NIHR Researchfish FAQs 2018 submission

**Research Organisations**

Q. I am a research manager within a research organisation - can I see awards for my organisation in Researchfish?

**Researchers**

**Submission**

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Q. I’ve already completed an annual report for my programme, why am I required to complete Researchfish?

Q. How can I make completing my submission more efficient?

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Q. For what time period should I report my research activities?

Q. Who will have access to the information entered in Researchfish?

Q. How do you use data from Researchfish?

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**Award**

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Q. My NIHR award finished a long time ago, why are you still contacting me?

Q. My award has no output or outcomes yet, what should I do?

Q. I don’t have any new outputs or impact to report in this submission, do I still need to submit?

Q. I have more than one NIHR award, do I need a different Researchfish account for each award?

Q. I don’t have an NIHR research award, but I am an NIHR Senior Investigator- why have I been contacted about Researchfish?

Q. Some of my award details on Researchfish are incorrect, how do I change them?

Q. I cannot see all of my awards in my Researchfish portfolio, how do I find them?

Q. What are the NIHR Career Tracker questions in the additional question section?

Q. I’m an NIHR Master’s student – do I have to complete Researchfish?

Q. I’m an NIHR ACF – do I have to complete Researchfish?

Type of output/activity/impact

Q. How do I decide if a research output, outcome or impact should be attributed to my NIHR award?

Q. I can’t see where to upload documents in Researchfish?

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Q. I have given a talk/presentation to a primarily academic group, where would I record this in Researchfish?

Q. I have attended a conference or other scientific meeting, where should I record this in Researchfish?
Q. I have developed a collaboration with colleagues in other countries, how should I record this in Researchfish?

Q. I have been successful in attracting further funding, do you want to know about this?

Q. I am involved in a working group/expert panel, where would I record this in Researchfish?

Q. I have participated in press/media activity, how should I record this in Researchfish?

Q. I have undertaken a radio interview, how should I record this in Researchfish?

Q. I have been actively engaged in social media activity, how should I record this in Researchfish?

Q. I have developed/adapted a questionnaire, how should I record this in Researchfish?

Q. I have been engaged in discussions to share information, stimulate thinking, inform decision making and/or make decisions, how should I record this in Researchfish?

Q. I have been able to influence policy, how should I record this in Researchfish?

Q. I am a research manager within a research organisation - can I see awards for my organisation in Researchfish?

Yes, you can. Research organisations can use the Researchfish system to view and analyse outputs submitted by their award holders where they are the contracting organisation. Information about how to do this available on the Researchfish website – there are two versions of Researchfish available, RO-lite that is free and allows Research Organisations to view awards in submission, and the data inputted and attributed to individual awards. RO-Full allows full institutional access to additional functionality including reporting and, from mid-December 2017, can upload publications data into Researchfish on behalf of their awards. We strongly advise research organisations to familiarise themselves with the Researchfish functionality. Once logged into Researchfish, research managers will be able to view all the NIHR awards assigned to your institution. We advise you to check this information and get in touch with us if there are any issues you identify.

Q. I have an ORCID and I’d like to connect this with my Researchfish account, what should I do?

In your Researchfish account you can add your unique ORCID identifier. Researchfish and ORCID can be linked but interplay between the two accounts is something that you as the account holder is in control of. You can find out more about ORCID here: http://orcid.org/ and if you require support in terms of linking your ORCID and Researchfish information please contact Researchfish support for assistance: https://app.researchfish.com/helpwiz.
Q. Can a member of my team help me to complete my Researchfish submission?

Yes, a Principal Investigator can set up delegates to help complete a Researchfish submission, but only the Principal Investigator can finalise and submit information relating to a NIHR award. Delegate access is managed through your Researchfish account. More information about the delegate functionality within Researchfish is available from the ‘Help and support’ function within Researchfish: https://app.researchfish.com/helpwiz.

Q. Is it possible to get an extension to the deadline?

Under usual circumstances, no, we do not offer extensions to the deadline. The NIHR’s Researchfish submission window is open for 6 weeks each year. We are in regular communication with Researchers and Research Organisations about the submission window to ensure there is sufficient notice. We advise researchers to add outputs and impacts throughout the year as this makes the task of submission less intensive. Principal Investigators are strongly encouraged to use the delegate and collaborator facilities in Researchfish to aid the recording of outputs and impacts. In exceptional circumstances, we may grant a short extension where this is agreed with us in advance of the deadline closing. If you wish to request an extension in exceptional circumstances then please contact us at evaluation@nihr.ac.uk.

Q. I have missed the deadline - what do I do?

Those that fail to provide a submission will enter the NIHR sanctions process. If you have missed the deadline we advise you to enter your outputs and impacts into Researchfish as soon as possible. We will be able to see that you have accessed your account and added information to it. You should get in contact with us immediately to discuss your submission evaluation@nihr.ac.uk and you will be provided with information about the required next steps.

Q. I’ve already completed an annual report for my programme, why am I required to complete Researchfish?

The NIHR funds health and public health research in a wide range of fields and methodologies. As a result, different programmes ask their researchers for detailed reports in different formats and over differing timescales. The annual snapshot provided by Researchfish is the only means of looking at all NIHR research in a standard way at one time.

Q. How can I make completing my submission more efficient?

Assigning delegates to aid Principal Investigators in completing their submission will be less burdensome. If you acknowledge the funder (NIHR) and state the unique award reference when publishing outputs, Researchfish will harvest publications data and import into your portfolio. In some
cases, your institution may also upload publications data into your portfolio. Citing other unique identifiers, e.g. DOI numbers, will also help to make your submission more efficient.

Q. I am on maternity leave, do I need to participate in Researchfish this year?

If you are currently on maternity or other forms of leave then please contact us via email evaluation@nihr.ac.uk for further assistance.

Q. For what time period should I report my research activities?

You should tell us about any activities that started or ended, or accomplishments that occurred during or after your award. Almost all of the activity types in Researchfish have date fields. So if, for example, you have a multi-year collaboration that ended this year but you have never reported it in Researchfish, then you can still enter the earlier start date.

Q. Who will have access to the information entered in Researchfish?

Identifiable information will be seen by the NIHR Senior Management Team and the Programme Managers at the relevant NIHR Coordinating Centre (NETSCC, CCF, TCC) that manages your award. Data and analysis will be used for a variety of purposes such as supporting research management processes, and in preparing reports, ministerial briefings, NIHR news stories. From May 2018, the NIHR will begin to draw Researchfish data into the NIHR Journals Library website, similar to the RCUK Gateway to Research. Award holders are advised to check and update their submission in the knowledge that some of this information (for example, publications, collaborations and partnerships, further funding, engagement activities, PPI) will be shared in the public domain.

Q. How do you use data from Researchfish?

We regularly use Researchfish data to help us to respond to requests for information about the NIHR research portfolio. We have undertaken detailed analysis of the responses to the 2016 and 2017 NIHR questions relating to the benefits and challenges of involving patients and the public in research. This analysis has informed the development of a cross-funder PPI question set that is being used from November 2017.

In 2017, we have collaborated with RAND and The Policy Institute at Kings College London to analyse the impact of the NIHRs investment in public health research, drawing on over 900 NIHR Researchfish records. We have also undertaken research impact assessment exercises for the EME Programme and the NIHR Public Health Research Programme that draw on Researchfish data and some other thematic reviews. We are currently scoping collaborative analysis with Marie Curie to build a better understanding of the impact of our combined investments in palliative and end of life care research. We are also exploring how we can better showcase Researchfish data relating to individual projects on the
NIHR website, a first step towards this is incorporating Researchfish data into the NIHR Journals Library website.

**Q. Is it possible to view the Researchfish questions in advance?**

Yes, you can download a copy of the common question set used by all funders from the Researchfish website: [https://app.researchfish.com/documentation/question-set](https://app.researchfish.com/documentation/question-set). The NIHR has a small number of additional questions focussing on Patient and Public Involvement in research, data sharing, NIHR Senior Investigators, career tracking for trainees, and a specific question for those awards managed through the Central Commissioning Facility (CCF).

**Q. My NIHR award has finished, does Researchfish continue to track my project?**

Yes. Your continuing Researchfish submissions are very important to us as we use Researchfish to track research outputs, outcomes and impacts over the medium to long-term. We recognise that many research outputs, outcomes and impacts occur in the years after an award has finished. To capture that activity, we require feedback from researchers and trainees whilst an award is active and for five years after the award has ended.

**Q. My NIHR award finished a long time ago, why are you still contacting me?**

We recognise that benefits can be realised long after the end of the five-year reporting period required by NIHR so you can continue to tell NIHR about research outputs, outcomes and impacts after this reporting period if you wish to do so through Researchfish. In some particular cases a natural end point may be reached where no further benefits are likely to be realised, if you consider that this may be the case then please contact us for further discussion evaluation@nihr.ac.uk.

**Q. My award has no output or outcomes yet, what should I do?**

**Q. I don’t have any new outputs or impact to report in this submission, do I still need to submit?**

Log in to Researchfish and take a look at the sections as this may prompt you to remember things you could tell us about. For example, perhaps you have undertaken some engagement activities? You may also find that there are some NIHR additional questions that you need to respond to before you submit.

We understand that there may be times when there have been no tangible outputs or outcomes from the research, such as shortly after work begins, or even for a period after completion. Do not use Researchfish to report outputs or outcomes that you are planning but that have yet to be realised. You may need to respond to some ‘Additional Questions’. Click on ‘Begin submission process’ in the ‘My awards’ tab.
Q. I have more than one NIHR award, do I need a different Researchfish account for each award?

No, you do not need separate accounts for each award. We provide information to Researchfish about the awards we make. If you have more than one NIHR award where you are the Principle Investigator all of your awards should appear inside your Researchfish account in the ‘My awards’ tab. If you are unable to see one of your NIHR awards then please contact us via email evaluation@nihr.ac.uk. Awards that have only recently received notification of funding, or, that contracts have not yet or only recently been signed will not appear in your Researchfish account for the 2017 submission. If you have awards from other funders that use Researchfish you should also be able to see these awards within your Researchfish account.

Q. I don’t have a NIHR research award, but I am a NIHR Senior Investigator- why have I been contacted about Researchfish?

While the NIHR Senior Investigator award is not a research award, the management team is very interested in finding out what is done with that money and if this programme is useful to the health research system. There are specific questions for Senior Investigators within Researchfish. If you do not feel that the standard research output categories apply to your use of the Senior Investigator award, then simply Click on ‘Begin submission process’ in the ‘My awards’ tab and follow the process that will take you to the specific Senior Investigator questions and use the free-text box to describe how the award was used.

Q. Some of my award details on Researchfish are incorrect, how do I change them?

For details such as start/end dates, award amounts, email addresses and titles, please contact the NIHR Evaluation Team through evaluation@nihr.ac.uk.

Q: I cannot see all of my awards in my Researchfish portfolio, how do I find them?

This may happen if more than one account has been set up in your name. If the ‘missing’ awards are from the NIHR, then please contact the NIHR evaluation team through evaluation@nihr.ac.uk. Only awards where a contract has been signed before 30th September 2017 will be included in the 2018 submission period. Awards where the contract has been signed after this date will be included in future submissions.

For non-NIHR awards you need to contact Researchfish or the other funder. You can find further assistance through the ‘Help and support’ section of Researchfish: https://app.researchfish.com/helpwiz/contact.
Q. What are the NIHR Career Tracker questions in the additional question section?

In order to capture career progression information, additional questions may be applied after you have completed your award. For awards managed by the NIHR Trainees Coordinating Centre, there are up to 3 sets of additional questions that will be presented and form the overall Career Tracker:

1. ‘Your award’. You will only need to answer these once after completing your award and they will be removed from subsequent requests.
2. Award specific questions. If your most recently completed award was an NIHR ‘Academic Clinical Fellowship’ or an NIHR ‘Clinical Lecturer’ post, we will ask you a few additional questions about particular aspects of your award. These also only need to be answered once and will be removed from subsequent requests.
3. ‘Career tracker’. These questions will be available every year for at least 5 years after the end of your award. As with other details that you add to Researchfish, the information that you add to answer these questions will stay in your portfolio and you need only to update any changes in the next submission periods.

These questions are mandatory and you must complete each section in order to submit your Researchfish portfolio.

Q. I’m an NIHR Master’s student – do I have to complete Researchfish?

Yes, if you are a student on one of the following programmes:

- HEE/NIHR Masters in Clinical Research
- Research Methods Programmes:
  - Masters in Medical Statistics
  - Masters in Economics of Health
  - Research Methods Fellowship
  - Systematic Review Fellowships

In Researchfish you will be referred to as ‘PI’. This is you, as the master’s student and not your supervisor/academic lead.

To get started completing your Researchfish portfolio, with tips of what to include, see [www.nihr.ac.uk/researchfish](http://www.nihr.ac.uk/researchfish).

In some cases there may not be anything to report at the annual submission period. If this is applicable, you can simply log in to Researchfish, respond to any ‘Additional Questions’ that you may have assigned and submit by following the ‘Begin submission process’ straight away. This ensures you have complied with your reporting obligations.

We will continue to contact you for up to 5 years after the end of your award in order to capture research outputs that may be realised (such as a PhD fellowship) that you attribute to your NIHR Masters funding. Once your award has finished, we will also ask you additional questions to find out about your career progression.
Q. I’m an NIHR ACF – do I have to complete Researchfish?

Yes, if you are in an NIHR ACF post or a locally funded NIHR-recognised ACF post and have been invited to report your outcomes and outputs through Researchfish. Your award will be added into a Researchfish portfolio about one-year into your post.

To get started in completing your Researchfish portfolio, with tips of what to include, see www.nihr.ac.uk/researchfish.

In some cases there may not be anything to report at the annual submission period, for example if you have not started your research component yet. If this is applicable, you can simply log in to Researchfish, respond to any ‘Additional Questions’ that you may have assigned and submit by following the ‘Begin submission process’ straight away. This ensures you have complied with your reporting obligations.

We will continue to contact you for up to 5 years after the end of your award in order to capture research outputs that may be realised (such as a research training award) that you attribute to your NIHR ACF post. Once your award has finished, we will also ask you additional questions to find out about your career progression.

Q. How do I decide if a research output, outcome or impact should be attributed to my NIHR award?

We understand that research is a team exercise and research outputs, outcomes and impacts may be connected to more than one NIHR award and potentially those of other funders. We are interested to understand if you think your NIHR award has contributed to some impact, and how and with what effect. For example, if you have produced a briefing document that refers to findings from your NIHR funded research alongside other related research we would like to hear about it as much as we would like to hear about directly linked publications such as journal articles reporting findings from your award.

Q. I can’t see where to upload documents in Researchfish?

You do not ‘upload’ outputs into Researchfish – it is not a repository. Researchfish asks for specific information about a publications and other outputs but does not require you to upload a copy.

Q. I need to report conference attendance, where in Researchfish should I report this information?

Q. I have already entered information about conference attendance but now I can’t see it, where has it gone?

Following feedback from Researchers and Funders, the way in which you tell us about conference attendance in Researchfish has changed. We are particularly interested to hear about the outcomes of conference attendance rather than conference attendance in its own right. You can tell NIHR about conference outputs such as abstracts, posters and conference proceedings through the ‘Publications’
question set. If you have been invited to be a keynote speaker at a conference then you can tell us about this in the ‘Awards and Recognition’ question set. If you have been invited to speak or present at a primarily non-academic meeting then you can tell us about this in the ‘Engagement Activities’ question set. If none of these options fits then you can always use the ‘other’ option in the publications question set.

Q. I wish to tell you about something I have written – where do I record this in Researchfish?

You can tell us about a wide range of written materials in the ‘Publications’ section within Researchfish. In this section you can tell us about the following research outputs (chose the most appropriate description from the list provided for each output you wish to tell us about):

- Book
- Book Chapter
- Book edited
- Conference Proceeding / Conference Paper
- Consultancy Report
- Journal Article / Review
- Manual / Guide
- Monograph
- Policy Briefing Report
- Systematic review
- Technical Report
- Technical Standard
- Thesis
- Working Paper
- Other – use other if the output you wish to tell us about does not fit easily into the categories above (for example Cochrane Review), but consider if the output you wish to tell us about might fit in the engagement section of Researchfish.

You should only assign outputs relevant to your specific NIHR award, although you may have many other outputs held in your personal portfolio within Researchfish.

Q. I have prepared a Protocol for my research, where should I put this in Researchfish?

If your protocol has been published and you have acknowledged the NIHR as the funder and included your project reference number you may find that this appears automatically in your portfolio as Researchfish regularly ‘harvests’ publications data and links this to specific awards where possible. Alternatively you can tell us about this in the ‘other section’ within the publications question set. If you have prepared a protocol but this has not been published then you do not need to report this in Researchfish.
Q. I have written an article for a magazine/newsletter (online or paper), where would I record this in Researchfish?

In Researchfish, articles in magazines (for example a magazine for patients or carers) is considered an engagement activity. You can tell us about magazine articles or newsletter items within the ‘Engagement Activities’ section of Researchfish.

Q. I have given a talk/presentation to a (non-academic) group, where would I record this in Researchfish?

In Researchfish, giving talks or presentations (for example to patients, carers, parents etc.) is considered an engagement activity, where the audience is primarily non-academic. You can tell us about such involvement within the ‘Engagement Activities’ section of Researchfish. In this section you will be able to describe the nature of your contribution such as keynote or invited speaker, presenting a paper or poster, or facilitating a workshop.

Q. I have given a talk/presentation to a primarily academic group, where would I record this in Researchfish?

We are pleased that you are engaging academic colleagues in your research activity, we are particularly interested to hear about the outputs of such talks/presentations such as conference proceedings, new collaborations/publications etc. You can record the outputs of such talks in the relevant sections such as in the ‘Publications’, ‘Further Funding’, ‘Collaborations and Partnerships’ or ‘Engagement Activities’ sections of Researchfish.

Q. I have attended a conference or other scientific meeting, where should I record this in Researchfish?

The NIHR is particularly interested in understanding more about what happened as a result of attending a meeting (e.g. development of a new collaboration) rather than meeting attendance in of itself. You can tell us about what happened as a result of attending a scientific meeting within the following question sets within Researchfish: ‘Publications’, ‘Further Funding’, ‘Collaborations and Partnerships’ or ‘Engagement Activities’.

Q. I have developed a collaboration with colleagues in other countries, how should I record this in Researchfish?

There is a whole section about collaborations in Researchfish. We understand that collaborations are very important to successful delivery of research and application of research findings. Sharing information on your collaborations helps us to understand this better and ensure that the NIHR provides appropriate support for such activity. The ‘Collaboration and Partnerships’ section in Researchfish
allows you to provide further information about the collaborations you have and the nature of those collaborations. We are particularly keen to understand the benefits, outputs and outcomes from these collaborations.

Q. I have been successful in attracting further funding, do you want to know about this?

Yes, we are very interested to understand more about how NIHR awards interact with other funding awards (including other NIHR awards). You can tell us about this in the ‘Further Funding’ section within Researchfish. This information helps us to understand the funding landscape better and we can use this information strategically to inform discussions between the NIHR and other funders.

Q. I am involved in a working group/expert panel, where would I record this in Researchfish?

In Researchfish, involvement in formal working groups, expert panels or dialogue are considered an engagement activity. You can tell us about such involvement within the ‘Engagement Activities’ section of Researchfish. Membership of and participation in advisory committees and/or government reviews for the purpose of defining policy and practice should be included in the section on ‘Influence on Policy, Practice, Patients & the Public’.

Q. I have participated in press/media activity, how should I record this in Researchfish?

You can tell us about a range of press-related activity in the ‘Engagement Activities’ section of Researchfish. Examples of such activity may be preparing a press release, undertaking a press conference or responding to a media enquiry.

Q. I have undertaken a radio interview, how should I record this in Researchfish?

You can tell us about a range of press-related activity in the ‘Engagement Activities’ section of Researchfish, including media interviews or broadcasts such as radio, TV, films or podcasts.

Q. I have been actively engaged in social media activity, how should I record this in Researchfish?

You can tell us about a range of social media activity in the ‘Engagement Activities’ section of Researchfish, including engagement focused websites, blogs or other forms of social media activity.

Q. I have developed/adapted a questionnaire, how should I record this in Researchfish?

You can tell us about questionnaires that you have either developed or adapted in the ‘Intellectual property and licensing’ question set as ‘copyright’.
Q. I have been engaged in discussions to share information, stimulate thinking, inform decision making and/or make decisions, how should I record this in Researchfish?

The role of researchers in informing decision-making is of great interest to NIHR and Researchfish can be used to document this kind of contribution effectively. To accommodate this well, you need to think about how this contribution has been made. The ‘Engagement Activities’ section of Researchfish enables you to describe how this contribution has been made (for example via meeting), who has been involved, and describe what has happened as a result of these interactions. This section within Researchfish is a very useful way to describe such activities that may lead on to other important outcomes such as changes in policy. If you think your activity has had an influence on policy and practice then you can tell us about this in the ‘Influence on Policy’ section within Researchfish.

Q. I have been able to influence policy, how should I record this in Researchfish?

Understanding better how NIHR supported research influences policy is vital. In Researchfish you can describe how this influence has taken place and the effect of that policy change in the ‘Influence on Policy’ section. The following types/methods of influence are included within Researchfish:

- Implementation circular/rapid advice/letter to e.g. Ministry of Health
- Influenced training of practitioners or researchers
- Citation in clinical guidelines
- Citation in clinical reviews
- Citation in other policy documents
- Citation in systematic reviews
- Membership of a guidance committee
- Participation in a national consultation
- Participation in advisory committee
- Gave evidence to a government review.

It is possible to record the following effects of this influence on policy in Researchfish:

- Improvements in survival, morbidity or quality of life
- Changes in efficiency and effectiveness of public service delivery
- Improved accessibility of public services
- Improved regulatory environment
- Economic impacts
- Improved educational and skill level of workforce
- Changed public attitudes on social issues
- Effective solutions to societal problems
- Improved environmental sustainability
- No impacts yet
- Not known.