Researchfish submission: 3rd February 2020 – 12th March 2020

What is Researchfish?

Principal Investigators (PIs) of projects funded by any of the UK Research and Innovation (UKRI) and most major medical charities, are required to report on the outputs, outcomes and impacts of their research via the Researchfish platform.

Researchfish, an on-line platform, enables research funders to (in UKRI’s description) "track the impacts of their investments" and researchers to "log the outputs, outcomes and impacts of their work". Material from Researchfish relating to Research Council grants is made public via RCUK’s Gateway to Research.

Who needs to submit a return?

Every individual who is a PI on an active grant or a grant which ended within the last five years (funded by UKRI or one of the other participating funders – listed in the next section below), is required to make an annual return to the funder via the Researchfish platform. Individuals should have already been notified of this by their funder. For a small number of grants under certain schemes a return is required for grants which ended more than 5 years ago.

Any Co-Investigators (COIs) can contribute to the submission but the responsibility rests with the PI to submit and check the data quality.

For this reporting period, UKRI-funded students who are in their third year of funding will be asked to make a return and will need to do so until at least 3 years after the award has finished.

The reporting period: 4th February 2019 – 14th March 2019

The reporting period when a return is required is between 3rd February – 12th March 2020. This period applies to funders including:

- Action Medical Research
- Arts and Humanities Research Council
- Biotechnology and Biological Sciences Research Council
- Bowel Cancer UK
- British Heart Foundation
- British Lung Foundation
- Cancer Research UK
- Economic and Social Research Council
- Engineering and Physical Sciences Research Council
- Kidney Research UK
- Medical Research Council
- National Centre for the Replacement, Refinement and Reduction of Animals in Research (NC3Rs)
- Natural Environment Research Council
- National Institute for Health Research
- Pancreatic Cancer UK
- Public Health Agency
- Rosetrees Trust
- Science and Technology Facilities Council
Information can be uploaded at any point in this period, and PIs and students are strongly advised to begin doing so well before 4pm on 12th March, in order to manage the workload involved. Even if all data is entered in advance, the actual submission of the return must be done within the specified period. If no data are available, a completed nil return is still required. You will need to enter a response for each award from the relevant Funding Organisations.

You can login to your account at: https://eval.researchfish.com or by following the link provided in the email invitation sent by your Funding Organisation. If you have forgotten your username or password go to https://www.researchfish.com/user/password. You must have previously clicked on the link in the email invitation sent to you by your Funding Organisation. You may also need to accept ResearchFish’s Terms and Conditions relating to the introduction of General Data Protection Regulations, if you have not previously done so.

To create a Researchfish account, to add an award to your existing account or to request another invitation from your Funding Organisation if your award is not listed, go to: https://app.researchfish.com/helpwiz/invite. You will need your funder details and grant reference number.

A detailed user guide is available at https://userguide.researchfish.com.

**Why is reporting important?**

It is extremely important that you submit a return as sanctions for non-compliance are in place if no return is made. Sanctions can include the withdrawal of eligibility to make new funding applications and freezing of existing grant funds. Whilst sanctions for non-compliance will not be applied to individual students, RCUK has stated that compliance levels may inform the consideration of future institutional applications for doctoral training awards.

**Researchfish help and support**

Further information about Researchfish and the common question set and additional questions can be found on UKRI’s Research Outcomes web pages.

Frequently Asked Questions about Researchfish can be viewed at: https://app.researchfish.com/documentation/faq. A short help video is also available at: https://eval.researchfish.com/help-videos. Technical support for researchers is available directly from Researchfish via support@researchfish.com and policy advice is available from the funders (for the Research Councils, researchoutcomes@rcuk.ac.uk).

Within the University of Leicester, co-ordination of information and support on Researchfish is handled by the Research Strategy and Policy Team in the Research and Enterprise Division. You can contact Merinne Whitton, Louise Thompson or Mel Baker with any questions or queries related to your submission at researchfish@le.ac.uk. Your departmental administrator may also be able to help. If you are unsure as to whether you are required to submit a return, please email either Merinne, Louise or Mel on the above e-mail address.