Tips to optimise your Researchfish submission for both you and your funder

Things to **consider** for your Researchfish submission...

- aim to provide a well-rounded overview of what the award has produced up to that point in time
- utilise more than just one category of information (i.e. outcome type), if that has been accomplished
- don’t think that you need to include one of every category or outcome types as they are not necessarily all relevant to every award
- tell a story if possible, by linking together the different outcomes reported
- should complement/build on the information submitted in your funder’s annual/final reports (if they are requested by them)

Things to **avoid** in your Researchfish submission...

- avoid superfluous information, for example, there is no need to add information to each category if no outcomes have occurred
- don’t report things that may happen in the future, rather than benefits or changes that have already occurred
- don’t refer to unreferenced reports outside of the Researchfish system (e.g. “see annual report”)
- try not to be too vague (especially if a large award)
- don’t include confidential or personal information that you do not have permission to share (e.g. names individuals in free text fields, shares commercial-in-confidence information)

What happens to the information submitted?

If you want to know more about how the information submitted via Researchfish is used by your funder(s), please see [How the Information is Used by your Funder](https://app.researchfish.com/terms-and-conditions/document/datalife).

If you want to understand more about how data gets into and out of Researchfish as well as what information we pass on to third parties, please see the [What Happens to the Information I enter into Researchfish?](https://app.researchfish.com/terms-and-conditions/document/datalife) here.

Any questions can be directed to your funder who will be better placed to answer queries about what they specifically use the information for - their contact details can be found by going to the ‘Our Members’ tab when you are logged into Researchfish, and selecting the relevant funder. Alternatively please contact [support@researchfish.com](mailto:support@researchfish.com).