



Frequently Asked Questions

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. I cannot see my grants/portfolio on the system?
 - You should have received an invite email for each awarded grant that the BHF expects you to report on.
 - The email includes a URL/link, and you need to click on this link to assign the relevant awards to your Researchfish account. Only then will your grants be visible in your portfolio section.
 - If you no longer have your invite email(s), please contact support@researchfish.com and they will resend them to you.
3. What data do I need to submit?
 - You will need to add any relevant research outputs to your portfolio and attribute them to your BHF award (see question 4 or watch the help video on the [Researchfish website](#) for instructions).
 - We are not only interested in the publications from your research – tell us about the meetings you’ve presented at, the collaborations you’ve forged, further funding you’ve gained and your public engagement activities, among others.
 - **We are only interested in the outcomes that have arisen specifically from your BHF award, and not those that pre-date it.**
4. How do I assign outputs to my BHF grants?
 - 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 any of the “Common Outcomes” and add your new entries.
 - Using the small cross icon (+), drag and drop a specific output into your BHF award on the right-hand side of the screen.
 - Your output should now be attributed to your BHF award – this can be repeated until you have added all your desired outcomes.

5. Do I need to upload experimental data or figures?
 - No; there is no need to upload raw data or figures – we are interested in the general outcomes and impact of your research (see question 3 for further information).
6. 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.
 - Please remember to press the submit button to complete the submission process.
7. My grant has closed, should I still report my outputs?
 - Yes; many outputs (such as publications) are still possible beyond the life of the grant, so we ask you to submit outputs from all grants that have been uploaded into your Researchfish portfolio.
 - As we begin to understand more about the length of time in which outputs are realised, we will be able to establish a cut-off point, sometime after grant closure, after which we will no longer request updates.
 - In the meantime, we appreciate that you keep your account up-to-date, and please press the submit button to complete the submission process.
8. I have nothing to submit – why am I still receiving emails?
 - You need to submit a return even if your research has not produced any outputs, with null returns likely from awards that have only started recently or have closed.
 - Please remember to press the submit button to complete the submission process.
9. If I have submitted data that is incorrect, can I go back and edit my portfolio and resubmit?
 - Yes you can; once you've submitted, the submit button will change and say 'Resubmit for BHF'.
 - 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).
10. Why are there no start and end dates visible on my grant?
 - These data will be added to your Researchfish account in due course.
11. What about Annual Reports and Final Reports?
 - You will no longer need to submit a grant Annual Report [unless otherwise specified](#), but you will still need to submit a Final Report within 3 months of the end of your grant in addition to submitting Researchfish data.