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Preamble:

Researchfish is a platform for researchers to tell Funders and Host Institutions about Outputs, Outcomes and Impact arising from their research. As such, it is the interests of all users that the guidance provided in the system is as clear and unambiguous as possible.

Over the last year, the QSSG has overseen several large changes to the QS, which have included changes to the guidance text. These have introduced some inconsistency to the guidance. We also have feedback from researchers and funders on both use of the system and the information collected that could be addressed by making some small changes to the guidance text.

Having reviewed the guidance text in its entirety, the purpose of the current proposal is to suggest revised guidance text aimed at improving:
- The clarity of the guidance
- The consistency of the guidance between questions
- The "neutrality" of the language (i.e. ensuring suitability for non-medical users)

The purpose has been explicitly not:
- To change question text
- To change the type of information collected, or the scope of this information
  These should be addressed by separate proposals

Where current guidance is ambiguous, and clarification may result in either more or less information being collected, this has been flagged and discussed at the QSSG to ensure that funders agree on the original intent of the question.

In proposing the changes, the sub-Group has been mindful of the need to maintain the continuity of the system for Funders, ROs and PIs, i.e. avoid change for change's sake or for limited benefit.

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Output Guidance Text

Publications

Use this section to record any publications which you attribute to any award listed on your 'My Awards' screen.

Please note: it is important that you attribute published publications only to the award(s) from which they have arisen.

You can also use this section to record for your personal use details of any other publications which cannot be attributed to an award in your 'My Awards' panel (for example to add to your CV).

Collaborations & Partnerships

Use this section to record information about any collaborations and partnerships which you attribute to any award listed on your 'My Awards' screen.

Tell us about:
- Bi-lateral or multi-lateral partnerships that have resulted from or are directly linked to the award.
- Participation (by you or a member of your research team) as a result of the award in a network, consortium, multi-centre study or other initiative.

Remember to update the status of previously reported collaborations or partnerships (e.g. any that are no longer active)

Do not tell us about:
- Potential collaboration or partnerships.
- Collaboration or partnerships at an early stage with no tangible output as yet.
- Details of collaboration or partnership that are restricted by contractual confidentiality.
- Successful funding applications (these should be reported in the Further Funding section).

You can also use this section to record for your personal use details of any other collaborations/partnerships which cannot be attributed to an award in your 'My Awards' panel (for example to add to your CV).

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Further Funding

Use this section to record details of further funding to advance your research which you reasonably attribute directly or indirectly to any award listed on your 'My Awards' screen.

Tell us about:
- Funding from any organisation.
- Funding awarded to you/your research team.
- Your share of funding received by a consortium of which you are a member.
- Scholarships, studentships and fellowships awarded to you or a member of your research team.
- Travel awards.

Do not tell us about:
- Financial contributions from collaborating partners (please record these in the collaborations section).
- Funding received by you or a member of your research team as a sub-contractor.

You can also use this section to record for your personal use details of any other further funding which cannot be attributed to an award in your 'My Awards' panel (for example to add to your CV).

Next Destinations (No Changes)

It is important for funders and other stakeholders to understand more about how their strategies and activities are developing capacity, and contributing to the workforce as a whole. Therefore, this section aims to capture information on the general movement of individuals once the funding being reported against has ceased (or sooner if there are any team members who may leave before then). Please note that this includes the award holder or principal investigator of the funding being reported against.

For grants that are still active, tell us about:
- any individuals who have left your team, if their salaries and/or research were wholly or partly funded by a grant being reported on

For grants that have ended, tell us about:
- all individuals supported from the funding being reported against, including the principal investigator, any students, research assistants and so on (the PI should choose 'research project leader' as their role when they were supported by the funding).

In every case, tell us as far as possible about each individual's next 'established' destination, rather than very short temporary positions or periods of unemployment between roles.

Do not tell us about:
- secondments (some funders may use an 'additional question' to ask you about these separately)

Engagement Activities

Use this section to record details of any activities that have engaged directly with research users, special interest groups and the general public to inform them about the research supported by any award listed on your 'My Awards' screen.

Tell us about:
- Activities supported or undertaken by you or a member of your research team
- Recurring activities (but only report them once)

If appropriate, update your commentary on the impact of previously reported engagement activities

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Do not tell us about:
- Engagement which does not relate to research supported by an award listed on your 'My Awards' screen
- Attendance by you or a member of your research team at academic conferences.
  Note: some funders ask a separate Additional Question about Conference Attendance if they need this information

You can also use this section to record for your personal use details of any other engagement activities which cannot be attributed to an award in your 'My Awards' panel (for example to add to your CV).

Influence on Policy and Practice

Use this section to record details of any significant impact on policy or professional practice which you attribute to any award listed on your 'My Awards' screen.

Tell us about:
- Policy/practice influenced at local, regional, national or international level.
- Influence in any policy or practice area affecting society and the economy (including e.g. education, health, housing, security, transport).
- Influence on systematic reviews, guidelines and policy documents (e.g. shaping recommendations).
- Training/educational developments for postgraduates/research users (including courses and course material).
- Membership of and participation in advisory committees and/or government reviews.

If appropriate, update your commentary on the impact of outcomes previously reported in this section

Do not tell us about:
- Training developments for undergraduate courses

You can also use this section to record for your personal use details of any other influence on policy or practice which cannot be attributed to an award in your 'My Awards' panel (for example to add to your CV)

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Research Tools & Methods

Use this section to record details of any new research tools or methods which have been created or commissioned by you or your team, which are making a significant difference to your research (or that of others), and which you attribute to any award listed on your 'My Awards' screen.

If a new tool or method you wish to record embodies new intellectual property covered by e.g. a patent application or a granted patent then please ensure you also report that patent/application in the Intellectual Property section. It is important to disclose only details that can be made public and which are either fully protected or require no such protection. If you are uncertain, please contact your local technology transfer office for further guidance.

Tell us about:
- Tangible new tools or methods generated by your research team (including e.g. a novel technique, a research questionnaire or observation form, a transgenic animal model)
- Novel advances that could realistically reduce the number of animals used in research, and/or reduce their consequential pain or distress (see www.nc3rs.org.uk/3Rs). NB some funders ask an *additional question* specifically related to animal use

If appropriate, update your commentary on the impact of outcomes previously reported in this section

Do not tell us about tools or methods which:
- Were not generated/commissioned by your research team.
- Were obtained from other sources including collaborators.
- Would be routinely generated in any properly equipped laboratory or research environment.
- Should remain confidential.

You can also use this section to record for your personal use details of any other research tools or methods which cannot be attributed to an award in your 'My Awards' panel (for example to add to your CV)

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Research Databases & Models

Use this section to record details of any new research databases and models which are making, or have the potential to make, a significant difference to your research (or that of others) and which you attribute to any award listed on your 'My Awards' screen.

Tell us about:

- Databases, datasets and collections of samples/specimens that have been created as part of your work.
- Novel data analysis methods or techniques that your work has significantly influenced.
- Data handling and control systems that have applications outside of the original research area or technology (e.g. data matching, monitoring, modelling, grid infrastructure).
- Novel advances that could realistically impact on the 3Rs (see www.nc3rs.org.uk/3Rs) e.g. improved statistical methods or computer modelling techniques which can reduce the use of animals in research. NB some funders ask an *additional question* specifically related to animal use.

If appropriate, update your commentary on the impact of outcomes previously reported in this section

Do not tell us about:

- Databases/models not generated by your team
- Databases/models obtained from other sources including collaborators.

You can also use this section to record for your personal use details of any other research databases or models which cannot be attributed to an award in your 'My Awards' panel (for example to add to your CV).

Intellectual Property & Licensing

Use this section to record details of intellectual property which you attribute to any award listed on your 'My Awards' screen; this includes intellectual property embodied in outputs recorded in other sections (such as 'Research Tools & Methods').

Remember: your funder(s) may publish information submitted to researchfish, so it is important to disclose only details that can be made public and which are either fully protected or require no such protection.

Tell us about:
- Patents and patent applications, whether published, granted or allowed to lapse.
- Discoveries that have been licensed to others.
- Changes to the status of intellectual property previously reported.

If appropriate, update your commentary on the impact of outcomes previously reported in this section

Do not tell us about:
- Patent applications filed, but not yet published.
- Spin-out companies (report these in the 'Spin Outs' section).
- Any details of discoveries that should remain confidential (consult with your local technology transfer office if you are unsure whether any details can be disclosed publicly).

You can also use this section to record for your personal use details of any other intellectual property or licensing which cannot be attributed to an award in your 'My Awards' panel (for example to add to

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your CV).

Medical Products, Interventions & Clinical trials

Use this section to record details about medical products/interventions (whether developed, or in development) and any related clinical trials which you attribute to any award listed on your 'My Awards' screen.
If you need help in selecting the appropriate types or stages of product development, refer to the guidance sheets accessible here and here

Tell us about:
- Drugs and vaccines
- Diagnostic tests, biomarkers and diagnostic imaging techniques
- Medical devices
- Surgical interventions
- Public health interventions
- Any other products that are, or are likely to be marketed/distributed to a wider audience.
- Veterinary products and interventions
- Clinical trials linked to any of the above
- Changes to the status and/or impacts of products and interventions previously reported.

Do not tell us about:
- Products or interventions that have not been made public, or cannot be disclosed prior to protection of intellectual property

You can also use this section to record for your personal use details of any other medical products or interventions or clinical trials which cannot be attributed to an award in your 'My Awards' panel (for example to add to your CV).

Artistic & Creative

Use this section to record details of any significant artistic and creative output (in any format, e.g. physical, digital, analogue) which you attribute to any award listed on your 'My Awards' screen.

Tell us about:
- Artefacts
- Artworks
- Audio Recordings
- Compositions and Scores
- Creative writing/performances/films
- Exhibitions

If appropriate, update your commentary on the impact of outcomes previously reported in this section.

Do not tell us about:
- Books, software or websites (report these in other sections of researchfish® as appropriate).

You can also use this section to record for your personal use details of any other artistic or creative outcomes which cannot be attributed to an award in your 'My Awards' panel (for example to add to your CV)

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Software and Technical Products

Use this section to record details of software and other technical products (such as new materials/devices/technologies) which you attribute to any award listed on your 'My Awards' screen.

Remember: your funder(s) may publish information submitted to researchfish, so it is important to disclose only details that can be made public and which are either fully protected or require no such protection. If you are uncertain, please consult with your local technology transfer office about whether any details can be disclosed publicly. New protected intellectual property should also be reported in the Intellectual Property section of Researchfish.

Tell us about:
- Details of any software or technologies that have been developed either for the first time or to a significant new stage.
- Advances which have made new lines of enquiry possible, or which have significantly accelerated research progress.
- Software and technical products that are fully protected and/or public.

If appropriate, update your commentary on the impact of outcomes previously reported in this section

Do not tell us about:
- Details about software or technical products that should remain confidential.
- Data analysis methods/techniques (use the Research Databases & Models section).

You can also use this section to record for your personal use details of any other software or technical products which cannot be attributed to an award in your 'My Awards' panel (for example to add to your CV).

Spin Outs

Use this section to record the establishment, development or growth of new private sector organisations, including for profit and not-for-profit organisations, which you attribute to any award listed on your 'My Awards' screen.

Tell us about:
- New private sector organisations (whether for profit or not-for-profit) established in part as a result of your research (e.g. spin outs, start-ups, private sector social enterprises).
- New or recently formed private sector organisations (whether for profit or not-for-profit), where your research has contributed significantly to the organisation's development or growth (e.g. significant shifts in strategy or business model, impact on turnover).
- Changes in the status and/or impact of private sector organisations previously reported (e.g. if they have expanded, merged, been acquired or dissolved).

Do not tell us about:
- Details that are restricted under contractual confidentiality. If you are not the sole owner of the company, you may wish to contact your local administration for guidance on what information is confidential and should not be provided.
- Interactions with established private sector organisations that are not covered by the guidance above. Please report these within the 'Collaborations and Partnerships' section.
- New charitable, community or voluntary organisations that have been established as a result of your research. Please report these within the 'Other Outputs and Knowledge' section.

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You can also use this section to record for your personal use details of any other 'spin outs' which cannot be attributed to an award in your 'My Awards' panel (for example to add to your CV).

Awards and Recognition

Use this section to record details of awards and other significant forms of regional, national or international-level recognition received by you or members of your research team and which you attribute to research supported by any award listed on your 'My Awards' screen.

Tell us about:
- Significant awards, honours, appointments or other forms of recognition.
- Awards or appointments made at a regional level or above.
- Invitations to conferences where you or a member of your team were individually named as a speaker or keynote speaker.
- Research prizes or medals awarded to you or a member of your team.
- Membership or fellowship of learned society.
- Appointments to the editorial board of a journal or book series.

Do not tell us about:
- Generic invitations to conferences.
- Awards or appointments made below regional level (e.g. within your university).
- Career progression (e.g. pay, promotion).

You can also use this section to record for your personal use details of any awards or other forms of recognition which cannot be attributed to an award in your 'My Awards' panel (for example to add to your CV).

Other Outputs

Use this section to feed back to your funder(s) information about any research outcome which you attribute to an award listed on your 'My Awards' screen and which you cannot appropriately include in any of the other sections of researchfish[®].

You can also use this section to record for your personal use details of any other outcomes which cannot be attributed to an award in your 'My Awards' panel (for example to add to your CV).

Do not record details of any outcome already reported in another section.

Use of Facilities & Resources

Your funders are interested to know if you (or a member of your research team) made use of any shared national or international research facility or service to realise the outputs you are reporting against your funding awards/ grants. Research Council supported facilities are listed here and here

Tell us about:
- Your USE of national or international services/facilities/centres such as
    - high-performance computing
    - high-energy beamlines,

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- high throughput sequencing hubs
- proteomics services
- bio/tissue/DNA banks
- solid-state NMR
- carbon-dating facilities
- computational chemistry software

- Your USE of shared resources such as
  - discipline-specific collections, archives and datasets e.g. longitudinal cohort studies, climate records, patient cohorts, National Chemicals Database
  - other archived datasets

Do not tell us about:
- Research collaborations/partnerships (report these in the section called 'Collaborations & Partnerships')
- Research materials that YOU have shared with others (report these in the appropriate sections of researchfish®)

You can also use this section to record for your personal use details of any other facility usage which cannot be attributed to an award in your 'My Awards' panel (for example to add to your CV).