

Top tips for completing your Cystic Fibrosis Trust Researchfish submission

1. Login early and check that you can access your account.

Then match the details of the awards you can see against the awards we're asking you to report on. If they don't match, please let us know by emailing researchimpact@cysticfibrosis.org.uk.

2. What do we want to know?

We'd like to know how our funding is helping to: progress knowledge of cystic fibrosis, improve clinical care or create the potential to treat CF, whether through a new research paper, a new collaboration or a change in clinical practice.

We can't advance CF research without your commitment and dedication, so please tell us how our funding is having an impact on the people we're funding, whether that's new funding you've obtained or a new award or honour you've achieved.

3. Spread the load!

You can give lots of people access to your award, to save you time and to help you to give us as much information as possible. You can add:

- An administrator, to help you upload all of your information on to the system
- Co-investigators – this might be particularly helpful if you're reporting on a Strategic Research Centre (SRC)

These can be added in the 'Research team' section of the main page for each award.

4. What goes where?

There are many categories of information that can be added to Researchfish. Researchfish's **Outcome map** is a useful chart to help you work out what goes where.

- Poster presentations – Please add any poster presentations you'd like to tell us about under the 'Publications' tab. If the abstract isn't published please choose 'Other' as the publication type, thank you.

5. Automate as much as you can

If you're adding publications, there are a number of look ups that will help you find the details of the publication, including PubMed ID, DOI or ORCID.

6. Following in their footsteps

The Trust's research strategy aims to attract and retain the brightest and best young researchers to the field. We're keen to know if we're achieving that, so please tell us how any PhD students within your grant are doing, whether they've finished yet, and if so where they've gone next.

7. Blank means blank

If a question set doesn't apply, please leave it blank, rather than entering 'not applicable' or similar.

If in doubt...use the help – Researchfish are continuously working to improve the data entry process with lots of help links and buttons on the submission pages. There's also their dedicated help functions, such as 'live chat'. For more information see the **Researchfish help page**

Visit cysticfibrosis.org.uk/researchfish for general information about Researchfish. If you would like some help from us, please email researchimpact@cysticfibrosis.org.uk.

Finally, don't forget to press 'submit'!

