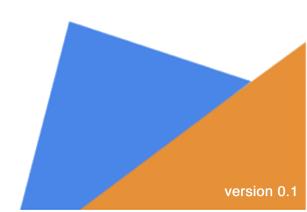# Researchfish® outcome reporting system

User Guide for Researchers
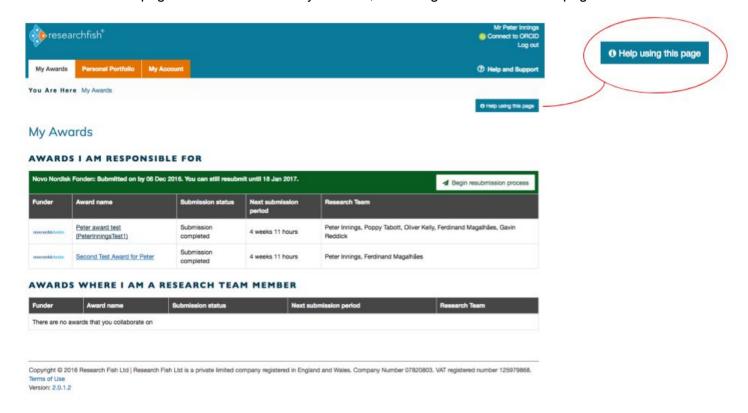
How Researchfish works

[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.
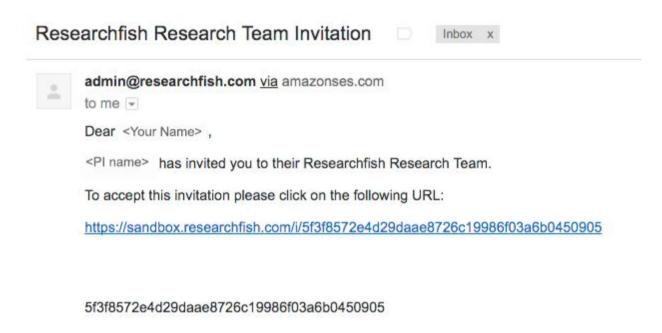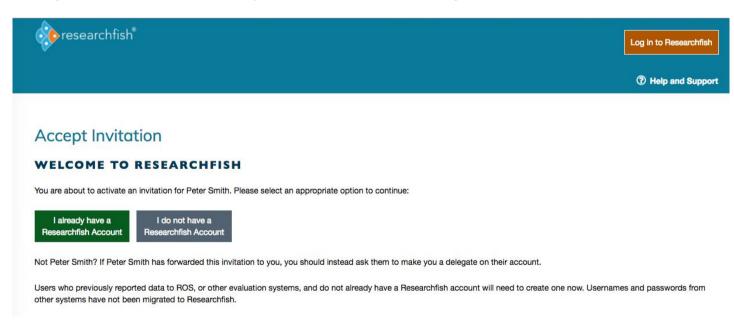
Creating an account

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:

My Awards

AWARDS I AM RESPONSIBLE FOR

Funder	Award name	Submission status	Next submission period	Research Team
novo nordisk fonden	Award for Singing	Not set yet	Not set yet	P Maccartney

AWARDS WHERE I AM A RESEARCH TEAM MEMBER

Funder	Award name	Submission status	Next submission period	Research Team
There are no awards that you collaborate on				

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   ✈ Begin submission process

Award name	Submission status	Days left for submission	Project team
Parsnit allergy award (FAB78635)	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.   ✈ Begin resubmission process

Award name	Submission status	Next submission period	Project team
test01 - Outcome Check	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   ✈ Begin submission process

Award name	Submission status	Days left for submission	Project team
TEST50	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.

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.
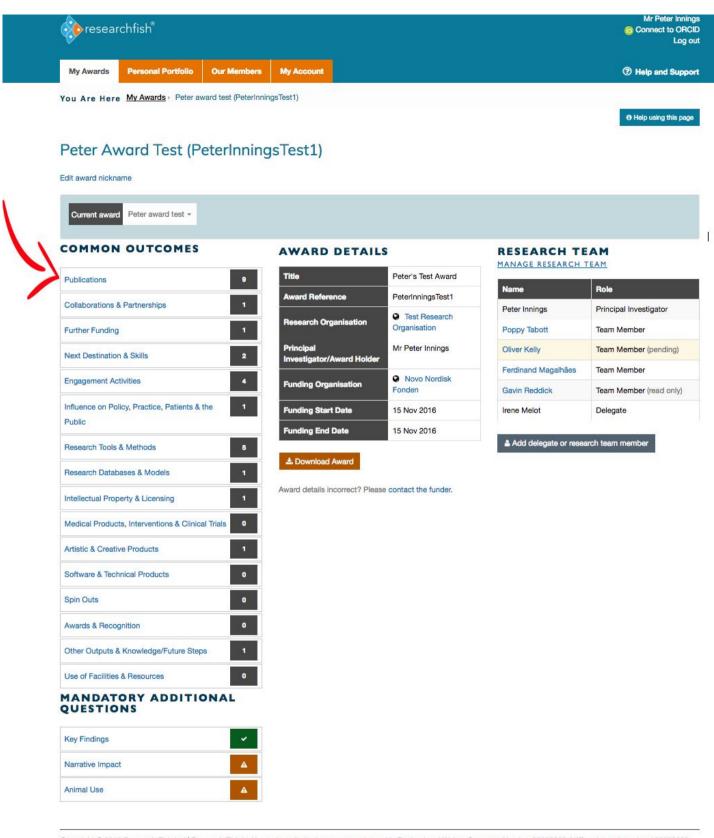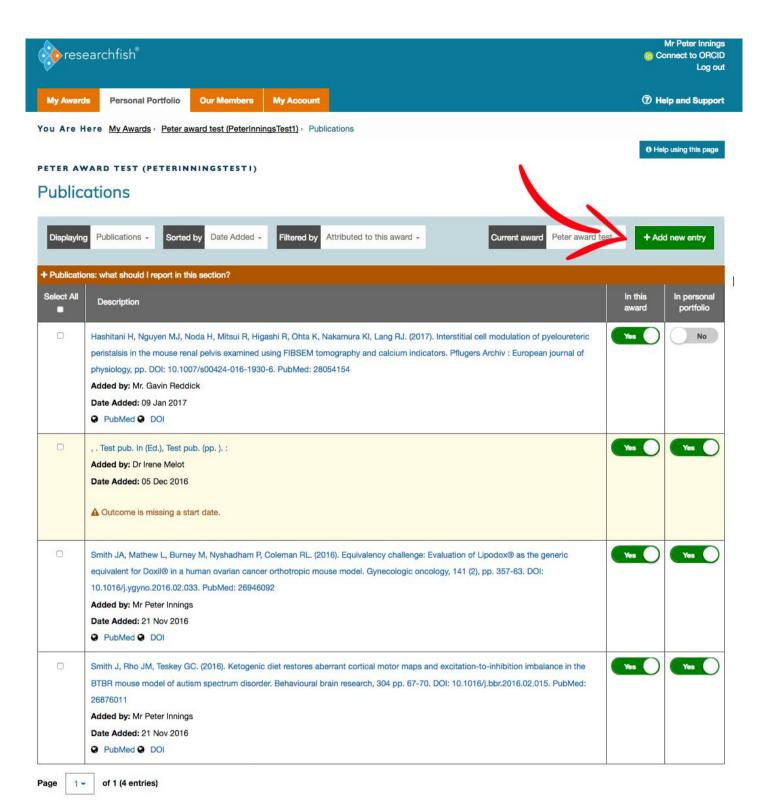
Step 2: On the award details page, select which outcome you wish to add from the list on the left, by clicking over the outcome type name.
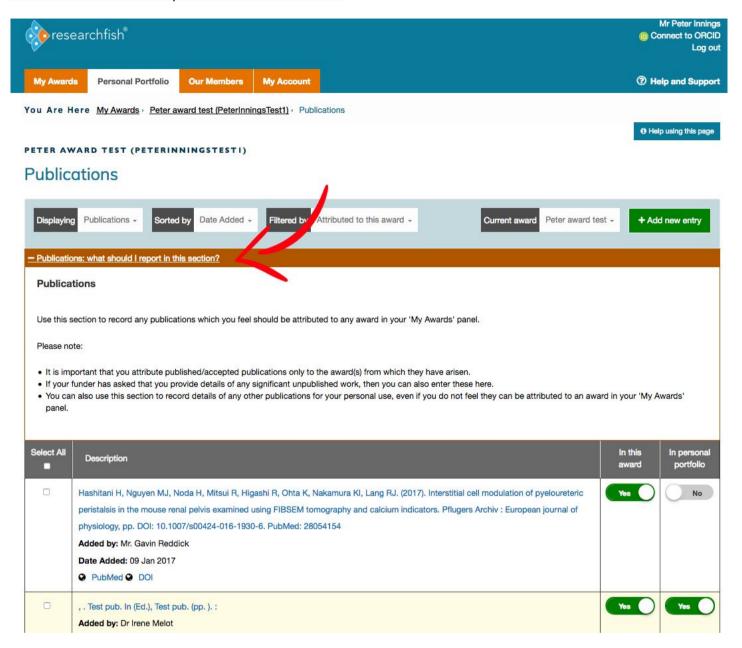
researchfish®

My Awards | Personal Portfolio | Our Members | My Account

Help and Support

You Are Here My Awards › Peter award test (PeterInningsTest1)

Help using this page

Peter Award Test (PeterInningsTest1)

Edit award nickname

Current award Peter award test ▾

COMMON OUTCOMES

Publications	9
Collaborations & Partnerships	1
Further Funding	1
Next Destination & Skills	2
Engagement Activities	4
Influence on Policy, Practice, Patients & the Public	1
Research Tools & Methods	5
Research Databases & Models	1
Intellectual Property & Licensing	1
Medical Products, Interventions & Clinical Trials	0
Artistic & Creative Products	1
Software & Technical Products	0
Spin Outs	0
Awards & Recognition	0
Other Outputs & Knowledge/Future Steps	1
Use of Facilities & Resources	0

MANDATORY ADDITIONAL QUESTIONS

Key Findings	✔
Narrative Impact	⚠
Animal Use	⚠

AWARD DETAILS

Title	Peter's Test Award
Award Reference	PeterInningsTest1
Research Organisation	Test Research Organisation
Principal Investigator/Award Holder	Mr Peter Innings
Funding Organisation	Novo Nordisk Fonden
Funding Start Date	15 Nov 2016
Funding End Date	15 Nov 2016

⬇ Download Award

Award details incorrect? Please contact the funder.

RESEARCH TEAM
MANAGE RESEARCH TEAM

Name	Role
Peter Innings	Principal Investigator
Poppy Tabott	Team Member
Oliver Kelly	Team Member (pending)
Ferdinand Magalhães	Team Member
Gavin Reddick	Team Member (read only)
Irene Melot	Delegate

👤 Add delegate or research 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.

researchfish®

| My Awards | Personal Portfolio | Our Members | My Account | | Help and Support |

You Are Here My Awards › Peter award test (PeterInningsTest1) › Publications

Help using this page

PETER AWARD TEST (PETERINNINGSTEST1)

Publications

| Displaying | Publications ⌄ | Sorted by | Date Added ⌄ | Filtered by | Attributed to this award ⌄ | | Current award | Peter award test | + Add new entry |

+ Publications: what should I report in this section?

Select All ☐	Description	In this award	In personal portfolio
☐	Hashitani H, Nguyen MJ, Noda H, Mitsui R, Higashi R, Ohta K, Nakamura KI, Lang RJ. (2017). Interstitial cell modulation of pyeloureteric peristalsis in the mouse renal pelvis examined using FIBSEM tomography and calcium indicators. Pflugers Archiv : European journal of physiology, pp. DOI: 10.1007/s00424-016-1930-6. PubMed: 28054154 **Added by:** Mr. Gavin Reddick **Date Added:** 09 Jan 2017 ⊕ PubMed ⊕ DOI	Yes	No
☐	, . Test pub. In (Ed.), Test pub. (pp.). : **Added by:** Dr Irene Melot **Date Added:** 05 Dec 2016 ⚠ Outcome is missing a start date.	Yes	Yes
☐	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 orthotropic mouse model. Gynecologic oncology, 141 (2), pp. 357-63. DOI: 10.1016/j.ygyno.2016.02.033. PubMed: 26946092 **Added by:** Mr Peter Innings **Date Added:** 21 Nov 2016 ⊕ PubMed ⊕ DOI	Yes	Yes
☐	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. Behavioural brain research, 304 pp. 67-70. DOI: 10.1016/j.bbr.2016.02.015. PubMed: 26876011 **Added by:** Mr Peter Innings **Date Added:** 21 Nov 2016 ⊕ PubMed ⊕ DOI	Yes	Yes

Page [1 ⌄] of 1 (4 entries)

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.

Each source will utilise a Unique Identifier to location a publication directly, we have included explicit instructions and explanations on the tab for each source.

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 of publications' button to perform the search/look up.

Publications Search

| ORCID | PubMed | Web of Science | ISBN | NASA/ADS | Theses | Inspire/HEP | DOI |

This search uses PubMed to search for publications relevant to biomedicine and life sciences. PubMed is maintained by the US National Library of Medicine and has information on over 25 million publications. If you do not know the PubMed ID (PMID) for a publication you can search for the publication using the form below.

Do you have PMID publication IDs?

Yes

PMIDs to Import? *

A PMID is always a number and will not contain any other characters.

You can enter up to 200 PMIDs at a time, separating each entry with a comma or new line.

(Max 8000 characters)

27342284 × 22466037 × 18272532 × 27997999 × 27987630 × 27978594 ×

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".

🔍 Search for Publications

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:

☐	Type	First Author	Other Authors	Title	Journal	Year
☐	Journal Article	Carter JG	Sherbon BJ, Viney IS	United Kingdom health research analyses and the benefits of shared data.	Health research policy and systems	2016
☐	Journal Article	Kryl D	Allen L, Dolby K, Sherbon B, Viney I	Tracking the impact of research on policy and practice: investigating the feasibility of using citations in clinical guidelines for research evaluation.	BMJ open	2012
☐	Journal Article	Kickbusch I	McCann W, Sherbon T	Adelaide revisited: from healthy public policy to Health in All Policies.	Health promotion international	2008
☐	Journal Article	Katona L	Micklem B, Borhegyi Z, Swiejkowski DA, Valenti O, Viney TJ, Kotzadimitriou D, Klausberger T, Somogyi P	Behavior-dependent activity patterns of GABAergic long-range projecting neurons in the rat hippocampus.	Hippocampus	2016
☐	Journal Article	Norman R	Kemmler G, Viney R, Pickard AS, Gamper E, Holzner B, Nerich V, King M	Order of Presentation of Dimensions Does Not Systematically Bias Utility Weights from a Discrete Choice Experiment.	Value in health : the journal of the International Society for Pharmacoeconomics and Outcomes Research	2016
☐	Journal Article	Alene KA	Viney K, McBryde ES, Tesfahun A, Clements AC	Treatment outcomes in patients with multidrug-resistant tuberculosis in	Tropical medicine & international health : TM & IH	2016

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:

	Type ⬍	First Author ⬍	Other Authors ⬍	Title ⬍	Journal ⬍	Year⬍
☑	Journal Article	Carter JG	Sherbon BJ, Viney IS	United Kingdom health research analyses and the benefits of shared data.	Health research policy and systems	2016
☐	Journal Article	Kryl D	Allen L, Dolby K, Sherbon B, Viney I	Tracking the impact of research on policy and practice: investigating the feasibility of using citations in clinical guidelines for research evaluation.	BMJ open	2012
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☐	Journal Article	Alene KA	Viney K, McBryde ES, Tesfahun A, Clements AC	Treatment outcomes in patients with multidrug-resistant tuberculosis in	Tropical medicine & international health : TM & IH	2016

You will notice the section under the table change working to reflect your choices:

	Type ⬍	First Author ⬍	Other Authors ⬍	Title ⬍	Journal ⬍	Year⬍
☑	Journal Article	Carter JG	Sherbon BJ, Viney IS	United Kingdom health research analyses and the benefits of shared data.	Health research policy and systems	2016
☐	Journal Article	Kryl D	Allen L, Dolby K, Sherbon B, Viney I	Tracking the impact of research on policy and practice: investigating the feasibility of using citations in clinical guidelines for research evaluation.	BMJ open	2012
☐	Journal Article	Kickbusch I	McCann W, Sherbon T	Adelaide revisited: from healthy public policy to Health in All Policies.	Health promotion international	2008
☑	Journal Article	Katona L	Micklem B, Borhegyi Z, Swiejkowski DA, Valenti O, Viney TJ, Kotzadimitriou D, Klausberger T, Somogyi P	Behavior-dependent activity patterns of GABAergic long-range projecting neurons in the rat hippocampus.	Hippocampus	2016
☑	Journal Article	Norman R	Kemmler G, Viney R, Pickard AS, Gamper E, Holzner B, Nerich V, King M	Order of Presentation of Dimensions Does Not Systematically Bias Utility Weights from a Discrete Choice Experiment.	Value in health : the journal of the International Society for Pharmacoeconomics and Outcomes Research	2016
☐	Journal	Alene KA	Viney K, McBryde ES,	Treatment outcomes in patients	Tropical medicine & international	2016

Showing 1 to 6

🔍 Search for Publications

These publications will be added to your portfolio when you submit the form:

- *United Kingdom health research analyses and the benefits of shared data.*, Carter JG, Sherbon BJ, Viney IS, Health research policy and systems, 2016, 27342284(pubmed)

- *Behavior-dependent activity patterns of GABAergic long-range projecting neurons in the rat hippocampus.*, Katona L, Micklem B, Borhegyi Z, Swiejkowski DA, Valenti O, Viney TJ, Kotzadimitriou D, Klausberger T, Somogyi P, Hippocampus, 2016, 27997999(pubmed)

- *Order of Presentation of Dimensions Does Not Systematically Bias Utility Weights from a Discrete Choice Experiment.*, Norman R, Kemmler G, Viney R, Pickard AS, Gamper E, Holzner B, Nerich V, King M, Value in health : the journal of the International Society for Pharmacoeconomics and Outcomes Research, 2016, 27987630(pubmed)

To remove publications from this list, deselect them from the results table.

Can't find your publication? Click here to add manually

ASSOCIATE OUTCOME WITH AWARDS

Own awards

☑ Peter award test (PeterInningsTest1)

☐ Second Test Award for Peter

Add to portfolio   Cancel

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.

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.

ORCID

Researchfish ❓
has asked for the following access to your ORCID Record

👁 🔄

Add or update your research activities
Read your ORCID record
Add or update your biographical information

☑ Allow this permission until I revoke it.
You may revoke permissions on your account settings page.
Unchecking this box will grant permission this time only.

This application will not be able to see your ORCID password, or other private info in your ORCID Record. Privacy Policy.

Already have an ORCID iD? Sign In

As per ORCID's terms and conditions, you may only register for an ORCID iD for yourself.

First name		* ❓
Last name		
Email		*
Re-enter email		*
Create an ORCID password		* ❓
Confirm ORCID password		*

Step 3: Once you complete connecting your ORCID ID to your Researchfish account, you will be taken back to the Researchfish interface.

17

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' 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.

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.

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.

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 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.
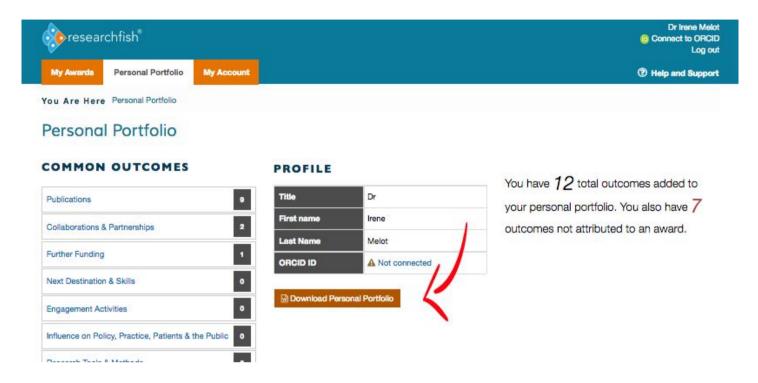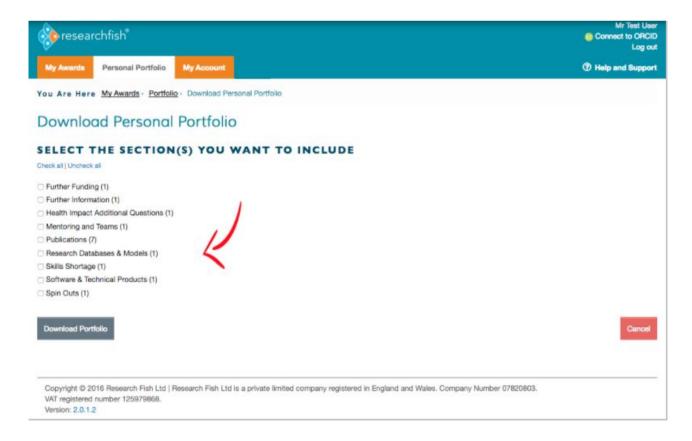
Downloading the Personal Portfolio

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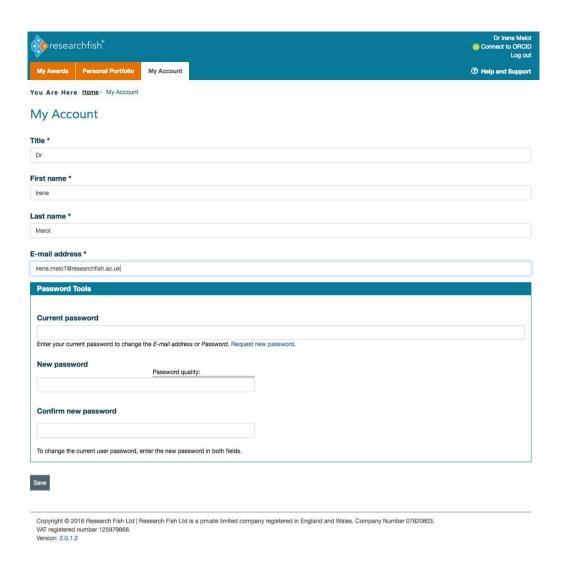

Step 2: Select which sections you wish to download, then press the 'Download Portfolio' button.

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:
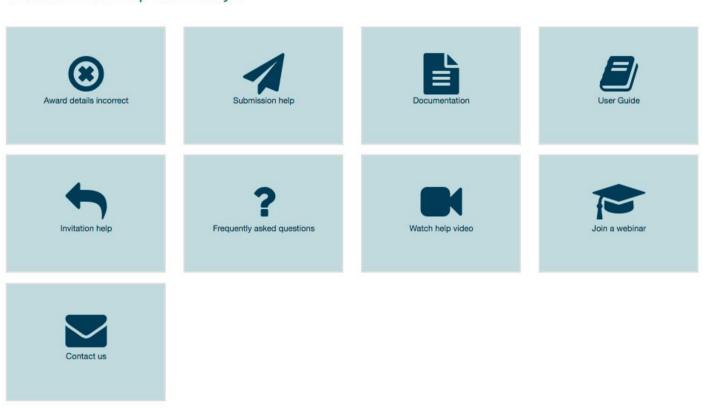
- **User Guide** - a link to this user guide.

- **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.