Please note: The 2018 open submission dates are **5 February 2018 to 15 March 2018**. Whilst, you can access and add information up until the submission period you can't submit until the submission is open.

Researchfish: Frequently Asked Questions

Why is it important for students to submit?

Most data submitted to Researchfish in relation to RCUK-funded research will appear in the public domain on the Gateway to Research website http://gtr.rcuk.ac.uk/ so it may be good for students'/graduates' careers as a way of publicising what they have done to a wider audience.

Graduates entering academia will likely need to report on other funded grants in the future and can build-up a portfolio of research outputs on Researchfish. They only need one Researchfish account which will record all grants awarded.

Funders use the information for communicating what has arisen from the research they fund which is vital information for securing ongoing funding from the government. The more funders can demonstrate value-for-money, the more funding will be available in the future for research grants and studentships.

The University's overall return rates will be considered in any future doctoral training funding calls. A low institutional return rate is likely to be detrimental to any future bids.

Which sections should students complete?

The recommendation is that students focus on Publications, Engagement Activities and other sections if appropriate, along with any mandatory questions.

Students may be able to report outcomes other than publications such as conference attendance (including presentations), internships and placements, collaborations and partnerships, funding (including travel and small grants) or engagement activities (including schools visits and outreach). Students should therefore be able to submit one or more outcomes by the time they have completed.

How many outcomes should a student report?

There are no requirements to submit a minimum or maximum number of any particular outcome type under Common Outcomes. What to submit is a decision for the student who needs to be happy that data submitted against their award is accurate and up to date.

Are students required to submit if they have no outcomes to report?

Students are still expected to complete the submission process, even if there are no outputs to report. Funders understand that a recent award is unlikely to have any outputs reported against it.

Some funders e.g. BBSRC have 'Additional Questions' that are mandatory, in which case it will not be possible to submit the return until these have been completed. However for some of these entering 'No' in these sections will be sufficient at this stage.

Can a supervisor submit on a student's behalf?

Supervisors are not able to submit the return on behalf of the student, this is solely the responsibility of the student. Researchfish has added supervisors to studentships as Team Members so they are able to review and edit outcome information, or provide advice. Students are able to grant access to additional supervisory team members if necessary.

Primary supervisors should have received an invitation to this effect. If supervisors haven't received this or have trouble accessing the award they should contact the Researchfish support team for further guidance support@researchfish.com

My student has not received an invitation from Researchfish /is not included on the Researchfish dashboard

Firstly please ensure:

That the student is funded by one of the seven UK Research Councils (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC and STFC) or NIHR rather than by other funders. At present the requirement for students to submit their outcomes on Researchfish is only for those who are funded by the UK Research Councils and NIHR.

For RCUK students, that the studentship started on or before 1 February 2015. RCUK will normally not ask students to submit until they are into their third year of research.

Current first and second year students do not need to submit their outcomes during the current submission period. Their awards will be added to the Researchfish system at a later date. Once the awards appear on the system they will receive an email from Researchfish and then will be able to login and begin adding outcomes.

If your student is a Research Council funded student in year 3+ or is an NIHR funded student and has not received an email with login details or has problems accessing their Researchfish account they will need to contact Researchfish support@researchfish.com and inform them of their situation.

My student has finished their course and left the University. Do they still need to complete the survey?

Research Councils and NIHR will continue to ask students to complete the Researchfish return for up to 3 and 5 yrs post-graduation respectively. If your student has been asked to submit and falls within these time periods, they should complete it. If there is nothing new to return, they may be able to submit a nil return (where no outputs are reported).

What should I do if my student withdraws?

Where students have withdrawn without completing you should inform the RCUK Research Outcomes team and ask that they amend the student's record to Response code 3 (no further submissions are expected against the studentship) and the studentship will be excluded from the submission period.

What should I do if my student transfers to another university?

Where students have transferred to another institution it is requested that the record is amended to Response code 4, so that the award does not contribute to compliance statistics.

What should I do if my student interrupts/is allowed an exemption?

If a student is interrupting their research and it has been formally approved and recorded on SITS, the RCUK Research Outcomes team would be asked to amend their record to response code 2 (no submission will asked for this year) as the student has been granted a one year exemption.

Can the submission deadline be extended?

No, Researchfish will not extend the deadline. Only in circumstances where there is a Researchfish system error will an extension likely be given.

Students can add information at any time, it can only be submitted to Researchfish once a year in the defined period. So students can add to the information that they provide this year and submit this during the next submission period.

How can we get submissions from students who have left university and their Warwick email address is not valid anymore?

For most of the students who have completed during the relevant period there should be a personal email address on SITS which can be used to contact them individually. Additionally, supervisors often remain in contact with their students so are likely able to contact them directly.

If the details relating to an award on Researchfish are incorrect how can these be amended?

Please contact the graduateschool@warwick.ac.uk who will amend the JeS Student Data Portal or contact the funder as necessary. Please do not contact Researchfish as they are unable to change award details.

I have forgotten my login password/username

Please email support@researchfish.com and they will send you your details. If you need to reset your password, please visit https://www.researchfish.com/user/password and a link to reset your password will be sent to you.