EFSD

European Foundation for the Study of Diabetes

Researchfish user guidelines

Background

It is crucial for EFSD to track the research outcomes from our funding programmes so we can evaluate and demonstrate impact and benefits of funding research and communicate these to supporters to secure future funding. For this purpose, EFSD is now using a research impact tracking platform called Researchfish to collect information on the outcomes of EFSD funded research, such as publications, further funding and collaborations, for EFSD research awards made from 2014 onwards. Researchfish is an online questionnaire system that captures the outcomes and impacts of funded research and is used by many funders. Award holders will only need one Researchfish account to be able to report once across multiple funders. Each funder can only see the outcomes researchers have attributed to the awards they have funded.

EFSD will ask the Principal Investigators (PIs) of EFSD awards to submit information on their research outcomes in Researchfish annually during the period of the award and for up to five years after the award has terminated to gain a realistic view of what has been achieved and leveraged through the funding. You will receive a notification from EFSD and Researchfish asking you to report through Researchfish.

You can access Researchfish here: https://www.researchfish.net/ and find out more about it. More detailed instructions on how to use the system are also provided here: https://userguide.researchfish.com/index.html

Create and access your Researchfish account

You, as the PI of an EFSD award, will receive an automatic invitation from Researchfish (please also check your spam folder), enabling you to **create a Researchfish account**, link to your EFSD awards and add your data. The process differs slightly depending on whether you already have a Researchfish account, for example, if you have an award from another funder who uses Researchfish.

- If you do not already have a Researchfish account you will need to create 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 your EFSD award to your existing account.

- If you have more than one award from EFSD that you are asked to report on, you will only need to accept one invitation from Researchfish and any subsequent EFSD award will be automatically added to your account.

If you need to have your Researchfish registration email resent, please go to https://eval.researchfish.com/helpwiz/invite. If you are having problems activating your account please contact support@researchfish.com or foundation@easd.org.

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To **log in** to your Researchfish account, go to https://app.researchfish.com/ and login with your username and password.

Report your research outcomes in Researchfish

Every time you log in to your Researchfish account, you will be forwarded to the main *"My Awards"* page where your EFSD awards will be shown. To **add outcomes to an award**, click on the award to get to the award details page and select the outcome type (e.g. publications) you wish to report on from the common outcomes list on the left, then click on the *"Add new entry"* button.

If you wish to add outcomes to more than one award (e.g. from different funders), you can start the process from any award and at the end select all the awards this outcome should be attributed to.

You can also **report research outcomes using your *"Personal Portfolio"***. This section provides a repository of all outcomes of your research that you have added into Researchfish. Adding outcomes to the Personal Portfolio is done the same way as adding outcomes to an award (see above). You can then select all the awards the outcome should be attributed to.

Data about research outcomes, which you enter into the "My Portfolio" section of your Researchfish account, is accessible only to you and anyone you gave access via the delegate function (see section below). **These data are only made available to EFSD when** you (or your delegate) have attributed the outcome to one of our awards and formally submitted (see section below) during an annual EFSD Researchfish submission period.

Publications, as an essential research outcome, can be entered manually or using the Researchfish publication look up tool that allows to use different publication sources (e.g. PubMed, Scopus, Web of Science, ORCID etc.) and unique identifiers. You can also 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 once the paper has been published. However, we ask that you also notify us directly when papers are accepted for publication and send a copy of the manuscript to foundation@easd.org.

You can access and add information to your Researchfish account throughout the year. Your award(s) and the information you enter (in your Personal Portfolio and/or attributed to a specific award) will remain in Researchfish, also after the award has finished, so you won't have to enter any data again but only update it the following year.

EFSD asks you to:

- Only report outputs and impacts that relate to the specific EFSD award that we have asked you to report on.

- Please review all outcome sections in Researchfish (i.e. Publications, Collaborations & Partnerships, Further funding etc.) and complete all those for which you have outputs to report.

- Please remember to allocate the outcome with the appropriate EFSD award and submit during the annual submission period (otherwise we will not be able to see your inputs).

- You can delegate the data input on outcomes to e.g. a member of your research team but please be aware that you will need to review and submit the report (more information below).

- We recognise that recent awardees may have little to report, but we do ask that you complete your report as fully as possible and submit by the required date.

- Please continue to report on outcomes after your EFSD funding and project has ended, as this allows us to track award outcomes which are likely to occur only after the funding has ended. Gaining a realistic view of what has been achieved and leveraged through our funding is essential for EFSD to secure funding for diabetes research in the future.

Delegating your account

You can delegate the input of outcome data on your awards in Researchfish to a co-investigator, collaborator or member of your research team by logging into your Researchfish account and adding them as a delegate to the corresponding award (*"Add delegate or team member"* button on your award details page). **Delegates can add information but cannot make the submission.** Once the delegate has added the information, you as the award holder will need to log in to confirm the information is correct and click on the Submission button.

Submitting your data

Please be aware that **EFSD can only see information researchers have attributed to one of our awards and formally submitted**. **Submission** of information on research outcomes to EFSD **can only be done by the PI of the award** (owner of the Researchfish account) and **only during the annual EFSD Researchfish submission period**.

You can access and add information to your Researchfish account throughout the year. During the **annual submission period**, special headers will be displayed on the *"My Awards"* page and a *"Begin submission process"* button will be enabled for your EFSD award(s). Please complete all relevant sections and add all outcomes to your EFSD award, confirm that the currently attributed outcomes represent a full and up-to-date record of the known outcomes of that award and finish the submission by clicking the *"Submit to funder"* button. The submission period will be scheduled for a defined period each year and you will be reminded of the deadline in advance by email and in Researchfish. Please maintain an active email address in the Researchfish system.

If you delegated your account, please remember that only you, as the PI of the award, can submit the data. Once your delegate reported on your behalf, you will need to log in to confirm the information is correct and click on the Submission button.

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Recent and finished awards

EFSD recognises that **recent awards** may have little to report on but we do ask that you complete your report as fully as possible and submit by the required deadline.

EFSD will continue to ask for data to be submitted via Researchfish up to five years **after your project has finished**. This enables us to track award outcomes, which are likely to occur only after the funding has ended. Gaining a realistic view of what has been achieved and leveraged through our funding is essential for EFSD to secure funding for diabetes research in the future.

Interim and final reports of your EFSD award

Please note that **reporting to Researchfish does not replace the obligatory interim** (if applicable) **and final reports to EFSD**.

There is currently no obligation for EFSD award recipients to report to Researchfish, but we kindly ask every awardee who is contacted by Researchfish to participate as this is essential for EFSD to secure funding for diabetes research in the future.

Researchfish help and queries

You can find out more about Researchfish and how it works at www.researchfish.net

If you are having technical difficulties with the system, difficulties accessing your account or cannot see your EFSD award in your Researchfish account, please contact Researchfish directly on support@researchfish.com or visit the Help section of the Researchfish website https://app.researchfish.com/helpwiz to watch a short help video, see a list of FAQs or send your enquiries directly to the helpdesk (including a live chat) which is available throughout the year.

Researchfish offers free 10-minute training webinars https://app.researchfish.com/webinars/ to learn how to use the system and there are "?" marks to click on available throughout the system.

For any other queries please email foundation@easd.org