Researchfish Guidance and FAQ

This document has been adapted from the NIHR's <u>Researchfish submission guidance</u>, and also takes into account questions that have been raised by grant award holders in Wales.

1. What is Researchfish?

Researchfish is an external system used by the Health and Care Research Wales grants team to collect information on the research activities that are undertaken by award holders. Health and Care Research Wales award recipients are asked to submit data about their outputs, outcomes and impacts on an annual basis. This complements the brief progress reports that are submitted to support quarterly release of grant payments.

2. Why use Researchfish?

Health and Care Research Wales use Researchfish because it is an accessible and user-friendly web-based outcomes collection system, which produces a range of standardised reports and analytics. Award holders will be expected to submit data onto Researchfish annually during the award and for at least five years afterwards.

Award holders should therefore use Researchfish as it is a **requirement and a condition of the grant award**. Non-compliance would constitute a breach of conditions and could, at the discretion of Health and Care Research Wales / Welsh Government as the funder, result in the withholding of payments funding until the breach is rectified, or termination of grant.

Award holders, referred to as Principal Investigators (PIs) in the system, can enter details into Researchfish about activities including publications, collaborations and intellectual property in relation to the award. These can be entered onto Researchfish all year round, but you will be notified of the opening of specific 'submission windows', during which you can formally submit the information to us via Researchfish.

The key benefits of Researchfish are that:
- Award holders, or their delegates, can log onto Researchfish at any time and add details of new activities.
- Team members / collaborators are also able to attribute outcomes on the PIs awards.
- Data will remain in Researchfish, so you will not have to enter this information again, but only update it in the future.
- It is used by over 100 research organisations and funders, which makes it possible for researchers to provide information to multiple funders in one place, thereby reducing their administrative burden.
- It provides data Health and Care Research Wales can use to both within and across funding schemes and across Wales and the UK.

Your submissions to Researchfish will complement the quarterly narrative reports, along with an end of project report, and means that these reports can be shorter. The use of Researchfish allows for a reduction in the amount of reporting requirements for projects.

3. What information is reported to Researchfish?

A wide range of information about the outputs, outcomes and impact of research can be reported through Researchfish. Within Researchfish there are three types of question sets which it uses to systematically gather information:

- Common question set – this refers to output, outcome and impact questions, divided into 16 categories that are asked by all funders for all researchers who use Researchfish. Award holders are encouraged to report information in sections relevant to their research outputs, outcomes and impacts. You can download a copy of the common question set through the Researchfish 'Help and support' function.

- Funder specific question set(s) or additional questions – these are questions defined and requested by specific funders that are asked to recipients of their awards. Health and Care Research Wales also asks award holders to respond to questions on public involvement.

4. What happens to my Researchfish data?

Health and Care Research Wales will only publish information which is attributed to its research projects, programmes or fellowships, and for which the submission process has been completed. Award holders are advised to not disclose data that conflict with agreements they may have with third parties, is sensitive, or is considered confidential.

Health and Care Research Wales uses Researchfish data to inform the development of impact case studies and to respond to queries and requests for information.

This information is used by us to:

- Strengthen our evidence base
- Accountability
- Make the case for public investment in research
- Inform strategic decision-making
- Evaluate progress
- Improve our understanding or the range of research we fund in Wales

5. What happens if I don't submit before the submission deadline?

Health and Care Research Wales award holders should use Researchfish as it is now a requirement or condition of grant funding. Principal Investigator (PIs) will be asked to submit annually during the award, and for at least five years afterwards.

Non-compliance would constitute a breach of conditions and could, at the discretion of the Welsh Government, result in the withholding of payments funding until the breach is rectified, or termination of grant.

Beyond the project term, failure to produce project outputs against funded work, as measured through Researchfish, may impact on the researcher's track record and have a bearing on future funding decisions.

In terms of responsibilities, Health and Care Research Wales grant relationship is with the named Lead Applicant and this named Lead will be accountable to Health and Care Research Wales. Please note that in the case of Studentships, the named Lead Supervisor is accountable rather than the PhD student. Compliance issues are considered on a case-by-case basis.

If any of the projects are having difficulties submitting, or your institution is concerned about compliance, please let Health and Care Research know – it may be the case that your award's 'Response Code' needs to change (see below).

6. My Health and Care Research Wales award has no output or outcomes yet, what should I do?

Health and Care Research Wales understand that research may have no tangible outputs or outcomes in the period of time shortly after work begins. Log in to Researchfish and examine the sections as this may prompt you to remember things you could tell us about. For example, you may have undertaken some early engagement activities. You may also find that there are some additional questions that you need to respond to before you submit.

It may be appropriate to make a 'nil return'. To do this, simply submit without creating any outcomes or doing anything else by clicking on 'Begin submission process' in the 'My awards' tab. Do not use Researchfish to report outputs or outcomes that you are planning but that have yet to be realised.

7. My Health and Care Research Wales award has finished, does Researchfish continue to track my project?

Yes. Your continuing Researchfish submissions are very important to us. Health and Care Research Wales use Researchfish to track research outputs, outcomes and impacts over the medium to long-term. It is recognised that

many research outputs, outcomes and impacts occur in the years after an award has finished.

To capture that activity, feedback is required from researchers during an award and for five years after the award has ended. We recognise that benefits can be realised long after the end of the award reporting period, so you can continue to tell Health and Care Research Wales about research outputs, outcomes and impacts after this five year period 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 Health and Care Research Wales for further discussion. In this case Health and Care Research Wales can agree to change your award's 'Response Code' (see section 13).

8. Can a member of my team help me to complete my Researchfish submission?

Yes, a Principal Investigator (PI) can set up delegates to help complete a Researchfish submission, but only the PI can finalise and submit information relating to a Health and Care Research Wales award. Team members are also able to attribute outcomes to specific awards that the PI's give them access to. 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.

9. Some of my Health and Care Research Wales award details on Researchfish are incorrect, how do I change them?

For details such as start/end dates, email addresses and titles, please contact the Health and Care Research Wales Grants Team through Healthandcareresearchgrants@gov.wales.

10.I cannot see all of my Health and Care Research Wales 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 a PI suspects they have two accounts on Researchfish, they can contact Researchfish support on support@researchfish.com.

If a PI cannot see their awards, it may be that they have not yet accepted their invitation that has been sent to them for their awards. You may need to check your email 'junk' folders for invites from Researchfish. PIs can re-send themselves an invitation from the platform by following this link: https://app.researchfish.com/helpwiz/invite

If you have queries about their HCRW awards, PIs can also contact the Health and Care Research Wales Grants Team through Healthandcareresearchgrants@gov.wales.

11. How do I decide if a research output, outcome or impact should be attributed to my Health and Care Research Wales award?

Health and Care Research Wales understands that research is a team exercise and research outputs, outcomes and impacts may be connected to more than one Health and Care Research Wales award and potentially those of other funders. Health and Care Research Wales are interested to understand if you think your Health and Care Research Wales 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 Health and Care Research Wales-funded research alongside other related research, Health and Care Research Wales would like to hear about it as well as hearing about directly linked publications such as journal articles reporting findings from your award.

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

Yes, you can. Health and Care Research Wales strongly advise research organisations to familiarise themselves with the Researchfish functionality. Research organisations can use the Researchfish system to view and analyse outputs submitted by their employees. There is 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.

Once logged into Researchfish, research managers will be able to view all the Health and Care Research Wales awards assigned to your institution. Health and Care Research Wales advise you to check this information and get in touch with us if there are any issues you identify.

PIs can also contact Health and Care Research Wales if they believe their 'Response Code' needs to change (see section 13).

13. Researchfish response code definitions

Researchfish response code	Use of response codes in relation to specific awards
1 - A submission is expected this year.	Principal Investigator (PI) is required to provide a Researchfish submission and PI works at the named Research Organisation (RO). The award is within the mandatory reporting period.
2 - No submission is expected this year. The Principal Investigator has a one year exemption as a result of long term leave e.g. maternity/paternity.	PI temporarily exempt from providing a Researchfish submission due to a specific reason and by agreement with Health and Care Research Wales (e.g. on maternity leave or long-term sick leave).
3 - No further submissions are expected against this award – the Principal Investigator is retired/no longer active in research.	By exception and in agreement, it may be agreed that response code 3 is appropriate. The PI is not expected to report again against a specific Health and Care Research Wales award. The award is outside its reporting period and no further outputs are expected. These awards are not added to the Health and Care Research Wales submission period.
4 - The Principal Investigator is expected to make a submission, but is no longer at the contracting/award holding organisation. This award does not contribute to organisational compliance statistics.	PI is required to provide a Researchfish submission but the PI is not working at the named RO. The award is within the mandatory reporting period.
5 - No submission is expected for this award	PI not expected to provide a Researchfish submission for a specific Health and Care Research Wales award, but may choose to do so (e.g. award is outside its reporting period).

Notes:
1. PIs may hold more than one Health and Care Research Wales award, and different awards may have different response codes associated with them. Response codes apply to awards not individual PIs.
2. If a PI has several Health and Care Research Wales awards with differing response codes all of the awards will be submitted during the submission period as part of the submission process.