

Researchfish outcome reporting system

User Guide for Researchers

How Researchfish Works

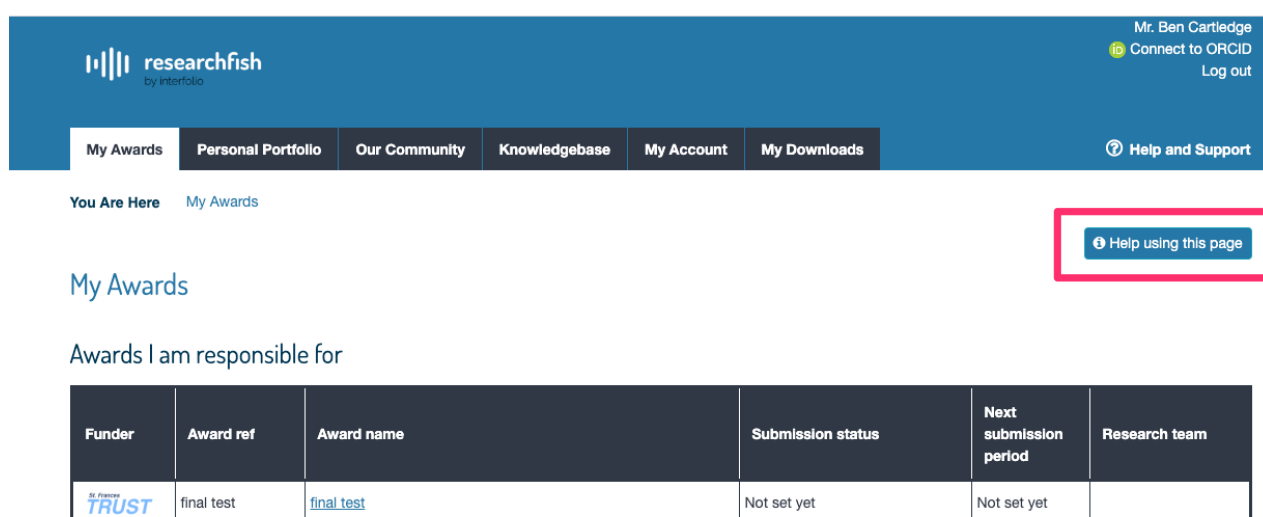
[Researchfish](#) is a system used by research funders to gather information on the outcomes of the research they fund, and for researchers to report back to Funders on the outcomes of their research.

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 'How does this page work?' button when you see it, on the right hand side of the page.




Mr. Ben Cartledge
Connect to ORCID
Log out

My Awards Personal Portfolio Our Community Knowledgebase My Account My Downloads Help and Support

You Are Here My Awards

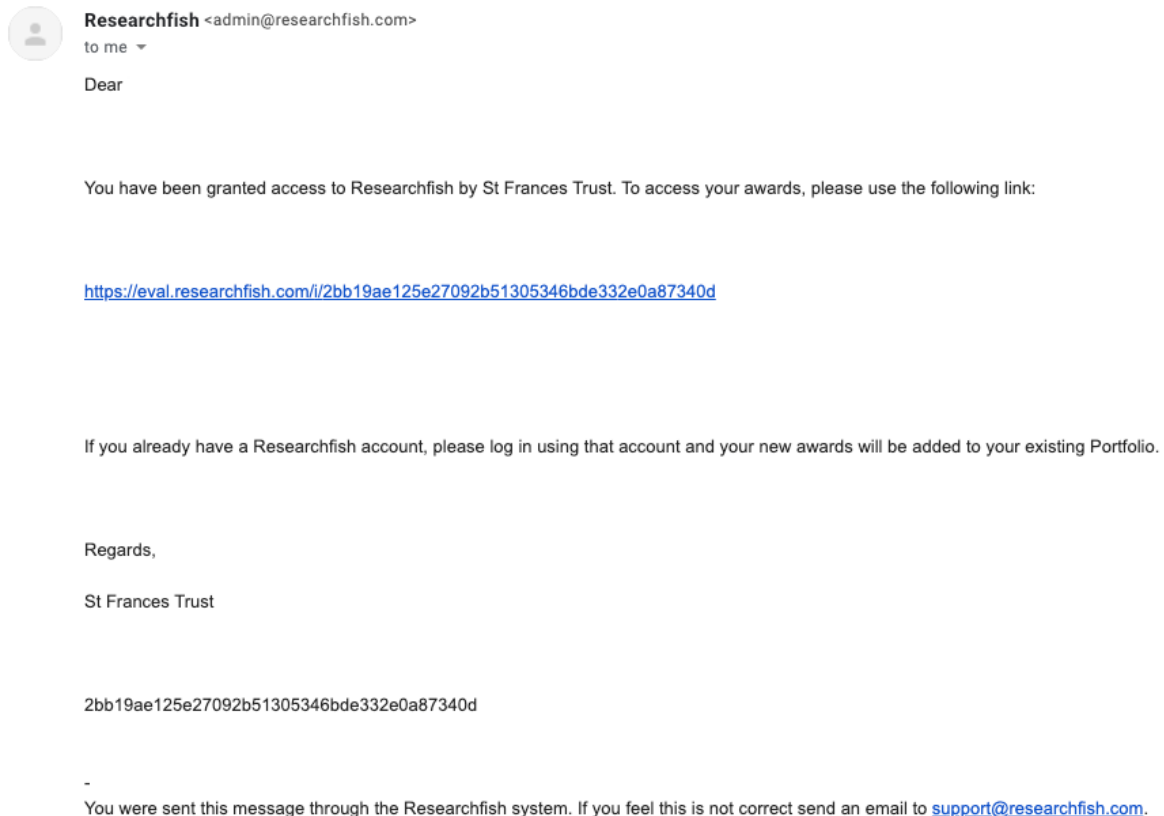
My Awards

Awards I am responsible for

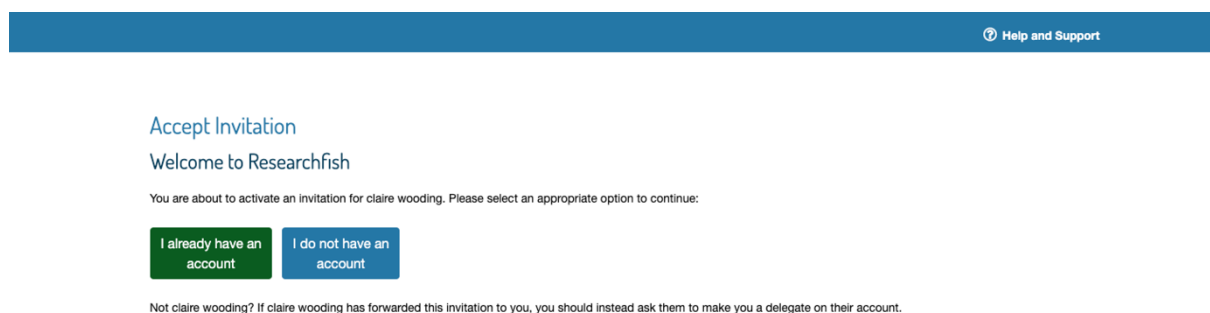
Funder	Award ref	Award name	Submission status	Next submission period	Research team
 St Francis TRUST	final test	final test	Not set yet	Not set yet	

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:

researchfish

Mr. Ben Cartledge
Connect to ORCID
Log out

My Awards Personal Portfolio Our Community Knowledgebase My Account My Downloads Help and Support

You Are Here My Awards

Help using this page

My Awards

Awards I am responsible for

Funder	Award ref	Award name	Submission status	Next submission period	Research team
St Frances TRUST	AWARD EXAMPLE 1	This is the title of your Award	Not set yet	Not set yet	Ben Cartledge
St Frances TRUST	AWARD EXAMPLE 2	This is the title of the second Award.	Not set yet	Not set yet	Ben Cartledge
St Frances TRUST	AWARD EXAMPLE 3	This is the title of the third award.	Not set yet	Not set yet	Ben Cartledge

[Don't see an award for which you are responsible?](#)

Awards where I am a research team member

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

Example of a 'My Awards' landing page.

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.

My Awards

Awards I am responsible for

St Frances Trust: Submission due by 01 Feb 2036					
Begin submission process					
Funder	Award ref	Award name	Submission status	Days left for submission	Research team
St Frances TRUST	AWARD EXAMPLE	AWARD EXAMPLE	Submission required	16 years 1 month	Ben Cartledge

Example of an award during submission period.

Awards I am responsible for


St Frances Trust: Submitted on by 09 Jul 2019. You can still amend until 01 Feb 2036.					
Amend submission					
Funder	Award ref	Award name	Submission status	Days left for amending	Research team
St Frances TRUST	TESTAWARDMIKI	Test Award for Miki	Submission completed	16 years 4 weeks	M Madi

[Don't see an award for which you are responsible?](#)

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


My Awards


Awards I am responsible for

St Frances Trust: Non-mandatory submission due by 08 Jan 2029						Begin submission process
Funder	Award ref	Award name	Submission status	Days left for submission	Research team	
	ClaireWoodingDemoAward	This is a test award for Claire Wooding	Non-mandatory submission open	9 years 1 day	C Wooding, claire wooding	

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

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



Miss Claire Wooding
 Connect to ORCID
Log out

My Awards

Personal Portfolio

Our Community

Knowledgebase

My Account

My Downloads

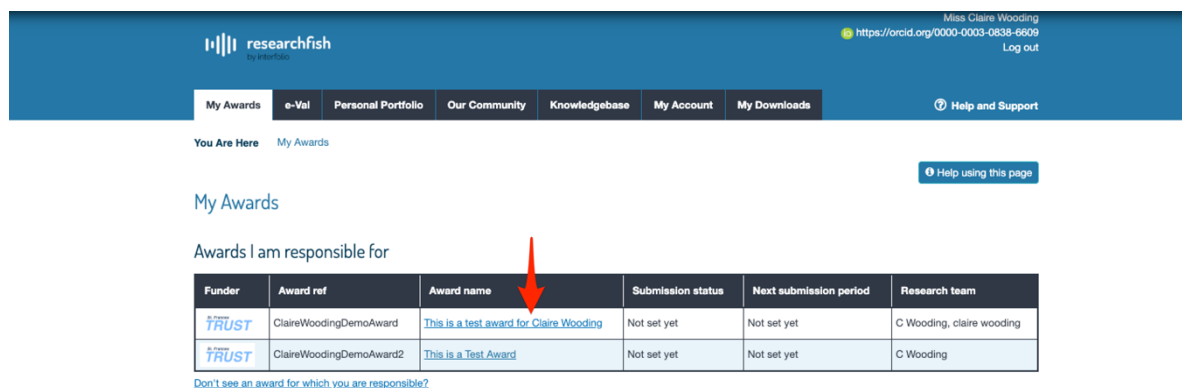
Help and Support

You Are Here [My Awards](#)[Help using this page](#)[Manage My Membership](#)

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.



researchfish by research

Miss Claire Wooding
https://orcid.org/0000-0003-0838-6609
Log out

My Awards e-Val Personal Portfolio Our Community Knowledgebase My Account My Downloads Help and Support

You Are Here My Awards

Help using this page

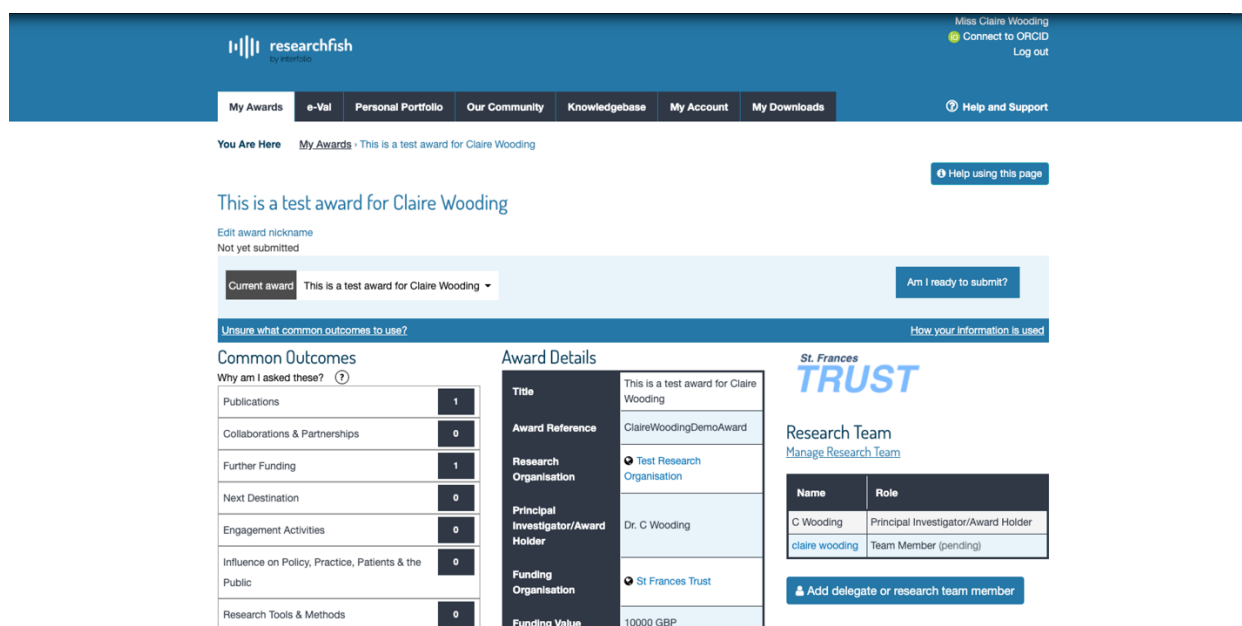
My Awards

Awards I am responsible for

Funder	Award ref	Award name	Submission status	Next submission period	Research team
St. Frances TRUST	ClaireWoodingDemoAward	This is a test award for Claire Wooding	Not set yet	Not set yet	C Wooding, claire wooding
St. Frances TRUST	ClaireWoodingDemoAward2	This is a Test Award	Not set yet	Not set yet	C Wooding

[Don't see an award for which you are responsible?](#)

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.



researchfish by research

Miss Claire Wooding
Connect to ORCID
Log out

My Awards e-Val Personal Portfolio Our Community Knowledgebase My Account My Downloads Help and Support

You Are Here My Awards > This is a test award for Claire Wooding

Help using this page

This is a test award for Claire Wooding

Edit award nickname
Not yet submitted

Current award This is a test award for Claire Wooding Am I ready to submit?

Unsure what common outcomes to use? How your information is used

Common Outcomes
Why am I asked these? ?

Outcome	Count
Publications	1
Collaborations & Partnerships	0
Further Funding	1
Next Destination	0
Engagement Activities	0
Influence on Policy, Practice, Patients & the Public	0
Research Tools & Methods	0

Award Details

Title	This is a test award for Claire Wooding
Award Reference	ClaireWoodingDemoAward
Research Organisation	Test Research Organisation
Principal Investigator/Award Holder	Dr. C Wooding
Funding Organisation	St Frances Trust
Funding Value	10000 GBP

St. Frances TRUST

Research Team
[Manage Research Team](#)

Name	Role
C Wooding	Principal Investigator/Award Holder
claire wooding	Team Member (pending)

[Add delegate or research team member](#)

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 screenshot shows the 'researchfish' interface. At the top, there's a navigation bar with 'My Awards', 'Personal Portfolio', 'Our Community', 'Knowledgebase', 'My Account', and 'My Downloads'. A user profile for 'Miss Claire Wooding' is in the top right. Below the navigation bar, the breadcrumb trail reads 'You Are Here > My Awards > Claire Wooding Demo Test Award > Publications'. The main heading is 'Claire Wooding Demo Test Award Publications'. A red arrow points to a green '+ Add new entry' button in the top right of the content area. Below this, there's a table of publications. The first two rows have 'In this award' and 'In personal portfolio' columns with 'Yes' buttons. The third row has a red exclamation mark in the 'In this award' column and a 'Yes' button in the 'In personal portfolio' column.

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 screenshot shows the 'researchfish' interface for the 'Personal Portfolio' section. The breadcrumb trail reads 'You Are Here > Personal Portfolio > Publications'. The main heading is 'Personal Portfolio Publications'. A red arrow points to a blue bar that says '+ Publications: what should I report in this section?'. Below this bar, there's a section titled 'Publications' with instructions on how to use it. At the bottom, there's a table of publications. The first row has a 'Select All' checkbox, a 'Description' column, and an 'In personal portfolio' column with a 'Yes' button.

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:

The screenshot shows the 'researchfish by nuffield' website. The top navigation bar includes links for 'My Awards', 'e-Val', 'Our Community', 'Knowledgebase', 'My Account', 'My Downloads', 'Personal Portfolio', and 'Help and Support'. A user profile for 'Miss Claire Wooding' is visible in the top right corner with options to 'Connect to ORCID' and 'Log out'.

The main content area is titled 'Publications Search' and 'Create New Record'. It features a row of tabs for different publication sources: PubMed, Scopus, Web of Science, ORCID, ISBN, Theses, Inspire/HEP, NASA/ADS, and DOI. The 'PubMed' tab is currently selected.

Below the tabs, the PubMed logo is displayed. A text block explains that the search uses PubMed to find publications relevant to biomedicine and life sciences, maintained by the US National Library of Medicine, with over 25 million publications. It mentions that if the PubMed ID (PMID) is unknown, a search form can be used.

A section titled 'Do you have PMID publication IDs?' contains a dropdown menu with the text '-- Please select an option --'.

Below this is a 'Search Results' section. It states that results are displayed in a table, sorted by relevance. It provides an example of search results: 'Showing 1 to 100 of 5000 results', indicating that 5,000 publications match the criteria and the 100 most relevant are shown. It also mentions that the table can be sorted by clicking on headings like 'Title', and that more results can be loaded by clicking 'Load More Results'.

A blue button labeled 'Search for Publications' is located at the bottom right of the search results section.

Below the search results, there is a link: 'Can't find your publication? Click here to add manually'.

The bottom section is titled 'Associate outcome with awards'. It has a sub-section 'Own awards' with a checkbox and a link to 'Test awards for Claire Wooding'.

At the bottom of the page, there are two buttons: a red 'Cancel' button and a blue 'Add to portfolio' button.

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.

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 of publications' button to perform the search/look up.

Publications Search

[Create New Record](#)

PubMed	Scopus	Web of Science	ORCID	ISBN	Theses	Inspire/HEP	NASA/ADS	DOI
--------	--------	----------------	-------	------	--------	-------------	----------	-----



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 25 million publications. If you do not know the PubMed ID (PMID) for a publication you can search for the publication using the form below.

Do you have PMID publication IDs?

Yes

PMIDs to Import? *

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

27342284 x 22466037 x 18272583 x 27997999 x 27989630 x

Clear all

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".

Search for Publications

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:

■	Type †	First Author †	Other Authors †	Title †	Journal †	Year†
<input type="checkbox"/>	Journal Article	Carter JG	Sherbon BJ, Viney IS	United Kingdom health research analyses and the benefits of shared data.	Health research policy and systems	2016
<input type="checkbox"/>	Journal Article	Kryl D	Allen L, Dolby K, Sherbon B, Viney I	Tracking the impact of research on policy and practice: investigating the feasibility of using citations in clinical guidelines for research evaluation.	BMJ open	2012
<input type="checkbox"/>	Journal Article	Kickbusch I	McCann W, Sherbon T	Adelaide revisited: from healthy public policy to Health in All Policies.	Health promotion international	2008
<input type="checkbox"/>	Journal Article	Katona L	Micklem B, Borhegyi Z, Swiejkowski DA, Valenti O, Viney TJ, Kotzadimitriou D, Klausberger T, Somogyi P	Behavior-dependent activity patterns of GABAergic long-range projecting neurons in the rat hippocampus.	Hippocampus	2016
<input type="checkbox"/>	Journal Article	Norman R	Kemmler G, Viney R, Pickard AS, Gamper E, Holzner B, Nerich V, King M	Order of Presentation of Dimensions Does Not Systematically Bias Utility Weights from a Discrete Choice Experiment.	Value in health : the journal of the International Society for Pharmacoeconomics and Outcomes Research	2016
<input type="checkbox"/>	Journal Article	Alene KA	Viney K, McBryde ES, Tesfahun A, Clements AC	Treatment outcomes in patients with multidrug-resistant tuberculosis in	Tropical medicine & international health : TM & IH	2016

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:

<input type="checkbox"/>	Type	First Author	Other Authors	Title	Journal	Year
<input type="checkbox"/>	Journal Article	Shaw A	Paton JS, Bessent RG	Mechanical deficiencies in scintillation counters, scanners, and gamma cameras.	Lancet (London, England)	1975
<input type="checkbox"/>	Journal Article	Fontaine J	Famaey JP, Reuse J	Metoclopramide reverses inhibitions of electrically-induced contractions of guinea-pig isolated ileum by anti-inflammatory drugs.	The Journal of pharmacy and pharmacology	1979
<input checked="" type="checkbox"/>	Journal Article	Choy DS		Regimen in alkalinization of urine.	Jama	1978
<input checked="" type="checkbox"/>	Journal Article	Cottrell JE	Turndorf H	Intravenous nitroglycerin.	American heart journal	1978
<input type="checkbox"/>	Journal Article	Hirvonen TP	Aalto H, Pyykkö I, Juhola M	Phase difference of vestibulo-ocular reflex in head autorotation test.	Acta otolaryngologica. Supplementum	1997

You will notice the section under the table change working to reflect your choices:

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.

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.

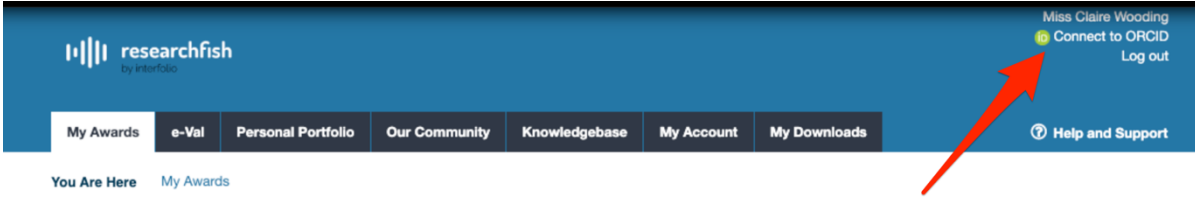
The list below shows the most common errors:

- **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.

Connect to ORCID

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



The screenshot shows the researchfish user interface. In the top right corner, the user's name 'Miss Claire Wooding' is displayed, along with a yellow 'id' icon and the text 'Connect to ORCID' and 'Log out'. A red arrow points to the 'Connect to ORCID' link. Below the navigation bar, the 'My Awards' section is visible, showing a table of awards the user is responsible for.

My Awards

Awards I am responsible for

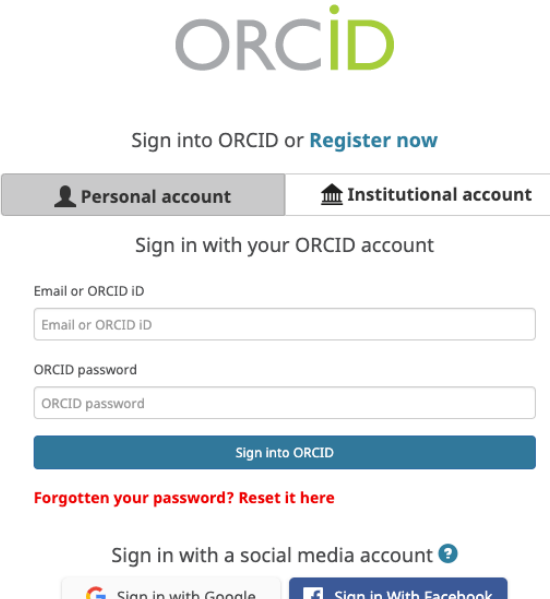
Funder	Award ref	Award name	Submission status	Next submission period	Research team
ST. PETER'S TRUST	ClaireWoodingDemoAward	This is a test award for Claire Wooding	Not set yet	Not set yet	C Wooding, claire wooding
ST. PETER'S TRUST	ClaireWoodingDemoAward2	This is a Test Award	Not set yet	Not set yet	C Wooding

[Don't see an award for which you are responsible?](#)

Awards where I am a research team member

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

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



The screenshot shows the ORCID sign-in page. It features the ORCID logo at the top, followed by the text 'Sign into ORCID or Register now'. Below this are two tabs: 'Personal account' and 'Institutional account'. The 'Personal account' tab is selected. The page prompts the user to 'Sign in with your ORCID account' and provides input fields for 'Email or ORCID ID' and 'ORCID password'. A 'Sign into ORCID' button is located below the password field. A link for 'Forgotten your password? Reset it here' is provided. At the bottom, there is a section for 'Sign in with a social media account' with buttons for 'Sign in with Google' and 'Sign in With Facebook'.

ORCID

Sign into ORCID or [Register now](#)

Personal account **Institutional account**

Sign in with your ORCID account

Email or ORCID ID

ORCID password

[Sign into ORCID](#)

[Forgotten your password? Reset it here](#)

Sign in with a social media account ?

[Sign in with Google](#) [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.

researchfish
by interfolio

Miss Claire Wooding
https://sandbox.orcid.org/0000-0002-1093-0127
Log out

My Awards e-Val Our Community Knowledgebase My Account My Downloads Personal Portfolio Help and Support

You Are Here My Awards

Help using this page

My Awards

✓ Your ORCID record is now linked to your Researchfish account.

Awards I am responsible for

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.

researchfish
by interfolio

Miss Claire Wooding
https://orcid.org/0000-0003-0838-8609
Log out

My Awards e-Val Personal Portfolio Our Community Knowledgebase My Account My Downloads Help and Support

You Are Here My Awards

Help using this page

My Awards

Awards I am responsible for

Funder	Award ref	Award name	Submission status	Next submission period	Research team
TRUST	ClaireWoodingDemoAward	This is a test award for Claire Wooding	Not set yet	Not set yet	C Wooding, claire wooding
TRUST	ClaireWoodingDemoAward2	This is a Test Award	Not set yet	Not set yet	C Wooding

[Don't see an award for which you are responsible?](#)

Step 2: On the award details page, click on the 'Download Award' button.

This is a test award for Claire Wooding

Edit award nickname
Not yet submitted

Current award This is a test award for Claire Wooding ▼ Am I ready to submit?

Unsure what common outcomes to use? How your information is used

Common Outcomes

Why am I asked these? ⓘ

Publications	1
Collaborations & Partnerships	0
Further Funding	1
Next Destination	0
Engagement Activities	1
Influence on Policy, Practice, Patients & the Public	0
Research Tools & Methods	0
Research Databases & Models	1
Intellectual Property & Licensing	0
Medical Products, Interventions & Clinical Trials	0
Artistic & Creative Products	0
Software & Technical Products	0
Spin Outs	0
Awards & Recognition	1
Other Outputs & Knowledge/Future Steps	2
Use of Facilities & Resources	0

Mandatory additional questions

Why am I asked these? ⓘ

Academic meetings and conferences attendance	✓
Key Findings	⚠

Award Details

Title	This is a test award for Claire Wooding
Award Reference	ClaireWoodingDemoAward
Research Organisation	Test Research Organisation
Principal Investigator/Award Holder	Dr. C Wooding
Funding Organisation	St Frances Trust
Funding Value	10000 GBP
Funding Start Date	10 Jun 2000
Funding End Date	10 Jun 2019
Bulk MC	Not Supplied
Research organisation sharing	Full Share ⓘ
Award Type	Research grant (including intramural programme)

Download Award and Outcome Data

Award details incorrect? Please [contact the funder](#).

St. Frances TRUST

Research Team

[Manage Research Team](#)

Name	Role
C Wooding	Principal Investigator/Award Holder
claire wooding	Team Member (pending)

Add delegate or research team member

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 section(s) you want to include

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

- ☐ Engagement Activities (1)
- ☐ Further Funding (1)
- ☐ Next Destination (1)
- ☐ Publications (2)

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 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.

researchfish

Miss Claire Wooding
https://orcid.org/0000-0003-0838-6609
Log out

My Awards e-Val Personal Portfolio Our Community Knowledgebase My Account My Downloads Help and Support

You Are Here My Awards

Help using this page

My Awards

Awards I am responsible for

Funder	Award ref	Award name	Submission status	Next submission period	Research team
TRUST	ClaireWoodingDemoAward	This is a test award for Claire Wooding	Not set yet	Not set yet	C Wooding, claire wooding
TRUST	ClaireWoodingDemoAward2	This is a Test Award	Not set yet	Not set yet	C Wooding

[Don't see an award for which you are responsible?](#)

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

Help using this page

This is a test award for Claire Wooding

Edit award nickname
Not yet submitted

Current award This is a test award for Claire Wooding Am I ready to submit?

Unsure what common outcomes to use? How your information is used

Common Outcomes

Why am I asked these? ⓘ

Common Outcomes	Count
Publications	1
Collaborations & Partnerships	0
Further Funding	1
Next Destination	0
Engagement Activities	1
Influence on Policy, Practice, Patients & the Public	0
Research Tools & Methods	0
Research Databases & Models	1
Intellectual Property & Licensing	0
Medical Products, Interventions & Clinical Trials	0
Artistic & Creative Products	0
Software & Technical Products	0
Spin Outs	0
Awards & Recognition	1
Other Outputs & Knowledge/Future Steps	2
Use of Facilities & Resources	0

Mandatory additional questions

Why am I asked these? ⓘ

Academic meetings and conferences attendance	✓
Key Findings	⚠

Award Details

Title This is a test award for Claire Wooding

Award Reference ClaireWoodingDemoAward

Research Organisation Test Research Organisation

Principal Investigator/Award Holder Dr. C Wooding

Funding Organisation St Frances Trust

Funding Value 10000 GBP

Funding Start Date 10 Jun 2000

Funding End Date 10 Jun 2019

Bulk MC Not Supplied

Research organisation sharing Full Share ⓘ

Award Type Research grant (including intramural programme)

Download Award and Outcome Data

Award details incorrect? Please contact the funder.

St. Frances TRUST

Research Team

[Manage Research Team](#)

Name	Role
C Wooding	Principal Investigator/Award Holder
claire wooding	Team Member (pending)

Add delegate or research team member

Step 3: Select the appropriate role of the team member you wish to add.

researchfish
by Interfolio

Miss Claire Wooding
Connect to ORCID
Log out

My Awards e-Val Our Community Knowledgebase My Account Personal Portfolio My Downloads Help and Support

You Are Here My Awards > 660_7b5e92f9b981e6_AW > Add Team Member

Add Team Member

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

Another person to help administer my organisation

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 press the 'Invite User' button.

researchfish
by Interfolio

Mr. Ben Cartledge
Connect to ORCID
Log out

My Awards Personal Portfolio Our Community Knowledgebase My Account My Downloads Help and Support

You Are Here Home > Add Delegate

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 *

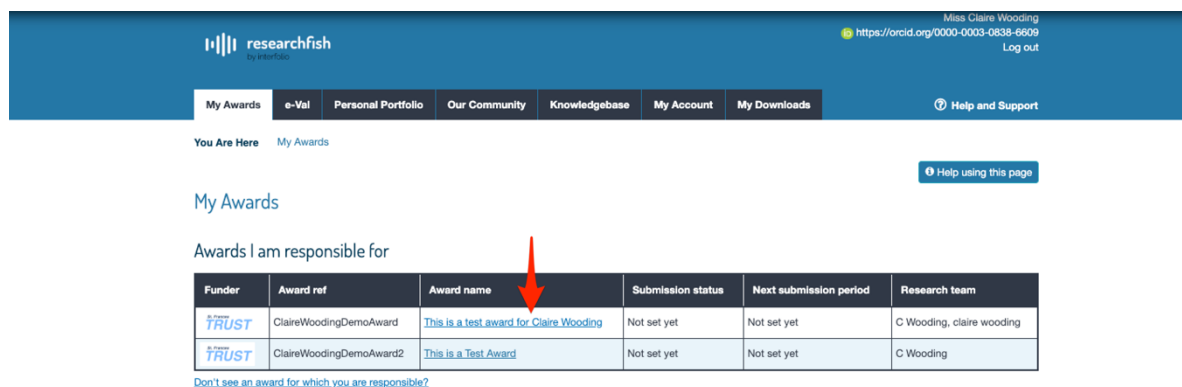
Send Invitation Back

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.



researchfish

Miss Claire Wooding
https://orcid.org/0000-0003-0838-6609
Log out

My Awards e-Val Personal Portfolio Our Community Knowledgebase My Account My Downloads Help and Support

You Are Here My Awards

Help using this page

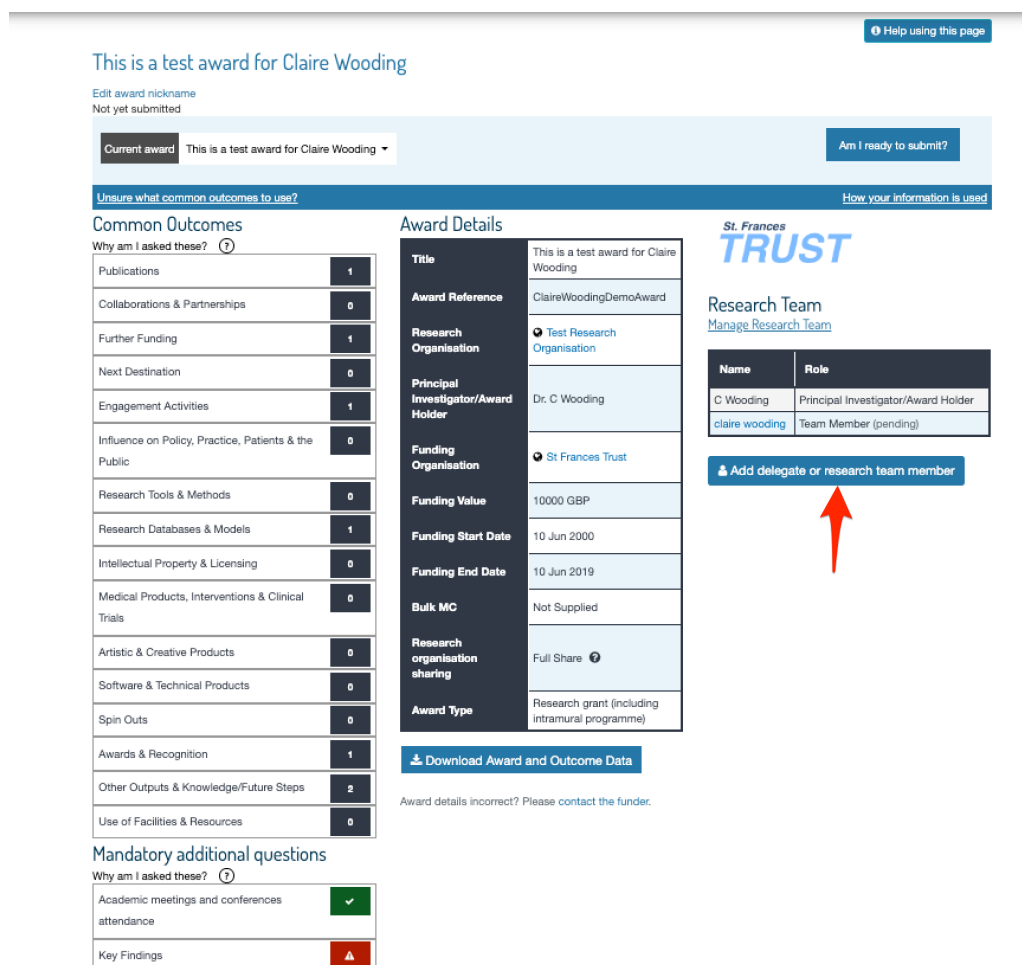
My Awards

Awards I am responsible for

Funder	Award ref	Award name	Submission status	Next submission period	Research team
St. Frances TRUST	ClaireWoodingDemoAward	This is a test award for Claire Wooding	Not set yet	Not set yet	C Wooding, claire wooding
St. Frances TRUST	ClaireWoodingDemoAward2	This is a Test Award	Not set yet	Not set yet	C Wooding

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

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



Help using this page

This is a test award for Claire Wooding

Edit award nickname
Not yet submitted

Current award This is a test award for Claire Wooding Am I ready to submit?

Unsure what common outcomes to use? How your information is used

Common Outcomes

Why am I asked these? ⓘ

Common Outcomes	Count
Publications	1
Collaborations & Partnerships	0
Further Funding	1
Next Destination	0
Engagement Activities	1
Influence on Policy, Practice, Patients & the Public	0
Research Tools & Methods	0
Research Databases & Models	1
Intellectual Property & Licensing	0
Medical Products, Interventions & Clinical Trials	0
Artistic & Creative Products	0
Software & Technical Products	0
Spin Outs	0
Awards & Recognition	1
Other Outputs & Knowledge/Future Steps	2
Use of Facilities & Resources	0

Mandatory additional questions

Why am I asked these? ⓘ

Academic meetings and conferences attendance	✓
Key Findings	⚠

Award Details

Field	Value
Title	This is a test award for Claire Wooding
Award Reference	ClaireWoodingDemoAward
Research Organisation	Test Research Organisation
Principal Investigator/Award Holder	Dr. C Wooding
Funding Organisation	St Frances Trust
Funding Value	10000 GBP
Funding Start Date	10 Jun 2000
Funding End Date	10 Jun 2019
Bulk MC	Not Supplied
Research organisation sharing	Full Share ⓘ
Award Type	Research grant (including intramural programme)

Download Award and Outcome Data

Award details incorrect? Please contact the funder.

St. Frances TRUST

Research Team

Manage Research Team

Name	Role
C Wooding	Principal Investigator/Award Holder
claire wooding	Team Member (pending)

Add delegate or research team member

Step 3: Select the appropriate role of the team member you wish to add

researchfish
by Interfolio

Miss Claire Wooding
Connect to ORCID
Log out

My Awards e-Val Our Community Knowledgebase My Account Personal Portfolio My Downloads Help and Support

You Are Here My Awards · 660_7b5e92f9b981e5_AW · Add Team Member

Add Team Member

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

Another person to help administer my organisation

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:

1. Complete the details of the collaborator you wish to add.
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).
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).
4. 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"/>	
Test CV	Test CV	<input type="checkbox"/>	<input type="checkbox"/>
Test 2	Test 2	<input type="checkbox"/>	<input type="checkbox"/>
Test 3	Test 3	<input type="checkbox"/>	<input type="checkbox"/>
Test CV 3	Test CV 3	<input type="checkbox"/>	<input type="checkbox"/>
final test	final test	<input type="checkbox"/>	<input type="checkbox"/>
NE/C506999/1	Applications of a novel technique for visualising and tracking organic chemicals in plants and other media.	<input type="checkbox"/>	<input type="checkbox"/>
NE/D001145/1	Event-triggered passive sampling for cost-effective regulatory monitoring	<input type="checkbox"/>	<input type="checkbox"/>
NE/D521606/1	Passive air sampling of organic pollutants.	<input type="checkbox"/>	<input type="checkbox"/>
NE/E015018/1	Visualisation of Nanoparticles in the Environment	<input type="checkbox"/>	<input type="checkbox"/>
BenTestReference	BenTestAward	<input type="checkbox"/>	<input type="checkbox"/>
Giorgia-Test-Award-001	A Test Award for Giorgia Siriaco	<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.

researchfish
by interfish

Miss Claire Wooding
https://orcid.org/0000-0003-0838-6609
Log out

My Awards e-Val Personal Portfolio Our Community Knowledgebase My Account My Downloads Help and Support

You Are Here My Awards

My Awards

Awards I am responsible for

Funder	Award ref	Award name	Submission status	Next submission period	Research team
St. Frances TRUST	ClaireWoodingDemoAward	This is a test award for Claire Wooding	Not set yet	Not set yet	C Wooding, claire wooding
St. Frances TRUST	ClaireWoodingDemoAward2	This is a Test Award	Not set yet	Not set yet	C Wooding

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

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

Current award Katy Test Award Not In Submission Am I ready to submit?

Unsure what common outcomes to use? How your information is used

Common Outcomes

Why am I asked these? (?)

Outcome	Count
Publications	2
Collaborations & Partnerships	0
Further Funding	1
Next Destination	1
Engagement Activities	1
Influence on Policy, Practice, Patients & the Public	0
Research Tools & Methods	0
Research 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 & Knowledge/Future Steps	0
Use of Facilities & Resources	0

Award Details

Title	Katy Test Award Not In Submission
Award Reference	TestRef
Research Organisation	Test Research Organisation
Principal Investigator/Award Holder	Ms. Katy Witney
Funding Organisation	St Frances Trust
Funding Value	12 GBP
Funding Start Date	21 Feb 2018
Funding End Date	21 Feb 2021
Bulk MC	Not Supplied
Research organisation sharing	Not Shared ?
Award Type	Research grant (including intramural programme)

Download Award and Outcome Data

Award details incorrect? Please [contact the funder](#).

St. Frances TRUST

Research Team

[Manage Research Team](#)

Name	Role
Katy Witney	Principal Investigator/Award Holder
Frankie Levanti	Team Member

Add delegate or research team member

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 'Save' button.

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

My Awards
e-Val
Personal Portfolio
Our Community
Knowledgebase
My Account
My Downloads
Help and Support

You Are Here
Home
Manage Research Team Members
Edit Team Member - Frankie Levanti

Edit Team Member - Frankie Levanti

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

Award	Use outputs in their awards	Add outputs to my award
TestRef	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WT_TEST27	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ktw1	<input type="checkbox"/>	<input type="checkbox"/>
1234	<input type="checkbox"/>	<input type="checkbox"/>
AWARDREFTTEST	<input type="checkbox"/>	<input type="checkbox"/>
AnotherTest	<input type="checkbox"/>	<input type="checkbox"/>
FRA--REFERENCE	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Location Test	<input type="checkbox"/>	<input 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
e-Val
Personal Portfolio
Our Community
Knowledgebase
My Account
My Downloads
Help and Support

You Are Here
My Awards

Help using this page

My Awards

Awards I am responsible for

St Frances Trust: Submission due by 21 Apr 2021

Begin submission process

Funder	Award ref	Award name	Submission status	Days left for submission	Research team
St Frances TRUST	TestRef	Katy Test Award Not in Submission	Submission required	1 year 3 months	Katy Witney, Frankie Levanti

Awards not currently due for submission

Funder	Award ref	Award name	Submission status	Next submission period	Research team
The Retina Foundation	WT_TEST27	Katy Test Award	Not set yet	Not set yet	Katy Witney, Vera Hazelwood, Frankie Levanti
St Frances TRUST	ktw1	test ro data sharing	No further submissions are expected against this award	Not Applicable	Katy Witney, K Witney, Frankie Levanti
St Frances TRUST	1234	My Award Title	Not set yet	Not set yet	Katy Witney, Frankie Levanti
St Frances TRUST	AWARDREFTTEST	Test Award for Katy	Not set yet	Not set yet	Katy Witney, TestTheLink Sherbon, Cliff Brown, Frankie Levanti
St Frances TRUST	AnotherTest	Katy Test - Adding award in middle of a submission period	Not set yet	Not set yet	Katy Witney, Frankie Levanti

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 *Katy Test Award Not In Submission*

Common outcomes added to this award

Publications (2)

Further Funding (1)

Next Destination (1)

Engagement Activities (1)

Sections without outcomes

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

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

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 Public Health Agency via Researchfish may be quoted, in full or in part, and outputs attributed to investigators and grants. By submitting data to Public Health Agency via Researchfish you consent to this use, publication and onward dissemination of outcomes.

For more details and to see the full terms and conditions which includes the standard reporting requirements see our website: www.research.hscni.net/terms-and-conditions-awards

☐ 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

researchfish by mounio <https://orcid.org/0000-0001-6387-9639> Log out

My Awards e-Val Personal Portfolio Our Community Knowledgebase My Account My Downloads Help and Support

You Are Here [My Awards](#) · [Katy Test Award](#) · Publications

Katy Test Award

Publications

Edit award nickname

Current award: Katy Test Award [+ Add new entry](#)

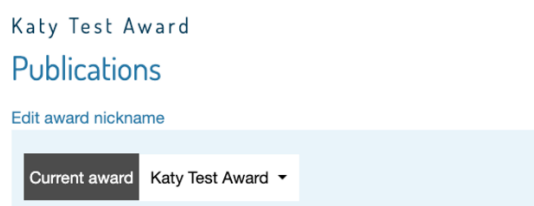
Displaying: Publications Sorted by: Date Added Filtered by: Select one Search

[+ Publications: what should I report in this section?](#)

Select All	Description	In this award	In personal portfolio
<input type="checkbox"/>	<p>Hazelwood T, Murray CM, Baker A, Stanley M, (2019). Ethical tensions: A qualitative systematic review of new graduate perceptions.. Nursing ethics, 26 (3), pp. 884-902</p> <p>Added by: Dr Vera Hazelwood</p> <p>Date Added: 13 Jun 2019</p> <p>PubMed DOI Repository</p> <p>Add new entry 2</p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	<p>Clarkson J, Pitts N, Bonetti D, Boyers D, Braid H, Elford R..... Young L, (2018). INTERVAL (investigation of NICE technologies for enabling risk-variable-adjusted-length) dental recalls trial: a multicentre randomised controlled trial investigating the best dental recall interval for optimum, cost-effective maintenance of oral health in dentate adults attending dental primary care.. BMC oral health, 18 (1), pp. 135</p> <p>Added by: Mrs Katy Witney</p> <p>Date Added: 14 Mar 2019</p> <p>PubMed DOI Repository</p> <p>Add new entry 6</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/>	<p>Conserva Filho M, Oliveira M, Sampaio A, Cavalcanti A, (2018). Compositional and local livelock analysis for CSP. Information Processing Letters,</p> <p>Added by: Mrs Katy Witney</p> <p>Date Added: 11 Feb 2019</p> <p>DOI</p> <p>Add new entry 1</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/>	<p>Miyazawa A, Ribeiro P, Li W, Cavalcanti A, Timmis J, Woodcock J, (2019). RoboChart: modelling and verification of the functional behaviour of robotic applications. Software & Systems Modeling,</p> <p>Added by: Mrs Katy Witney</p> <p>Date Added: 11 Feb 2019</p> <p>DOI</p> <p>Add new entry 1</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes

The customization bar provides the following options:

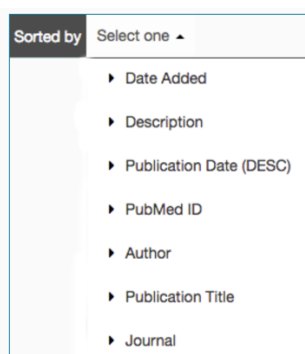
Current award: this menu allows you to navigate between awards, if you have more than one. For example, if you are viewing the list of Publications for award X and choose to navigate to award Y, you will land on the Publications list for award Y.



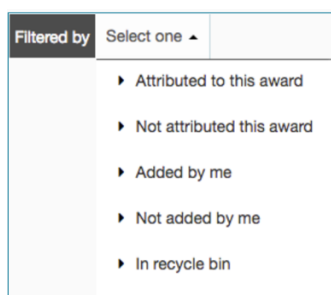
Displaying: use this menu to navigate between outcome types. You're chosen outcome category will also be displayed on the page title.



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.



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.

The screenshot shows the 'researchfish by interfish' interface. The user is Miss Claire Wooding, with ORCID ID https://orcid.org/0000-0003-0838-6609. The navigation bar includes 'My Awards', 'e-Val', 'Personal Portfolio' (selected), 'Our Community', 'Knowledgebase', 'My Account', 'My Downloads', and 'Help and Support'. The 'Personal Portfolio' section is active, showing a 'Common Outcomes' table, a 'Profile' section, and a summary of outcomes.

Common Outcomes
Why am I asked these? ⓘ

Publications	8
Collaborations & Partnerships	0
Further Funding	1
Next Destination	0
Engagement Activities	1
Influence on Policy, Practice, Patients & the Public	0
Research Tools & Methods	0
Research Databases & Models	1
Intellectual Property & Licensing	0
Medical Products, Interventions & Clinical Trials	0
Artistic & Creative Products	0
Software & Technical Products	0
Spin Outs	0
Awards & Recognition	1
Other Outputs & Knowledge/Future Steps	2
Use of Facilities & Resources	0

Profile

Title	Miss
First name	Claire
Last Name	Wooding
ORCID ID	✓ Connected to 0000-0003-0838-6609

[Download Personal Portfolio](#)

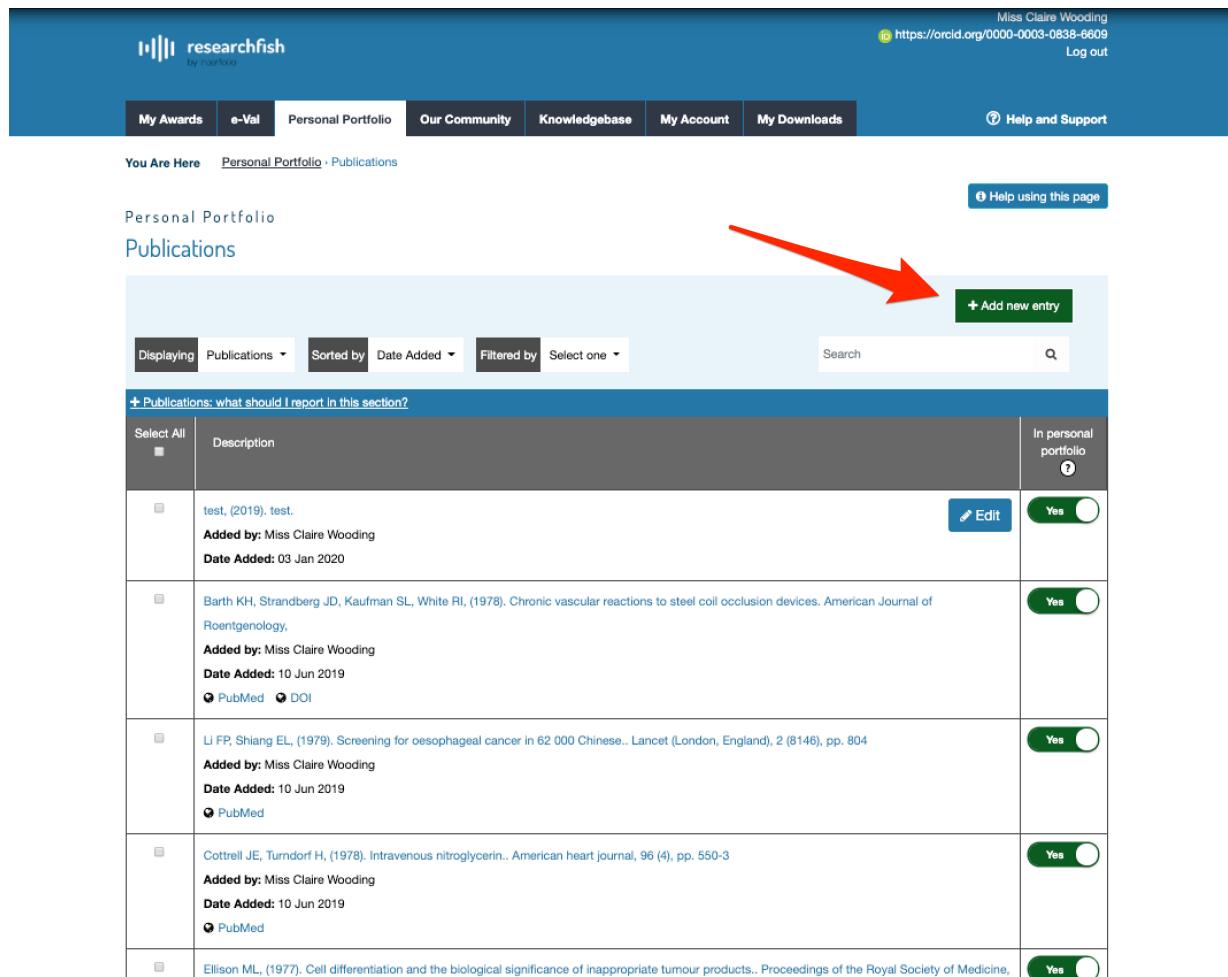
You have **14** total outcomes added to your personal portfolio. You also have **7** outcomes **not attributed** to an award.

[Add delegate or research team member](#)

[Help using this page](#)

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 'researchfish' Personal Portfolio interface. The top navigation bar includes 'My Awards', 'e-Val', 'Personal Portfolio', 'Our Community', 'Knowledgebase', 'My Account', and 'My Downloads'. The user is logged in as 'Miss Claire Wooding' with an ORCID ID link and a 'Log out' button. The 'Personal Portfolio' section is active, showing 'Publications'. A red arrow points to the '+ Add new entry' button. Below this, there are filters for 'Displaying', 'Sorted by', and 'Filtered by', along with a search bar. A table lists publications with columns for 'Select All', 'Description', and 'In personal portfolio'. Each row includes an 'Edit' button and a 'Yes' toggle switch.

Publications: what should I report in this section?

Select All	Description	In personal portfolio
<input type="checkbox"/>	<p>test, (2019). test.</p> <p>Added by: Miss Claire Wooding</p> <p>Date Added: 03 Jan 2020</p>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<p>Barth KH, Strandberg JD, Kaufman SL, White RI, (1978). Chronic vascular reactions to steel coil occlusion devices. American Journal of Roentgenology.</p> <p>Added by: Miss Claire Wooding</p> <p>Date Added: 10 Jun 2019</p> <p>PubMed DOI</p>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<p>Li FP, Shiang EL, (1979). Screening for oesophageal cancer in 62 000 Chinese.. Lancet (London, England), 2 (8146), pp. 804</p> <p>Added by: Miss Claire Wooding</p> <p>Date Added: 10 Jun 2019</p> <p>PubMed</p>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<p>Cottrell JE, Turndorf H, (1978). Intravenous nitroglycerin.. American heart journal, 96 (4), pp. 550-3</p> <p>Added by: Miss Claire Wooding</p> <p>Date Added: 10 Jun 2019</p> <p>PubMed</p>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<p>Ellison ML, (1977). Cell differentiation and the biological significance of inappropriate tumour products.. Proceedings of the Royal Society of Medicine,</p>	<input checked="" type="checkbox"/>

Downloading the Personal Portfolio

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

researchfish
by nuffield

Miss Claire Wooding
https://orcid.org/0000-0003-0838-6609
Log out

My Awards e-Val **Personal Portfolio** Our Community Knowledgebase My Account My Downloads Help and Support

You Are Here Personal Portfolio

Help using this page

Personal Portfolio

Common Outcomes

Why am I asked these? ⓘ

Publications	8
Collaborations & Partnerships	0
Further Funding	1
Next Destination	0
Engagement Activities	1
Influence on Policy, Practice, Patients & the Public	0
Research Tools & Methods	0
Research Databases & Models	1
Intellectual Property & Licensing	0
Medical Products, Interventions & Clinical Trials	0
Artistic & Creative Products	0
Software & Technical Products	0
Spin Outs	0
Awards & Recognition	1
Other Outputs & Knowledge/Future Steps	2
Use of Facilities & Resources	0

Profile

Title	Miss
First name	Claire
Last Name	Wooding
ORCID ID	✓ Connected to 0000-0003-0838-6609

You have **14** total outcomes added to your personal portfolio. You also have **7** outcomes **not attributed** to an award.

Add delegate or research team member

[Download Personal Portfolio](#)

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

researchfish
by nuffield

Miss Claire Wooding
https://orcid.org/0000-0003-0838-6609
Log out

My Awards e-Val **Personal Portfolio** Our Community Knowledgebase My Account My Downloads Help and Support

You Are Here My Awards Portfolio **Download Personal Portfolio**

Download Personal Portfolio

Select the section(s) you want to include

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

- ☒ Academic meetings & conference attendance (1)
- ☒ Awards & Recognition (1)
- ☒ Engagement Activities (1)
- ☒ Further Funding (1)
- ☒ Other Outputs & Knowledge/Future Steps (2)
- ☒ Publications (8)
- ☒ Research Databases & Models (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.

researchfish
by interfolio

Miss C E WOODING
Connect to ORCID
Log out

My Awards **Our Community** **Knowledgebase** **My Account** **My Downloads** **Personal Portfolio** **Help and Support**

You Are Here [Home](#) > [My Account](#)

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: 91538

Title *

First name *

Last name *

E-mail address *

Current password

Enter your current password to change the E-mail address or Password. [Request new password](#).

Password Password quality:

Confirm password

To change the current user password, enter the new password in both fields.

Status

Save

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.

