Information is available on the College's dedicated Researchfish webpage, but the key information is summarised as follows:

a) Even if there is nothing to report in a particular year, PIs are still required to submit a '**null**' return. However, if a PI feels that no further outcomes will arise from an award, they can notify the Research Office at researchoffice.researchfish@imperial.ac.uk and request that the award is 'closed' in Researchfish.

b) Researchfish has 'Delegate' functionality which allows a PI to nominate another person to enter information on their behalf. However, the PI is responsible for verifying the final data and pressing the "submit" button. Guidance on delegation is available.

c) PI will be notified whenever a new award is added to Researchfish. An email will be sent from admin@researchfish.com. It is really important that the PI clicks the link in the email to associate the award with their existing account.

d) Queries about Researchfish account creation/forgotten passwords etc should be directed to the Researchfish HelpDesk at support@Researchfish.com

Guidance and Training provided by Researchfish:

Support and training materials available:

- **Researchfish help videos**:

  ➢ PI interface overview
  ➢ Delegates and Research Teams
  ➢ Creating and attributing outcomes
  ➢ Award submission

- **Training Webinars**: https://app.researchfish.com/webinars/
- **Help & Support** - Live Chat and Helpdesk from 9am to 5pm, Monday–Friday: support@researchfish.com
- **Frequently Asked Questions**: https://app.researchfish.com/documentation/faq
- **Adding Publications to Researchfish using Symplectic** - http://www.imperial.ac.uk/research-and-innovation/support-for-staff/scholarly-communication/symplectic/add-publications-to-researchfish/

Thank you for your help in ensuring that the required data is submitted for the award(s) in your Researchfish portfolio ahead of the funder deadlines.