Completing your Annual Research Plan in RADAR – a guide

This guide aims to help you complete your Annual Research Plan (ARP), using the template provided in RADAR, the Glasgow School of Art’s research repository.

GSA research staff can log in and access their personal RADAR homepage, from where an ARP can be created, stored, edited and submitted. After the submission deadline, the RADAR administrator will access your ARP, which will then be shared with the GSA ARP Peer Review Group.

Please contact the RADAR team if you have any queries about RADAR: radar@gsa.ac.uk

For queries about the annual research plan, please contact Julie Ramage (j.ramage@gsa.ac.uk).

Updated February 2018
Login to RADAR

http://radar.gsa.ac.uk/

The above URL takes you to the RADAR homepage. To login, click on the ‘Login’ tab at the bottom of the navigation tree on the left of the screen.

When you click on ‘Login’ you will be presented with the following screen. To access RADAR, enter your GSA username (e.g. a.smith) and your password.
To begin your Annual Research Plan, click on the green ‘Annual Research Plan’ button.

Research Profile

Once you have logged in, you will be directed automatically to your RADAR homepage.

Please note: if you have completed the Research Profile section of your RADAR Homepage, the information provided will be pulled through to the ‘Research profile, focus and expertise’ section of your ARP, where it can be edited if required. To add information to your Research Profile in RADAR, click on the green ‘Edit Profile’ button on the left. You may wish to do so before you begin a new ARP.
To create a new Annual Research Plan, click on the green ‘Create New’ button.
Completing the ARP

Any fields marked with the ‘gold star’ in the ARP are required information.

Please note that if any fields marked with the star are not completed, an orange error message will appear at the top of the screen listing the fields that are missing information. You will not be able to proceed to the ‘Research’ section of the ARP until any required fields have been completed.

At the bottom of this screen there are two required fields where you select from a drop down box your current allocation of research time, and the research time you would like to request in the forthcoming ARP period.

You can also register any mitigating circumstances using the relevant proforma on the GSA Website.

N.B. The list of schools will soon be updated to reflect the current GSA structure.
Information from your RADAR Research Profile will automatically be pulled through to the ‘Research profile, focus and expertise’ section of the ARP (see page 3). You can edit this text if you wish. Any edits you make here will not appear in your public RADAR profile.

Once the ‘Detail’ section has been completed and you have clicked on the ‘Next’ button – you will be taken to this next section of the ARP.

In the section called ‘Summary of research activity since last ARP’ you can provide up to 500 words describing the research activity you have undertaken within the previous ARP period.
The next section of the ARP invites you to select any outputs that you have listed in RADAR from 1\textsuperscript{st} January 2014 onwards. Please select those that you would like the peer review panel to consider. Please provide a brief description of each output (in no more than 300 words) with reference to its originality, significance and rigour.

If the item you are describing is already in RADAR, when you type the title it will be recognised. All completed outputs must first be submitted to RADAR, so that the RADAR ID and title are automatically completed in your ARP. You will still need to provide a short description.

**Research Projects**

The next section of the ARP deals with your ongoing and forthcoming research projects. You can provide up to 500 words to describe each of your projects.

If you require more space for your completed outputs or research projects, you can create more boxes by clicking on the green ‘more input rows’ button at the bottom of the relevant section.
Planned outputs
This section provides you with up to 300 words to describe your planned outputs for the forthcoming academic year.

Character count
The ARP has a character count which will track how much you have written as you enter text into the boxes. Once you have reached the character limit it will not let you add any further text. Please be vigilant if you are pasting text into the ARP, if your pasted text exceeds the character limit it will be cut at the point you reach the limit and no warning message will be displayed.
**PhDs**

PhD supervision is an important element of your Activity Plan. Please list any current PhD or MPhil students in this section of the ARP, if applicable.

**Research Environment**

Please enter here any ongoing or forthcoming activity related to your listed projects or to the wider research environment.
Impact and planned impact activity

These sections aim to capture impact stemming from your research in the previous 12 months, and anticipated impact from planned activity.

For further information on definitions of impact for REF audit purposes, please contact the Research and Enterprise Team.
**Longer Term Research Aspirations**

This is the last section of the ARP. You should give a brief account of your longer term research aspirations, in no more than 500 words.

Click on the ‘Save and return’ button to save your plan and return to the preview screen.

Please give an account of your longer-term research aspirations, in no more than 500 words. Include aspirations such as projects you intend to undertake and complete, papers in peer reviewed journals, book publications, exhibitions, editorships, nominations to AHRC peer review college etc. Please be as specific as possible, and indicate by when you intend to achieve your objectives. You may wish to frame your response in terms of potential contribution to REF 2021 (before end of 2020) and aspirations beyond that.
This is the preview screen, where you can see which sections you have completed, and any areas still to be filled out. If you want to exit RADAR and return to a draft ARP at a later date, you can find the ARP you have been working on by clicking on ‘Homepage’ on the left of the screen and selecting the ‘Annual Research Plan’ button.
Editing an existing ARP

If you are returning to an ARP you began earlier, you will find it when you click on the ‘Annual Research Plan’ button on the RADAR homepage.

ARPs that are still being worked on are coloured yellow. To edit an existing ARP, click the ‘Edit’ button.

ARPs that are coloured green have been submitted and can’t be edited.

What do the icons mean?

1. ‘View’: allows you to preview your Annual Research Plan, as shown on page 12

2. ‘Edit’: allows you to go in and make changes to your Annual Research Plan

3. ‘Destroy’: allows you to delete the Annual Research Plan
How to submit your ARP

When you have finished your ARP and you have no further edits to make to the text you should click on the green ‘next’ button which can be found at the very bottom of the ARP form.

Clicking on the ‘next’ button takes you to the submit screen. If you are ready to submit your ARP to the peer review panel please tick the submit box (which has been circled in red in the screenshot) and then click on the green ‘save and return’ button to ensure your changes have been saved.

Please note that once you tick the submit button your ARP can no longer be edited. However, you can still view your ARP and you can use it as a template to create the following year’s plan. Please see the next page for instructions on how to do this.
Creating a template from a previous ARP

To save re-entering any information that remains the same, you can use previous ARPs as a template. To do this click on the preview icon (circled above) beside a completed ARP. Once you are previewing the ARP you will be able to click the green ‘use as template’ button.

When you click the ‘use as template’ button a duplicate of your annual research plan will be created which you can then edit and update.
How to export your ARP

You may wish to have a copy of your ARP as a document. You can export your ARP by viewing it in the preview screen and clicking on the ‘export’ option which is circled in the screenshot.

Once you have clicked on ‘export’ you will be given several ways to export your ARP – you should select ‘HTML’ which will then allow you to copy and paste the text into a document, such as Microsoft Word.
How to access your research time recommendation and chair summary

To access your research time recommendation, and the review panel chair’s summary, you should log in to RADAR and click on the ‘Annual Research Plan’ button on your RADAR homepage; this will take you to a screen where you can find both your submitted ARP(s), and any drafts.

To view your research time allocation and summary, you will need to click on the magnifying glass symbol beside your submitted ARP (circled in red). This will take you to the ‘ARP plan view’.

Scroll down to the bottom of the ‘ARP plan view’ screen to find your research time recommendation and the review panel chair’s summary.

<table>
<thead>
<tr>
<th>Plan ID</th>
<th>User ID</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>469</td>
<td>Dawn Pike</td>
<td>2017/18</td>
</tr>
<tr>
<td>643</td>
<td>Dawn Pike</td>
<td>2018/19</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Dawn Pike</td>
</tr>
<tr>
<td>Year: 2018/19</td>
</tr>
<tr>
<td>Position: Research Information Co-ordinator</td>
</tr>
<tr>
<td>School: Research &amp; Enterprise</td>
</tr>
<tr>
<td>FTE: 0.8</td>
</tr>
<tr>
<td>Current allocation of research time: Normative</td>
</tr>
<tr>
<td>Research time requested in forthcoming ARP: Normative</td>
</tr>
<tr>
<td>Unspecified fields: Research centre or unit (if applicable)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit your ARP: No</td>
</tr>
<tr>
<td>Plan ID: 738</td>
</tr>
<tr>
<td>User ID: Dawn Pike</td>
</tr>
<tr>
<td>Given name: Dawn</td>
</tr>
<tr>
<td>Family name: Pike</td>
</tr>
<tr>
<td>Recommendation: Normative</td>
</tr>
<tr>
<td>Chair summary: This is the summary for the test ARP.</td>
</tr>
</tbody>
</table>
Some useful points to remember:

- The ARP template counts characters instead of words.
  - 500 words = 3,500 characters
  - 300 words = 2,000 characters

- Be vigilant when cutting and pasting text into the ARP – once the word limit is reached, any additional text will be cut without a warning message.

We’re always happy to help, so please contact the RADAR team if you have any queries about RADAR: radar@gsa.ac.uk