Researchfish FAQs

This document provides answers to frequently asked questions regarding reporting on Academy awards using Researchfish.

> **For general guidance on how to use [Researchfish](#), we suggest that you watch this short demonstration [video](#) from Researchfish, which shows you how to create, attribute and submit your research outputs.**

Sections

Getting started:

1.1 I don't have a Reseachfish account, how do I get started?

When it is time for you to make your first report through Researchfish, you will receive email notifications from both the Academy and Researchfish. You will be sent an email from Researchfish inviting you to report on your award that will contain a hyperlink allowing you to access your award and, if you do not already have one, create an account – creating your account this way will automatically link it to your award.

Please be aware that new awards are uploaded to Researchfish ahead of the annual submission window rather than immediately after they are accepted. You may therefore not be able to access your new award immediately, but will be sent the invitation link ahead of the first submission window.

1.2 I already have a Researchfish account. How do I access my AMS grant?

If you are already registered with Researchfish, you will not need to create a new account. When it is time for you to make your first report, you will receive an email from Researchfish inviting you to report on your award – this email will contain a unique hyperlink allowing you to access your award and link it to your existing account. When accepting this invitation, _log in to your existing account_ to associate your AMS grant with this account; you should then be able to assign research outputs from your portfolio to your AMS grant.

1.3 I cannot see my AMS award in my Researchfish portfolio.

Your AMS award should be visible under the 'My Awards' section on the right hand side of the portfolio page; if you cannot see your AMS award there, it has not been linked to your account. Shortly prior to the submission period, you will receive an email from Researchfish inviting you to report on your AMS award. This email contains a unique hyperlink that you must follow to link the AMS award to your account. Even if you have an account already, you will need to access this hyperlink in order to attribute outputs to your AMS award. If you cannot find your invitation email, please get in touch with the Academy's grants team and we will re-send this to you.

Please be aware that new awards are uploaded to Researchfish ahead of the annual submission window rather than immediately after they are accepted. You may therefore not be able to view your new award immediately, but will be sent the invitation link ahead of the first submission window.

Recording outputs to your AMS grant:

2.1 How do I create and attribute outputs to my AMS grant?

In your portfolio, you first create entries for each research output and then attribute these to the relevant award(s) that you hold. To attribute entries to an award, simply drag and drop the relevant entry into the corresponding award. You can then report all the outputs associated with a given award back to its funder once per year during their designated submission window (see Section 3, below, for more information.) To submit your report, please click on the 'submit' button, which is located in your portfolio page and is visible only when a submission window is open.

Creating, attributing and reporting are simple but best explained visually – for this reason, we encourage you to watch this short [demonstration video](#) from Researchfish.

Reporting on your AMS grant:

3.1 When is the Academy's submission window?

The submission window for all Academy schemes usually occurs within the first quarter of each year and is aligned with the UK Multi Funder Submission Period. You can create and attribute outputs at any time of the year, but you can only complete and submit your report to us during this submission window.

3.2 Are any sections mandatory?

Your portfolio is divided into 'common outcomes' and 'additional questions'; none of the common outcomes sections are mandatory but you will be required to complete the AMS specific questions under 'additional questions' in order to submit your report

3.3 I have input data in my portfolio as I go along, am I required to do anything further in order to report?

The data in your portfolio is for your use and is not visible to us unless attributed to one of our awards. In order to report your outputs to us, you will first need to attribute the relevant outputs to your AMS grant (see above for further instructions) and then submit these. Once you are satisfied that you have attributed all the relevant outputs to your AMS award, _complete your submission by pressing the red 'submit' button_ in the top right hand corner of your portfolio page – this is visible only when a submission window is open. You will be given a chance to review your report and will receive a confirmation email once your submission is completed.

Reporting requirements for AMS awards

4.1 Must grant holders of all Academy schemes report via Researchfish?

All Starter Grants for Clinical Lecturers holders, AMS Professorship awardees, Springboard awardees, Networking Grant awardees, Clinician Scientist Fellows and Newton Fund Fellows must report via Researchfish. Awardees of the Daniel Turnberg Travel Fellowship and Hamied Foundation UK-India AMR Visiting Professorship Schemes are not required to report via Researchfish, they are required to complete an end of visit report form that can be downloaded from our website.

4.2 How often do I need to report?

You are required to report once per year during the Academy's submission window

4.3 For how long do I need to report - do I need to report after my award has finished?

You are should report annually throughout your award _and for five years after the end of your award_. This allows us to see how your career unfolds and capture outcomes, such as publications, that can occur after the completion of your grant. We use this information to ensure that our schemes are fit for purpose and may make changes to the scheme in light of the findings.

We hope that you will not find this post-award reporting too onerous as you may well be continuing to record your outputs in Researchfish for other awards, so it may just be a case of attributing the relevant new outputs to your AMS award and pressing submit.

4.4 I've only just started my project - do I still need to report?

It is not compulsory for award holders within the first six months of the start of their grant to submit a report.

We also recognise that award-holders, who are being asked to report, may have relatively few, if any, outputs to report in the early stages of their awards. We still require you to submit a report if your grant has been running for more than six months, but please note that none of the 'common outcomes' fields are mandatory. We have created a free text question at the end (AMS-specific question under 'additional questions') where you can state that your grant only started recently and add any progress that is not reportable via the common outcomes if you wish. (For example, previous awardees have chosen to mention that they have collected samples, ordered consumables, etc. and so are ready to begin research in earnest.)

We ask you to report at an early stage because we want to encourage award holders to register and familiarise themselves with Researchfish at the earliest opportunity, as well as ensure that their AMS grant has been successfully linked to their account so that outputs can be attributed to it.

4.5 Are there any exemptions to making a submission?

There are instances when an award holder can be granted a one year exemption from making a submission. These reasons can be as a result of long-term leave e.g such as maternity/paternity leave or long-term sickness . We would encourage you to contact the Academy's Grants Team at the earliest opportunity if you are planning to take any long-term leave that might qualify you for a submission exemption.

Support:

5.1 Where should I go for further support on using the system?

- Visit the Help & Support (https://eval.researchfish.com/helpwiz) section of the Researchfish website to watch a short help video, read the user guide, see a list of FAQs or send your own inquiries directly to the support desk (including a live chat)

- Further information can be found on the Researchfish website in the form of webinars: https://app.researchfish.com/webinars

- Visit Researchfish Youtube Support Channel here: https://www.youtube.com/channel/UCO2ATracZndgz93wpEwDBEg/playlists and view the "Researchers" playlist.

- Further technical assistance is available from Researchfish at support@researchfish.com. For grant-specific queries, please email the Grants Team at grants@acmedsci.ac.uk.