

Hints and tips for making your researchfish submission

There are ways that you can reduce the time it takes to complete a good quality submission.

1. Create and use persistent unique identifiers

To enable researchfish to regularly harvest output information, ready for you to attribute to the relevant award:

- Cite your funder and grant reference in the acknowledgement section and include in the output record's metadata if possible. Further details on this can be found [here](#).
- Create a record for your output in a repository, for example [GitHub](#) for code or [DataCite](#) for other kinds of outputs.
- Obtain a persistent unique identifier (such as a DOI) and include it within the record.
- Doing this should allow researchfish to import this information directly into your researchfish account, saving you time in future submission periods.

2. Link your ORCID and researchfish accounts

Create a link between your ORCID and researchfish accounts and make researchfish a trusted source. This means publication records pushed to your ORCID account by a publisher can be harvested from there by researchfish and transferred into your researchfish account, ready for you to attribute to the relevant award. It will also allow you to push your researchfish publications to your ORCID account.

Further details can be found [here](#) on the benefits of using ORCID. Click [here](#) to find out how to link your accounts.

3. Use lookups within researchfish

Use lookups and search functions instead of manually recording outputs in researchfish. You can use IDs to prepopulate output records, or you can search for outputs across various fields. Doing this will save you time and allows us to link your data to other datasets and identify outputs reported by different researchers, as well as improving the quality of data that you submit to funders. Lookups in researchfish include:

- **IDs** to auto populate publications, or search author/title information using Crossref, Pubmed, Web of Science, ISBN, NASA/ADS, INSPIRE HEP, or EThOS (UK dissertations and theses).
- **IDs** to auto populate patent information, or search inventor/invention information using the European Patent Office.
- **IDs** to auto populate information on Datasets, Models, Software, Images, Audio-Visual outputs or search author/output information using Datacite.
- **Locations/organisations** for collaborations, further funding, next destination and use of facilities.
- Spin out company name using Companies House and international equivalents.
- Search for **further funding** via the award reference, start year, funder, researcher name, abstract / description from approx. 2 million grants from funders worldwide.

4. Report outcomes as they happen

Outputs and outcomes can be created and updated throughout the year. This will help you record outcomes accurately as they happen and make it easier for you to complete your submission within the deadline, particularly if you can include a persistent unique identifier.

Do not report outputs that have not been realised yet, for example publications that have been submitted to a publisher but haven't yet been published. These can be reported in a future submission period.

5. Submit early within the submission period

You can complete your submission at any time during the submission period. By completing earlier on in the period you will avoid reminders from UKRI and your institution.

6. Share and reuse outcomes

Although only the award holder can submit an award, award holders can add *team members* who have their own outcomes which can be attributed to multiple awards. For example, you can add co-investigators, partners, student supervisors and anyone else involved in the project who has their own research outcomes portfolio.

Click [here](#) to find out how to add team members.

7. Allow others to assist in reporting

As PI you can also add *delegates* who can help you prepare your submission by creating, editing and attributing the award outcomes.

Click [here](#) to find out how to add delegates.

8. Consider how you report your outcomes

UKRI uses the information that you provide for a variety of purposes including:

Understanding how research and innovation strategy works and how we can shape this strategy

Demonstrating effective use of public funds

Making the case for continued investment in research and innovation

Informing future UKRI strategy and funding priorities

Celebrating success

Showcasing impact

Click [here](#) for a list for a list of UKRI reports which have directly used the information you have provided. Your data will also be published on the [Gateway to Research website](#).

With this in mind, here are some points for you to consider when you're making your submission:

Write for a general audience

- We recommend that you present the information as if writing for a general audience. However, avoid just describing a list of activities undertaken.

Remember that most of the data will be made public

- Do not include anything confidential or personal information that you do not have permission to share.
- This is especially important to remember when completing any free text sections.

Refer to the award's original objectives

- What information demonstrates that the project has been successful in meeting its objectives?
- What has changed because of your research?
- Have there been any unanticipated outcomes?
- You are not required to answer every section of the question set, only sections which are relevant to the award and what it has achieved.

Consider the full variety and diversity of outputs, outcomes and impacts from your award, not just publications

- For example, collaborations, further funding, policy influences etc.

Consider all the areas of impact which have come about from your award

- For example, societal, economic, health, cultural, environmental, policy, academic etc.
- Include who has benefitted from the impacts e.g. specific groups of people or organisations.

Provide examples of how your award led to outcomes and impact

- This can be supported by including any relevant links to further information.

9. There is support and guidance

[Here](#) is how to get help and support from UKRI on questions about *what* or *when* to report
Click [here](#) for the researchfish guidance on *how* to use the system.