Common FAQs for using Researchfish to report research outcomes

My grant/studentship has ended - do I have to provide a submission?
Most likely – yes.

All funders require that research outcomes are reported through Researchfish (and submitted annually) for five years after a grant has ended. For studentships this is three years.

My RCUK grant ended more than 5 years ago but my Researchfish account indicates that I still have to provide a submission. Is this true?
Yes.

If you hold a RCUK grant that ended more than five years ago, and you also hold another RCUK grant that is "live" (i.e. active or ended less than five years ago) you are expected to make a submission for both grants.

There are no research outcomes to report on my award in this submission period. Do I have to provide a submission?
Yes.

Even if there’s nothing to report you must still click “submit” during the funder’s submission period to indicate that the research outcome information for that award is up to date.

The system is not well designed to make a nil return. You will need to write “nil”, “n/a” etc in any fields that require you to enter data, leave other fields empty/blank, and click submit. Please contact Researchfish if you are having technical issues doing this.

How can I be sure that my data has been submitted?
We are aware that the number of clicks required to finally submit your data to the funder can be confusing, so please ensure you have gone through all of the required steps.

There is an initial step to “submit to [funder name]”. However please note this does not submit the data to the funder: you will be directed to a final screen with a large “submit” button. You must click this for your submission to be complete.

You will receive a confirmation email when your submission is complete.

I’m an honorary member of staff at UCL. Do I have to provide a submission?
Yes.

As you still have a position at UCL, your current or previous UCL awards will still be live within Researchfish and you will be expected to report on research outcomes arising from them.

How do I know if I have to provide a submission during an annual submission period?
You will receive email correspondence (to the email address with which your Researchfish account is registered) prior to the submission period informing you of the need to make a submission. You will also receive reminders during the submission period.

**Where should I report different types of research outputs in Researchfish?**

Researchfish provides guidance on what types of research output should be reported within each common outcome section here: [https://s3.amazonaws.com/rf-downloads/Outputs+overview_February2016.pdf](https://s3.amazonaws.com/rf-downloads/Outputs+overview_February2016.pdf)

**Where can I find guidance on how to use Researchfish?**

See the [UCL Researchfish webpage](http://researchfish.ucl.ac.uk) which hosts links to Researchfish and funder support materials and contact details.

**Can I access research outputs that I’ve already stored in my ORCID profile to populate my Researchfish portfolio?**

It is possible to link your Researchfish account with your ORCID record. This allows you to use the Researchfish search function to fetch publications from your ORCID record and attribute them to awards within Researchfish. When you log in to your Researchfish account there is a link that enables you to connect your ORCID record to your Researchfish profile.

**I’m a PGR student – do I have to use Researchfish to submit information on research outcomes from my studentship?**

This will vary dependent on the source of your funding (for more information see below).

If you are expected to submit outcomes through Researchfish, you will receive an email from Researchfish inviting you to register for a Researchfish account. Please do not ignore this email – it is your responsibility to make the submission in Researchfish.

Students who are funded through institutional awards, such as Centres for Doctoral Training, are responsible for making their own submission in Researchfish.

Students who are funded through individual grants with a UCL academic as PI, such as project grant-funded students, will not be responsible for making a Researchfish submission. Instead, the PI (student supervisor) has overall responsibility (i.e. the award will be allocated to the PI in Researchfish) and the student should contribute relevant research outcome information towards the submission.

**Should I include information on research outputs that is sensitive or confidential?**

No. Research outputs information submitted through Researchfish for RCUK grants will be made publically available in Gateway to Research ([http://gtr.rcuk.ac.uk/](http://gtr.rcuk.ac.uk/)). Therefore, you should only include research outputs information that can appear in the public domain. Please contact your funder with any specific queries relating to this.