

# Administering Delegate / Research Team Access on Researchfish

Only a PI can submit the outcomes attributed to her/his award(s). However, a PI can allow others to enter information into Researchfish on their behalf.

There are two types of access that a PI can grant to another person:

## a) 'Delegate' access

A PI can grant another person access to all their awards. Delegate access is best used for personal assistants, etc. A delegate will have the same functions as the PI, not will not be able to submit.

## b) 'Research Team' access

A PI can grant another person access to a specific award. Research Team access is best used for Co-Investigators. A Research Team member can view all outputs associated with a particular award, and the PI can permit the team member to re-use outputs in their own portfolios and/or attribute outputs from their own portfolio into the PI's award. The Research Team member can only edit and remove outputs that they have entered themselves, whilst the PI can edit and remove all outputs.

### 1. Log into Researchfish:

<https://www.researchfish.com>

### 2. To the right of your Home page, there is a section called "My network".

Click on "Add new..."



### 3. Select the type of Access that you wish to grant from the two choices presented:

#### A assistant or delegate who does not do research of their own

Choose this option to create a "delegate". A delegate may be a personal assistant and does not have their own Researchfish portfolio, but can enter data on your behalf. You must still make any submissions yourself.

Select

#### A co-investigator / team member with their own research portfolio

Choose this option to add a colleague who does research in their own right. They will have their own research portfolio but can collaborate with you to make a Researchfish return. You can also choose this option to split a Block Grant between one or more colleagues.

Select

4. To grant **Delegate** access, complete the delegate's personal details and then click on "Invite User".

**Invitee Details**

Enter the details of the person you wish to invite. They will be given an opportunity to alter these details later.

**First Name \***

**Last Name \***

**Email Address \***

**Invite User**

5. To grant **Team Member** access, click on "Select"

Create a team member

You will be able to choose which of your awards the team member is able to collaborate on...

**Select**

6. Enter the Team Member's personal details

**Researcher Details**

Please supply a few details so we can contact the team member:

**First Name / Initials**

**Surname \***

**Email Address \***

7. Then select the awards that you would like them to have access to.  
When complete, click on “Send Invitation”.

**Awards**

Select the awards you would like this team member to access:

Award	Can re-use outputs in their awards	Add outputs to my award
My Portfolio	<input type="checkbox"/>	
TestReference2	<input type="checkbox"/>	<input type="checkbox"/>

**Send Invitation**

If you encounter a problem, in the first instance visit <https://app.researchfish.com/helpwiz>

Alternatively submit your query via **Live Chat** or send an **email**. Details can be found on the ResearchFish website: <https://app.researchfish.com/helpwiz/contact>