

UKRI response code guidance

In Researchfish, 'response codes' are used to inform research organisations which of their awards are required to submit outcomes. UKRI assigns a code to each award before each submission period; research organisations are then asked to review them and to request any changes which they believe should be made.

Code	Meaning
1†*	A submission is expected; the award holder is employed** by the funded organisation.
2	A one-year reporting exemption has been agreed, a submission is not expected.
3	Award withdrawn from the reporting cycle; further outcomes are no longer expected.
4†	A submission is expected; the award holder is not employed by the funded organisation.
5	The obligation to report has ceased; a submission may be made but is not expected.

† PIs with award codes 1 or 4 are required to make a submission as part of UKRI's terms and conditions. Further details of our reporting requirements can be found on our website: <https://www.ukri.org/apply-for-funding/manage-your-funding-award/report-your-research-outcomes/>

* Only response code 1 awards are used to determine the reporting compliance rate of a research organisation.

Timetable

Any response code change requests that you provide to us before 19 January 2024 will be processed before the start of the submission period. We will continue to process requests received after this date but award holders for whom an exemption is requested may still receive communications from us while these are processed.

Change requests should only be submitted by research organisation administrators using the template provided to them via email in early December. They should be sent to researchoutcomes@funding.ukri.org

Reasons to request changes to Response Codes

Response code change requests are normally justified in the following circumstances:

From Code(s)	To code	If...
1 or 4	2	<ul style="list-style-type: none">• The award holder will be working in a remote location without viable internet access for the duration of the submission period• A temporary change in the personal circumstances of the award holder means they have been (or will be) exempt from undertaking their normal academic duties from the date of the request until at least the close of the submission period. For example, parental leave or sick leave that lasts for the duration of the submission period.• There are no outcomes to report because the start of the project was seriously delayed due to exceptional circumstances (for example, due to COVID-19)
1	4	<ul style="list-style-type: none">• The award holder is no longer employed by the funded organisation
4	1	<ul style="list-style-type: none">• The award holder has not left (or has returned) to the funded organisation
1, 4 or 5	3	<ul style="list-style-type: none">• All known outcomes and impacts have already been reported and no others can reasonably be expected.• The award holder has retired or left academia, and no other person can be identified who was involved in the research and is able to fulfil the award holder's reporting obligations.
3	5	<ul style="list-style-type: none">• There is additional significant outcome/impact to report on an award previously withdrawn from the reporting process

General Reporting Obligations

Typically:

- Awards to principal investigators including fellows are assigned response code 1 (or 4 if appropriate) until at least five years after the funding period ends. However, this can vary depending on the research council and funding scheme – see Annex 1 of this document for EPSRC-specific guidance.

Annex 1. EPSRC's specific exceptions to the general principle

EPSRC Funding Scheme	Normal mandatory reporting period
Discipline Hopping Awards	reporting through Researchfish not normally required more than 3 years after end of grant
Facility-only	
Mathematical Sciences Small Grants	
Network	
Overseas Travel Grants	
Postdoctoral Mobility	
PPE	
Fusion	reporting through Researchfish not normally required more than 8 years after end of grant
Programme Grants	
Science and Innovation Awards	
Institutional Sponsorship' grants (including 2010 'Grant Balances' and 2012 'Small Items of Research Equipment' grants)	reporting through Researchfish not normally required
Impact Acceleration Accounts	
NSEW awards	
RCUK Academic Fellowships*	
<p>Unless otherwise notified, other EPSRC Grants/Fellowships in Researchfish are not normally <i>required</i> to report through Researchfish for more than 5 years after end of grant.</p> <p>Grant/Fellowship holders will be notified when alternative requirements exist.</p> <p>*The RCUK Academic Fellowships scheme was launched in 2004 to provide more attractive and stable research career paths into academia.</p>	