Researchfish Guidance

We use Researchfish to collect information on outcomes and impacts of the research we fund. The information gathered is vital for us to be able to demonstrate the benefits of the research we fund to people with arthritis and our supporters. Thus, it is essential that the information you provide is as complete and up-to-date as possible.

How does it work?

You will receive notification from Arthritis Research UK and Researchfish if you are required to report through Researchfish. Researchfish will send you your account and submission details. The process differs slightly depending on whether you already have a Researchfish account, for example, if you have grant from another funder who uses Researchfish.

- If you do not already have a Researchfish account you will need to register for one by following the instructions in the email from Researchfish.

- If you already have a Researchfish account please follow the instructions in the email from Researchfish to add the Arthritis Research UK grant to your existing account.

- If you have more than one grant from Arthritis Research UK you will receive an email for each grant added to Researchfish and will need to click on the link in each email and follow the instructions to add each grant to your account.

Once you have registered your account/added your grant to Researchfish, you will need to:

- Start building your research portfolio (record of research outcomes).

- Keep your portfolio updated throughout the year and let us know of any articles accepted for publication and any upcoming press releases.

- Submit an annual update to us. You will be reminded of the deadline two months in advance by email and in Researchfish.

Delegating your account

You can delegate the updating of your grants in Researchfish to a colleague or member of your staff by logging into your Researchfish account and adding them as a delegate. Delegates can add information but cannot make the submission to us. Once the delegate has added the information, you as the grant holder will need to login to confirm the information is correct and click on the Submission tab.

What information should you provide and when?

- Please provide information on all outputs and impacts that relate to your Arthritis Research UK grant.

- Please review and respond to all relevant sections in the left hand menu (i.e. Publications, Collaborations & Partnerships, Further funding etc.).
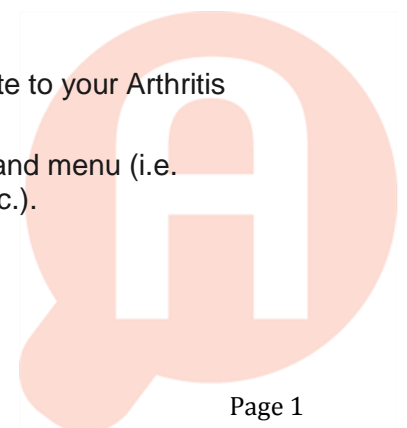
- You can tell us about papers that have been accepted but not yet published by using the 'Publications' manual entry option and answering 'No' to the question 'Is this published?'. Please remember to update the details when the paper is published.

- The information you enter will remain in Researchfish so you won't have to enter it again but only update it the following year.

- We recognise that recently awarded grants may have little to report but we do ask that you complete your update as fully as possible and submit by the required date.

- You can access and add information to your Researchfish account throughout the year. Researchfish will alert us to any information reported outside the official reporting period. This allows us to maximise any potentially newsworthy or notable time-sensitive outcomes and impacts.

- However, we ask that you also notify us directly when papers are accepted for publication by emailing research@arthritisresearchuk.org. It is vital that all original papers arising wholly or in part from Arthritis Research UK funding state the funding source and the grant reference number.

Completing the Further Information section

All questions in this section are mandatory. Questions 1-6 form the basis of the scientific summary (Questions 1-3) while Questions 4-6 form the basis of the lay summary of the research. It is important that all questions are answered as accurately as possible. The lay summary is used for much of our dissemination and communication work and is particularly important in the final year of the grant as it forms the public summary made available on our website on completion of the grant.

We ask that information in the lay summary is as comprehensive as possible whilst ensuring the language is suitable for a non-scientific readership. The lay summary should be written as if it were to be published in the science pages of a major broadsheet paper or a journal such as 'The Economist'. Bill Bryson's book, 'A short history of nearly everything', is a good example of how everyday objects and activities can be used to describe complex areas of science.

## Completing the Academic meetings & conference attendance section

In January 2016 Researchfish removed questions related to attendance of academic conferences and meetings from the Engagement Activities section of the common question set.

Arthritis Research UK remains interested in collecting information about academic conference attendance and asks that you enter this information in the appropriate section(s) during future submission periods.

You should enter details of academic conference attendance in the following sections:

- Published conference proceedings: enter details in the **Publications** section.

- Keynote or invited speakers: enter details in the **Awards & Recognition** section.

- Conference attendance only, oral or poster presentations that have not been published, membership of the organisation or selection committee, and organisation of a session/workshop or participation in a panel: enter details in the **Conference Attendance** section (available under Additional Questions).

Please note that not all funders will continue to collect details of conference attendance. For funders who do wish to collect this information, a new 'conference attendance' section will be created in the additional questions section of Researchfish.
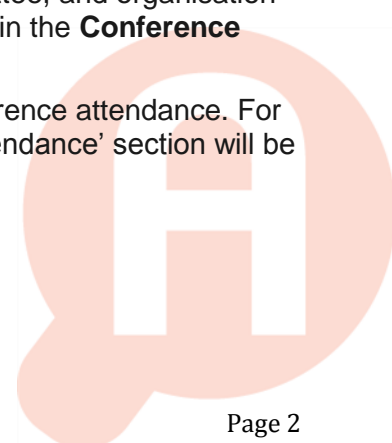
Researchfish help

If you have difficulty accessing your account or cannot see your Arthritis Research UK grant in your Researchfish account, please visit the Researchfish help pages or email support@researchfish.com. The Research helpdesk is available throughout the year to deal with any queries you may have and the Researchfish website includes a useful video, FAQs, and details of online training webinars.

Questions regarding your grant or the information you should provide to us through Researchfish should be directed to us at research@arthritisresearchuk.org. Please continue to refer to Grant Tracker for official details of the grant.