

## UKRI Research Outcomes submission period:

### Key points to consider

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## PRINCIPAL INVESTIGATORS AND FELLOWS

### A. KEY DATES

When	Activity	Responsibility
<b>Early October</b>	The cut-off date for changes made via Je-S to be included in the December refresh of UKRI data in Researchfish.	Award holders, for checking data accuracy (making changes may need support from research organisations and UKRI councils).
<b>December</b>	All data including response codes will be refreshed in Researchfish based on current UKRI information.	UKRI councils & Researchfish
<b>Early December to mid-January</b>	Research organisations will be asked to examine response codes for all their	Research organisations

	awards and request changes if required.	
<b>Early February</b>	Lists of those expected to submit outcomes are finalised. Emails will be sent out regarding the submission period and all who have not yet registered on Researchfish will be sent an invitation to do so.	UKRI councils & Researchfish  All award holders to check spam/junk folders for mis-routed emails
<b>6-week period normally beginning on the 1st Monday in February and ending at 4pm on the 2nd or 3rd Thursday in March'</b>	Submission period: Award holders asked to submit new/updated outcomes via Researchfish.	Award holders with support from research organisations
<b>Early July</b>	Submitted outcomes published on Gateway to Research	UKRI councils & Researchfish

The submission period is typically six weeks long and although principal investigators **can add their outcomes anytime throughout the year**, the data can only be submitted to UKRI within this period.

## B. GENERAL

### WHY UKRI NEED TO CAPTURE OUTCOMES DATA

UKRI has a responsibility to demonstrate the value and impact of research and training supported through public funding. UKRI uses information that researchers provide on the outputs, outcomes and impact (subsequently referred to as 'outcomes') of their UKRI council-funded projects to report to and engage with both the government and the public.

UKRI are always seeking to improve data collection processes and review stakeholder needs for the data. And therefore, feedback is welcomed from the community on outcomes and outputs which aren't represented in the system.

Further information can be found here:

<https://www.ukri.org/funding/information-for-award-holders/research-outcomes/>

Most UKRI data from Researchfish are publicly available on the UKRI 'Gateway to Research' website: <http://gtr.ukri.org/>

## ACCESSIBILITY OF THE RESEARCHFISH SYSTEM

Researchfish is designed to make web pages accessible to all users in line with the W3Cs Web Accessibility Initiative.

Please send feedback regarding the accessibility of Researchfish to [support@researchfish.com](mailto:support@researchfish.com)

## WHY THE SUBMISSION PERIOD IS ONLY SIX WEEKS

PIs are able and encouraged to add new research outputs and/or update existing entries at any point in time. However, asking PIs to check and confirm that their records are up to date during a relatively short 'submission period' provides us with an annual snapshot of the data can be exported and used for analysis.

## OUTCOMES VISIBILITY ON RESEARCHFISH

Access to any outcome record saved in Researchfish depends on if the record has been attributed to an award and if that award has been submitted to the award funder:

Has the outcome been attributed to an award in Researchfish?	Who can see the information
No	Only the person who created the outcome, and any other Researchfish user they have agreed to share it with, can see the outcome
Yes	See below
Has the outcome been submitted during an annual submission period?	
No*	In addition to the above, the current version of the outcome is visible to the funding organisation (e.g., UKRI council) and the award holding organisation (e.g., a university) if it is a subscriber to Researchfish.
Yes	<p>The submitted* version of the outcome is recorded by the funding organisation (e.g., UKRI council). UKRI provides all award holding organisations with the outcomes attributed to their UKRI-funded awards.</p> <p>Most submitted outcomes are published on UKRI's Gateway to Research site <a href="https://gtr.ukri.org">https://gtr.ukri.org</a></p>

*\* Please note, the exception to this is publications. Details of publications attributed to awards in Researchfish are uploaded to the Gateway to Research on a monthly basis.*

The information submitted to UKRI via Researchfish is governed by a contractual agreement. Elsevier is not permitted to share, pass on or exploit any of the information submitted. UKRI may share information confidentially between the UKRI research councils to help understand research progress, productivity, and quality.

Outcomes submitted to UKRI during an annual submission period are made available to the public on UKRI's 'Gateway to Research' (<https://gtr.ukri.org>) as part of the UKRI's commitment to openness and transparency. As this is the case, **confidential or sensitive personal information, and details of un-protected intellectual property, should NOT be included in any outcomes submitted to UKRI.**

## CONFIRMATION OF A PRINCIPAL INVESTIGATOR'S RESEARCH OUTCOMES SUBMISSION

When a PI (hereafter referred to as “the award holder”) submits their outcomes, they will receive a confirmation email from Researchfish stating that their submission has been completed successfully. The award holder should ensure that they have received an email for each funder to which they must submit outcomes.

If the award holder does not receive their invitation email, they should follow the below steps:

- a. Check their email junk folder, the email may have been automatically considered to be junk mail.
- b. If the email isn't in the junk folder, the award holder should contact UKRI by emailing [researchoutcomes@funding.ukri.org](mailto:researchoutcomes@funding.ukri.org) for further assistance.

## C. USING RESEARCHFISH

### LOGGING IN TO RESEARCHFISH

The Researchfish log in page is here: [LINK](#)

When UKRI adds an award to Researchfish, the system sends an invitation email to the award holder on behalf of UKRI. This email includes a link to enable the award holder to link the award to their Researchfish account; if the award holder is new to Researchfish the link also enables them to create an account.

The award holder should contact [support@Researchfish.com](mailto:support@Researchfish.com) if they experience technical issues logging on to Researchfish.

### HELP USING RESEARCHFISH

There are several ways an award holder can get help using Researchfish:

- a. Via the online Researchfish user guide: <https://userguide.Researchfish.com/>
- b. When using the “old theme” in Researchfish, help and guidance is provided throughout the Researchfish system by clicking on the ‘Help and Support’ button at the top right of each page for the help menu. Just below that, there is a blue button entitled ‘Help using this page’.
- c. When using the “new theme” in Researchfish, the “help and support” option is accessed by clicking “Help” at the top right of each page
- d. Via the online help centre which can be accessed via the top of any Researchfish page or by using the following link: <https://app.Researchfish.com/helpwiz>

- e. Users experiencing technical issues have the option of contacting the Researchfish Helpdesk using 'live chat' - this is available to logged-in users from 09:00am - 05:00pm Monday to Friday. The helpdesk will be able to emulate the award holder's account and assist them with the issues they are experiencing. The link to begin a live chat is at: <https://app.Researchfish.com/helpwiz/contact>
- f. Users with questions about what to record as an output or outcome should contact the UKRI Research Outcomes Support Team: [researchoutcomes@funding.ukri.org](mailto:researchoutcomes@funding.ukri.org)

## UPDATING INCORRECT DETAILS

### PRINCIPAL INVESTIGATORS:

The name and contact details of an award's principal investigator are pulled from the UKRI Je-S system each time the award data in Researchfish is refreshed. If they are incorrect in Researchfish the UKRI Research Outcomes Support Team: [researchoutcomes@funding.ukri.org](mailto:researchoutcomes@funding.ukri.org) should be contacted to arrange a temporary correction. However, to ensure the temporary correction is not subsequently over-written by the incorrect data held by the Je-S system the principal investigator will need to correct them 'at source' in their Je-S account. This can be done by emailing [JeSHelp@je-s.ukri.org](mailto:JeSHelp@je-s.ukri.org). The corrected details will feed into Researchfish when the data is next refreshed.

## D. REPORTING OUTCOMES

### ENTERING OUTCOMES DATA ON RESEARCHFISH

Award holders can record/update outcomes on Researchfish at any point during the year and are encouraged to do so. However, there is a six-week annual period called the 'Submission Period' (normally between early February and mid-March). This is when award holders confirm their records are correct and up to date by submitting them to UKRI. Outcome records in Researchfish that are not submitted cannot be used by UKRI.

Adding outcomes to Researchfish but not submitting them is like writing an online funding application but not submitting it to the funder.

### OUTCOMES REQUESTED FOR REPORTING

A wide range of outputs, outcomes and impacts can be recorded in Researchfish using the available 'Common Outcomes'. There is no minimum required number of any outcome type, and it is accepted that not all outcome types will be relevant to all award holders/disciplines. However, the Researchfish system is the primary means by which UKRI is kept informed of the results of UKRI investments, so it is important that award holders create accurate records to

describe the outputs, outcomes and impacts they wish UKRI to know about. It is particularly important that outcomes are associated with a particular award for the purposes of aggregate analysis.

There might be occasions where PIs wish to record outcome types which do not seem to fit with an outcome type which is presently available on Researchfish.

Most of the 'Common Outcome' sections in Researchfish cover a range of sub-types; if it is unclear in which section a particular record should be created it may help to first review the sub-types available in each section, which may be checked here: -

<https://rf-downloads.s3.amazonaws.com/Outcome+type+map.pdf>.

Before creating a new record in any common outcome section users can also click on the 'what should I report in this section' to view brief guidance on what kind of information is appropriate to report for that outcome type. A good tip is that researchfish is not a repository for researchers to upload digital copies of any type of output.

**ADDITIONAL FUNDER QUESTIONS (AFQs)** – These questions are added by funders to specific awards in Researchfish a case-by-case basis. If added, they will appear below the common outcomes sections. The most common AFQs used by UKRI cover 'Key Findings', 'Narrative Impact', and 'Secondments, Placements & Internships'. Unlike the common outcomes the additional funders questions **must** be completed before a submission can be made.

When and which AFQs are added to an award depends on several factors including: -

- The policy of the council funding the award.
- The relevance of the AFQ to the award.
- Whether the award is still current.
- How long the award has been running and how close it is to the end date.
- Whether the question has been previously answered.

#### ADDING PUBLICATIONS TO RESEARCHFISH THAT DO NOT HAVE A UNIQUE IDENTIFIER E.G. DOI, ISBN, PUBMED ID

Publications can be added to Researchfish manually by clicking on the 'click here to add manually' link below the ID search panel. It is however much quicker and more accurate to report a publication with a unique ID by entering that ID and getting Researchfish to import the details automatically. This means that it is worth checking carefully to see if a publication has subsequently been assigned an ID.

#### SHARING PUBLICATION DETAILS BY LINKING ORCID AND RESEARCHFISH ACCOUNTS

Award holders with an ORCID can also link their ORCID and Researchfish accounts and share publication details between them. This avoids the duplicate effort of having to re-enter details in both systems.

## ENTERING PUBLICATIONS INTO RESEARCHFISH IF THEY ARE NOT OPEN ACCESS

The data that Researchfish holds for a publication is bibliographic and is not the publication itself. Therefore, it is not necessary for publications to be open access or to be recorded in an award holder's common outcomes in Researchfish.

## PUBLICATION CO-AUTHORS

For publications entered using a unique identifier, the names of all authors are automatically extracted from the relevant external database. However, Researchfish only displays the first named author (as listed by the publisher). For publications that are added manually, there is an optional field for adding co-author information.

## CONFIDENTIAL INFORMATION

Any confidential information, such as sensitive personal details or unprotected intellectual property should not be recorded in Researchfish. This is because submitted outcomes are made visible in the public domain through UKRI 'Gateways to Research' (<http://qtr.ukri.org/>).

## AWARD NOT ON RESEARCHFISH

Recently started awards are very unlikely to have been added to Researchfish.

UKRI usually refreshes the awards data on Researchfish twice a year. UKRI will not normally add an award if it is considered that the PI will be unlikely to be in a position to record outputs/outcomes/impacts by the time of the next scheduled submission period.

If a PI has outputs/outcome impacts to report for an award that is not yet in Researchfish and which is more than a year old, they should contact the UKRI Research Outcomes Support Team: ([researchoutcomes@funding.ukri.org](mailto:researchoutcomes@funding.ukri.org)) for assistance. The support team will then liaise with the funding council to add your award to the system.

## ADDING ONLINE CATALOGUES

For online catalogues such as searchable databases of research resources or artefacts, an award holder should use the 'Research Databases & Models' section.

## ADDING CONFERENCES



Award holders are not expected to report every contribution to every conference attended within their discipline. *Published* conference papers can be reported in the 'Publications' section. The most suitable outcome type for cases where an award holder has been an invited speaker is 'Awards & Recognition'.

## ESSAYS, PAPERS AND WEBSITES

If essays and papers are outputs from the project funding, then these can be recorded separately under 'Publications'.

If a website represents a significant improvement to the research infrastructure then it can be recorded as such in the 'Research Tools & Methods' section, or it may be more appropriate to record it in the 'Software & Technical Products' section.

If, however, the website is principally a portal through which to access the project's outputs (i.e. essays and papers) then the webpage URL should be added in the 'Key Findings' section of the Additional Funder's Questions.

## E. USING THE DATA

### DOWNLOADING DATA FROM RESEARCHFISH

Award holders can download the outcomes data in their Researchfish record. This can be done by going to the 'Personal Portfolio' section in the Researchfish website and clicking 'Download Personal Portfolio'.

## PRINCIPAL INVESTIGATORS

### A. REPORTING OUTCOMES

#### MAKING A SUBMISSION WHEN THERE ARE NO OUTCOMES TO REPORT

UKRI recognises that many outcomes and impacts occur towards the end of an award or after it has finished. However, many outcomes also arise throughout the course of an award. Researchfish submissions are a rolling process throughout the lifetime of an award. This is to ensure that award holders have as much opportunity as possible to report outcomes as they happen.

If an award holder has no 'Common Outcomes' to report at present stage of their award, then they need only complete and submit responses to any additional questions that have been asked. The award holder will then be invited to submit outcomes data again the following year.

## ATTRIBUTING AN OUTCOME TO MULTIPLE AWARDS WITH DIFFERENT PRINCIPAL INVESTIGATORS

If an outcome can be attributed to two or more awards with different PIs it is important that use is made of the 'Team Member' functionality in Researchfish – this eliminates duplication of effort in recording the outcome and avoids the risk of 'double-counting' in subsequent analyses. A short video-guide on this aspect of the system is available at <https://www.youtube.com/watch?v=Tg-C-2cOV9U> See also section B below.

## MAKING A SUBMISSION AGAINST AN AWARD THAT FINISHED SEVERAL YEARS AGO

In general, UKRI requires awards to be reported on for at least five years after the funding end date. However, if an award holder can show that five years is longer than necessary for a particular award then the funder may agree to 'close' the award early on Researchfish. If the council agree to do this then no further submissions will be required. Cases where this might be appropriate are where it is clear an award is not going to generate further outcomes or significant impact after less than five years.

Equally, it is possible that grants are kept 'open' on Researchfish for the submission of further outputs beyond the five years if the funding UKRI council deems this to be appropriate. An example of this might be MRC funded research where there are clinical trials to perform.

In all cases, requests to amend the reporting period for an award should be made first to the originally funded research organisation. If an award holder is no longer working at that research organisation, then they should contact the UKRI Research Outcomes Support Team directly on the following: [researchoutcomes@funding.ukri.org](mailto:researchoutcomes@funding.ukri.org)

## B. TEAM MEMBERS AND DELEGATES

### DIFFERENCE BETWEEN A DELEGATE AND A TEAM MEMBER

A delegate is a non-researcher, perhaps an assistant or personal assistant, who has delegated access to the principal investigator's award. They have the same functions as the principal investigator with the ability to act on their behalf and input data.

A team member is a researcher, who may be a co-investigator. They have their own outputs and are therefore able to build up their own output bank. They may associate these with the principal investigator's award, and/or other relevant awards.

**\*\*Delegates and team members do not have the ability to complete the submission process on a PI's award\*\***

## ENTERING OUTPUT INFORMATION ON BEHALF OF ANOTHER AWARD HOLDER

Only a principal investigator can submit the outcomes attributed to her/his award(s). However, a principal investigator can allow others to enter information into Researchfish on their behalf.

There are two types of access a principal investigator can grant to another person:

- a) 'Delegate' access, whereby a principal investigator can grant another person access to all their awards. The delegate will have the same functions as the principal investigator but only the principal investigator is able to submit.
- b) 'Research Team' access, whereby the principal investigator can grant another person access to a particular award. A research team member can view all outputs associated with an award, and the principal investigator can permit the team member to:
  - o Re-use outputs in their own portfolios.
  - o Attribute outputs from their portfolio into the principal investigator's award.

A team member can only edit and remove outcomes that they have entered, whilst the principal investigator can edit and remove all outcomes.

**ONLY the principal investigator can answer the additional funder's questions and submit all the outcomes in the submission period**

## ADDING TEAM MEMBERS

To add team members, an award holder would send an invitation from the Researchfish account. If the team member does not subsequently appear in the award holder's portfolio, this might be because they have not yet accepted the invitation. One option is to resend the invitation.

If the team member has accepted the invitation and they are still not in the portfolio, then award holders are advised to contact the Researchfish support team at [support@Researchfish.com](mailto:support@Researchfish.com) for further guidance.

## DELETING A TEAM MEMBER IF THEY HAVE MOVED ON, OR EDITING THEIR PRIVILEGES

Clicking on that team member and then navigating to 'remove team member' will delete the team member. Clicking on the team member and unchecking the box relating to the privilege to be revoked will remove this privilege. Only the award holder (principal investigator) can do this.

More details, are available here:

<https://userguide.Researchfish.com/remove-collaborator.html>

## C. RESEARCH ORGANISATIONS

### ABILITY OF A RESEARCH ORGANISATION TO CHECK A PRINCIPAL INVESTIGATOR'S DATA BEFORE SUBMISSION

Outcomes information cannot be viewed online by research organisations which do not subscribe to Researchfish. However, if a principal investigator grants 'delegate' or 'team member' access to a person from their organisation's administrative office, that person will be able to see the information that has been attributed to that PI's awards.

Organisations which subscribe to Researchfish will be able to see all data that has been attributed to awards made to them. Full details on what the full research interface offers can be obtained by contacting Researchfish directly.

There is further information on the Researchfish website [www.researchfish.com](http://www.researchfish.com)