Researchfish

Node Administrator roles & responsibilities
4th December 2025

Research Office

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What is Researchfish?

What

Web-based system used by UKRI and many other funders.

Collects research outcomes from award holders annually.

Why

Demonstrates economic and social returns on investment in research.

Helps to make the case for future funding.

Communicates the benefits of research to wider audience.

Note

Outputs submitted made publicly available via "Gateway to Research"

Avoid submitting any confidential information to ResearchFish.

Sanctions for non-compliance.

Researchfish

ELSEVIER

2nd February to 12th March 2026 4:00pm

UKRI (AHRC, BBSRC, ESRC, MRC, NERC, EPSRC, STFC) , CRUK, NIHR, BHF

- Last year the following funders also used the **same** submission window:

Cystic Fibrosis Trust, NC3R's, Rosetrees, UK Space Agency

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Who needs to submit?

PIs/Fellows

- Who have active awards

- For 5 years after award end date

Students (UKRI only)

- For the 2026 Research Outcomes submission period, UKRI is pausing the collection of studentship data and **will not** be adding any new students to Researchfish.

- Any studentships already on Researchfish will remain on the system for the usual duration and we welcome the submission of any new outcomes on a non-mandatory basis.

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Wellcome Trust
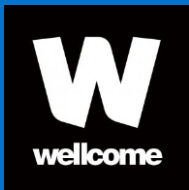
WT Grant holders whose grants end between
1st October 2025 - 30th September 2026 will be asked to submit in
Researchfish.

- if an award is not due a submission, WT will code the award with response code 2 'no submission is expected this year'.

- sanctions - if grant holders don't submit their Researchfish report, WT won't award them any more grants until they do submit a report.

A full list of grants is available on their website
https://wellcome.org/grant-funding/guidance/end-grant-reporting

Symplectic Elements

- Links between relevant grants and publications in Elements are transferred to Researchfish annually, prior to the start of the submission period.

- This applies to datasets, journal articles, conference proceedings and book chapters which have a unique identifier (DOI)

- Links need to be in Elements by **Monday 19th January 2026**.

For queries about specific grants in Elements (for example core awards which are set up differently in CUFS and Researchfish, or awards with missing or incorrect funder references) contact researchinformation@admin.cam.ac.uk as soon as possible.

SYMPLECTIC
Elements

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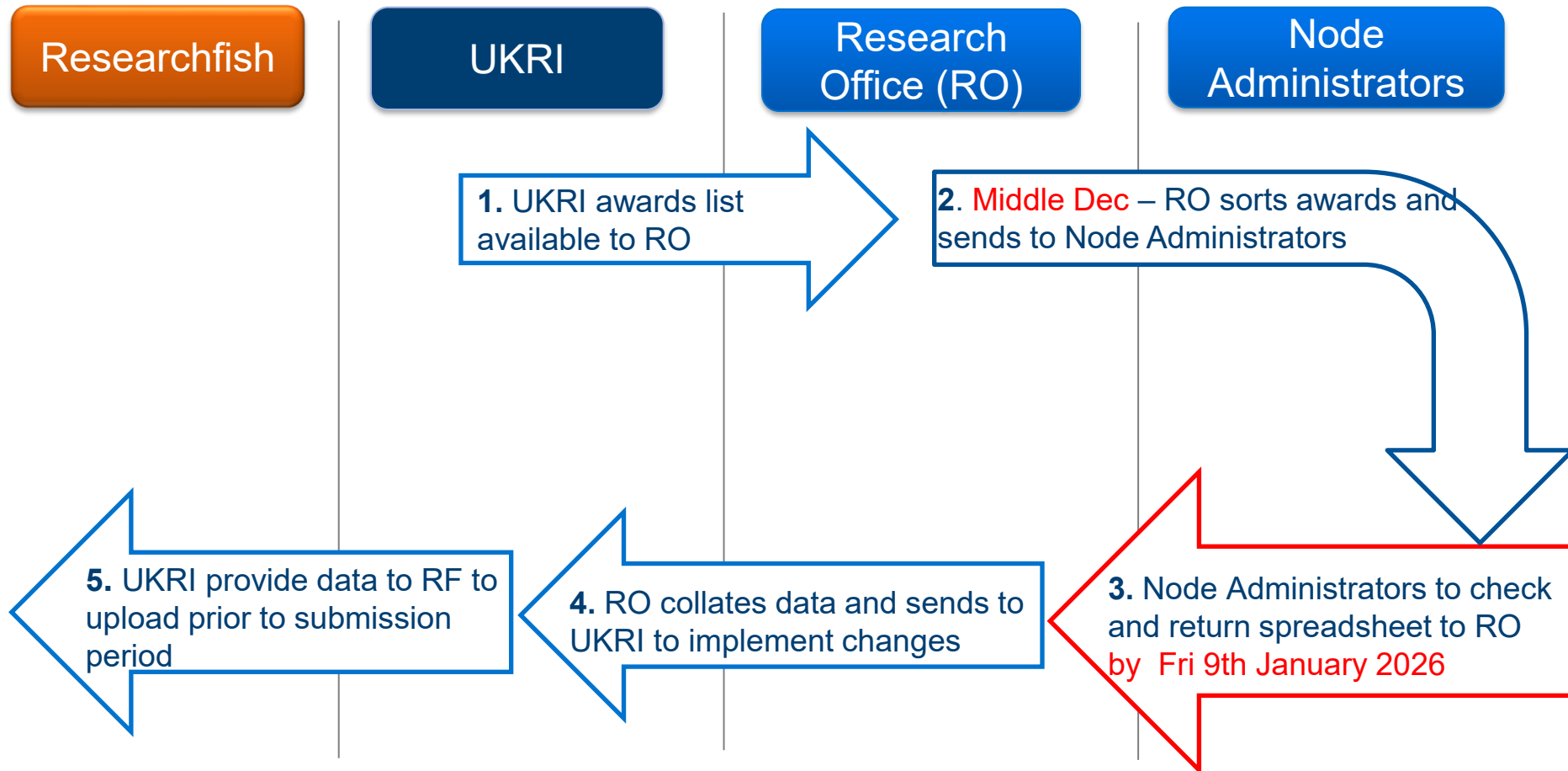
Role of Node Administrator

Dec / Jan

- Check your awards on the spreadsheet and return to RO by **Fri 9th Jan**
- Log into your Researchfish account; verify it works, check PI awards and details
- Encourage PIs to update their Symplectic Elements account

Feb - March

- First point of contact for students and PIs in your node
- Monitor submission progress
- Chase any pending submissions
- PI may delegate authority to you
- Encourage researchers to populate outcomes ahead of the submission period

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The Award Checking Process

Researchfish

UKRI

Research Office (RO)

Node Administrators

1. UKRI awards list available to RO

2. Middle Dec – RO sorts awards and sends to Node Administrators

5. UKRI provide data to RF to upload prior to submission period

4. RO collates data and sends to UKRI to implement changes

3. Node Administrators to check and return spreadsheet to RO by Fri 9th January 2026

It's easier to make changes now, it's harder and not guaranteed if changes are requested during the submission period

Award Checking – what you need to do

Each Node Administrator will receive an email from the Research Office with link to spreadsheet containing list of Node's awards.

What to check:

1. Response code is correct

2. Researchers are allocated to correct node *(Researchers will be in node which holds award's budget code)*

3. Researcher name and title

4. For duplicate awards

9th Jan 2026

Confirm through tabs on spreadsheet that either:

i) spreadsheet has been updated *or*   ii) that no changes are needed

Response codes: PIs and Fellows

PIs and Fellows

Response Code	Descriptor	Affects 'research organisation's compliance' statistics?	Non-submission triggers Sanctions Policy?
1	A submission is expected this year from the PI or Fellow	Yes	Yes
2	No submission is expected this year. The PI or Fellow has been granted a one year exemption	No	No
3	No further submissions are expected against this award due. The award is excluded from the Submission Period	No	No
4	A submission is expected this year from the PI or Fellow but they are no longer working at the funded organisation	No	Yes
5	The PI or Fellow is no longer expected to make a submission, but may still do so if they wish to add new outcomes	No	No

Response Code 2
"No submission is expected this year"

Response Code 2 can be requested if a PI is unable to submit due to temporary personal circumstances such as:

- Maternity / Paternal leave

- Long term sickness

- No internet access while on fieldwork

Please note that some WT awards will be coded 2 already – this is because these awards are not expected to submit this year.

Funders do not require personal information details for Response Code 2 requests

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Sample Spreadsheet and Requesting Changes

Example of the spreadsheet headings:

- If the response code is incorrect, note the new requested response code in the 'New Response Code' column

- In the comments section, <u>include details</u> on why this response code change is requested. E.g. PI has left the university, or award is older than 5 years.

- Response Code 2 requests: sensitive information not required

- Please do not edit other original data.

- **Make all changes in the spreadsheet, don't create a new one.**

- Return by 9th January 2026

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Response Code 5

- Intended for PIs who want to make a submission, but it is no longer in the required time frame. No Sanctions apply.

- <mark>Note:</mark> MRC do not use RC 5. Award is given code 1 for active or 3 for inactive.

- Other Research councils will use code 5.

- Students – As UKRI is not making their submission mandatory, we are expecting them to all be coded 5.

Node Administrator reminders

- Node award spreadsheet template

  - Each Node spreadsheet will be sent as a link, not an attachment

  - There will be drop-down menu choices for Response Code changes and Comments, as well as free text options

- We have set up a Community of Practice in Teams for Node Administrators – please join it for updates and support via this link

- We welcome feedback on these changes so we can improve and facilitate the award checking process

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What to expect: January 2026

- PIs & Fellows who have a response code of 1 or 4 will receive an email from Researchfish with a request to submit their return.

- New grant-holders will receive an email invitation from Researchfish to open a Researchfish account

- All PIs will be sent an email from RF for each new award with a link:

  o PI *must click the link in this email* in order for the award to be linked to their Researchfish account – if they don't the award will NOT appear in their RF account and they will not be able to submit

  o We can re-send these links, if required

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PIs : 2nd February – 12th March 2026

Researchers (or delegates) log in to Researchfish to:

- Check what is already there (e.g. from Symplectic upload)

- Add any missing information, new outputs and other outcomes (e.g. patents)

- Answer standard question set

- Submit – nil return also required

PIs must click the submit button during this timeframe, delegates cannot do this step.

Research Office Support

The Researchfish email inbox will transition to a ticketing system (HALO) starting **12 January 2026**.

Benefits to you:

- Fast responses as multiple team members can act on requests

- Clear tracking with status updates and a full history

- Reliable support where each query is assigned, monitored and resolved

Researchfish Support

Q&A

Please ask your questions now

or email us later RFCam@admin.cam.ac.uk

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