

Researchfish FAQ

1. How do I find my username and password?

Click [here](#) to recover your username/password. Alternatively, please email support@researchfish.com and they will send you your details as soon as possible.

2. Who should submit information?

As the Principle Investigator, you will receive an invitation from Researchfish to register and submit data against your research grant. You can give other people access to your award, allowing them to create outcomes. They can be added via the 'Research team' section of the main page of each award. As the Principle Investigator, you will need access Researchfish to confirm all the information that has been submitted against your award by another person is accurate. **Please note, only the Principle investigator will be able to formally submit information to Children with Cancer UK.**

3. What outcomes are you interested in?

We are interested in any research output that has arisen as a direct result of Children with Cancer UK funding. There are many 'outcomes' categories that you can submit data against in Researchfish. The 'Outcome map' is a useful chart to help you work out what goes where in Researchfish.

4. How do I assign outputs to my Children with Cancer UK grant?

There is a help video on the Researchfish website showing you how to enter, attribute and submit data. In summary:

- Click the orange "View Portfolio" button on the home screen.
- On the next screen, click on the "Common Outcomes" tab and then click on the relevant outcome to add your new entries (for example 'Publications').
- To add a new entry, click the blue 'Add new entry' button. Enter details relating to the activity or output; mandatory fields are highlighted with a red dot:
- Once you have saved the entry, you can drag and drop this into the associated Children with Cancer UK award on the right-hand side of the screen using the small 'cross arrows' icon:

- Your output should now be attributed to your Children with Cancer UK award – this can be repeated until you have added all of the outputs associated with the award.

What do I do if I have submitted incorrect data?

If you have made an error in your data submission then this can be rectified. Once you have submitted your data the submit button will update to say, 'Resubmit to Children with Cancer UK'. If you resubmit, this will overwrite the previous submission. You can resubmit as many times as you need to until the close of the submission period (after which you cannot resubmit).

5. My grant has been awarded very recently and I don't have any outputs?

You need to submit a return even if your research has not yet produced any outputs, with null returns likely from awards that have only started recently. We realise that grants which have recently been awarded may have little to report. However please complete your update as fully as possible.

Please remember to press the submit button to complete the submission process.

My grant has closed, should I still report my outputs?

We ask that you continue to report outputs against your grant until 5 years after the end of your award. We recognise that many outputs are still possible, even after your award has ended (e.g. publications, follow on funding, IP & licensing).

6. How will you use the data I submit to Researchfish?

We intend to conduct an annual analysis of the outputs from all our awards collected in Researchfish. This will help us to examine our progress against our research strategy and guide internal discussions on priorities for future funding.

We will also use this information to promote the importance and value of the research we fund to our supporters.

7. Where should I go for further support on using the system?

If you have difficulty accessing your account or cannot see your Children with Cancer UK grant in your Researchfish account, please visit the Researchfish help pages or email support@researchfish.com.

Researchfish has a host of supportive documents and useful videos, FAQs, and details of online training webinars on their website.

