Researchfish® outcome reporting system

User Guide for Researchers
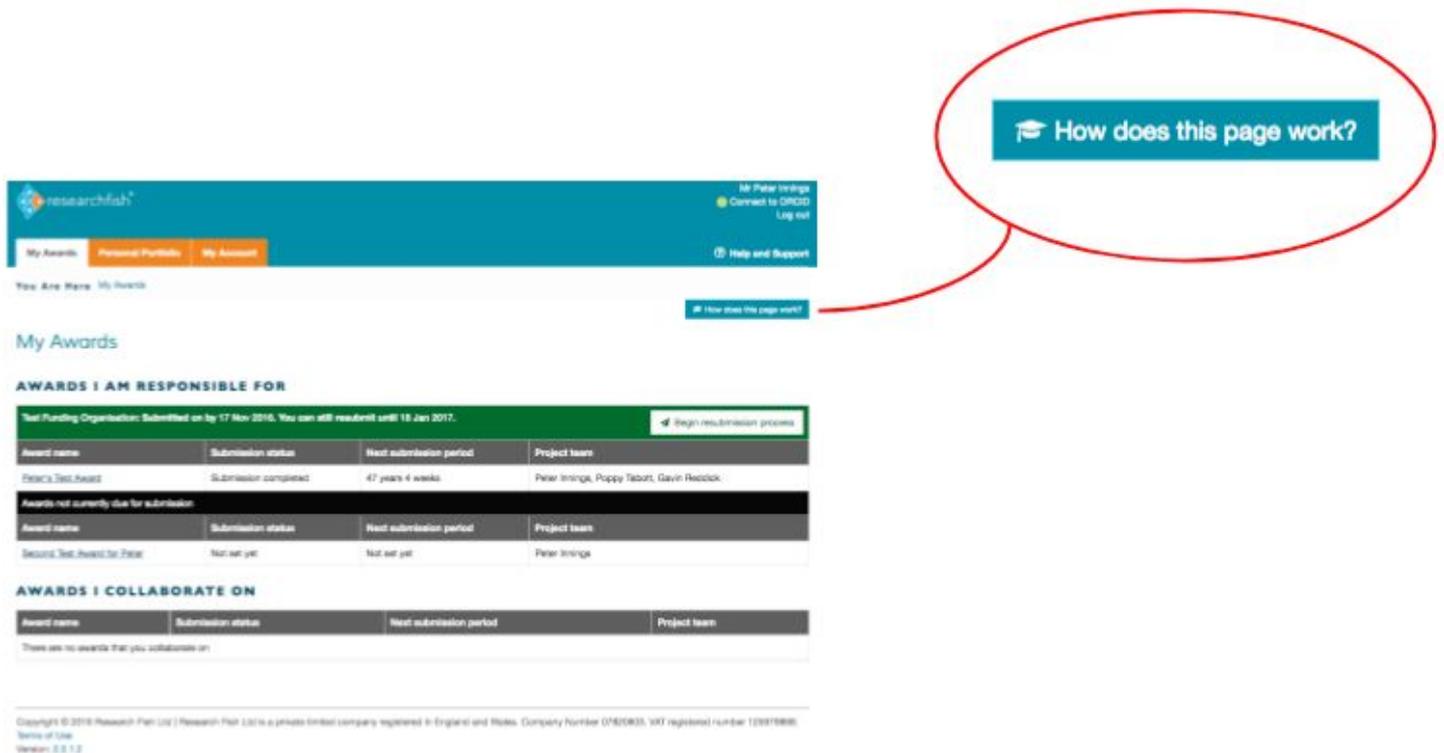
How Researchfish works

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.

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.

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

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:

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.

Example of an award during submission period.

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

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.

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.

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.

Dr Irene Melot
Connect to ORCID
Log out

My Awards   Personal Portfolio   My Account

? Help and Support

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	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

MANDATORY ADDITIONAL QUESTIONS

NIHR HTA	⚠
NPL Additional Questions	✔

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

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.

Download an award

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

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

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

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.

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

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

Help and Support

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.

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.

My Awards | Personal Portfolio | My Account

Help and Support

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	☐	
Parsnit allergy research	☐	☐
Bio-elements of plants award	☐	☐

Send Invitation

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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.

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

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.

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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.

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'.

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
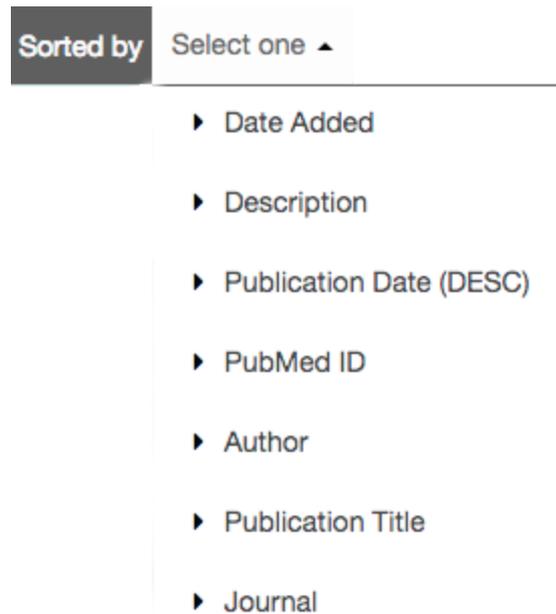

The customization bar provides the following options:

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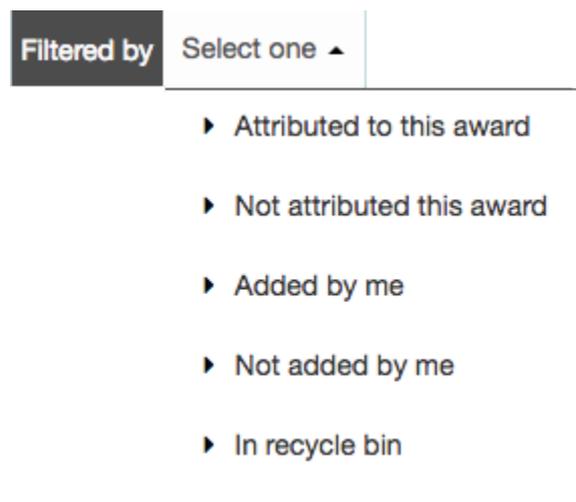
Displaying: use this menu to navigate between outcome types. You're chosen outcome category will also be displayed on the page title.
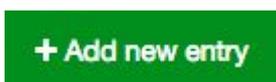

Sorted by: use this menu to sort the list of outcomes using one of the options provided.

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 l**eft-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.

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.

Downloading the Personal Portfolio

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

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

My Account

Use this area to change your personal details and password.