RESEARCHFISH POLICY

1   Purpose

This policy sets out Cancer Research UK's (CRUK) guidelines for proper use of Researchfish.

2   Scope

This policy applies to all CRUK-funded Host Institutions (HIs), Principal Investigators (PIs) and Students. It sets out CRUK's expectations relating to Researchfish and defines compliance, exceptions and possible sanctions should an organisation not adhere to Grant Conditions.

3   Definitions

Compliance – The submission of the evaluation data in Researchfish when requested by the end of the Submission Period.

Submission period – The specified time, as defined by CRUK, in which Principal Investigators (**PIs**) are expected to submit their evaluation data.

Submission rate – The percentage of compliant RC1 submissions per Host Institution.

4   Key Points

4.1   Requirements for Principal Investigators

CRUK requires most PIs to submit information on the outputs, outcomes and impacts arising from their CRUK funding to CRUK on an annual basis via the

Researchfish system, for the duration of the award and a minimum of three years post funding.

Such requirement will be communicated to the PI each year at the beginning of the submission period via email, using the address registered in FlexiGrant, and communicated to the HI in receipt of funding prior to the submission period.

4.2   Submission periods

Submission periods are typically 5-6 weeks in duration and CRUK will attempt to align submission periods with other funders as far as practical.

If the required Researchfish return is not submitted on time, CRUK reserves the right to apply sanctions as outlined below.

4.3   Awards included in submission periods

Host Institutions can see the awards based in their institution that are included in the submission period, and the response code associated with each award, in the Researchfish platform. CRUK can supply a list of this information on request.

4.4   Response codes

Each award in the Researchfish platform is assigned a response code ahead of the submission window – this determines whether a submission is mandatory, optional or not required. Response codes are as follows:

- **RC1** –A submission is required; sanctions apply.
- **RC2** – No submission required. A temporary exemption of one year has been made to the award holder.
- **RC3** – No submission is required. The award has been excluded from the submission period
- **RC4** – A submission is expected this year but the award holder is no longer working at the funded organisation
- **RC5** – Submission optional; no sanctions apply

4.5   Responsibility for submission and compliance

It is the HI's responsibility to ensure that PIs have submitted within the specified time. For the avoidance of doubt, PIs are required to log into the system and hit the submit button to register a valid submission, regardless of whether or not they have new outputs to report.

Should the compliance rate at a given HI fall below 90%, CRUK reserves the right to withhold all monthly grant payments to that HI until such time as the compliance rate is above 90%. The compliance rate is calculated on RC1 awards only (but see section 4.7 on treatment of Studentships).

4.6   Exceptions for Principal Investigators

Any exceptions to the policy must be mutually agreed between CRUK and a PI prior to the submission period by contacting researchoutcomes@cancer.org.uk.

4.7   Students and Researchfish

CRUK-funded students are also required to report any outputs, outcomes and impact from their studentship to CRUK via Researchfish, for the duration of their studentship and for one year post funding.

Studentships will be assigned an RC1 response code where a submission is required but are not included in the compliance calculations with respect to sanctions.

5   Support & Advice

For any queries about this policy please contact: researchoutcomes@cancer.org.uk.

6   Related documents

For more information, please see the following linked documents:

- Researchfish at CRUK

- [CRUK's Conditions of your Grant](#)

Policy sponsor	Dr Iain Foulkes, Executive Director of Research & Innovation, CEO Cancer Research Horizons
Policy owner	Dan Burkwood, Director of Research Operations and Communications
Subject Matter Experts (SME)	Research Evaluation and Impact
Executive Board or Council approval required?	No
Date of last review	February 2025
Next review due	February 2028
Superseded documents	Version 7

Key changes to the policy should be recorded below:

Version	Date	Author	Approved by	Summary of changes
8	Feb 2025	Andrew Knowles	Grants Management Policy Board	- Minor wording clarifications to reflect current process - Email inbox updated
7	Nov 2022	Andrew Knowles	Grants Management Policy Board	- Formatted into new policy version - Update to section 4.4 to clarify what response codes are - New section 4.7 to clarify requirements and process for CRUK-funded students - Other minor wording clarifications