This user guide offers a basic guide for using Researchfish – for more detailed guidance please refer to the Researchfish website. There is a wealth of information available; see the Help section for FAQs and short videos, and use the “?” icon throughout for context-specific guidance. Researchfish also host regular Webinars to give an overview of the system – a useful introduction for those who are new to Researchfish. Please see the website for the next available date.

1. Activating your CRUK Researchfish account

- CRUK updates Researchfish quarterly with our grant information – we will notify you via email once your CRUK award has been added to the system
- You will receive an invitation email from Researchfish to activate your CRUK award – note this will be sent from Researchfish and may direct to your junk mail
- To activate your CRUK award on Researchfish, click on the unique link within the invitation email. This will direct you to the Researchfish website where you will have two options:
  1. If you do not have an existing Researchfish account, please follow the instructions for new user registration
  2. If you already have a Researchfish account, please log in with your existing details – this will merge your CRUK account with your existing portfolio
- From the home screen, go to “My Portfolio” – your CRUK award will be visible in the “My Awards” panel, listed by the award reference number
- If you have forgotten your password, need the invitation resending, or have any issues when logging onto the system you should contact the Researchfish support team on support@researchfish.com

2. Adding and attributing outputs

- Adding outputs to your CRUK award is a two-step process:
  1. Enter the output into the relevant section under common outcomes by clicking on the section and using the “Add new entries” button. Complete all fields and click “Add to portfolio” – this output will now be saved to your portfolio
  2. To attribute outputs to your CRUK award, click on the “+” icon and drag and drop from your portfolio into your relevant CRUK award. If you do not do this then we will not be able to view that output
- Researchfish will not allow you to add outputs more than once to the same award or to add outputs which pre-date your award start date
- Outputs can be added and attributed to your CRUK award all year and we encourage you to keep your Researchfish portfolio up to date to reduce the reporting burden during the submission period
- For more information on outputs, please see the CRUK Researchfish Question Set Reference Guide, available via the Researchfish pages on the CRUK website
3. Delegates and research teams

- You can invite others to access your CRUK award on Researchfish by setting up delegates or a research team.
- A delegate can access your entire Researchfish portfolio – they will be able to view all awards in your Researchfish account and can add and attribute outputs on your behalf. We recommend this functionality for administrators or personal assistants.
- A research team grants access to a specific award only – a team member will have their own Researchfish portfolio but will be able to assess the shared award and attribute outputs from their own portfolio. This functionality is useful for co-investigators or collaborators.
- Delegates and research team members cannot submit data to us; the award holder must complete the final submission.
- To set up a delegate; click “Invite Delegate” from the Researchfish home page and fill in the details of the person you wish to invite. They will receive an email inviting them to join Researchfish with access to your portfolio.
- To set up a research team; from your portfolio “Research Team” can be found on the right hand panel - click ‘manage’ to add new members and enter the details of the person you wish to add. They will receive an email inviting them to join your research team with access to the specific award from their own Researchfish portfolio.
- Tutorials for setting up delegates and research teams can be found at the end of this document.

4. Submitting your outputs

- Outputs must be submitted to us during the annual designated submission period (specific dates will be confirmed each year).
- To complete your Researchfish submission, check the information added to your CRUK award is correct, then click the red “Submit to Cancer Research UK” button and follow the instructions.
- The submit button is only visible to the award holder and will only appear during the submission period.
- Once you have successfully submitted, the button will turn green and say “Resubmit” to enable you to update your submission before the submission period closes, if required.
- Remember, you must still submit to us even if you do not have any new outputs to report.

5. Extra information for clinical award holders

- For holders of a CRUK clinical award, it is important that you involve your Clinical Trials Unit along with any relevant collaborators/joint applicants in the Researchfish reporting process.
- You can grant access to your CRUK clinical award by setting up a research team as described above. Members of this team can contribute their outputs to your award, ensuring all relevant information is captured and reducing your reporting burden.
- Please note that overriding control of any additions remains with the award holder and you are the only person able to submit the final report.

6. Support

- For further information see the Help section on the Researchfish website or use the “?” icon throughout for context-specific guidance.
- Support is available through Researchfish and CRUK – for any queries please contact the relevant support team:
  - Technical queries: support@researchfish.com
  - CRUK-specific queries: research.fish@cancer.org.uk
Setting up Delegates on Researchfish

1) Log into Researchfish and on the home screen click ‘Invite Delegate’

2) Add the details of the person you want to add as a delegate and click ‘Invite User’

An invitation will be sent to this person and, once accepted, they will be able to access your portfolio from their home screen through the ‘Delegated research outputs’ section.
### Setting up Research Teams on Researchfish

1. **Log into Researchfish and go to My Portfolio**

2. **To set up a new Research team, click ‘manage’**

3. **Click ‘Add Member’ to begin building your research team**

4. **Add the details of the person you want to add to your research team**

5. **Tick the boxes for the awards you wish to grant access to and click ‘Send Invitation’**

An invitation will be sent to this person and, once accepted, your award will show in their Researchfish account under the ‘Research Team’ section of their portfolio.