

Researchfish guidance for ESRC grant holders

October 2024

As well as the general [system and policy guidance](#) that can be found on the UKRI website, we also provide the following tips for ESRC grant (award) holders. Please take them into account when completing your Researchfish submission.

Focus on quality

We are looking for high quality, concise submissions that provide strong evidence of impact. You only need to provide a brief overview for each output and the key outcomes it led to. Please make use of the URL field to direct the reader to further information about the output.

There are 16 output sections in Researchfish but you only need to use the sections relevant to your award. It is not about the number of outputs you attribute to your award – it is better to submit a small number of outputs with clear evidence of high value impact, than lots of outputs that are not relevant or did not generate any impact.

Take care to think about which section is the most appropriate before creating an output and try not to duplicate information across different sections.

Remember that the data you provide will be published on the [Gateway to Research](#) website and will be used for analysis and evaluation purposes, so it is important that it is accurate and complete.

Focus on impact

Most sections have an impact text field. Please use these sections to briefly highlight the most important impact that the output led to, in terms that will be familiar and engaging for a general audience. Remember to include who this made a difference to and why it matters. You can provide links to further details or to evidence of the impact.

Please don't tell us about impact you hope to achieve in the future. This can be recorded in a future submission period, once realised.

Attribution of records

Researchfish allows you to create records of outputs and then attribute them to your awards. Only attribute outputs to awards that directly led to the output and make sure that all relevant outputs are attributed.

If you have more than one award, take care not to associate all outputs with all of your awards, unless they are relevant to all of your awards.

Use unique identifiers

Unique identifiers (such as DOIs or ISBNs) are really important to allow us to make the best use of our Researchfish data. We use them to find common outputs between researchers and to link the data to other sources. Records which could have unique identifiers but lack them are much less useful, so please ensure you use these if available.

Unique identifiers don't just apply to publications, they can be added for most other outputs too. For example when you deposit your data with the UK Data Service, this will create a DOI for the data.

It is also helpful if you link your ORCID and Researchfish accounts, and doing so is likely to enhance the benefits of your return. This allows you to import your publication lists from your ORCID portfolio into your Researchfish portfolio. Researchfish provides guidance on how to do this.

Get help with your submission

Remember that you can add team members to your portfolio who can help with the submission. For example, you may want to add co-investigators or other people associated with the award, who can create outputs and associate them with your awards. It remains the principal investigator's responsibility to sign off the data and submit.

If you are not sure what to include, or have any other questions, please get in touch. We can be contacted at reportsofficer@escr.ukri.org, or [other contacts and guidance](#) can be found on our website.

Section specific guidance

Publications

Avoid adding 'manual' publications. If you have a unique identifier (such as a DOI or ISBN) then use this to populate the record. It's quicker to do as it will automatically populate the publication details.

Only include published publications, not those that have been submitted for review. These can be added in a future submission period.

Influence on policy and practice

Only include instances where you have had a demonstrable impact on a policy or practice. If you cannot demonstrate that a policy or practice was changed then it is better to record this as an engagement activity.

Please provide links to any policy papers in which your research is cited.

Engagement activities

You do not need to record every instance of engagement. Try to focus on types of activities (for example a series of workshops rather than each individual workshop) and those that had the biggest impact on your audience.

Collaborations

Please include collaborations listed as part of your original application to ESRC, as well as any new collaborations that your award led to.

For collaborations that were part of your original application, it is helpful if you can explain how these have evolved since your funding began.

Further funding

This can include funding you secured to continue your ESRC-funded research, extend your research into new areas, and to exploit the findings from your ESRC-funded research. The funding could come from your research organisation or from another source.

Awards and recognitions

You should only include awards and recognitions that are of national or international significance.

Research databases and models

Please create a record describing any data that have created or repurposed as part of your funding. This should include the data you are required to record with the UK Data Service [as part of your grant terms and conditions](#).

It is very helpful if you can include DOIs. We are also interested in learning about how your data has been used by other researchers, and the impact this has generated.