



# **Researchfish Outcome Reporting System**

## **User Guide for Researchers**

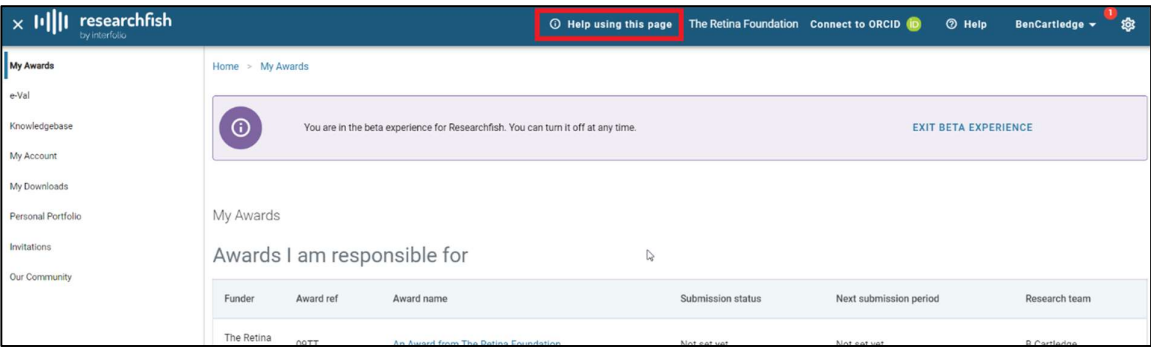
# How Researchfish Works

[Researchfish](#) is a system used by research funders to gather information on the outcomes of the research they fund, and for researchers to report back to Funders on the outcomes of their research. This is done by selecting from a standard list of common outcome types, and then completing an online form to add the selected outcomes.

In some cases, there are additional questions to be completed, as required by each Funder.

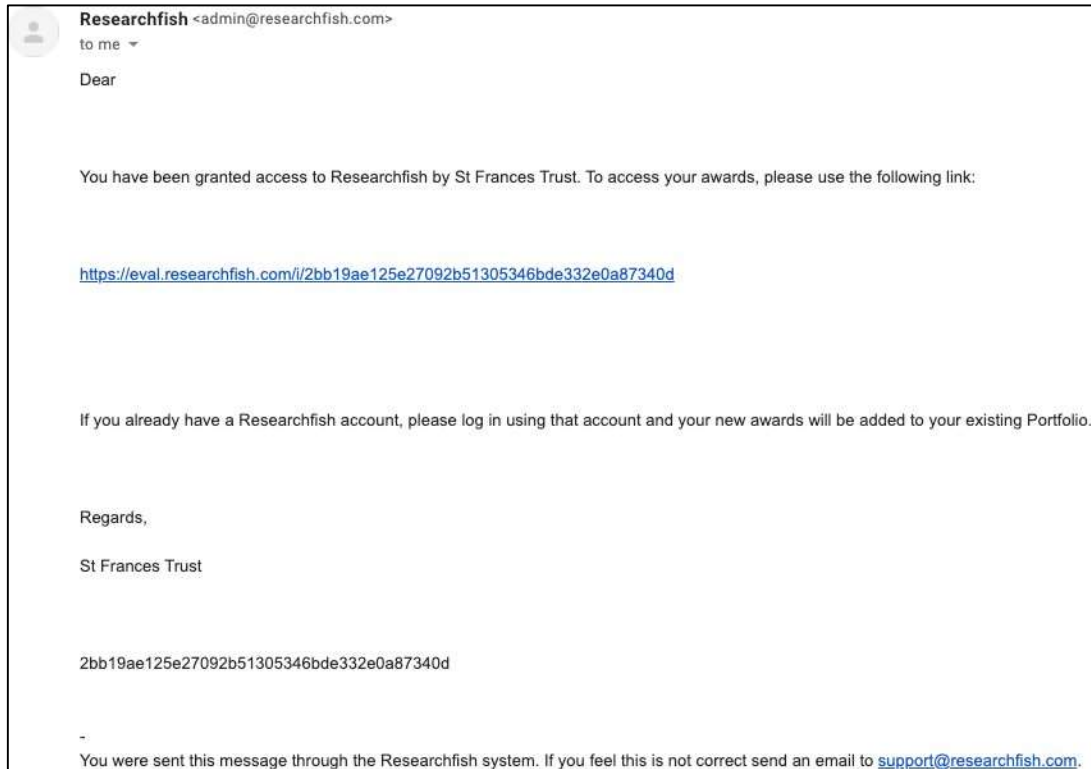
## Take the tour

On the main pages there is step by step guide showing how that page works. You can access it by clicking on the “Help using this page” link when you see it, at the top of the page.

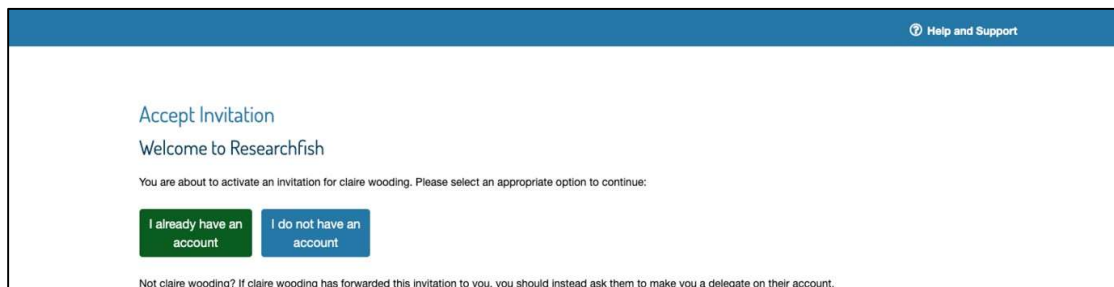


## Creating an account

You can only create an account if you have received an email invite, either from your research funder (if you are a Principal Investigator (PI)) or from a PI. Accepting an invite to join You will receive an email invite like the one below.



Clicking on the link provided will take you to the 'accept invitation' page:



Select the option that applies to you and just follow the steps provided:

- already have a Researchfish account - takes you to the log in page
- do not yet have a Researchfish account - takes you to the account creation page shown below

[Help and Support](#)

Create new account

Please complete the following information to create your account. You can use Researchfish to report on your outcomes to your Funding Organisation(s). You can only submit the information during an open submission period.

We recommend you use a personal email NOT an institutional email as your account can stay with you if you happen to change the institution you work at. All emails generated from the system will be sent to this address, however please be aware that your funder may have a different email address on account which they may try to contact you on.

**Username \***

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

**E-mail address \***

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

**Confirm E-mail address \***

Please confirm your e-mail address.

When creating your password we would recommend:

**Password Advice**

- The use of both upper- and lower-case letters (case sensitivity)
- The inclusion of one or more numerical digits and special characters, e.g. @, #, \$
- Do not use passwords that match the format of calendar dates, license plate, numbers, telephone numbers, or other common numbers
- Do not use institution name or its abbreviation
- The minimum password length is 6 characters, but do use more

**Password \***

Password quality:

**Confirm password \***

Provide a password for the new account in both fields.

**Title \***

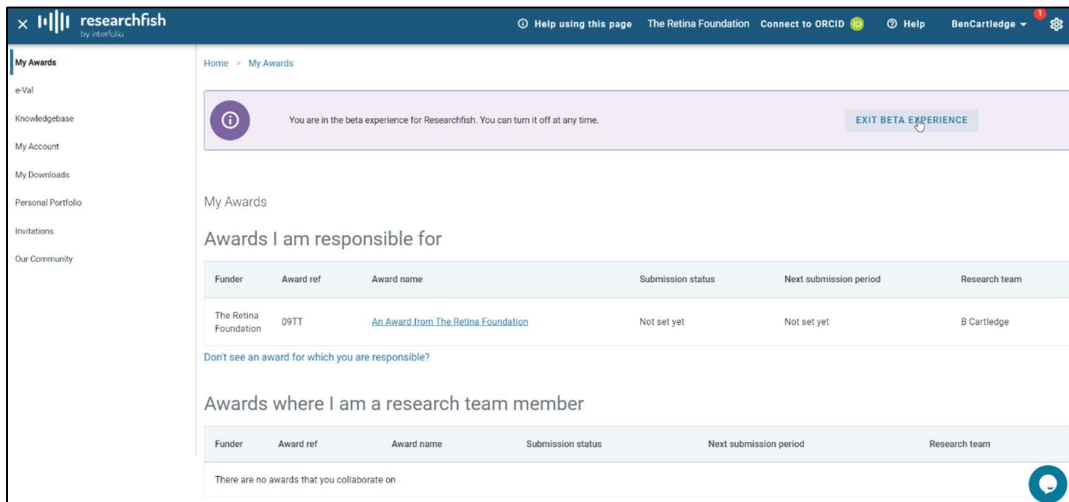
**First name \***

**Last name \***

Create new account

## My Awards

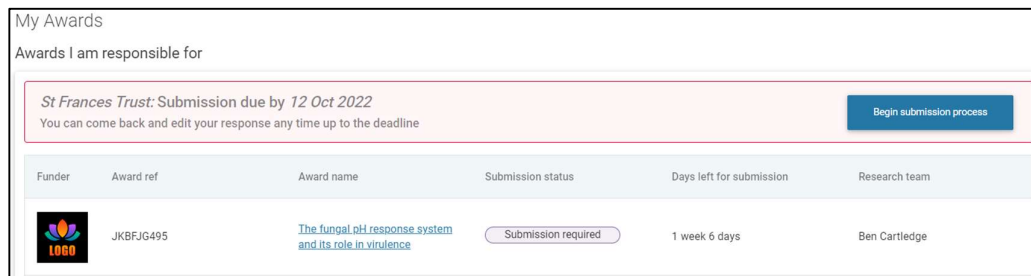
The main 'My Awards' page is where you'll land every time you log in:



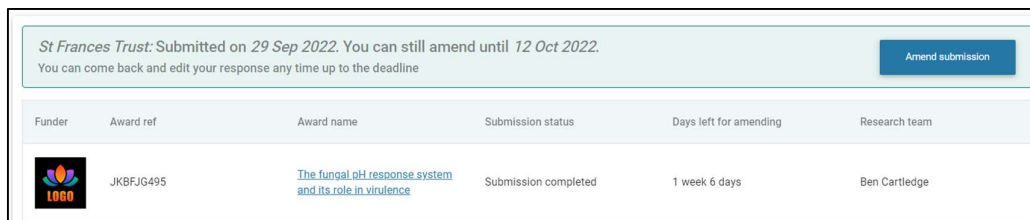
## During submission period

If you are a PI, you will see some of the following statuses during the submission period. Refer to the 'Submitting an award to the funder' section for further details.

Example of an award during submission period:




Example of an award during submission period, after it has been submitted:



Example of an award which submission is not mandatory, during submission period:

St Frances Trust: Non-mandatory submission due by 16 Nov 2022  
You can come back and edit your response any time up to the deadline

Begin submission process

Funder	Award ref	Award name	Submission status	Days left for submission	Research team
	JSNDL43905	<a href="#">Towards a methodology for determining the pattern and magnitude of recharge through drift deposits.</a>	Non-mandatory submission open	1 month 2 weeks	Ben Cartledge

If you only collaborate on an award as a researcher, the submission status and the next submission period will be stated on the table.

researchfish  
by interfish

Help using this pageConnect to ORCIDHelpJohnSmith

My Awards

Knowledgebase

My Account

My Downloads

Personal Portfolio

Invitations

Our Community

My Awards


Awards I am responsible for

Funder	Award ref	Award name	Submission status	Next submission period	Research team
There are no awards that you are responsible for					

Don't see an award for which you are responsible?

Awards where I am a research team member



Manage My Membership

Funder	Award ref	Award name	Submission status	Next submission period	Research team
	JKBFJG495	<a href="#">The fungal pH response system and its role in virulence</a>	Submission completed	1 week 6 days	Ben Cartledge, John Smith

## Add outcomes to an award

**Step 1:** Click on the name of the award to which you wish to add outcomes.

**Note:** If you wish to add outcomes to more than one award, start the process from any award and at the end, select all the awards this outcome should be attributed to.

My Awards					
Awards I am responsible for					
Funder	Award ref	Award name	Submission status	Next submission period	Research team
	JKBFJG495	<a href="#">The fungal pH response system and its role in virulence</a>	Not set yet	Not set yet	Ben Cartledge, John Smith
	JSNDL43905	<a href="#">Towards a methodology for determining the pattern and magnitude of recharge through drift deposits.</a>	No further submissions are expected against this award	Not Applicable	Ben Cartledge

**Step 2:** On the award details page, select which outcome you wish to add from the list on the left, by clicking over the outcome type name.

The fungal pH response system and its role in virulence

✎ Edit award nickname

Last Submitted: 29-Sep-2022 12:32 (GMT)

Current award

The fungal pH response system and its role in virulence

Am I ready to submit?

SI Finance Team Guidance Information

Unsure what common outcomes to use?

Show your information is used?

This is a test this is a test this is a test

Common Outcomes

Why am I asked these?

Publications

Collaborations & Partnerships

Further Funding

Next Destination

Engagement Activities

Influence on Policy, Practice, Patients & the Public

Research Tools & Methods

Research Datasets, Databases & Models

Intellectual Property & Licensing

Medical Products, Interventions & Clinical Trials

Artistic & Creative Products

Software & Technical Products

Spin Outs

Awards & Recognition

Other Outputs/Outcomes

Use of Facilities & Resources

Award Details

Title

The fungal pH response system and its role in virulence

Award Reference

JKBFJG495

Research Organisation

[SI St. Francis Trust](#)

Principal Investigator/Award Holder

Mr. Ben Cartledge

Funding Organisation

[SI St. Francis Trust](#)

Funding Value

10000 GBP

Funding Start Date

14 Sep 2017

Funding End Date

24 Sep 2022

FOP Workshop

Not supplied

TSST08172022TEXT R01T

Not supplied

TSST08172022SELECTMANWY E01T

Not supplied

TSST08172022SELECTONE E01T


Not supplied

Research organisation sharing

Full share

Award Type

Research grant (including intramural programme)



Research Team

Manage Research Team

Name	Role
Ben Cartledge	Principal Investigator/Award Holder
<a href="#">John Smith</a>	Team Member

Add details of research team member

Download Award and Outcome Data

**Step 3:** On the outcome listing page, click on the 'Add new entry' button to add a new entry for the outcome type you selected.

The fungal pH response system and its role in virulence

Publications

[Edit award nickname](#)

Current award The fungal pH response system and its role in virulence

+ Add new entry

Displaying Publications Sorted by Date Added Filtered by Select one Search

+ Publications: what should I report in this section?

Select All	Description	In this award	In personal portfolio
<input type="checkbox"/>	Smith ALM, Whitehall JC, Greaves LC, (2022). Mitochondrial DNA mutations in ageing and cancer.. Molecular oncology, 16 (18), pp. 3276-3294 Added by: Mr. Ben Cartledge Date Added: 29 Sep 2022 <a href="#">PubMed</a> <a href="#">DOI</a>	Yes	Yes
<input type="checkbox"/>	Smith CF, Jones DNM, (2022). NMR resonance assignment of the N-terminal GTPase domain of human Miro2 Bound to GTP. Biomolecular NMR	Yes	Yes

You can find information on what to include and not include under each outcome section by clicking on the 'what should I report in this section?' bar.

The fungal pH response system and its role in virulence

Collaborations & Partnerships

[Edit award nickname](#)

Current award The fungal pH response system and its role in virulence

+ Add new entry

Displaying Collaborations & Partnerships Sorted by Date Added Filtered by Select one Search

- Collaborations & Partnerships: what should I report in this section?

You can record any details about collaborations and partnerships in this section, for your personal use (for example to add to your CV) as well as to report to your funder. Funding organisations have provided the following guidance for outputs you attribute to grants/awards.

Tell us about:

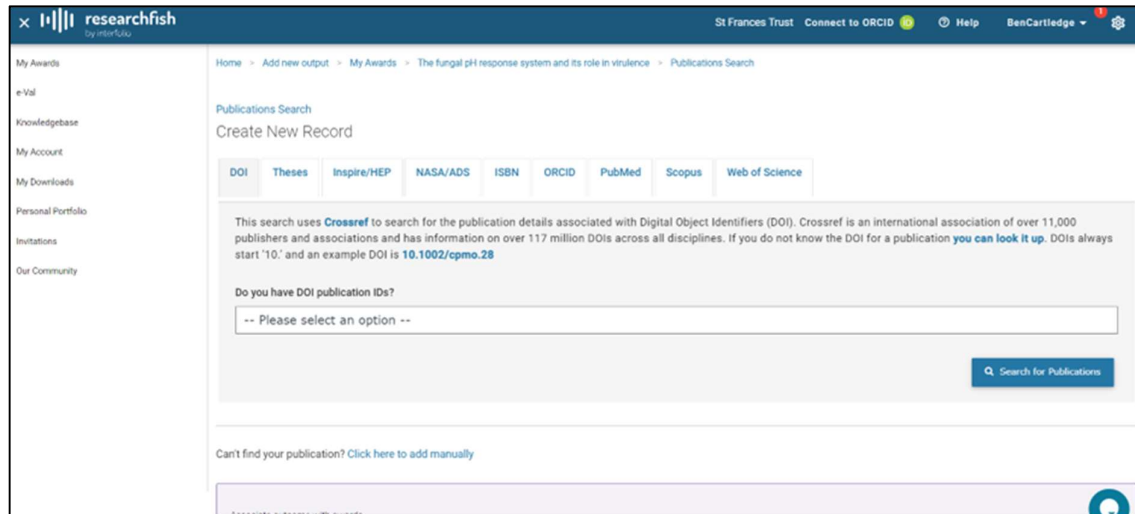
- Bi-lateral or multi-lateral partnerships that have resulted from or are directly linked to this grant
- a member of the research team/group has entered into an agreement to participate in a network, consortium, multi-centre study or other initiative

## Search for publications

This page will guide you through the features of the Publications look up tool, and also how to enter a publication manually if necessary.

Once you have followed the steps on Add outcomes to an award, you will then be presented with the following screen:

To change the publication source, simply select one of the titles in the tabs across the upper part of the screen i.e. Scopus, Web of Science, ORCID etc.



The screenshot shows the 'researchfish' web application interface. The top navigation bar includes the 'researchfish' logo, a user profile 'BenCartledge', and links for 'St Frances Trust', 'Connect to ORCID', 'Help', and a settings icon. A left sidebar contains links for 'My Awards', 'e-Val', 'Knowledgebase', 'My Account', 'My Downloads', 'Personal Portfolio', 'Invitations', and 'Our Community'. The main content area is titled 'Publications Search' and 'Create New Record'. It features a row of tabs for different publication sources: DOI, Theses, Inspire/HEP, NASA/ADS, ISBN, ORCID, PubMed, Scopus, and Web of Science. Below the tabs, a text block explains that the search uses Crossref and provides an example DOI: 10.1002/cpmo.28. A dropdown menu asks 'Do you have DOI publication IDs?' with the option '-- Please select an option --'. A 'Search for Publications' button is located at the bottom right of the search area. At the very bottom, there is a link: 'Can't find your publication? Click here to add manually'.

## Looking up publications using unique identifier(s)

Once you are within the appropriate source simply begin inputting your ID's. These can be input one at a time, or in bulk.

Please note that if you are intending to bulk add these you will need to copy them from a pre-ordered list where one of the following criteria apply:

- all ID's are on separate lines (use Microsoft Word, Notepad, or similar)
- all ID's are within unique cells (use Microsoft Excel or similar)
- all ID's are comma separated (use Microsoft Word or Excel, Notepad, or similar)

Enter the ID's into the relevant box and then click the 'Search for publications' button to perform the search/look up.

Publications Search

Create New Record

DOI

Theses

Inspire/HEP

NASA/ADS


ISBN

ORCID

PubMed

Scopus

Web of Science



This search uses **PubMed** to search for publications relevant to biomedicine and life sciences. PubMed is maintained by the **US National Library of Medicine** and has information on over 27 million publications. If you do not know the PubMed ID (PMID) for a publication you can search for the publication using the form below. PMIDs are always a number and an example PMID is **31259889**

Do you have PMID publication IDs?

Yes

PMIDs to import? \*

A PMID is always a number and will not contain any other characters. You can enter up to 200 PMIDs at a time, separating each entry with a comma or new line.  
(Max 8000 characters)

49865 37659 58305

Clear all

Search for Publications

**Search Results**

The results of the search are displayed in the table below with the most relevant results returned first. You can see how many publications were returned by the search below the table e.g. "Showing 1 to 100 of 5000 results" which indicates that 5,000 publications match the search criteria and the 100 most relevant publications are in the table. You can sort the table by clicking on the headings e.g. "Title". This only sorts publications in the table, but you can add more publications to the table by clicking "Load More Results".

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## Manual search for publications

If you do not have the ID for your publication(s) it is also possible to perform searches against various fields within each of the sources apart from DOI and ORCID.

If any special requirements or behaviours are expected of the source chosen, there will be displayed below the relevant source search.

	PubMed	Scopus	Web of Science	ISBN	Theses	Inspire /HEP	NASA/ ADS
First Author	yes	yes			yes	yes	
Title	yes	yes	yes	yes	yes	yes	yes
Any Author	yes	yes	yes	yes		yes	yes
Publication Year	yes	yes	yes	yes	yes	yes	yes
Keywords	yes	yes	yes			yes	

## Adding publications

Once the search results (either using ID's or manual search criteria) have been returned, you will be presented with a table similar to the following:

Search Results							
The results of the search are displayed in the table below with the most relevant results returned first. You can see how many publications were returned by the search below the table e.g. "Showing 1 to 100 of 5000 results" which indicates that 5,000 publications match the search criteria and the 100 most relevant publications are in the table. You can sort the table by clicking on the headings e.g. "Title". This only sorts publications in the table, but you can add more publications to the table by clicking "Load More Results".							
<input type="checkbox"/>	Type	First Author	Other Authors	Title	Journal	Year	URL
<input type="checkbox"/>	Journal Article	Battelli T	Bonsignori M, Manocchi P	[Treatment of malignant lymphomas with shock doses of pepticemic].	Minerva medica	1975	<a href="#">↗</a>
<input type="checkbox"/>	Journal Article	Prange CH	Kessler M, Bach D, Huth F, Prange M	[The unaffected primary rejection of xenogeneic kidney transplants in the closely related fox-dog species system].	Zeitschrift fur experimentelle Chirurgie	1979	<a href="#">↗</a>
<input type="checkbox"/>	Journal Article	Srikantia SG	Prasad JS, Bhaskaram C, Krishnamachari KA	Anaemia and immune response.	Lancet (London, England)	1976	<a href="#">↗</a>
Showing 1 to 3							

Select which of the publications you wish to add to the award using the corresponding tick box to the left of the search result, the background will change colour, highlighting the selection as shown below:

**Search Results**

The results of the search are displayed in the table below with the most relevant results returned first. You can see how many publications were returned by the search below the table e.g. "Showing 1 to 100 of 5000 results" which indicates that 5,000 publications match the search criteria and the 100 most relevant publications are in the table. You can sort the table by clicking on the headings e.g. "Title". This only sorts publications in the table, but you can add more publications to the table by clicking "Load More Results".

<input type="checkbox"/>	Type	First Author	Other Authors	Title	Journal	Year	URL
<input checked="" type="checkbox"/>	Journal Article	Battelli T	Bonsignori M, Manocchi P	[Treatment of malignant lymphomas with shock doses of peptichemo].	Minerva medica	1975	<a href="#">↗</a>
<input checked="" type="checkbox"/>	Journal Article	Prange CH	Kessler M, Bach D, Huth F, Prange M	[The unaffected primary rejection of xenogeneic kidney transplants in the closely related fox-dog species system].	Zeitschrift fur experimentelle Chirurgie	1979	<a href="#">↗</a>
<input type="checkbox"/>	Journal Article	Srikantia SG	Prasad JS, Bhaskaram C, Krishnamachari KA	Anaemia and immune response.	Lancet (London, England)	1976	<a href="#">↗</a>

Showing 1 to 3

This selection is to inform you of any publications that have been marked for Adding to your award/portfolio.

To remove an entry from this list simply deselect the check box from the table above.

You can choose to attribute the selected publication(s) to any number of your awards by ticking the relevant awards. Attributing an outcome to an award ensures it will be included in your submission when you submit that award to your funding organisation.

Once you are happy with your selection, click on the 'Add to Portfolio' button to begin the process.

## Common error messages

It is possible for your Searches to fail from time to time. If this happens you will be provided with an error code or statement to help diagnose where, and how the error occurred.

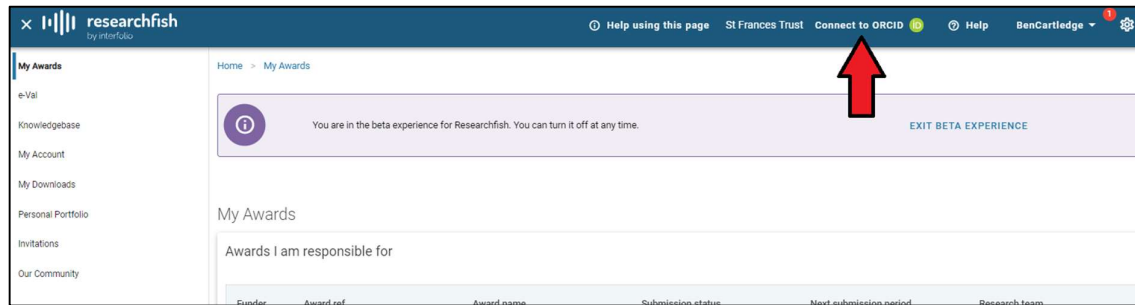
The list below shows the most common errors:

- **REASON\_DUPLICATE\_ID** - The publication ID is already input into the search field.
- **REASON\_ID\_SYNTAX** - The incorrect Syntax has been used.
- **REASON\_ID\_MISSING** - The ID is recognised, the syntax is correct – the publication cannot be found.

If you encounter an error other than the ones listed above please send a screenshot of the error as well as any relevant details about its creation to [support@researchfish.com](mailto:support@researchfish.com).

## Connect to ORCID

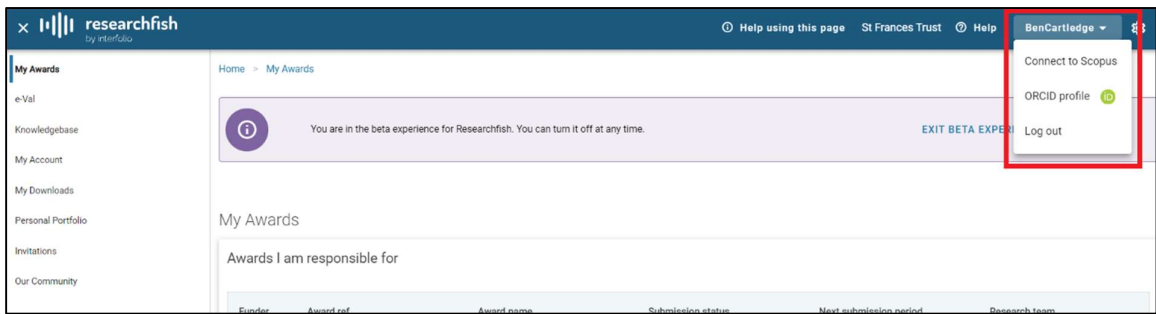
**Step 1:** Click on the 'Connect to ORCID' on the top right corner of the screen, under your name.



**Step 2:** You will navigate to the ORCID site to either register a new account, or sign in to an existing account.

A screenshot of the ORCID website's sign-in and registration page. At the top is the ORCID logo. Below it, the text 'Sign into ORCID or Register now' is displayed. There are two tabs: 'Personal account' (selected) and 'Institutional account'. Under the 'Personal account' tab, the heading 'Sign in with your ORCID account' is followed by two input fields: 'Email or ORCID ID' and 'ORCID password'. Below these fields is a blue button labeled 'Sign into ORCID'. Underneath the button is a red link that says 'Forgotten your password? Reset it here'. At the bottom, there's a heading 'Sign in with a social media account' with two buttons: 'Sign in with Google' and 'Sign in With Facebook'.



**Step 3:** Once you complete connecting your ORCID ID to your Researchfish account, you will be taken back to the Researchfish interface. Your linked ORCID account can be accessed by clicking on your Researchfish username in the top-right of the page.



All publications on your ORCID account will be automatically added to your Personal Portfolio.

**Download an award**

**Step 1:** Click on the name of the award you wish to download.

My Awards					
Awards I am responsible for					
Funder	Award ref	Award name	Submission status	Next submission period	Research team
	JSNDL43905	<a href="#">Towards a methodology for determining the pattern and magnitude of recharge through drift deposits.</a>	No further submissions are expected against this award	Not Applicable	Ben Cartledge
	JKBFJG495	<a href="#">The fungal pH response system and its role in virulence</a>	Not set yet	Not set yet	Ben Cartledge, John Smith

**Step 2:** On the award details page, click on the “Download Award and Outcome Data” button.

Towards a methodology for determining the pattern and magnitude of recharge through drift deposits.

Edit award nickname

Not yet submitted

Current award

Towards a methodology for determining the pattern and magnitude of recharge through drift deposits.

Am I ready to submit?

St Frances Trust Guidance Information

Unsure what common outcomes to use?

How your information is used

Common Outcomes

Why am I asked these?

Publications

3

Collaborations & Partnerships

0

Further Funding

0

Next Destination

0

Engagement Activities

1

Influence on Policy, Practice, Patients & the Public

0

Research Tools & Methods

0

Research Datasets, Databases & Models

0

Intellectual Property & Licensing

0

Medical Products, interventions & Clinical Trials

0

Artistic & Creative Products

0

Software & Technical Products

0

Spin Outs

0

Awards & Recognition

0

Other Outputs/Outcomes

1

Use of Facilities & Resources

0

Award Details

Title

Towards a methodology for determining the pattern and magnitude of recharge through drift deposits.

Award Reference

JSNDL43905

Research Organisation

[Test RO Full](#)

Principal Investigator/Award Holder

Mr. Ben Cartledge

Funding Organisation

[St Frances Trust](#)

Funding Value

10000 GBP

Funding Start Date

6 Sep 2022

Funding End Date

18 Nov 2026

FWF Workshop

Not Supplied

TEST08172022TEXT EDIT

Not Supplied

TEST08172022SELECTMANY EDIT

Not Supplied

TEST08172022SELECTONE EDIT

Not Supplied

Research organisation sharing

Full Share

Award Type

Research grant (including intramural programme)

Research Team

Manage Research Team

Name

Role

Ben Cartledge

Principal Investigator/Award Holder

Add delegate or research team member

Download Award and Outcome Data

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**Step 3:** Select the template format you wish to use and then click on the 'Download Award' button to initiate the download.

### Download Award

Select the download template to use \*

☒ Standard template (Allows you to select sections to download)

☐ Funding organisation's set templates (Does not allow you to select sections to download)

Select the data set to download \*

☒ Live data

☐ Standard Submission from 17 Oct 2020

☐ Standard Submission from 13 Jul 2022

☐ Standard Submission from 21 Sep 2022

Select the section(s) you want to include

[Check all](#) | [Uncheck all](#)

- ☐ APSF Key Findings (1)
- ☐ Artistic & Creative Products (1)
- ☐ Engagement Activities (13)
- ☐ FBC Progress Report (1)
- ☐ FBC Retrospective Submission (1)
- ☐ Further Funding (1)
- ☐ Impact on Researcher's Careers (1)
- ☐ Intellectual Property & Licensing (1)
- ☐ KRF Final Report (1)
- ☐ NAF Key Findings (1)
- ☐ NAF Narrative Impact (1)
- ☐ Next Destination (1)
- ☐ Publications (3)
- ☐ Research Datasets, Databases & Models (1)



**Please note:** only Publications are available for download in XLSX format. To do so, please select 'Publications' only from the list above.

[Download Award \(DOCX\)](#)[Cancel](#)

### Add a Delegate (for Principal Investigators only)

A delegate is a person to impersonate you and add / attribute outcomes to awards on your behalf.

**Step 1:** Click on the name of any award you are responsible for.

My Awards					
Awards I am responsible for					
Funder	Award ref	Award name	Submission status	Next submission period	Research team
	JKBFJG495	<a href="#">The fungal pH response system and its role in virulence</a>	Not set yet	Not set yet	Ben Cartledge, John Smith
	JSNDL43905	<a href="#">Towards a methodology for determining the pattern and magnitude of recharge through drift deposits.</a>	No further submissions are expected against this award	Not Applicable	Ben Cartledge

**Step 2:** On the award details page, click on the 'Add delegate or team member' button.

The screenshot shows the 'Award Details' page for the 'Fungal pH response system and its role in virulence' award. The page is divided into several sections: 'Common Outcomes why are i asked these?', 'Award Details', and 'Research Team'. The 'Award Details' section contains a table with the following information:

Award Details	
Title	The fungal pH response system and its role in virulence
Award Reference	AR054949
Research Organisation	Q 363 B33 Full
Principal Investigator Award holder	MR Ben Cartridge
Funding Organisation	Q 32 F10000 Trust
Funding Value	50000 GBP
Funding Start Date	14 Sep 2017
Funding End Date	24 Sep 2020
F&T Workshops	Not supplied
Medical Products, Interventions & Clinical Trials	Not supplied
Artistic & Creative Products	Not supplied
Software & Technical Products	Not supplied
Open Outlets	Not supplied
Prizes & Recognition	Not supplied
Other Outputs/Outcomes	Not supplied
Use of Facilities & Resources	Not supplied


The 'Research Team' section shows the 'Ben Cartridge' as the 'Principal Investigator Award holder' and 'Team Member'. A red box highlights the 'Add category or research team member' button.

**Step 3:** Select the “Delegate” option.


Home > Add Team Member > My Awards > 818\_11ed4edefcd7f5\_AW

### Add Team Member

Please select the role which best describes the invitation you would like to send:



An assistant or delegate who does not do research of their own



A collaborator or team member with their own research portfolio

[Back to Award details](#)

**Step 4:** Fill in the details of the delegate you wish to add and then click the “Send Invitation” button.

### Add Delegate

**Please note:** by completing this form you are sending an invitation to the person you chose to send it to. The user will only be added once they accept your invite and complete registration.

#### Delegates

A delegate has access to your account. They **can** see all the grants/awards for which you are responsible and add, amend, and attribute common outcomes to those grants/awards.  
A delegate **cannot** invite others to access your account.  
A delegate **cannot** submit an award to the funder on your behalf as it is important that all information is reviewed by the PI for completeness and accuracy.

#### Invitee Details

Enter the details of the person you wish to invite. They will be given an opportunity to alter these details later.

First Name \*

Last Name \*

Email Address \*



[Send Invitation](#) [Back](#)

The person you have added will receive an invitation email and should follow the account creation steps in order to access the Researchfish system.

## Adding a Collaborator (for Principal Investigators only)

A collaborator is a person who does research of their own.

**Step 1:** Click on the name of any award you are responsible for.

My Awards					
Awards I am responsible for					
Funder	Award ref	Award name	Submission status	Next submission period	Research team
	JKBFJG495	<a href="#">The fungal pH response system and its role in virulence</a>	Not set yet	Not set yet	Ben Cartledge, John Smith
	JSNDL43905	<a href="#">Towards a methodology for determining the pattern and magnitude of recharge through drift deposits.</a>	No further submissions are expected against this award	Not Applicable	Ben Cartledge

**Step 2:** On the award details page, click on the 'Add delegate or team member' button.

The fungal pH response system and its role in virulence

Full award reference

Last submitted: 29-Sep-2022 12:32 (GMT)

Current award

The fungal pH response system and its role in virulence

Go to award details

ST Francis Trust Guidance Information

Unsure what common outcomes to use?

How your information is used

This is a test this is a test this is a test

Common Outcomes

Why are I asked these?

Publications

Collaborations & Partnerships

Further Funding

Next Destination

Engagement Activities

Influence on Policy, Practice, Patients & the Public

Research Tools & Methods

Research Datasets, Databases & Models

Intellectual Property & Licensing

Medical Products, Interventions & Clinical Trials

Artistic & Creative Products

Software & Technical Products

Spin Outs

Awards & Recognition

Other Outputs/Outcomes

Use of Facilities & Resources

Award Details

Title

The fungal pH response system and its role in virulence

Award Reference

JKBFJG495

Research Organisation

ST Francis Trust

Principal Investigator/Award Holder

Mr Ben Cartledge

Funding Organisation

ST Francis Trust

Funding Value

10000 GBP

Funding Start Date

14 Sep 2017

Funding End Date

24 Sep 2022

FWP Workshop

Not supplied

TEST08172022TEXT EDIT

Not supplied

TEST08172022SELECTMANY EDIT

Not supplied

TEST08172022SELECTONE EDIT

Not supplied

Research organisation sharing

Full share

Award Type

Research grant (including intramural programme)

Research Team

Manage Research Team

Name

Role

Ben Cartledge

Principal investigator/Award holder

John Smith

Team Member


Add delegate or research team member

### Step 3: Select the “Collaborator” option.


Home > Add Team Member > My Awards > 818\_11ed4edfcd7f5\_AW

#### Add Team Member

Please select the role which best describes the invitation you would like to send:



An assistant or delegate who does not do research of their own



A collaborator or team member with their own research portfolio

[Back to Award details](#)

### Step 4:

- Complete the details of the collaborator you wish to add.
- Select if you wish this person to have access to your Personal Portfolio (they will be able to add your outcomes to their own Portfolio and attribute them to awards).
- Select which awards you wish this person to have access to (they will be able to add outcomes and attribute existing outcomes to other awards).
- Press the ‘Send Invitation’ button.

#### Add Collaborator

**Please note:** by completing this form you are sending an invitation to the person you chose to send it to. The user will only be added once they accept your invite and complete registration, team members cannot view or edit additional questions.

#### Researcher Details

Please supply a few details so we can contact the team member:

First Name / Initials

Surname \*

Email Address \*

Select the awards you would like this team member to access:



Award reference	Award name	Can re-use outputs in their awards	Add outputs to my award
My Portfolio		<input type="checkbox"/>	
JSNDL43905	Towards a methodology for determining the pattern and magnitude of recharge through drift deposits.	<input type="checkbox"/>	<input type="checkbox"/>
JKBFJG495	The fungal pH response system and its role in virulence	<input type="checkbox"/>	<input type="checkbox"/>

[Send Invitation](#) [Back](#)

The person you have added will receive an invitation email and should follow the account creation steps in order to access the Researchfish system.

## Remove a Collaborator or edit their access permissions (for Principal Investigators only)

**Step 1:** Click on the name of the award you wish to remove the collaborator from.

My Awards					
Awards I am responsible for					
Funder	Award ref	Award name	Submission status	Next submission period	Research team
	JKBFJG495	<a href="#">The fungal pH response system and its role in virulence</a>	Not set yet	Not set yet	Ben Cartledge, John Smith
	JSNDL43905	<a href="#">Towards a methodology for determining the pattern and magnitude of recharge through drift deposits.</a>	No further submissions are expected against this award	Not Applicable	Ben Cartledge

**Step 2:** On the award details page, click on the name of the person you wish to remove access from the award.

The fungal pH response system and its role in virulence

[Edit award nickname](#)  
Last Submitted: 29-Sep-2022 12.32 (GMT)

Current award

The fungal pH response system and its role in virulence

Am I ready to submit?

[+ St Francis Trust Guidance Information](#)

Unsure what common outcomes to use?

[How your information is used](#)

Common Outcomes

Why am I asked these?

Publications

3

Collaborations & Partnerships

0

Further Funding

0

Next Destination

0

Engagement Activities

0

Influence on Policy, Practice, Patients & the Public

0

Research Tools & Methods

0

Research Datasets, Databases & Models

0

Intellectual Property & Licensing

0

Medical Products, Interventions & Clinical Trials

0

Award Details

Title

The fungal pH response system and its role in virulence

Award Reference

JKBFJG495

Research Organisation

[Test RO Full](#)

Principal Investigator/Award Holder

Mr. Ben Cartledge

Funding Organisation

[St Francis Trust](#)

Funding Value

10000 GBP

Funding Start Date


14 Sep 2017

Funding End Date

24 Sep 2022

EU/UK Workbooks

Not Supplied



Research Team

[Manage Research Team](#)

Name	Role
Ben Cartledge	Principal Investigator/Award Holder
<a href="#">John Smith</a>	Team Member

Add delegate or research team member

October 2022

20

Version 2.0

**Step 3:** On the edit team member page, de-select the awards you do not wish this collaborator to have access to and then click on the “Update Team Member” button.

Alternatively, you can remove the user from all access by clicking on the ‘Remove Team Member’ button.

Edit Team Member - John Smith

Select the awards you would like this team member to access:

Award	Use outputs in their awards	Add outputs to my award
JSNDL43905	<input type="checkbox"/>	<input type="checkbox"/>
JKBFJG495	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Update Team Member

Remove Team Member

## Submitting an award to the funder (for Principal Investigators only)

When a submission period opens, special headers will be displayed on the ‘My Awards’ landing page.

**Step 1:** Click on the ‘Begin submission process’ button.


My Awards

Awards I am responsible for

St Frances Trust: Submission due by 12 Oct 2022

You can come back and edit your response any time up to the deadline

Begin submission process

Funder	Award ref	Award name	Submission status	Days left for submission	Research team
	JKBFJG495	<a href="#">The fungal pH response system and its role in virulence</a>	Submission required	1 week 6 days	Ben Cartledge

## Step 2:

- Check if all relevant sections are completed, then tick the box to confirm that all outcomes for the award have been added.
- Tick the box to confirm that you agree to the funder's Terms and Conditions.
- Click on the 'Proceed to next award' or 'Submit to funder'.

Preview Award (All attributed outcomes)

Reviewing outcomes attributed to *The fungal pH response system and its role in virulence*

Common outcomes added to this award

Publications (3)

Additional information

ODA Compliance  
Policy Outputs  
MND Australia Progress/Final Report

✓ Mandatory section complete  
✓ Mandatory section complete  
✓ Non-mandatory section completed

Sections without outcomes

[Collaborations & Partnerships](#)  
[Further Funding](#)  
[Next Destination](#)  
[Engagement Activities](#)  
[Influence on Policy, Practice, Patients & the Public](#)  
[Research Tools & Methods](#)  
[Research Datasets, Databases & Models](#)  
[Intellectual Property & Licensing](#)  
[Medical Products, Interventions & Clinical Trials](#)  
[Artistic & Creative Products](#)  
[Software & Technical Products](#)  
[Spin Outs](#)  
[Awards & Recognition](#)  
[Other Outputs/Outcomes](#)  
[Use of Facilities & Resources](#)

☒ I confirm that all of the information reported is accurate, complete, and up to date.

**Terms and Conditions**

Information provided to *St Frances Trust* via Researchfish may be used to:

Strengthen accountability for research funding decisions  
Make the case for investment in research  
Inform strategic decision-making  
Inform the public  
Evaluate progress  
Improve the understanding of research.

To support the above aims the information you provide may be used, in whole or in part, to support analyses and evaluation, case studies, data sets and publications. Please be aware that the outputs, including the text you submit to *St Frances Trust* via Researchfish may be quoted, in full or in part, and outputs attributed to investigators and grants.

By submitting data to *St Frances Trust* via Researchfish you consent to this use, publication and onward dissemination of outcomes.

☒ I accept the above terms and conditions.

[Back to award details](#) [Submit to funder](#)

## Outcome listing pages

The outcomes listing page comprises two main areas:

- a customisation bar at the top
- a table listing the outcomes for a given category

### Publications

[Edit award nickname](#)

Current award

The fungal pH response system and its role in virulence

+ Add new entry

Displaying

Publications

Sorted by

Date Added






Filtered by

Select one

Search

Q

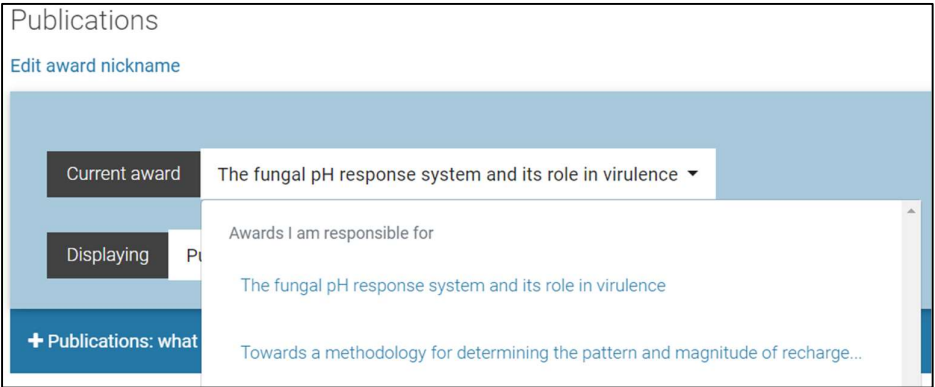
+ Publications: what should I report in this section?

Select All	Description	In this award	In personal portfolio
<input type="checkbox"/>	<div>Smith ALM, Whitehall JC, Greaves LC, (2022). Mitochondrial DNA mutations in ageing and cancer.. Molecular oncology, 16 (18), pp. 3276-3294</div> <div>Added by: Mr. Ben Cartledge</div> <div>Date Added: 29 Sep 2022</div> <div><a href="#">PubMed</a> <a href="#">DOI</a></div> <div>  15</div>	<div>Yes</div> <div></div>	<div>Yes</div> <div></div>
<input type="checkbox"/>	<div>Smith CE, Jones DNM, (2022). NMR resonance assignment of the N-terminal GTPase domain of human Miro2 Bound to GTP.. Biomolecular NMR assignments, 16 (2), pp. 349-355</div> <div>Added by: Mr. Ben Cartledge</div> <div>Date Added: 29 Sep 2022</div> <div><a href="#">PubMed</a> <a href="#">DOI</a></div> <div>  1</div>	<div>Yes</div> <div></div>	<div>Yes</div> <div></div>
<input type="checkbox"/>	<div>Smith C, (2023). Traumatic brain injury. Neurobiology of Brain Disorders. (pp. 443-455).</div> <div>Added by: Mr. Ben Cartledge</div> <div>Date Added: 29 Sep 2022</div> <div><a href="#">DOI</a></div> <div></div>	<div>Yes</div> <div></div>	<div>Yes</div> <div></div>

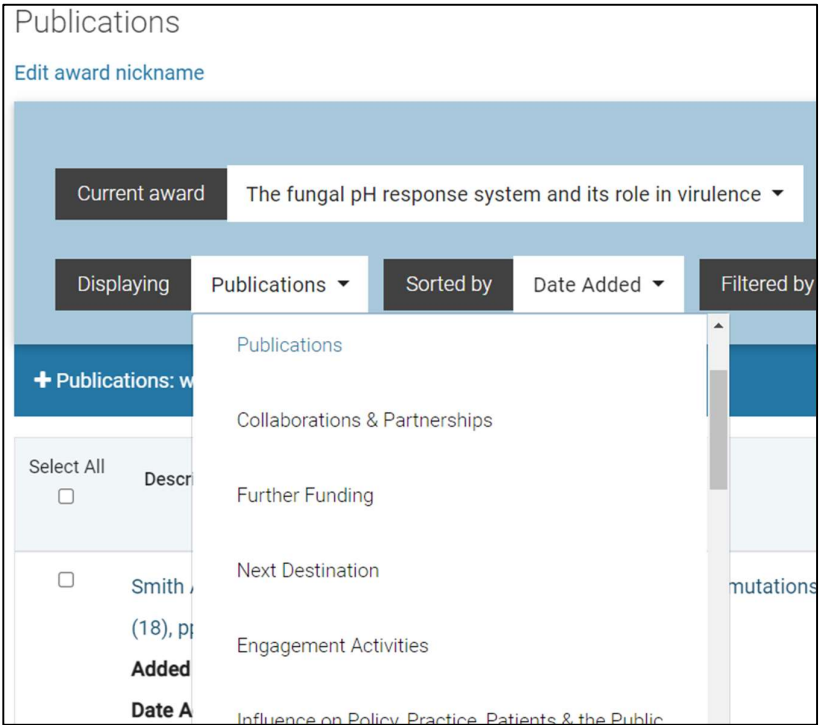
Page 1 of 1 (3 entries)

The customization bar provides the following options:

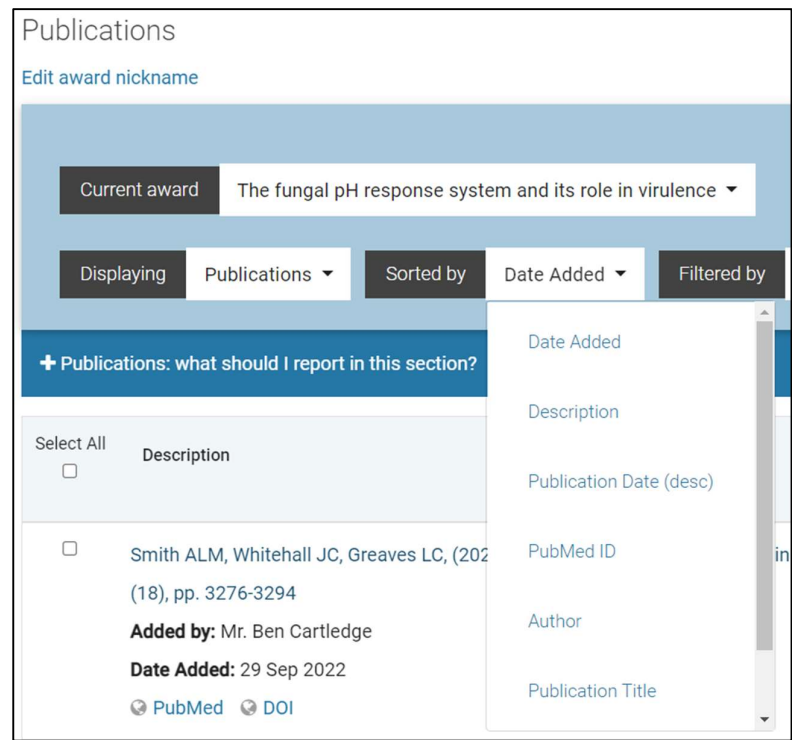
**Current award:** This menu allows you to navigate between awards if you have more than one. For example, if you are viewing the list of Publications for award X and choose to navigate to award Y, you will land on the Publications list for award Y.



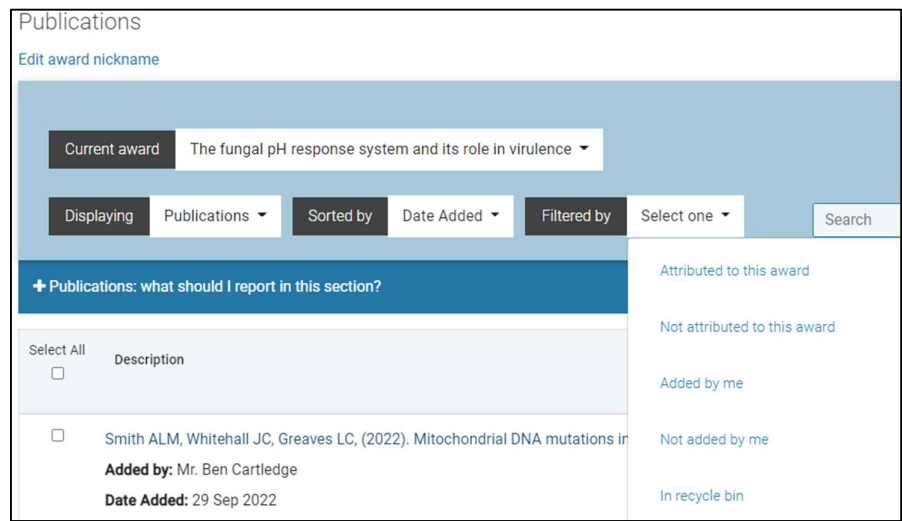
**Displaying:** Use this menu to navigate between outcome types. You're chosen outcome category will also be displayed on the page title.



**Sorted by:** Use this menu to sort the list of outcomes using one of the options provided.



**Filtered by:** This menu provides several options for filtering the outcomes list view.



In addition to the options above, the customisation bar also provides a button for adding new entries to the outcome category you selected.

Publications

[Edit award nickname](#)

Current award

The fungal pH response system and its role in virulence

+ Add new entry

Displaying

Publications

Sorted by

Date Added

Filtered by

Select one

Search

+ Publications: what should I report in this section?

Select All	Description	In this award	In personal portfolio
<input type="checkbox"/>	<div>Smith ALM, Whitehall JC, Greaves LC, (2022). Mitochondrial DNA mutations in ageing and cancer.. Molecular oncology, 16 (18), pp. 3276-3294</div> <div><b>Added by:</b> Mr. Ben Cartledge</div> <div><b>Date Added:</b> 29 Sep 2022</div> <div><a href="#">PubMed</a> <a href="#">DOI</a></div>	<div>Yes</div>	<div>Yes</div>
<input type="checkbox"/>	<div>Smith CE, Jones DNM, (2022). NMR resonance assignment of the N-terminal CTRP domain of human Miro2 Bound to CTRP</div>	<div>Yes</div>	<div>Yes</div>

The outcomes listing table lists all outcomes for the category you have chosen, depending on how you sorted and filtered the view.

## Personal Portfolio

The Personal Portfolio area provides a repository of all outcomes that you have added yourself and/or added from awards for which you were given permission to use.

The outcomes' listing layout is very similar to that on the 'My Awards' area.

## Profile Page

The profile page provides an overview of your own personal portfolio.

The **left-hand side column** shows a list of common outcomes categories and how many entries you have for each, on your personal portfolio. At the bottom of this column you can see a few extra sections pertaining your personal history, which can be used to help you build a CV.

The **middle column** shows your personal details as per provided in the My Account area and a link to your ORCID account. It also provides a button for downloading your portfolio.

On the **right-hand side column**, you can see how many total outcomes you have on your portfolio and also if any of those outcomes are not attributed to any award.

Personal Portfolio

Common Outcomes

Why am I asked these? ?

Publications	4
Collaborations & Partnerships	0
Further Funding	4
Next Destination	3
Engagement Activities	1
Influence on Policy, Practice, Patients & the Public	0
Research Tools & Methods	0
Research Datasets, Databases & Models	0
Intellectual Property & Licensing	0
Medical Products, Interventions & Clinical Trials	0
Artistic & Creative Products	0
Software & Technical Products	0
Spin Outs	0
Awards & Recognition	0
Other Outputs/Outcomes	1
Use of Facilities & Resources	0

Profile

Title	Mr.
First name	Ben
Last Name	Cartledge
ORCID ID	✓ Connected to 0000-0001-5381-2617

Download Personal Portfolio

You have 13 total outcomes added to your personal portfolio.

Delegates

[Manage Delegates](#)

Name	Accepted invite
John Smith	Accepted

Add delegate or research team member

## Adding outcomes to the Personal Portfolio

Adding outcomes to the Personal Portfolio is done in the same way as for adding outcomes to an award from step 2.

The screenshot shows the 'Personal Portfolio' interface for 'Publications'. At the top, there is a blue header bar with the text 'Personal Portfolio' and 'Publications'. Below this, a light blue bar contains a green button with a white plus sign and the text '+ Add new entry', which is highlighted by a red rectangular box. To the right of this button are several filters: 'Displaying Publications', 'Sorted by Date Added', and 'Filtered by Select one'. A search bar with a magnifying glass icon is also present. Below the filters is a blue bar with the text '+ Publications: what should I report in this section?'. The main content area is a table with columns 'Select All', 'Description', and 'In personal portfolio'. The first row shows a publication by Smith CE, Jones DNM, (2022) with a checkbox in the 'Select All' column and a 'Yes' toggle in the 'In personal portfolio' column. The second row shows a publication by Smith ALM, Whitehall JC, Greaves LC, (2022) with a checkbox in the 'Select All' column and a 'Yes' toggle in the 'In personal portfolio' column.

Select All	Description	In personal portfolio
<input type="checkbox"/>	Smith CE, Jones DNM, (2022). NMR resonance assignment of the N-terminal GTPase domain of human Miro2 Bound to GTP.. Biomolecular NMR assignments, 16 (2), pp. 349-355 Added by: Mr. Ben Cartledge Date Added: 29 Sep 2022 PubMed DOI	Yes
<input type="checkbox"/>	Smith ALM, Whitehall JC, Greaves LC, (2022). Mitochondrial DNA mutations in ageing and cancer.. Molecular oncology, 16 (18), pp. 3276-3294	Yes

## Downloading the Personal Portfolio

**Step 1:** on your Personal portfolio profile page, click on the 'Download Personal Portfolio' button.

Personal Portfolio

Common Outcomes

Why am I asked these? [?](#)

Publications	4
Collaborations & Partnerships	0
Further Funding	4
Next Destination	3
Engagement Activities	1
Influence on Policy, Practice, Patients & the Public	0
Research Tools & Methods	0
Research Datasets, Databases & Models	0
Intellectual Property & Licensing	0

Profile

Title	Mr.
First name	Ben
Last Name	Cartledge
ORCID ID	✓ Connected to 0000-0001-5381-2617

[Download Personal Portfolio](#)

You have 13 total outcomes added to your personal portfolio.

Delegates

[Manage Delegates](#)

Name	Accepted invite
John Smith	Accepted

[Add delegate or research team member](#)

**Step 2:** Select which sections you wish to download, then press the 'Download Portfolio' button.

Download Personal Portfolio

Select the section(s) you want to include

[Check all](#) | [Uncheck all](#)

- ☐ Added Value (LLHW) (1)
- ☐ Added Value (NPRI/ESEI) (1)
- ☐ Engagement Activities (1)
- ☐ Further Funding (4)
- ☐ Further Information (1)
- ☐ Key Findings (1)
- ☐ MND Australia Progress/Final Report (1)
- ☐ NPL Additional Questions (1)
- ☐ Narrative Impact (1)
- ☐ Next Destination (3)
- ☐ ODA Compliance (1)
- ☐ Other Outputs/Outcomes (1)
- ☐ Policy Outputs (1)
- ☐ Publications (4)
- ☐ STFC Engagement Activities (1)
- ☐ Skills Shortage (2)
- ☐ Team Composition and Industry Engagement (1)

For office use only

☐ Output field names

**Please note:** only Publications are available for download in XLSX format. To do so, please select 'Publications' only from the list above.

[Download Portfolio \(DOCX\)](#) [Cancel](#)

## My Account

Use this area to change your personal details and password.

### My Account

Please see the [document explaining what happens to the data entered into Researchfish](#). Further information can be found in our [Terms of Use and Privacy and Cookie Policy](#).

UID

Title

First name

Last name

Username

E-mail address

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

E-mail is required

Current password

Enter your current password to change the E-mail address or

## Help & Support

You can find a link to the Help & Support at the top right of every page.

The following is an overview of topics you can find in this area of the Researchfish site:

- User Guide - a link to this user guide.
- Forgotten username / password - recovering your Researchfish username or password, or both.
- Invitation help - if you think you should have access to Researchfish but have not received an invitation email, you can contact your funder using this tool.

- Join a webinar - we hold regular webinars to show how to use the Researchfish system and answer questions from participants.
- Frequently asked questions - quick access to information frequently asked to the support team.
- Watch help video - video showing an overview of the Researchfish system functionality.
- Contact us - if you need further assistance, there are various options available for you to contact Researchfish's support team

The following options are only available once you log in to the system:

- Award details incorrect - if you think the details show on an award's details page are wrong, you can use this tool to report that to your funder.
- Submission help - a direct link to the Submit an award to the funder section on this user guide.
- Documentation - links to various additional resources.

