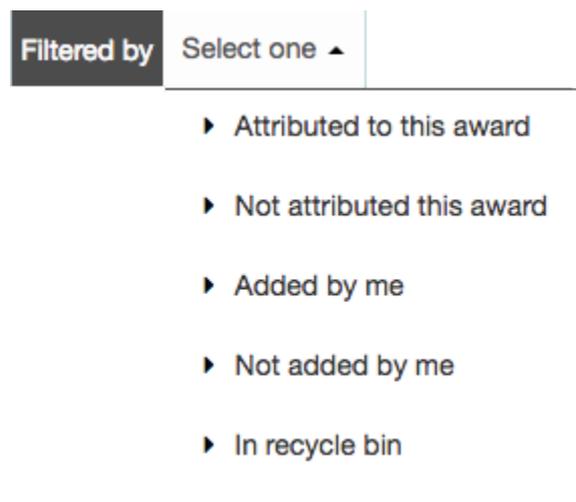
**Displaying:** use this menu to navigate between outcome types. You're chosen outcome category will also be displayed on the page title.



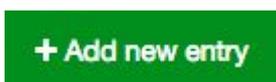
**Sorted by:** use this menu to sort the list of outcomes using one of the options provided.



**Filtered by:** this menu provides several options for filtering the outcomes list view.



In addition to the options above, the customisation bar also provides a button for adding new entries to the outcome category you selected.



The outcomes listing table lists all outcomes for the category you have chosen, depending on how you sorted and filtered the view.

# Personal Portfolio

The Personal Portfolio area provides a repository of all outcomes that you have added yourself and / or added from awards for which you were given permission to use.

The [outcomes' listing layout](#) is very similar to that on the 'My Awards' area.

## Profile Page

The profile page provides an overview of your own personal portfolio.

The **left-hand side column** shows a list of common outcomes categories and how many entries you have for each, on your personal portfolio. At the bottom of this column you can see a few extra sections pertaining your personal history, which can be used to help you build a CV.

The **middle column** shows your personal details as per provided in the [My Account](#) area and a link to your ORCID account. It also provides a button for downloading your portfolio.

On the **right-hand side column** you can see how many total outcomes you have on your portfolio and also if any of those outcomes are not attributed to any award.

The screenshot shows the 'Personal Portfolio' page for Dr Irene Melot. The page is divided into three main sections: 'COMMON OUTCOMES', 'PROFILE', and 'PERSONAL HISTORY AND DETAILS'. The 'COMMON OUTCOMES' section lists various categories with their respective counts. The 'PROFILE' section displays personal details such as Title, First name, Last Name, and ORCID ID. The 'PERSONAL HISTORY AND DETAILS' section shows a list of history items, with 'Summary' marked as complete. A summary text on the right states: 'You have 12 total outcomes added to your personal portfolio. You also have 7 outcomes not attributed to an award.' A 'Download Personal Portfolio' button is also visible.

COMMON OUTCOMES	Count
Publications	0
Collaborations & Partnerships	2
Further Funding	1
Next Destination & Skills	0
Engagement Activities	0
Influence on Policy, Practice, Patients & the Public	0
Research Tools & Methods	0
Research Databases & Models	0
Intellectual Property & Licensing	0
Medical Products, Interventions & Clinical Trials	0
Artistic & Creative Products	0
Software & Technical Products	0
Spin Outs	0
Awards & Recognition	0
Other Outputs & Knowledge/Future Steps	0
Use of Facilities & Resources	0

PROFILE	Value
Title	Dr
First name	Irene
Last Name	Melot
ORCID ID	Not connected

[Download Personal Portfolio](#)

PERSONAL HISTORY AND DETAILS	Status
Education History	0
Employment History	0
Teaching History	0
Summary	✓

You have 12 total outcomes added to your personal portfolio. You also have 7 outcomes not attributed to an award.

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## Adding outcomes to the Personal Portfolio

Adding outcomes to the Personal Portfolio is done in the same way as for [adding outcomes to an award](#) from step 2.

You Are Here [Personal Portfolio](#) > Personal Portfolio - Further Funding

[How does this page work?](#)

## Personal Portfolio - FURTHER FUNDING

[+ Add new entry](#)

Displaying Further Funding ▾ Sorted by Select one ▾ Filtered by Select one ▾

Select All	Description	In personal portfolio
<input type="checkbox"/>	<p>Add Location: cardiff: - funding test ( 2560000; 2008 - 2009)</p> <p><b>Added by:</b> Dr Irene Melot</p>	<p><a href="#">Edit</a></p> <p><input checked="" type="checkbox"/> Yes</p>

Page 1 ▾ of 1 (1 entries)

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## Downloading the Personal Portfolio

**Step 1:** on your Personal portfolio profile page, click on the 'Download Personal Portfolio' button.

Dr Irene Melot  
[Connect to ORCID](#)  
[Log out](#)

[My Awards](#) [Personal Portfolio](#) [My Account](#) [Help and Support](#)

You Are Here [Personal Portfolio](#)

## Personal Portfolio

### COMMON OUTCOMES

Publications	9
Collaborations & Partnerships	2
Further Funding	1
Next Destination & Skills	0
Engagement Activities	0
Influence on Policy, Practice, Patients & the Public	0
Research Tools & Methods	0

### PROFILE

Title	Dr
First name	Irene
Last Name	Melot
ORCID ID	⚠ Not connected

[Download Personal Portfolio](#)

You have **12** total outcomes added to your personal portfolio. You also have **7** outcomes not attributed to an award.

**Step 2:** Select which sections you wish to download, then press the 'Download Portfolio' button.

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Log out

**My Awards** Personal Portfolio **My Account** Help and Support

You Are Here [My Awards](#) · [Portfolio](#) · [Download Personal Portfolio](#)

## Download Personal Portfolio

**SELECT THE SECTION(S) YOU WANT TO INCLUDE**

[Check all](#) | [Uncheck all](#)

- Further Funding (1)
- Further Information (1)
- Health Impact Additional Questions (1)
- Mentoring and Teams (1)
- Publications (7)
- Research Databases & Models (1)
- Skills Shortage (1)
- Software & Technical Products (1)
- Spin Outs (1)



**Download Portfolio** **Cancel**

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## My Account

Use this area to change your personal details and password.

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Log out

**My Awards** **Personal Portfolio** **My Account** Help and Support

You Are Here [Home](#) · [My Account](#)

## My Account

**Title \***  
Dr

**First name \***  
Irene

**Last name \***  
Melot

**E-mail address \***  
irene.melot@researchfish.ac.uk

**Password Tools**

**Current password**  
[Input field]  
Enter your current password to change the *E-mail address* or *Password*. [Request new password](#).

**New password** Password quality: [Progress bar]  
[Input field]

**Confirm new password**  
[Input field]

To change the current user password, enter the new password in both fields.

**Save**

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