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 "Help using this page" link when you see it, at the top of the page.
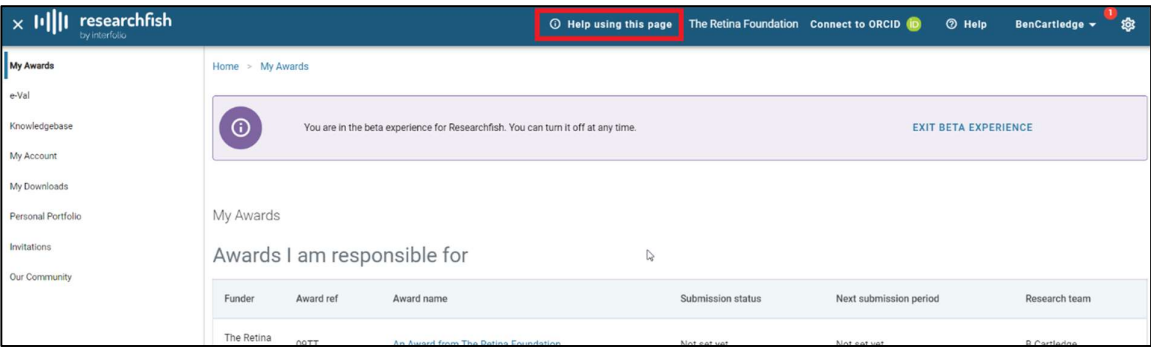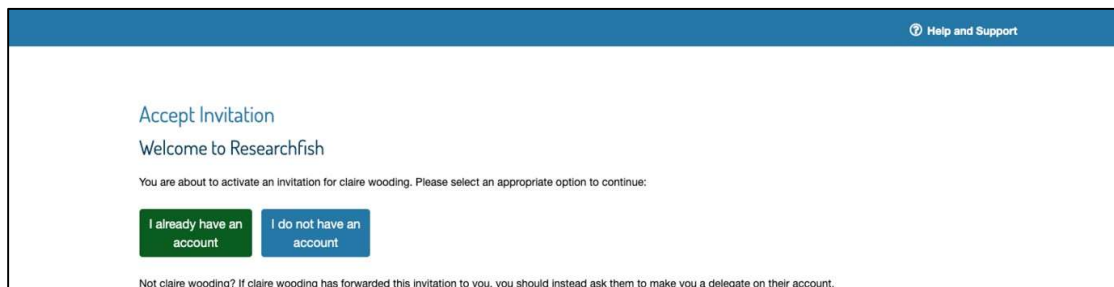
Creating an account

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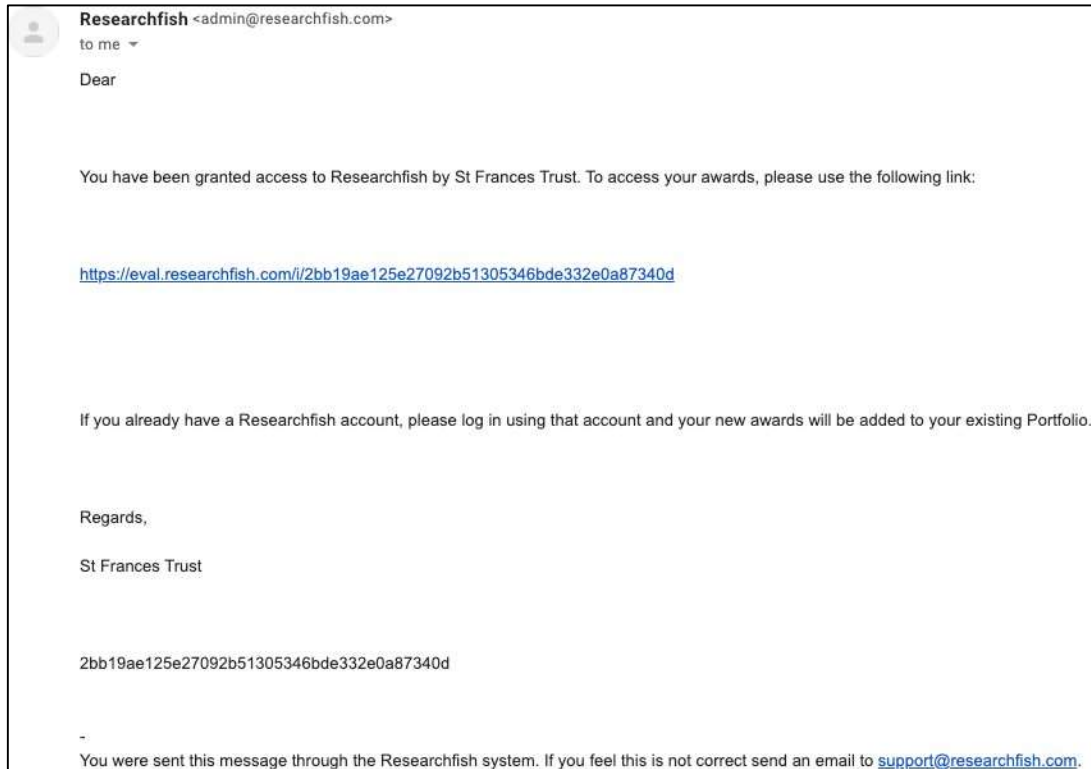
Clicking on the link provided will take you to the 'accept invitation' page:

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
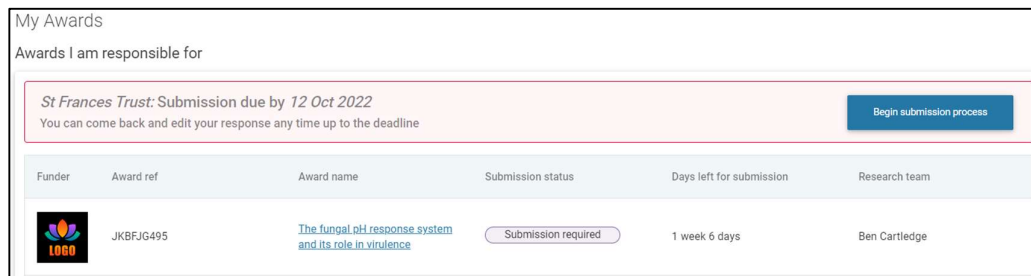
My Awards

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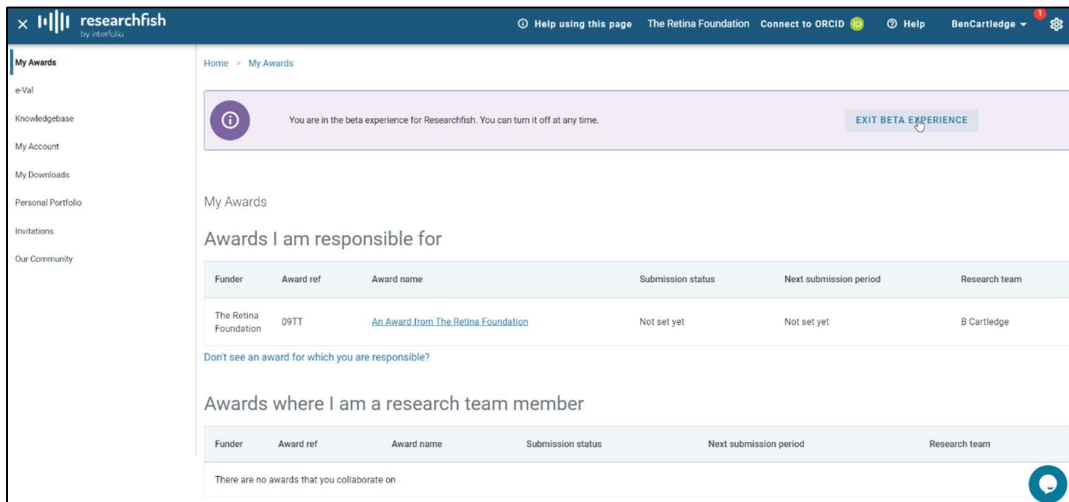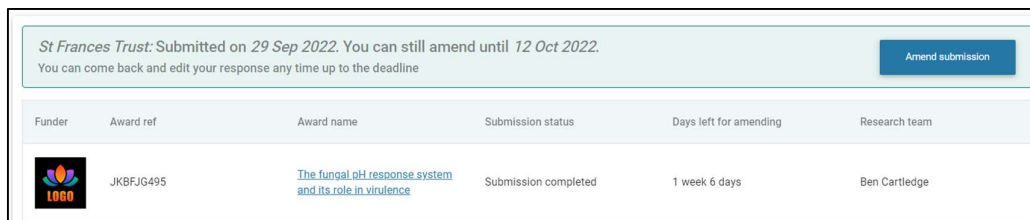

During submission period

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.

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.

You can find information on what to include and not include under each outcome section by clicking on the 'what should I report in this section?' bar.

Search for publications

This page will guide you through the features of the Publications look up tool, and also how to enter a publication manually if necessary.

Once you have followed the steps on Add outcomes to an award, you will then be presented with the following screen:

To change the publication source, simply select one of the titles in the tabs across the upper part of the screen i.e. Scopus, Web of Science, ORCID etc.

Looking up publications using unique identifier(s)

Once you are within the appropriate source simply begin inputting your ID's. These can be input one at a time, or in bulk.

Please note that if you are intending to bulk add these you will need to copy them from a pre-ordered list where one of the following criteria apply:

- all ID's are on separate lines (use Microsoft Word, Notepad, or similar)

- all ID's are within unique cells (use Microsoft Excel or similar)

- all ID's are comma separated (use Microsoft Word or Excel, Notepad, or similar)

Enter the ID's into the relevant box and then click the 'Search for publications' button to perform the search/look up.

Manual search for publications

If you do not have the ID for your publication(s) it is also possible to perform searches against various fields within each of the sources apart from DOI and ORCID.

If any special requirements or behaviours are expected of the source chosen, there will be displayed below the relevant source search.

	PubMed	Scopus	Web of Science	ISBN	Theses	Inspire /HEP	NASA/ ADS
First Author	yes	yes			yes	yes	
Title	yes	yes	yes	yes	yes	yes	yes
Any Author	yes	yes	yes	yes		yes	yes
Publication Year	yes	yes	yes	yes	yes	yes	yes
Keywords	yes	yes	yes			yes	

Adding publications

Once the search results (either using ID's or manual search criteria) have been returned, you will be presented with a table similar to the following:

Search Results

The results of the search are displayed in the table below with the most relevant results returned first. You can see how many publications were returned by the search below the table e.g. "Showing 1 to 100 of 5000 results" which indicates that 5,000 publications match the search criteria and the 100 most relevant publications are in the table. You can sort the table by clicking on the headings e.g. "Title". This only sorts publications in the table, but you can add more publications to the table by clicking "Load More Results".

	Type	First Author	Other Authors	Title	Journal	Year	URL
☐	Journal Article	Battelli T	Bonsignori M, Manocchi P	[Treatment of malignant lymphomas with shock doses of peptichemio].	Minerva medica	1975	↗
☐	Journal Article	Prange CH	Kessler M, Bach D, Huth F, Prange M	[The unaffected primary rejection of xenogeneic kidney transplants in the closely related fox-dog species system].	Zeitschrift fur experimentelle Chirurgie	1979	↗
☐	Journal Article	Srikantia SG	Prasad JS, Bhaskaram C, Krishnamachari KA	Anaemia and immune response.	Lancet (London, England)	1976	↗

Showing 1 to 3

Select which of the publications you wish to add to the award using the corresponding tick box to the left of the search result, the background will change colour, highlighting the selection as shown below:

This selection is to inform you of any publications that have been marked for Adding to your award/portfolio.

To remove an entry from this list simply deselect the check box from the table above.

You can choose to attribute the selected publication(s) to any number of your awards by ticking the relevant awards. Attributing an outcome to an award ensures it will be included in your submission when you submit that award to your funding organisation.

Once you are happy with your selection, click on the 'Add to Portfolio' button to begin the process.

Common error messages

It is possible for your Searches to fail from time to time. If this happens you will be provided with an error code or statement to help diagnose where, and how the error occurred.

The list blow shows the most common errors:

- **REASON_DUPLICATE_ID** - The publication ID is already input into the search field.
- **REASON_ID_SYNTAX** - The incorrect Syntax has been used.
- **REASON_ID_MISSING** - The ID is recognised, the syntax is correct – the publication cannot be found.

If you encounter an error other than the ones listed above please sent a screenshot of the error as well as any relevant details about its creation to support@researchfish.com.

Connect to ORCID

Step 1: Click on the 'Connect to ORCID' on the top right corner of the screen, under your name.
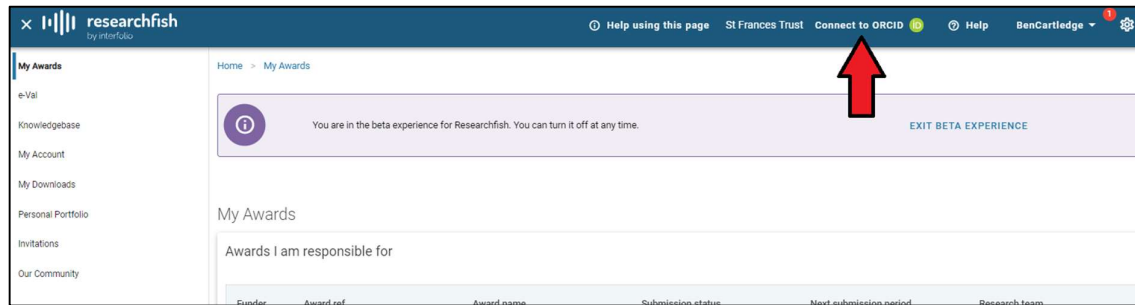
Step 2: You will navigate to the ORCID site to either register a new account, or sign in to an existing account.

Step 3: Once you complete connecting your ORCID ID to your Researchfish account, you will be taken back to the Researchfish interface. Your linked ORCID account can be accessed by clicking on your Researchfish username in the top-right of the page.
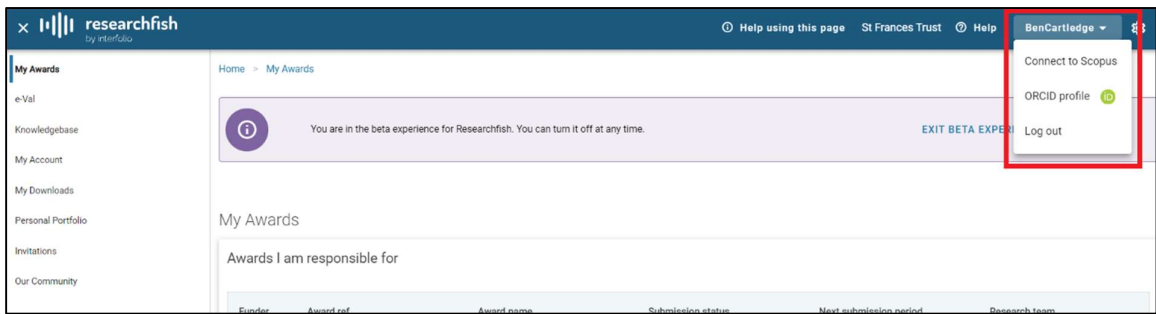
All publications on your ORCID account will be automatically added to your Personal Portfolio.

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 and Outcome Data" button.

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

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)

Select the data set to download *

● Live data

○ Standard Submission from 17 Oct 2020

○ Standard Submission from 13 Jul 2022

○ Standard Submission from 21 Sep 2022

Select the section(s) you want to include

Check all | Uncheck all

☐ APSF Key Findings (1)

☐ Artistic & Creative Products (1)

☐ Engagement Activities (13)

☐ FBC Progress Report (1)

☐ FBC Retrospective Submission (1)

☐ Further Funding (1)

☐ Impact on Researcher's Careers (1)

☐ Intellectual Property & Licensing (1)

☐ KRF Final Report (1)

☐ NAF Key Findings (1)

☐ NAF Narrative Impact (1)

☐ Next Destination (1)

☐ Publications (3)

☐ Research Datasets, Databases & Models (1)

Please note: only Publications are available for download in XLSX format. To do so, please select 'Publications' only from the list above.

[Download Award (DOCX)]   [Cancel]

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 "Delegate" option.

Step 4: Fill in the details of the delegate you wish to add and then click 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.

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 "Collaborator" option.

Step 4:

- Complete the details of the collaborator you wish to add.
- 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).
- 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).
- 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.

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 "Update Team Member" button.

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

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'.

Preview Award (All attributed outcomes)

Reviewing outcomes attributed to *The fungal pH response system and its role in virulence*

Common outcomes added to this award

Publications (3)

Additional information

ODA Compliance   ✔ Mandatory section complete
Policy Outputs   ✔ Mandatory section complete
MND Australia Progress/Final Report   ✔ Non-mandatory section completed

Sections without outcomes

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

☑ I confirm that all of the information reported is accurate, complete, and up to date.

Terms and Conditions

Information provided to *St Frances Trust* via Researchfish may be used to:

Strengthen accountability for research funding decisions
Make the case for investment in research
Inform strategic decision-making
Inform the public
Evaluate progress
Improve the understanding of research.

To support the above aims the information you provide may be used, in whole or in part, to support analyses and evaluation, case studies, data sets and publications. Please be aware that the outputs, including the text you submit to *St Frances Trust* via Researchfish may be quoted, in full or in part, and outputs attributed to investigators and grants.

By submitting data to *St Frances Trust* via Researchfish you consent to this use, publication and onward dissemination of outcomes.

☑ I accept the above terms and conditions.

‹ Back to award details   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.
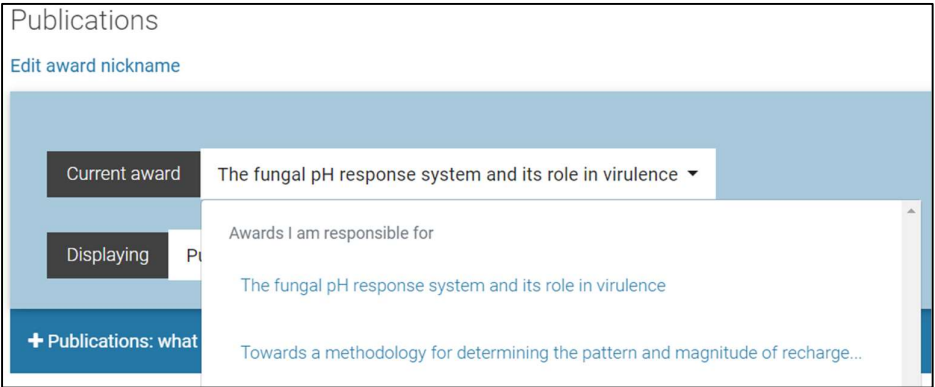
Displaying: Use this menu to navigate between outcome types. You're chosen outcome category will also be displayed on the page title.
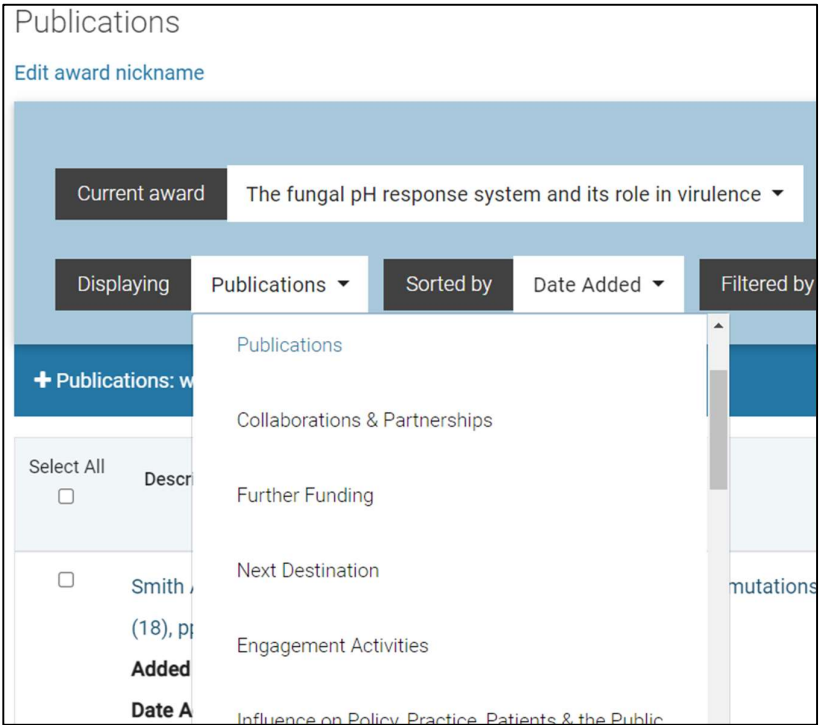
Sorted by: Use this menu to sort the list of outcomes using one of the options provided.
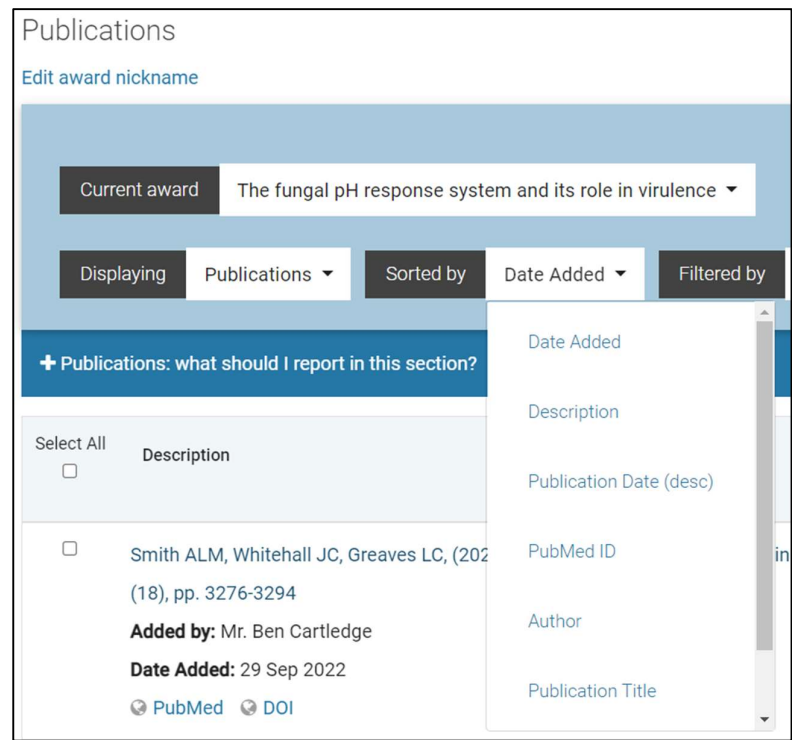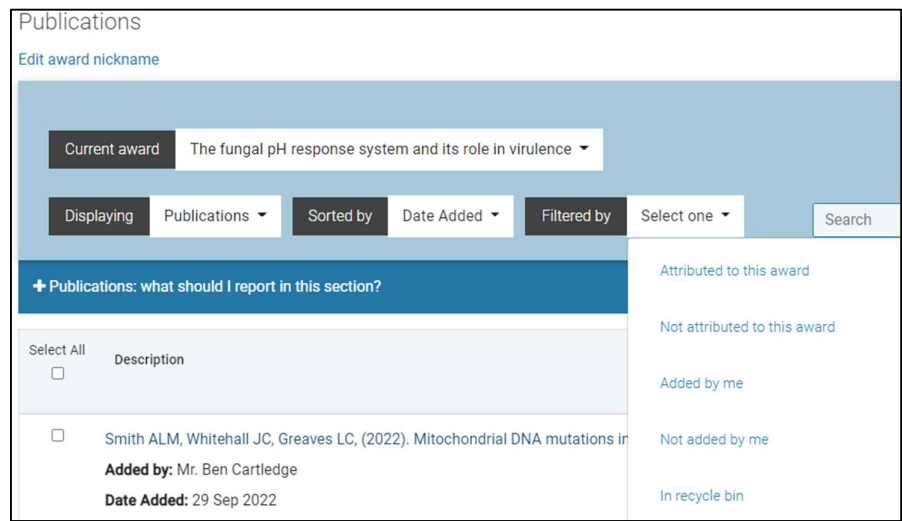

Filtered by: This menu provides several options for filtering the outcomes list view.

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 **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.

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.

Help & Support

You can find a link to the Help & Support at the top right of every page.

The following is an overview of topics you can find in this area of the Researchfish site:

- User Guide - a link to this user guide.

- Forgotten username / password - recovering your Researchfish username or password, or both.

- Invitation help - if you think you should have access to Researchfish but have not received an invitation email, you can contact your funder using this tool.

- Join a webinar - we hold regular webinars to show how to use the Researchfish system and answer questions from participants.

- Frequently asked questions - quick access to information frequently asked to the support team.

- Watch help video - video showing an overview of the Researchfish system functionality.

- Contact us - if you need further assistance, there are various options available for you to contact Researchfish's support team

The following options are only available once you log in to the system:

- Award details incorrect - if you think the details show on an award's details page are wrong, you can use this tool to report that to your funder.

- Submission help - a direct link to the Submit an award to the funder section on this user guide.

- Documentation - links to various additional resources.