

How to give Delegate or Research Team Access on Researchfish

Only a PI can submit the outcomes attributed to her/his award(s). However, a PI can allow others to enter information into Researchfish on their behalf.

There are two types of access that a PI can grant to another person:

a) 'Delegate' access

A PI can grant another person access to all their awards. Delegate access is best used for personal assistants, etc. A delegate will have the same functions as the PI, not will not be able to submit.

b) 'Research Team' access

A PI can grant another person access to a specific award. Research Team access is best used for Co-Investigators. A Research Team member can view all outputs associated with a particular award, and the PI can permit the team member to re-use outputs in their own portfolios and/or attribute outputs from their own portfolio into the PI's award. The Research Team member can only edit and remove outputs that they have entered themselves, whilst the PI can edit and remove all outputs.

1. Log into Researchfish: <https://www.researchfish.com/>
2. Click on the name of any award you are responsible for:

AWARDS I AM RESPONSIBLE FOR

St Frances Trust: Submission due by 14 Feb 2025 Begin submission process

Award name	Submission status	Days left for submission	Project team
Parsnit allergy award (FAB78635)	Submission required	1 month 2 weeks	Irene Meriot, Matt Wynes, Sarah Morgan
Awards not currently due for submission			
Award name	Submission status	Next submission period	Project team
Meriot award (FAB34567)	Not set yet	Not set yet	Frances Buck, Sarah Morgan, a csd, xxcz xcz
Irene's award (Irene01)	Not set yet	Not set yet	Irene Melo, Sarah Morgan, a csd

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

COMMON OUTCOMES

Publications	5
Collaborations & Partnerships	2
Further Funding	0
Next Destination & Skills	0
Engagement Activities	1

AWARD DETAILS

Title	St Frances award for Testing Purposes
Reference	FAB78635
Principal Investigator	5 Irene Meriot
Funding Organisation	St Frances Trust

PROJECT TEAM

MANAGE PROJECT TEAM


Name	Role
Irene Meriot	Primary investigator

[Add delegate or team member](#)


4. Select the appropriate type of access for the person you wish to add:

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 / team member with their own research portfolio

4.1. Delegate Access:

4.1.1. Fill in the details of the delegate you wish to add and then press the 'Send Invitation' button:

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

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4.2. Research Team Access:

4.2.1. Complete the details of the collaborator you wish to add.

RESEARCHER DETAILS

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

First Name / Initials

Surname *

Email Address *

4.2.2. 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).

4.2.3. 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.

SELECT THE AWARDS YOU WOULD LIKE THIS TEAM MEMBER TO ACCESS:

Award	Can re-use outputs in their awards	Add outputs to my award
My Portfolio	<input type="checkbox"/>	
Parsnit allergy research	<input type="checkbox"/>	<input type="checkbox"/>
Bio-elements of plants award	<input type="checkbox"/>	<input type="checkbox"/>

Send Invitation