Researchfish Administrator Dashboard – Guidance Notes

Researchfish Ltd has made a separate dashboard available for administrators. This enables administrators to:

- View awards from funders that use Researchfish and share their data with institutions.
- Monitor the activity and submission of data by researchers to funders.

User accounts can be set up for authorised administrators so they can view the portfolio of awards within a specific Department.

Requesting access to the Administrator Dashboard:

- Requests should be submitted by the DA / DoM and sent to: researchoffice.researchfish@imperial.ac.uk
- The nominated administrator will receive an email invite from Researchfish to set up a User Account.
- Upon acceptance of the account invitation, a further email will be sent from Researchfish inviting the administrator to access Department specific data.

This document covers the following areas:

1. Logging in and Accessing your Portfolio
2. Downloading and Exporting your portfolio of awards
3. Reviewing the Data for Accuracy
4. Funder Submission Periods

1. Logging in and Accessing your Portfolio

1.1 Go to the Researchfish website https://eval.researchfish.com/

1.2 Log in with your username and password.

1.3 Click on e-Val
1.4 This takes you to the main Dashboard page. From here, you can access the portfolio of awards for your specific Department. Below is an example of how this will look:

NOTE: The Researchfish system is open all year round, so PIs can enter data onto the system at any time. However, the PI has to physically press a “submit to funder” button which is only visible on the PI’s Researchfish portfolio during a particular Funder’s submission period. The status of the Open submissions column will therefore remain as “Not in submission” until the Funder’s submission period is open.

2. Downloading and Exporting your portfolio of awards

2.1 Click on Awards

2.2 You have the option to create a report that displays all of the awards within your portfolio or to create a report that is filtered, e.g. by Funder or by Principal Investigator.

When you are ready to create the report, click on Show Awards.
2.3 A report will be displayed on screen showing all of the awards within your portfolio.

2.4 You have the option to:

A) Change the columns that are presented on screen.
B) Increase the number of entries that are shown on screen (the default is 10).
C) Copy the report and paste the data into a spreadsheet OR export the full report as a CSV file
   (NOTE: All of the available columns, not just those that have been selected to view on the screen, will be included on the report).
D) View the report on screen and navigate using the “Next” and “Previous” buttons.

<table>
<thead>
<tr>
<th>Reference</th>
<th>Title</th>
<th>Value</th>
<th>Start Date</th>
<th>End Date</th>
<th>PI</th>
<th>Last Submitted</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>EP/F061659/1</td>
<td>Hybrid organic semiconductor/gallium nitride/CMOS smart pixel arrays</td>
<td>£44,520 GBP</td>
<td>1 Nov 2008</td>
<td>26 Feb 2013</td>
<td>Bradley, Donald, Professor</td>
<td>04 Mar 2016</td>
<td>Ext</td>
</tr>
<tr>
<td>EP/F061757/1</td>
<td>High stability and high efficiency printable photovoltaics (OPVs) for large-scale energy production</td>
<td>£864,555 GBP</td>
<td>1 Oct 2008</td>
<td>31 Jan 2013</td>
<td>Bradley, Donald, Professor</td>
<td>04 Mar 2016</td>
<td>Ext</td>
</tr>
<tr>
<td>EP/J011520/1</td>
<td>2010 grant balance Imperial College London</td>
<td>£496,263 GBP</td>
<td>1 Jul 2011</td>
<td>31 Mar 2012</td>
<td>Bradley, Donald, Professor</td>
<td>04 Mar 2016</td>
<td>Ext</td>
</tr>
<tr>
<td>EP/K038769/1</td>
<td>Small items of Research Equipment at Imperial College London</td>
<td>£313,837 GBP</td>
<td>1 Nov 2012</td>
<td>31 Mar 2013</td>
<td>Bradley, Donald, Professor</td>
<td>04 Mar 2016</td>
<td>Ext</td>
</tr>
<tr>
<td>EP/K533381/1</td>
<td>Institutional Sponsorship 2012- Imperial College London</td>
<td>£2,090,168 GBP</td>
<td>1 Apr 2012</td>
<td>31 Mar 2013</td>
<td>Bradley, Donald, Professor</td>
<td>04 Mar 2016</td>
<td>Ext</td>
</tr>
<tr>
<td>EP/M028291/1</td>
<td>Experimental Equipment Call for Imperial College London</td>
<td>£1,461,911 GBP</td>
<td>1 Apr 2015</td>
<td>31 Mar 2016</td>
<td>Bradley, Donald, Professor</td>
<td>04 Mar 2016</td>
<td>Ext</td>
</tr>
<tr>
<td>EP/M066904/1</td>
<td>Institutional Sponsorship for Quantum Technologies 2014- Imperial College London</td>
<td>£300,000 GBP</td>
<td>1 May 2014</td>
<td>31 Mar 2016</td>
<td>Bradley, Donald, Professor</td>
<td>04 Mar 2016</td>
<td>Ext</td>
</tr>
<tr>
<td>EP/N98690V1</td>
<td>Institutional Sponsorship 2015- Imperial College London</td>
<td>£500,000 GBP</td>
<td>1 Jun 2015</td>
<td>31 Mar 2016</td>
<td>Bradley, Donald, Professor</td>
<td>04 Mar 2016</td>
<td>Ext</td>
</tr>
</tbody>
</table>

Showing 1 to 9 of 9 entries
3. Reviewing the Data for Accuracy

Once the data has been exported, it is important to review the data and check that the information is correct. Particular attention should be given to the following columns:

3.1 Response Code

The values in the “Response Code” column show whether a submission is expected and are defined as follows:

<table>
<thead>
<tr>
<th>Response Code</th>
<th>Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A submission is expected this year</td>
</tr>
<tr>
<td>2</td>
<td>No submission is expected this year. The PI has a one year exemption as a result of long term leave e.g. maternity/paternity.</td>
</tr>
<tr>
<td>3</td>
<td>No further submissions are expected against this grant. The PI is retired/no longer active in research, the grant ended more than five years ago or no further outcomes will be expected from an award.</td>
</tr>
<tr>
<td>4</td>
<td>The PI is expected to make a submission, but is no longer at your organisation. This grant does not contribute to your organisation’s compliance statistics, and you are not expected to follow up with them.</td>
</tr>
<tr>
<td>5</td>
<td>Reporting outcomes from the award is optional during the submission period rather than mandatory.</td>
</tr>
</tbody>
</table>

NOTE: Every award with a Response Code of “1” will contribute to Imperial’s compliance statistics, so it is important to ensure these are all correct. The Research Office can request changes to response codes on your behalf.

3.2 Categories

The “Categories” column contains information that is provided to Researchfish by Imperial College:

- Employee Status:
  - Active
  - Student
  - Former
  - Not Imperial

- Award Department

- Award Faculty

- Employee Type:
  - Active
  - Student
  - Former Student, now Employee
  - Honorary
  - Emeritus Professor
  - Visiting Researcher
  - Former Employee
  - Not Imperial

If any of the details about an award are incorrect, please email:
researchoffice.researchfish@imperial.ac.uk
4. **Funder Submission Periods**

4.1 The Funders publish their submission periods within the **Our Members** section. This is accessed from the Researchfish Home page.

4.2 You can switch between the different funder types by clicking the relevant link – i.e. Public Funders; Charitable Funders; Research Institutions.

4.3 Each funder must first agree to share their data in order for users to see their awards. This is the case if “data sharing enabled” appears in the **Data shared with Research Organisations** column.

<table>
<thead>
<tr>
<th>Organisation Name</th>
<th>Next / Current Submission Period</th>
<th>Last / Previous Submission Period</th>
<th>Data shared with Research Organisations</th>
</tr>
</thead>
<tbody>
<tr>
<td>AcademyHealth</td>
<td>No open submission periods set</td>
<td>16 May 2016 to 16 Jun 2016</td>
<td></td>
</tr>
<tr>
<td>Alberta Innovates</td>
<td>01 Mar 2017 to 01 May 2017</td>
<td>01 Apr 2016 to 02 May 2016</td>
<td>Data sharing enabled</td>
</tr>
<tr>
<td>Arts and Humanities Research Council</td>
<td>06 Feb 2017 to 16 Mar 2017</td>
<td>01 Feb 2016 to 10 Mar 2016</td>
<td>Data sharing enabled</td>
</tr>
<tr>
<td>Biotechnology and Biological Sciences Research Council</td>
<td>06 Feb 2017 to 16 Mar 2017</td>
<td>01 Feb 2016 to 10 Mar 2016</td>
<td>Data sharing enabled</td>
</tr>
<tr>
<td>Chief Scientist Office</td>
<td>06 Feb 2017 to 16 Mar 2017</td>
<td>01 Feb 2016 to 24 Mar 2016</td>
<td>Data sharing enabled</td>
</tr>
<tr>
<td>Department for International Development (DFID)</td>
<td>No open submission periods set</td>
<td>15 Feb 2016 to 18 Apr 2016</td>
<td></td>
</tr>
</tbody>
</table>