

# Information on annual reporting

Principal investigators<sup>1</sup> are required to update the information on their research results in the [FWF research documentation system Researchfish](#) on an annual basis.

For information on how to use the system, please refer to the [User-Guide](#).

## 1 Create account

Principal investigators who are required to prepare an Annual Status Report will be notified by email, delivered to the email address provided to the FWF.

An invitation to access the system will only be sent if you have not yet created an account. If you have **not** received an **invitation** to the system, you can request one here: [Invitation Help | Researchfish](#)

[Information on creating an account](#)

If you already have an account, you can use your existing login data to access the system. Please use the following link if you have [forgotten your password or user name](#).

Once created, the account includes all the principal investigator's projects that have been entered into the system by the FWF.

## 2 Creating an Annual Status Report

Annual reporting is entered into the Common Outcomes section. In this section, relevant published project results are presented in a well-structured manner.<sup>2</sup> The [Research portfolio](#) is built up based on entries from the *Common Outcomes* section. Various external sources such as PubMed, Scopus, Web of Science, etc. are searched regularly for project-related content to be included in the portfolio.

In the interest of transparency and knowledge sharing, research results are published online on the FWF's [Research Radar page](#). For this reason, please list only the most **important and relevant research results** that have resulted from your FWF project.

[Add research results](#)

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<sup>1</sup> In collaborative projects, the term "principal investigator" refers to the coordinator.

<sup>2</sup> See also: <https://userguide.researchfish.com/add-outcomes.html>

## 2.1 What research results can be reported?

To get an idea, please see the [Overview of all possible outcome types and subtypes](#) and select the ones that apply to your project:

Publications<sup>3</sup>  
Collaborations & Partnerships<sup>4</sup>  
Further Funding  
Next Destination  
Engagement Activities  
Influence on Policy, Practice, Patients & the Public  
Research Tools & Methods  
Research Datasets, Databases & Models  
Intellectual Property & Licensing  
Medical Products, Interventions & Clinical Trials  
Artistic & Creative Products  
Software & Technical Products  
Spin-Outs  
Awards & Recognition  
Use of Facilities & Resources

## 2.2 Where do I enter conferences?

Publications on conferences (proceedings and abstracts) can be entered under Publications in the Common Outcomes section.

Personal invitation as keynote or other named speaker to a conference and Poster/abstract prize can be entered under Awards & Recognition.

Participation in or organization of conferences/meetings are not subject to reporting.

## 3 Add project participants

If principal investigators need support for reporting their research results, they can use the [Add Delegate or Member](#) function to add project participants as *Collaborators/Team Members* or *Delegates*.

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<sup>3</sup> Research results should only be cited if they relate directly to the respective project.

<sup>4</sup> *Collaborations & Partnerships* is only relevant if you want to name research teams or partner organizations. For individuals, this information is adequately covered in the statistical section of the *Additional Funder Questions*.

Delegate: Delegates can edit both *Common Outcomes* and *Additional Funder Questions*, but the entries made will not result in the creation of a separate [research portfolio](#) for these users. A short description can be found in the [User Guide](#).

Collaborator/Team Member: Users designated as Collaborator/Team Member can edit only Common Outcomes, but not Additional Funder Questions; the information entered is added to your own portfolio, making it available for re-use. A short description can be found in the [User Guide](#).

## 4 Submitting your data

You will be notified by email of the submission, and then it will also be displayed in the system. Please note that the last possible date is always given. No extensions are available for annual reporting, but a general grace period applies after the deadline has expired.

After editing the information named above, the data must be submitted to the FWF online.

### PLEASE NOTE:

After checking it for accuracy and completeness, only the principal investigator can submit the data.

“**Nothing to report**” is also an option, and data must be transmitted regardless

**All of the principal investigator’s current FWF projects** that are subject to this reporting deadline must be submitted **at the same time**.

Please see the [User Guide](#) for [information on the submission process](#).

## 5 Technical assistance & support

Technical issues and problems: [support@researchfish.com](mailto:support@researchfish.com)

Weekly webinar on the system: [Sign-up](#)

Direct contact with Researchfish (during office hours): [Live chat](#)

General questions: [Help page](#) and [User Guide](#)

If you have **any questions about reporting** or problems creating an account, please contact the FWF ([martina.kunzmann@fwf.ac.at](mailto:martina.kunzmann@fwf.ac.at)).