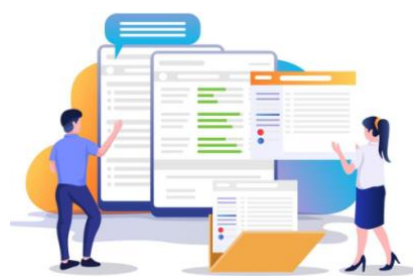


GUIDANCE FOR ASPIRING AND CURRENT PRINCIPAL
INVESTIGATORS
Arts, Humanities and Social Sciences and Non-School Institutions



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REPORTING

Requirements

It is crucial that you read the terms and conditions of your research award before you start your research project. Any reporting requirements and responsibilities will be outlined in this documentation.

Financial Reporting

In some cases the funder will not pay the awarded funding if reporting requirements (e.g. annually) are not met. Please do not financial reports yourself to the funder. Financial reporting will be supported by the Department and Research Office.

Impact

The University provides ample guidance and support for research impact as well as competitively allocated funding. Please find more information here <https://www.research-strategy.admin.cam.ac.uk/impact>

Open Access

Open Access is making publicly funded research publicly available so researchers and interested people who are not in well-resourced institutions can also see our research outputs.

There is more information online at: <http://osc.cam.ac.uk/open-access>

The cost of open access publications under Research Council Grants and the Wellcome Trust, for example, are covered through block grants that are held by the University Library.

Audits

All major funders expect recipient institutions of research funding to provide assurance that funds are spent efficiently and in a cost-effective manner. Any external audit requirements will be included in the terms and conditions of each award. External audits will be arranged by the Research Operations Office and auditors may need to visit departments to check invoices and payroll information.

The Research Operations Office will contact departments to arrange these visits. Our most common grant audits are for EC-funded grants, Technology Strategy Board, Research Councils, National Institute for Health (US) and some major UK charities e.g. Wellcome Trust, Cancer Research UK. Some research projects are subject to financial audits as a funder requirement. Scientific (technical) and management risk audits may also take place. Please find more detailed information in Appendix 2 about when to expect an audit and best practice guidance when encountering an audit.

The Research Office Audit and Compliance team is available to assist you in this process. Please contact them if you are approached by a funder or by a funder's appointed auditor with regard to arranging an audit and speak to your Departmental Administrator.

<https://www.research-operations.admin.cam.ac.uk/managing-research-projects/audit-overview>

The audit process usually includes the following steps

- Sampling selection
 - Preparation and pre-visit arrangements
 - On-site visits
 - Post visit queries
 - Post audit report
-

Symplectic

Symplectic/Elements is the University's research information management system, and provides a closed environment within which Cambridge researchers can create a profile and share information within the University of Cambridge community. Symplectic/Elements is used for REF submission as well as facilitate uploads into ResearchFish.

ResearchFish

ResearchFish is a harmonised research outcomes gathering system used by an increasing number of UK funders including all seven Research Councils.

- Reporting through ResearchFish is required annually and typically required up to five years after the end of the grant.
- A submission is required every year, even if no new outputs have been generated; a nil return.
- The responsibility to report stays with the PI.
- There are sanctions for non-compliance of research fish submissions, including with-holding of active funding, and restrictions of future applications to the funder.
- Reports are taken into account when applying for new Research Council funding.
- As funders have agreed on a harmonised question set (common outcomes), researchers are able to re-use the information entered across multiple funders.
- Please avoid submitting confidential information through ResearchFish as the returned data will be made publically available.

Major funders; UKRI (AHRC, BBSRC, ESRC, MRC, NERC, EPSRC, STFC), BHF, CRUK, NIHR and NC3Rs all have a submission period **from early February to mid-March every year.**

Regular updates on your University of Cambridge Symplectic account can ease this process as ResearchFish allows for bulk uploads from Symplectic during specified periods prior to the submission period.

Other funders who use ResearchFish have their own/different submission periods throughout the year.

You will receive email notification from your funder when a submission period is open or when one is due.

Guidance from the Research Operations Office on use of ResearchFish can be found online at: <http://www.research-operations.admin.cam.ac.uk/managing-research-projects/research-projects-start-end/final-reporting/research-outcomes-and>

Further information on ResearchFish developments can be found on the ResearchFish website at: <https://www.researchfish.com>.

Submitted research outcomes of RCUK funded awards are made available through the RCUK Gateway to publicly funded research at: <https://gtr.ukri.org/>.

This platform enables institutions and organizations to screen research results and connect with researchers to launch collaborative projects.

For any enquiries, contact the Research Operations Office support team at rffcam@admin.cam.ac.uk.
