

Annual Research Plans 2019 Guidance on the Content of Your ARP

V1.2

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(i) Introduction

Since 2015/16, Annual Research Plans (ARPs) have been an important element of GSA's Activity Planning processes. All research active staff (or those who aspire to be) should complete an Annual Research Plan (ARP) as a component part of Activity Planning, and research time allocated to an ARP will be factored into your activity planning for the next academic year.

All FT or PT contracted academic staff (0.2FTE or greater) are entitled to submit an ARP. Note that you should only submit an ARP if you wish to apply for dedicated time to undertake academic research as part of your activity planning. They are not mandatory for all academic staff. *If you are happy to concentrate on duties and responsibilities other than research, and to negotiate planned time for any necessary academic scholarship with your line manager, then do not submit an ARP.*

Your Annual Research Plan should be submitted using the online form on the GSA research repository, RADAR. For guidance on how to use the submission system, please see *How to Complete Your Annual Research Plan in RADAR*, available at <http://radar.gsa.ac.uk/4881/>.

In response to internal review and feedback, we have made some adjustments to the ARPs form, guidance and process for 2019. In the ARP form, we have simplified the sections on Research Environment, Research Impact and Summary of Research Activity Since Last ARP – as explained later in this document. The intention is to make ARPs less burdensome for staff by reducing the volume of information that researchers feel obliged to include, and any perception that there is a need to repeat information.

We have always asked researchers to deposit completed outputs in RADAR before including them in an ARP, but the requirement has not always been observed by all. From this year, reviewers will be instructed to exclude from their assessment any completed output that is described in an ARP but not available in RADAR, helping to make the review process fairer, more transparent and more consistent.

(ii) Timetable and Review Process

The timetable for ARPs in 2019 is as follows:

- RADAR form and ARP guidance launches – w/c 4th March
- Guidance sessions: 5th March, 7th March, 13th March, 20th March (MSA)
- Deadline for new RADAR entries: ASAP
- Deadline for completed ARPs: 12 April [updated]
- Review period: April-May
- Feedback and Results: by Degree Show

The review process will be as in previous years. Two GSA peer review panellists will review each ARP, one from the researcher's field, and none with a line management relationship. Recommendations will be discussed by a peer review panel, and feedback compiled by the convenor of the panel. Based on the review panel's assessment, you will be recommended for 'normative time', 'enhanced time' or 'no research time' for academic year 2019/20. For a 1FTE in a standard teaching and research role, normative corresponds to 0.2 FTE, and enhanced to 0.4FTE.

Where there is a lack of consensus among reviewers and panellists, the outcome will be referred to a separate moderation panel. This is a new process for 2019.

Researchers will be notified by personal email from the Head of Research and Enterprise when their ARP outcome and feedback is available to view on RADAR. The Head of Research and Enterprise will inform Heads of Schools, line managers and convenors of each School's Research and Enterprise Committee of ARP outcomes for those in their areas. Researchers are also encouraged to share the contents of their ARP with relevant colleagues, and Research and Enterprise can assist with this. Your ARP is handled with discretion, particularly while the review process is being undertaken, but it should not be regarded as a confidential document.

If ARPs are submitted late due to mitigating circumstances (where the circumstances allow), deadlines for review and communication of outcomes will be agreed with the staff concerned and their line managers, so that they can plan accordingly.

(iii) The Mackintosh Building Fire

We are conscious that the period since June 2018 has been challenging for everyone at GSA, and that the aftermath of the fire is likely to have affected some people's ability to carry out all of the research that they had planned to do in 2018/19. This will be taken into account in this year's ARPs process. In that regard, please note the following:

- Use Section 3 (see below) to indicate if plans outlined in your previous ARP were affected by the fire. If they were delayed due to lack of time or access to resources as a result of post-fire disruption, you need only note that here, and don't need to submit a separate mitigating circumstances form (see vii).
- If you need to disclose sensitive personal information to explain how you were affected by the fire, then do use the mitigating circumstances form.
- In the completed outputs section (Section 4), you should provide details of what you consider to be your best outputs since 2014. Thus, if you have been unable to complete any significant outputs since June 2017, that should not place you at a significant disadvantage. Reviewers will take this into account.

(iv) Before You Start Your ARP in RADAR

You can save yourself time and effort if you complete the following steps before you create a new ARP for 2019/20 in RADAR:

- Create or update the Research Profile section of your RADAR homepage ('Edit Profile' button) *before* you create a new ARP. If you do so, section 2 of your ARP form will be automatically pre-populated for you.
- Make sure that any *completed* outputs (since 2014) that you intend to highlight in your ARP have been entered as research outputs into RADAR. This is essential. Please do so as soon as possible, for the RADAR team have a large volume of outputs to process at this time of year.
- Make sure that any outputs that you have completed in the year since your last ARP (even if you don't intend to include them in your ARP) have also been added to RADAR. Reviewers will be asked to look at your RADAR page as well as your ARP form.
- Read this document in full for guidance on the content you should provide in each section of the ARP.

- Read the accompanying document, *How to Complete Your Annual Research Plan in Radar* <http://radar.gsa.ac.uk/4881/>, for technical guidance on how to draft and submit your ARP using the online form. This also includes instructions on how to use a previous ARP as a template for your new one.

(v) Completing the 2019 ARP Form On Radar

First, log-in to RADAR, go to your Homepage section, and create a new ARP for 19/20. Before you start to complete the form, make sure you are familiar with all of the sections, and the information that we are asking you to provide in each. By planning ahead, you can avoid having to repeat information in multiple sections. The sections, described in this document, are as follows:

Section 1. Personal Details

Section 2. Research Profile, Focus and Expertise [based on your existing Research Profile in RADAR]

Section 3. Update on Objectives in Previous ARP [also note fire-related disruption here]

Section 4. Best Completed Research Outputs

Section 5. Research Projects

Section 6. Forthcoming Outputs

Section 7. PGR Supervision

Section 8. Research Environment

Section 9. Research Impact, Achieved or Planned

Section 10. Longer Term Research Plans

Remember to save your work regularly using the 'Save and Return' button. (Note that clicking the 'Next' page button on each page does not automatically save the content of the current page.)

(vi) Your Annual Research Plan

Section 1: Personal Details

Guidance notes:

- For 'Year', select '2019/20'.
- Please provide your name, job title, School and the amount of time that you are employed to work at GSA, expressed in terms of full-time equivalent (e.g. 0.6 FTE = 3 days per week).
- 'Current allocation of research time' corresponds to the outcome of your ARP last year.
- 'Research time requested' is the amount of research time you hope to be awarded in 19/20.

Section 2: Research Profile, Focus and Expertise

The purpose of this section is to give reviewers an overview of your research interests and experience. Note that if you have already completed the Research Profile section of your RADAR Homepage, that information will automatically appear in this section of your ARP. Any subsequent edits you make here will not appear in your public RADAR profile.

Guidance notes:

- If you have already updated your RADAR Profile (see iv, above), this section will automatically be populated with your public research biography when you create your new ARP for 2019.
- If you wish, you can then edit the profile in the ARP, without affecting your RADAR Profile.
- If you create your ARP before you have created a RADAR Profile, then the section will be blank, and you will need to add new content.
- The purpose of this section is to give reviewers an overview of your research interests and experience, by way of introduction. This will allow them to consider how the details in the rest of your ARP relate to your field and expertise. We do not require more information than you would choose to include on your public profile.

Section 3: Update on Objectives in Previous ARPs

In this section, you should provide a clear, concise summary of your progress towards any objectives described in your last ARP(s). You do not need to provide a detailed narrative account, particularly of any outputs or activities that you will describe fully in later sections of this form.

Guidance notes:

- We have updated this section for 2019, partly with the aim of reducing the effort involved in completing it.
- Please give a summary of the research activities that you have carried out since your last ARP (or if this is your first ARP, the research you have undertaken since January 2017).
- We are looking for a clear, concise summary of your progress towards the objectives you included in your last ARP, particularly in the Planned Outputs and Projects sections.
- You do not need to provide a detailed narrative account, particularly if the detail is covered in other sections of this year's ARP. A list of relevant items, with a short note on progress, will be sufficient (see example below).
- You should also indicate if your plans have changed (perhaps an opportunity arose to get involved in a new project), or if unforeseen challenges hampered your progress.
- If your research was adversely affected by the Mackintosh building fire, for instance, mention it here.
- If you have only recently started undertaking research at GSA, you may mention that here too.

Indicative example:

'Co-designing new forms of civic relationship', proposed journal paper in Co-Design, based on 2017 conference presentation at DMI: article submitted December 2018, awaiting outcome of peer review, see Forthcoming Outputs.

'Architects of Modernity', chapter in edited book, published by I.B. Taurus 2018, see Completed Outputs

'Forging Sustainability: Circular Economy Approaches to Silversmithing', proposed conference paper was not accepted for EcoDesign Conference 2019.

'The Cartographic Lens', planned exhibition at Hasselblad Gallery: production of new work scheduled for summer 2018 delayed due to Mackintosh fire. Now scheduled for autumn 2019, see Research Projects.

Group exhibition, 'Sent to Coventry', commission for Coventry City of Culture 2021: new activity, not included in last ARP. See Research Projects.

Invited to join AHRC peer review panel: see Research Environment.

Shortlisted for Scottish Printmaking Prize, Jan 2019: see Research Environment.

Contributed to Scottish Government expert panel on culture, Sept 2018: see Impact.

Note: Following the Mackintosh fire in June 2018, I was unable to access my office for two months, and was heavily involved in reorganising UG programmes for Semester 1. As a result, I was unable to undertake research as planned during the summer, and therefore several outputs and projects described in my last ARP are not yet complete.

Section 4: Your Best Completed Research Outputs

From the outputs that you have listed in RADAR from 1st January 2014 onwards, please select those that you consider to be the best examples of your research. There is no minimum or maximum number, but we do not encourage you to include more than eight. Any outputs described in this section that have not also been added to RADAR will not be considered by reviewers.

Guidance notes:

Which Outputs to Include

- This is one of the most important sections of your ARP, since arguably only your completed work can give a reliable indication of the success of your research activities.
- In this section, we are looking for what you consider to be the best *research* outputs that you have completed since January 2014.
- You may choose to include outputs that you have completed in the year since your last ARP, but you do not have to. We recognise that 2018/19 has been a challenging year, and that some people's research plans have been disrupted.
- Any Outputs that you do include in this section must have been deposited in RADAR, and must include the RADAR 'Output ID'. This will enable peer reviewers to click through to the full description of the cited Output on RADAR. (The Output ID is the four-digit number that can be found in the 'Details' tab of your deposited output on RADAR.)
- **If you include a completed output in your ARP without first adding it to RADAR, the reviewers will exclude it from their assessment.**

- You should also add to RADAR any outputs you've completed since your last ARP, even if you choose not to feature them in this section of your new ARP. Reviewers will consider your RADAR page as well as your ARP.
- The maximum number of completed outputs that the ARP form will accept is eight, although you do not have to include that many. Use your judgement. Reviewers are more interested in quality and potential than in quantity.

Describing Your Outputs

- You should provide a description (up to 300 words) of each of your completed outputs. The purpose is to clearly articulate the nature and context of the research enquiry and outcomes to reviewers.
- We are not primarily interested in how other aspects of the work are worthy of note, except as they relate to the research content of the output, which you should explain as clearly as you can within the word limit.
- If your output is a journal article or conference paper, the abstract will be a good starting point. But any type of output can be included, as long as it is an example of research.
- You should also explain your own contribution to the output. If the output was jointly authored or produced, which aspects were you responsible for? What proportion of the (research) activity and outcomes does that represent?
- Finally, please note some factual details to help reviewers understand the nature of the output, specifically:
 - Was it peer reviewed, and if so in what form?
 - If it is a textual output, what is the word count and format (e.g. journal article, book chapter, book review, comment piece)?
- Reviewers will expect your work to meet the REF definition of research, which is: **a process of investigation leading to new insights, effectively shared**. It is your responsibility to show how each of those elements applies to your output, in order to demonstrate that it represents a good example of academic research.
 - A process of investigation or inquiry relates to the research questions, strategy and methodology.
 - New insights should add to academic knowledge, in a way that other scholars can respond to. It should potentially provide (part of) the evidence or theoretical knowledge base that contributes future research by others.
 - Other scholars can only respond to your work if they know about it, so you must show how you have disseminated it appropriately.
- Having established that the output represents research, reviewers will consider its quality, in terms of **originality, significance and rigour**.
 - **Originality** (in this context) is the extent to which your output can be shown to have made a new and original contribution to knowledge and understanding in the field. What have you 'discovered' that other researchers have not previously?
 - Such originality could take a variety of forms, such as: new arguments or forms of expression, interpretation and insight; engagement with new or complex problems,

or combinations of problems; development, or novel application, of innovative research methods or techniques; generation and analysis of new data; advancement or critique of theory, or paradigms; new forms or methods of creative practice that are original in imaginative scope.

- To demonstrate originality, it is necessary to indicate how the work relates to relevant existing knowledge and approaches.
 - **Significance** should be understood as the extent to which your work has influenced (or has the potential to influence) knowledge, scholarly thought and/or practice in relevant fields. For instance, can you show that it has become a point of reference for subsequent work by others?
 - **Rigour** is the degree to which the work demonstrates intellectual coherence and integrity, as well as robust and appropriate theories, methodologies, concepts, sources and analyses that ensure the reliability of the findings.
- If your research has been undertaken through creative practice, the relationship between method, investigation of questions, outputs and ‘effective sharing’ may occur in alternative forms and sequences. However, you should still be able to articulate the research process, questions and insights, as well as the manner of dissemination. How does the work go beyond ‘creative practice in itself’ and/or your development as a practitioner, to contribute to what we (scholars/practitioners) know and understand about the field in which the work is situated?
 - Practice researchers should add their research to RADAR using the GSA practice based research template (<http://radar.gsa.ac.uk/5649/>) whenever appropriate. The guidance provided within that template also suggests a helpful structure for your description of the output in your ARP.

Aim to provide the following information in the description of your outputs:

- Output type
- Nature of your contribution (if co-authored or co-produced)
- Word count and type of publication (for textual outputs)
- Details of any peer review process

- Contextualisation of the research, the field in which it is situated
- Research questions explored or investigated
- Methodological approach
- Findings (potentially including issues identified for further research)
- How they were disseminated (in addition to through the output itself, if applicable)
- The contribution made to relevant academic and scholarly fields
- (and potentially also to other contexts, e.g. professional, cultural, policy).

Consider Significance, Originality and Rigour

Section 5: Research Projects

Please provide details of any research projects in which you are currently involved, and indicate your role. Please include relevant projects that are already being undertaken ('Live'), proposals that have been submitted ('Pending') or new projects and proposals that you are actively planning or preparing ('Development').

Guidance notes:

- Please provide details of any research projects in which you are currently involved (if any).
- In this section, we are interested in well-defined and articulated activities that address explicit research questions, are situated within a relevant field and employ an appropriate methodology. You should also have a plan for undertaking the research. Please explain these points in your description.
- Use the 'Status' drop-down menu to indicate if each project is underway ('Live'), awaiting a response to a grant application ('Pending') or a new projects and proposals that you are actively planning or preparing, e.g. grant application being written ('Development').
- State your role and level of contribution, and the identity of the project lead (if it is not you).
- Provide details of any partners with whom you are collaborating.
- Where applicable, give details of any research funding awarded or applied for.
- Provide details of project timetables and indicate any work you intend to undertake during the forthcoming ARP period (summer 2019 to summer 2020).
- Please do not include details of any completed projects in this section. The results of completed projects should be reflected in either your Completed Outputs or Planned Outputs sections.
- Do not include details of very early stage, speculative or aspirational project ideas in this section, as reviewers will be unable to assess these. Ideas for future research projects that you are not yet actively developing should be included in Section 10 instead.

Section 6: Forthcoming Outputs

Please describe any planned research outputs that you will work on or complete during the forthcoming ARP period. Please indicate if there is already a confirmed route to dissemination (e.g. paper accepted, publishing contract awarded, exhibition date and venue confirmed).

Guidance notes:

- In this section, you should emphasise outputs that you will be working on in the forthcoming ARP period, and those that are completed but not yet published or otherwise in the public domain.
- See 'Describing Your Outputs' in Section 4 above: most of the same criteria apply to your forthcoming outputs, although findings and conclusions may be less clear at this stage. Just as with Completed Outputs, it is your responsibility to articulate how the forthcoming output constitutes research, and to provide details that will enable reviewers to assess potential originality, significance and rigour.
- Indicate if there is already a confirmed route to dissemination -- e.g. paper accepted, target journals identified, publishing contract awarded, exhibition date and venue confirmed.
- State expected dates of completion/publication.
- Include details on peer review, output type and (for textual outputs) word count.

- Earlier stage, speculative or aspirational ideas for future outputs should be included in Section 10.

Section 7. Current PGR students:

Give details of current supervised Doctoral or MPhil students and their current status (if applicable)

Guidance notes:

- Add details of any PhD or MPhil supervision duties.
- If you are not currently involved in supervision, leave this section blank.

8. Research environment:

Summarise your recent and planned contributions to the research environment at GSA and in other academic contexts.

Guidance notes:

- Summarise recent and planned contributions to the research environment at GSA and in other academic circles.
- For example, giving invited talks, hosting conferences, editing journals, peer reviewing, PhD examination etc.
- As in section 3, a concise list of relevant activities and achievements, with accompanying notes, will be acceptable.

9. Research impact achieved or planned:

If applicable, please give details of any demonstrable examples of impact arising from your research, e.g. beneficial change to individuals, groups or organisations beyond academia.

Guidance notes:

- Research impact can be defined as **an effect on, change or benefit to the economy, society, culture, public policy or services, health, the environment or quality of life, beyond academia.**
- It includes (but is not limited to) an effect on, change or benefit to:
 - The activity, attitude, awareness, behaviour, capacity, opportunity, performance, policy, practice, process or understanding
 - Of an audience, beneficiary, community, constituency, organisation or individuals
 - In any geographic location, whether locally, regionally, nationally or internationally.
- It may also include the reduction or prevention of harm, risk, cost or other negative effects.
- But, for our purposes, it does not include impacts on research or academic knowledge within the higher education sector, or on teaching practices or programmes at GSA.
- As in section 3, a concise list of completed and planned activities with accompanying notes will be acceptable.

10. Longer-term research plans:

Please describe your longer-term research plans and aspirations for the period after summer 2020. Be as specific as possible, and indicate when you aim to complete your objectives.

Guidance notes:

- This section is important to GSA and the reviewers, who are interested in your potential research trajectory, and the implications for GSA's research environment, culture and achievements. Evidence that you are thinking seriously about your longer term research plans may help to justify investment in your time to undertake research.
- Include longer-term research plans and aspirations for the period after summer 2020. What are your ambitions for your future development as a researcher, over the subsequent three to five years?
- For example: projects you hope to undertake and complete, grants you aim to apply for, publications you intend to write (and for whom), or artefacts you plan to produce (but which are at a more embryonic stage than those included in earlier sections). Also consider people or organisations you would like to collaborate with, forms of experience that you hope to gain or roles you aim to hold (e.g. peer reviewing, editorships).
- If you wish, include a note on any development, mentoring or training needs.
- Be as specific as possible, and indicate when you aim to complete your objectives.
- For earlier career researchers, you might find it helpful to consider the Researcher Development Framework materials that are available via GSA's subscription to Vitae <https://www.vitae.ac.uk/researchers-professional-development> .

(vii) Mitigating Circumstances

Use the mitigating circumstances form to inform GSA of recognisably disruptive or unexpected events beyond your control that have:

- Significantly impaired your ability to undertake research
- Significantly impaired your ability to complete your 2019 ARP form by the deadline.

Note that if you wish to report disruption caused by the Mackintosh building fire in June 2018, please do so in Section 3 of the ARP form (see above), rather than submitting a mitigating circumstances form – unless you need to disclosure personal sensitive information, in which case you should use the mitigating circumstances form.

The mitigating circumstances form is available on the GSA website at the foot of this page (Activity Planning documents):

<http://www.gsa.ac.uk/about-gsa/key-information/policies/institutional-policies/>

The form should be sent to HR. HR will then recommend a course of action to Research and Enterprise, without sharing any sensitive information.

(viii) Appeals

You may wish to consider requesting an appeal of your ARP result after you are informed of the outcome. ARPs are an integral aspect of Activity Planning at GSA, and as such are covered by the arrangements agreed with staff representatives in relation to broader activity planning processes. For further information, please see: <http://radar.gsa.ac.uk/6370/>

(ix) Further Guidance and Support

Information Sessions

For further help and guidance about your ARP in 2019, please note that information sessions are scheduled in the Learning Resources Mac suite on:

- March 5th 2019, 3pm
- March 7th 2019, 11am
- March 13th 2019, 3:30pm
- March 20th 2019 for MSA staff, 12:30pm (provisional, TBC)

If any other sessions are subsequently arranged, details will be circulated by email.

Guidance Documents

All guidance documents are available on the RADAR Help and Contact Information page at:

<http://radar.gsa.ac.uk/contact.html>

These may be updated from time to time, so please check for additional information periodically.

In Person

For assistance with adding outputs to RADAR or using the online ARP form, please contact:

- Nicola Siminson, N.Siminson@gsa.ac.uk (For drop-in visits, open office hours: Every Thursday 2-4pm, Room 3/2, Barnes Building)
- Dawn Pike, D.pike@gsa.ac.uk (For drop-in visits, open office hours: Every Wednesday 2-4pm, Room 3/2, Barnes Building)

For other enquiries, please contact:

- Colin Kirkpatrick, Head of Research and Enterprise, c.kirkpatrick@gsa.ac.uk

Note that due to current staff shortages, Research and Enterprise has very limited capacity to offer one-to-one support on ARPs this year, other than in relation to use of RADAR. We will, however, endeavour to respond to your emails and phonecalls in good time, and will add an FAQs document to RADAR if similar questions are raised by a number of colleagues. Otherwise, we encourage areas within GSA to consider organising departmental peer review and mentoring sessions or processes.