Recording your Research Outcomes for RCUK

Guidance for the 2014 submission

On 4th June 2014, RCUK Research Outcomes Harmonisation Project announced that ResearchFish would be the harmonised outcomes collection service for all Research Councils by September 2014.

If you hold a grant from an RCUK body or a charitable organisation you may be required to feedback the outcomes from your grant to the funding Research Council via ResearchFish. A complete list of funders using ResearchFish for outcomes collection can be found at: https://www.researchfish.com/ourmembers

ResearchFish

What is ResearchFish?

Researchfish is an online facility used by research funders and Research Organisations, including RCUK, to track the outcomes from their investments. PIs who have received funding are asked to log the outputs, outcomes and impacts of their work in the system. For more details visit: http://www.rcuk.ac.uk/research/researchoutcomes/researchfish/

How do I access ResearchFish?

All PIs with eligible grants should have received an email from the ResearchFish team with guidance on how to set up an account. You can login at: https://www.researchfish.com/. Any access issues or account requests should be directed to support@researchfish.com

I’ve already entered my data in Pure, do I need to complete ResearchFish too?

The current version of ResearchFish does not have any interoperability with University Research information systems e.g. Pure. This means that we are unable to transfer data on bulk to ResearchFish as we have done in the past for ROS.

You will need to enter all project outcomes into ResearchFish even if you have already entered them in Pure. A delegate account can be created against an award to allow another user to enter content on your behalf, see delegate accounts for more details.

Responsibility and Compliance

As a PI, a researcher has a responsibility to demonstrate they have delivered value for money from public investment. The data provided to ResearchFish will be used to inform future investment and published on the Gateway to Research portal. http://gtr.rcuk.ac.uk/

The 2014 collection period is the last opportunity for researchers to provide supporting information before the next comprehensive spending review.
Sanctions Policy

- Research Councils have agreed a harmonised policy regarding the responsibilities of researchers to complete a Researchfish return, as part of the standard terms and conditions of holding an award.
- MRC has implemented the terms of this policy and will remove eligibility for funding from researchers that are not compliant;
- Councils other than MRC anticipate implementing the policy from 2015

The harmonised cross-Council Sanctions Policy is available here: http://www.rcuk.ac.uk/RCUK-prod/assets/documents/research/OFFICIALRCUKFrequirementsandsanctions.pdf
Further details and exceptions can be found at: http://www.rcuk.ac.uk/research/researchoutcomes/compliance/

Help, training and guidance

ResearchFish provide online technical support including instructional videos, regular webinars, FAQs and a real time chat facility at https://www.researchfish.com/ If your query relates to the grant itself, please contact the appropriate funding council directly.

What data needs to be returned?

The Common Question Set
A Common Question Set has been agreed across all the Researchfish Funders. You will be asked to provide data on a range of outcomes including: Publications, Collaborations, Engagement activities etc. A full list of the common questions can be found at: http://www.rcuk.ac.uk/research/researchoutcomes/questions/

Funder specific question sets
Each individual council has a number of specific questions that must be completed prior to the submission for each grant. Unlike the common question set these additional questions are mandatory. If there is no information to submit for these sections, use “not applicable this year”.

Before submission
- Ensure that outcomes are properly attributed to awards.
- Check that the information to be submitted is NOT sensitive or confidential.

Data provided to ResearchFish should be: As complete as possible, accurate and Non-confidential.

Can I get support for entering data?

You have the option to add a delegate user to your ResearchFish account to support entry of outcomes. Adding a delegate user to your Researchfish return:

1. Log into Researchfish (www.researchfish.com)
2. Once logged in, on your home screen you will see a section called “Delegate”, click Invite Delegate.

3. Fill in the invitee details. Once Invite User is clicked an email will be sent to the delegate you have provided.

4. When the delegate has accepted the invitation they will be listed as a delegate on your account. They will then have access to upload publications on your behalf.
   - Please note, Only the PI can make the final submission, delegates are not eligible to submit.

A delegate user could be someone else in your research group, a research administrator etc. If you require central support please contact rpo@st-andrews.ac.uk.ac.uk

Making a Submission

Although PIs can use Researchfish to add and edit outcomes throughout the year the submission period does not run throughout the year. PIs will receive reminder emails from ResearchFish as the submission period approaches.

   This year’s submission period is from 9am 16th October to 4pm 13th November, 2014.

Researchers must ensure that information they submit is NOT sensitive or confidential and may be safely released into the public domain. The lead PI must submit the data to confirm acceptance of the Principles of Use: [http://www.rcuk.ac.uk/research/researchoutcomes/principles/](http://www.rcuk.ac.uk/research/researchoutcomes/principles/)

Submitting Data

During the submission period, a red button is available at the top of the screen. Note, For PIs receiving funding from more than one Research Council, they will have to submit separately for each (e.g. “submit for BBSRC” and “submit for MRC” will appear as buttons as illustrated below). A checkbox to indicate that The Principles Of Use have been read will also be presented before submitting (there will be an additional checkbox if data has not been entered in every section to indicate that this omission is intentional).

Successful submissions will be confirmed by email.
Nil Returns

PIs should still make a submission for their grants even if they have no outcomes to report. Only the PI is able to make a nil submission.

To make a nil submission the PI must add “not applicable this year” for all the mandatory questions required by their funders on each grant, and then submitting. The ResearchFish system will prevent submission from taking place until the mandatory questions have been answered.

RCUK Research Outcomes Harmonisation Project

What is the harmonisation Project?
http://www.rcuk.ac.uk/research/researchoutcomes/project/

What has happened to the data entered in ROS or final reports?
http://www.rcuk.ac.uk/research/researchoutcomes/migration/

What are the differences between ResearchFish and ROS?
http://www.rcuk.ac.uk/research/researchoutcomes/differences/

Data migration

A migration exercise has taken place to move existing outcomes data both from ROS and ResearchFish to the new model. As a result, users may see “triangle” warnings on some of their records, these triangles indicate that there is some new mandatory information missing. The ROS migration has had some issues which mean a number of records were not transferred to the new system. It may be that the data was too old, did not meet the necessary data quality standard, or did not map to the Researchfish question set. In addition, full text documents previously uploaded to ROS were not transferred as this functionality is not supported by Researchfish.

For further details on data migration visit:
http://www.rcuk.ac.uk/research/researchoutcomes/migration/

Future Developments:

In previous years, submissions made via Pure to the Research Outcomes System (ROS). At the moment, ResearchFish does not allow bulk upload from Pure and can only be updated by an individual, therefore we are unable to make an institutional submission on your behalf as we have done in the past for ROS.

UK universities have been in discussions with RCUK and ResearchFish developers to enable interoperability between local research information systems such as Pure and their collection system ResearchFish. Development in this area is expected for 2015. Further details on future developments can be found at: http://www.rcuk.ac.uk/research/researchoutcomes/future/

If you have any queries on the above, please contact rpo@st-andrews.ac.uk