

## Researchfish FAQs

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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.**

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### Getting started:

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

When it is time for you to make your first report, you will receive email notifications from both us and Researchfish if you are due to report on your award through 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 straightaway, 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 (have) receive(d) 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 straightaway, 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 runs from 15 January to 31 March each year. 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 I have inputted 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.

### **3.3 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.

### **3.4 I have inputted and attributed data, why am I still being told that my submission is incomplete?**

Your report to us isn't complete until you have submitted your data – this step confirms that you've now attributed all the relevant outputs to your award and that this data is ready for us. To complete your submission, press 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, Springboard awardees, Clinician Scientist Fellows and Newton Fund Fellows must report via Researchfish. Currently, Turnberg Travel Fellows need not report via Researchfish, instead 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. For holders of active awards that began before the Academy adopted Researchfish in 2013, an update to your grant conditions requires you to report via Researchfish annually instead of submitting an end of grant report at the end of your award.

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

You are mandated to report annually throughout your award – including the submission window immediately following the close of your award – and we ask grant holders to continue to report for three years after the end of their 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?**

We ask that all new award holders submit a report regardless of when their award has started. We do, however, appreciate that some new award holders will have only just started their award and so will have few, if any, outputs to report. We still require you to submit a report, 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 begin research in earnest.)

We ask you to report at this 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 Do I still have to submit a separate end of grant report?**

End of grant reports are now incorporated into Researchfish. In the funder specific questions (these appear under the 'additional questions' tab) you will be asked if this is your final mandatory report - if you select yes, you will be asked to provide a narrative detailing what the award has done for your career.

You will, however, need to submit a *Final Expenditure Report* separately as it is not possible to submit any financial expenditure information in Researchfish. Please visit the webpage for your scheme to download the relevant Final Expenditure Report template.

### **Support:**

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

Researchfish holds free training sessions in the form of webinars. Further information can be found on the Researchfish website: <https://www.researchfish.com/forpis>

Further technical assistance is available from Researchfish at [support@researchfish.com](mailto:support@researchfish.com) and 01223 968 760; there is also a live chat box that can be accessed when you are logged in to the system.

For grant-specific queries, please email the Grants Team at [grants@acmedsci.ac.uk](mailto:grants@acmedsci.ac.uk) or call 020 3176 2188.