Researchfish user guidelines

The Brain Tumour Charity began using Researchfish in 2014 as a way to collect information on the outcomes that arise from the research we fund, such as publications, further funding and collaborations. Researchfish is an online database that allows researchers to input all of the outcomes from their work and attribute them to the appropriate funding body.

What information is The Charity looking for?

The data that we gather through Researchfish allows us to evaluate the long-term impact of our awards and enables us to inform our Trustees and supporters of the progress being made in the field of brain tumour research. The information also allows us to develop case studies on our research and the impact it's having on the brain tumour community, which can be used for fundraising purposes to ensure we can continue to fund world-class research.

Why does The Charity require submissions for closed awards?

Funders can request an award to be reported on for at least five years following the grant's end. This enables us to track award outcomes, which are likely to occur only after funding has ended.
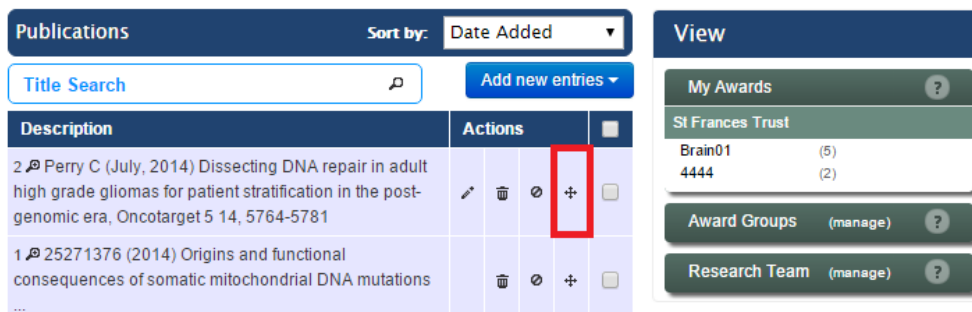
What we ask of you

We will only be asking you to submit to Researchfish once a year and would like you to provide research outcomes from the past 12 months only - from last year's Researchfish submission in November 2014 to 25 November 2015. We are particularly looking for information that will demonstrate the impact that our funding is having, including further funding gained, publication of results and engagement activities.

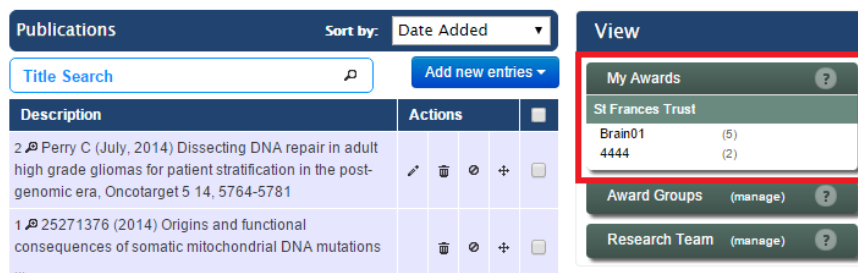## How to input research outcomes into Researchfish

To get started you will need a log in, if you do not have one, this information will be sent to you via Researchfish. You will need to add your research outcomes to your portfolio, which can be accessed via the homepage on the Researchfish website. Under the '*Common Outcomes*' menu on the '*My Portfolio*' page, you can select the sections that are relevant to your outputs e.g. publications, collaborations and partnerships and engagement activities, then select '*Add New Entry*'. Please complete the questions

provided under each section that relate to your research outcomes.

Once you have added your outcomes to a section, **it is essential that you attribute them to the correct award**. We will be unable to see your inputs in your portfolio if they have not been attributed to our award. Outcomes can be assigned to an award by selecting the small cross icon, highlighted in the screenshot below, and dragging it across to the '*My Awards*' section. Multiples outputs can be assigned to the same award simultaneously by selecting all relevant tick boxes before dragging the small cross icon across to '*My Awards*'.

The '*My Awards*' section, highlighted below, will contain all awards that you have received. If we have requested you to submit your outputs through Researchfish, this is where you will see your grants funded by The Brain Tumour Charity.

Who can submit data?

The PI will receive an automatic invitation from Researchfish, enabling them to register with the Researchfish system, link to our awards and add their data. Once the outcomes have been added to the portfolio, it is the responsibility of the PI to submit the final version, however there is a '*Delegate Access*' option on the home page, to allow others, such as research team members or personal assistants to input data on behalf

on the PI. *Delegate Access* gives others all of the functions of the PI, but without the ability to submit the final version.

Annual and Final Reports

We still require the submission of annual and final reports, which we use to monitor the progress of our awards and to provide updates to our supporters, donors and Trustees. We will endeavour to minimise repetition of questions in the annual and final reports that have been addressed in the Researchfish portfolio submission.

How to get help using the system

If you need any further advice or are experiencing difficulties on how to use Researchfish system, contact us on research@thebraintumourcharity.org. If you are having technical difficulties with the system, please contact Researchfish directly on support@researchfish.com or using the Researchfish LiveChat function which should provide you real time help. For further guidance on using the system, please visit the Researchfish website.

We look forward to receiving your outputs!