Researchfish Publication Upload: Preparation Advice

Although the exact nature of the upload functionality and the timelines for delivery are yet to be finalised, the pilot institutions believe the following points are worth noting in advance to help prepare. If appropriate for your institution, these points could greatly reduce the effort required when the upload functionality is made available.

1) Link Publications to Awards

This is the key factor. In order for a publication to be uploaded, along with a DOI or a PubMed ID, it must be associated with an award that is present in Researchfish. Pilot institutions used systems such as Elements, EPrints, and Pure to make these links as they can include specific functionality to do so, though these links could equally be made in a spreadsheet, generic database or other tool.

2) Review Award Reference Numbers

For a publication to be uploaded, the award reference number provided must exactly match the award in Researchfish. Compare your institution's list of funder reference numbers to those listed in Researchfish. Where you would expect to match to a record in Researchfish but do not:

- Most commonly, it is a genuine award requiring a return from your institution but the reference on the local system is different to Researchfish. Often this can be due to obvious typographical errors such as a backslash instead of a slash, an underscore instead of a hyphen or trailing spaces. Trailing spaces can also occur on the Researchfish side. It can also be that users have traditionally used the reference number field to add notes to themselves, which should now be removed. Note some funders such as CRUK and NIHR do not always provide award reference numbers in the same format on award letters as in Researchfish - this is being pursued by the Interoperability Steering Group;
- It may be a genuine award but the funder has not added it to Researchfish. No return would therefore be required so the mismatch can be ignored;
- It may be a genuine award and the funder does have it on Researchfish but the PI is in another institution. Check if you are the lead institution. If not, the mismatch can be ignored;
- It should be noted that Research Councils rely on research organisations to provide accurate information about their RC-funded students - a student whose details are not recorded in JeS will not be in Researchfish. In particular the JeS studentship identifier is the unique reference number used for each studentship and any publication to be reported against a studentship in Researchfish must therefore be linked at this level, not at the level of the doctoral training grant/centre. So it is worth making sure in good time that all your RC training grant-funded student records are up to date in JeS and that you have access to the JeS student identifier allocated to each student. Depending on your institutional arrangements this may mean liaising early with colleagues in your student registrar's office.

3) Back-Populate Links from Researchfish to the Institutional System

As the aims are to reduce academic administrative burden and improve data quality, populating any links academics have entered directly into the Researchfish system back into your institutional system would reaffirm these goals. How this might be accomplished would depend on your institutional setup though functionality is available in Elements and Pure to do so.

4) Communications

It is important to consider your communication strategy at an early stage. Some questions and points to consider include:

- How much detail do you tell researchers? This is likely to vary depending on how much involvement they have in the creation of the links. If you are asking researchers to take action for this exercise it can help to provide step by step guidance;
- What level of progress communication do you plan? Will you keep the messages high level and general, or will you tell individuals exactly what you've uploaded on their behalf;
- Remember that other staff can use Researchfish on behalf of PIs. You may need to include them in your communications. These staff could be a good source of links for entering direct to your system or Researchfish.
- You may need to communicate separately to students and related staff (Doctoral Training Centre managers etc.);
- You may also need to communicate with other related staff; your finance staff or student data staff for example. Keep them informed so they understand how the data they produce is being used.

Example Timeline

The following identifies activities that could be undertaken in order to complete publication transfer for the next RCUK submission period. Many of these steps are optional and their usefulness will depend on the processes and responsibilities at your particular institution. The key preparation activity that could be undertaken centrally is reviewing and updating award reference numbers.
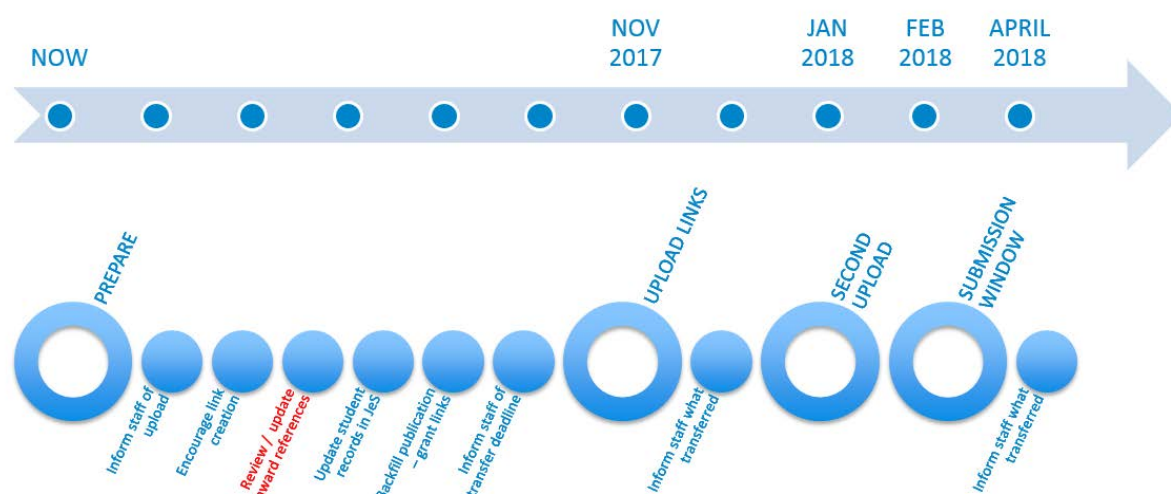
Pilot Institutions

Institution	Institutional System	Name	Contact Details
Bristol	Pure	Helen Newnham	research-outcomes@bristol.ac.uk helen.newnham@bristol.ac.uk
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Imperial College London	Symplectic Elements	Ian McArdle	i.mcardle@imperial.ac.uk
St Andrews	Pure	Anna Clements	purelive@st-andrews.ac.uk or akc@st-andrews.ac.uk