

# Frequently Asked Questions

## Researchfish



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### What is the grant outcome data the BHF is looking for?

We wish to collect, in a specified format, research outcome information, which is a direct result of BHF funding. This data will be used for future metric and impact analyses of our funding portfolio.

We ask that you enter research outcome information (such as Publications, Collaborations, Further Funding etc), which directly arises from the BHF grant you hold, in your Researchfish portfolio. Your portfolio is organised into different sections; click on each section and enter the relevant information.

Most of the sections are composed of set questions for which the answers are selected via drop down menus; we wish to avoid as much as possible any free text. If you hold more than one grant on Researchfish, you may enter research outcome information relevant to all grant awards in your Portfolio. Under each section header, you will find a small description of what type of data should be entered.

Publications are an obvious outcome of research funding, but please do consider other aspects as well. For example:

**Section 2 "Collaborations & partnerships":** do you collaborate with anyone on your grant?

**Section 3 "Further Funding":** have you or any one in your group obtained further funding (in the form of a new grant or fellowship, from BHF or elsewhere, or pump-priming funding) as a result of the research results from this BHF grant?

**Section 4 "Next Destination and Recruitment":** have you employed someone on this grant who has since moved on?

**Section 5 "engagement activities":** have you or someone in your group been involved in any public engagements where you talked about your research? Have you been involved in any fundraising activities?

**Section 6 "Influence on Policy, Practice, Patients & the Public":** has your work been recognised or used in any clinical guidelines, Committee, or impacted patients or the public in any way or have you become a member of an advisory board as a result of your research?

**Section 7 "Research Materials (Tools, Methods & Databases)":** have you derived a new research material such as a new cell line, animal model or set-up a brand new method?

**Sections 8,9,10 "Intellectual Property & Licensing; Development of Products or Interventions; Impacts on the Private Sector":** have you filed a patent or developed/developing a product such as a new vaccine, biomarker, or imaging modality? Are you conducting a clinical trial or pilot?

**Section 11 "Awards and recognition":** have you or a member of your group attended a scientific conference as an invited speaker and talked about your research? Have you been awarded a prize, or invited to be on the editorial board of a journal?

**Section 12 "Use of facilities & resources":** on this grant, do you use any facilities such as a biobank, a BRC or BRU?

Once you have entered the data, please attribute the relevant outcomes to your grant and submit this to us. A very short help video available on the Researchfish website shows you how to enter, attribute and submit grant data.

## **Who should submit information on Researchfish?**

As the principal grant holder you will have received an invitation from Researchfish to register and submit data. Please use the link provided in that email to register on Researchfish. If you have not received such an email then please contact the support desk at [support@researchfish.com](mailto:support@researchfish.com).

Once you have registered, you can add one or more delegates who can enter data on your behalf. However, you will still need to submit this to us yourself.

Please note that if you are a PhD student or Fellow employed on a BHF PhD studentship or Clinical Research Training Fellowship, your supervisor is the principal grant holder. If your supervisor wants you to enter outcome data, then he/she should register in Researchfish using the link provided in the email and then add you as a delegate. Please note that only the grant holder will be able to submit the information to us.

## **Do I still need to do an annual report or an end of grant report?**

No; Researchfish replaces Annual Reports for most grants. However, you may still need to send us an Annual Report for clinical studies and mid-term reports for larger grants; please visit our [website](#) for detailed information on progress reports.

You will still need to send in an end of grant report in addition to submitting information in Researchfish; you will need to continue submitting information to Researchfish after your grant has financially ended until we inform you this is no longer required.

## Where do I find the questions to answer?

Once you have logged in to Researchfish, please go to the Home page, and then view “My Portfolio”.

Your grant award(s) will show on the right hand side and the question set will appear on the left hand side, under the heading “Medical”.

There are 13 sections (Publications, Collaborations, Further Funding, etc). For each section, enter new entries as appropriate. Once you have done this, you can attribute any relevant entry to one or more grants you hold on Researchfish and then submit this information at any point between the 1 October and 1 December 2012.

A very short help video available on the Researchfish website shows you how to enter, attribute and submit grant data.

## How do I allocate the information to my grants?

In “**My Portfolio**”, under each section, add a new entry as appropriate; the entry should appear under “**description**” under a blue heading.

There are also a number of “actions” under the same blue heading. Hover your mouse over the cross symbol on the right hand side and drag (keep pressing down on your mouse button whilst moving it towards the grant award) the entry over the grant award you want to attribute it to. You can attribute more than one entry by ticking the checkbox on the right-hand side (or to select all, tick the checkbox on the top right-hand corner).

Once you have satisfactorily entered and attributed data, click the green “**submissions**” heading visible under the dark blue heading “view” on the right-hand side of the page and of the section headings, in “My Portfolio”; all grant awards available for submission will appear. Click “**submit**”.

Researchfish has made a very useful help video which you can find on the home page once you have logged in. Please watch it as it comprehensively shows you how to operate the system.

Researchfish have also set up training sessions in the form of webinars. Further information can be found on their [website](#). We strongly encourage you to watch this help video and register for one of the webinars. Further technical assistance is available from Researchfish at [support@researchfish.com](mailto:support@researchfish.com)