Contents

- Why are we capturing our research outputs?
- What is Researchfish and how is it being used at CRUK?
- Why Researchfish?
- Who is already using Researchfish?
- What are the benefits to researchers?
- Aligning Researchfish with other CRUK reporting requirements
- Changes to the final grant payment
- CRUK and Researchfish: what this means for researchers
- Researchfish compliance: the role of Host Institutions
- What will CRUK do to help you stay compliant?
- How CRUK needs your help
- Key activities and timings
- Researchfish Help and Support
## Why are we capturing our research outputs?

<table>
<thead>
<tr>
<th>ACCOUNTABILITY</th>
<th>OUR PROGRESS</th>
<th>OUR STORIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRUK has a responsibility to our supporters to demonstrate what has resulted from our investment in research using their donations – the impact our research is having in bringing forward the day when all cancers are cured</td>
<td>Tracking outputs in Researchfish will help us understand the impact our research is having over the longer term, and see the progress we are making</td>
<td>Capturing research outputs in one centralised location, Researchfish, will help us identify inspiring stories that can be shared with staff, supporters and other audiences to motivate and assist fundraising</td>
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</table>
What is Researchfish and how is it being used at CRUK?

- Is an online facility that enables research funders to track the impacts of their investments and researchers to easily log the outcomes of their work
- Connects funding organisations, researchers and host institutions - linking up individual research outcomes with multiple funder contributions

- Implemented Researchfish in 2014
- Will require all our grantees and institute group leaders with an eligible CRUK award to submit their research outputs via Researchfish annually (submission period dates will be confirmed each year)
- Will require annual submission, even if there are no new outputs to report
Why Researchfish?

**Fit for purpose**
- Researchfish (formally MRC e-Val) has been **specifically developed** to collect research outputs, outcomes and impacts from researchers.
- It’s now the **industry standard** tool for outputs collection and reporting and is used by over 80 other biomedical funders.

**Researchfish and eGMS**
- CRUK will continue to use eGMS for post-award grant management, progress reporting where required and further funding decisions.
- eGMS is not designed for gathering and reporting on specific outputs and impacts over the longer term – the core purpose of Researchfish.
- There will be continuous work to streamline reporting processes using these two systems to reduce reporting burden wherever possible.

**Researchfish features**
- **Easy to use interface**: Lookups to third party databases such as publications repositories, ISBN and patent offices assist with completion.
- **Accessibility**: Software can be accessed from any location using just the internet browser.
- **Support**: Full support via telephone, email and live chat is available.
- **Adding delegates to help with reporting**: Delegates and Research Teams can be set up by the award holder across multiple locations to assist with reporting.
- **Year round reporting**: The system can be accessed at any time so outputs can be entered as they occur, reducing the burden during the designated submission period.
Who is already using Researchfish?

Over 80 funders are already using Researchfish, including the above.
What are the benefits to researchers?

Visibility

• Entering and submitting data through Researchfish will provide CRUK with increased knowledge of research outputs and activities so we will be better able to see the great work a researcher is doing

Alignment with other funders

• Researchers add outputs to their personal Researchfish account. These outputs can then be attributed to any award, from any funder subscribing to Researchfish. This means each output only needs to be entered once and Researchfish can act as a complete portfolio of their work

CV Builder

• Researchfish comes with a CV function. Grant award information is already entered by over 80 UK funders of biomedical research and can be incorporated into CVs. Researchers can also enter awards from funders not currently using the system. Any output entered can be added to any number of user generated CVs
<table>
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<tr>
<th>Final Reports</th>
<th>Scientific Milestone Reports</th>
<th>Streamlining Reporting</th>
</tr>
</thead>
</table>
| • CRUK will no longer require submission of Final Reports through eGMS for the majority of our funding schemes  
• Some exceptions will apply and specific reporting requirements will be detailed in Grant Award Letters | • SMRs will continue to be processed through eGMS  
• All SMR tasks that require attributable publications will require grantees to log in to Researchfish, download a copy of their CRUK publications and upload these into their SMR task in eGMS  
• The publications interface in Researchfish is more user friendly; publications can be pulled from PubMed and other sources in bulk, making this task easier for grantees | • CRUK will work to streamline reporting and we will continue to work to align eGMS and Researchfish to ensure we are only asking for information to be provided once wherever possible |
Changes to the final grant payment

• CRUK will no longer require submission of Final Reports through eGMS for the majority of our funding schemes

• Final payment on a grant will now be linked solely to submission of the Financial Reconciliation

• Some exceptions will apply and grantees should refer to their Grant Award Letter for details of specific reporting requirements
CRUK and Researchfish: what this means for researchers

- CRUK funded researchers will need to submit their research outputs for eligible CRUK awards **annually** via Researchfish.

- Submission will be required for each year of funding and for three years after an award has ended.

- Researchfish will be updated quarterly with any new awards. Researchers will be notified as to the Researchfish requirements for their award and invitations will be sent to activate these on the system.

- Researchers can contact CRUK or their Host Institution to discuss if there are exceptional circumstances that may qualify them for an exemption to completing a Researchfish submission.
Researchfish compliance: the role of Host Institutions

- For Researchfish to be useful, we need **complete data** back from all our researchers.

- Annual **submission is mandatory** for all our eligible funded researchers and Institute group leaders during the designated submission period.

- It is the **host institution’s responsibility** to ensure that we receive a Researchfish submission for all awards registered under that location.

- If the compliance rate falls **below 90%** CRUK will withhold all monthly grant payments to the offending institution as a whole and will continue to do so until the compliance rate is above 90%.

- We have updated our grant terms and conditions and implemented a Researchfish Policy to reflect this.
What will CRUK do to help you stay compliant?

• Host institutions will play a key role in ensuring the compliance of CRUK grantees at their institution. CRUK aims to work in partnership with you to ensure we capture our vital research outputs effectively.

• You can access Researchfish as a host institution to view a list of your eligible CRUK awards and monitor compliance. If you require further information on how to do this, please contact us.

• Prior to and during the submission period we will send you regular communications to keep you up to date and informed.

• We will aim to track your compliance and notify you of grantees yet to submit before the submission period ends.
How CRUK needs your help

• We have sent you a list of CRUK awards at your institution for which we expect submission this year. Please **check this information** and inform us of any necessary changes.

• Please advise us as soon as possible if there are any grantees that may require **exemption** from Researchfish submission, for example researchers currently on maternity leave. Please note that exemptions will only be granted in exceptional circumstances and upon agreement with the committee Head.

• Please let us know of any changes to your **institution’s contact details** so we can update our records and ensure you are receiving all Researchfish communications.
# Key activities and timings

<table>
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<tr>
<th>CRUK Activity</th>
<th>Details</th>
<th>Timing</th>
<th>What we need from you</th>
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</table>
| **Finalise awards eligible for Researchfish submission** | • Ensure all awards eligible for Researchfish submission are added onto the system  
• Send invitations to award holders to set up their Researchfish account | ~4 months prior to submission period | • Review list of eligible CRUK awards for your institution and inform CRUK of any changes  
• Ensure you can access Researchfish as a host institution to view your CRUK awards and monitor compliance  
• Inform us of any changes to your host institution contact details |
| **Submission Period**                      | • Provide all eligible researchers with required information  
• Monitor submissions and provide support to researchers and host institutions                                                                 | Annually *(dates confirmed each year)* | • Monitor compliance of researchers at your institution  
• Encourage completion of Researchfish submission locally  
• Inform us of any circumstances which will prevent timely submission as soon as possible  
• Provide local support for researchers |
| **Post submission data checking and analysis** | • Review compliance and enforce necessary sanctions  
• Check and analyse submitted data                                                                                                           | Post-submission                  | • Review submission rate and discuss any non-compliance with CRUK |

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[Image: CANCER RESEARCH UK]
**Researchfish Help and Support**

**Technical or system related query**

Refer to Researchfish website: information is available on the help pages, FAQs, webinars and via the ‘?’ icon throughout on [www.researchfish.com](http://www.researchfish.com)

Contact Researchfish Support Team: via online live-chat or email to support@researchfish.com

**CRUK specific query**

Contact CRUK Researchfish Support Team: research.fish@cancer.org.uk

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Thank you for supporting CRUK in the collection of the outputs of our funded research