How to complete your Annual Research Plan in RADAR

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 ARP process or contents, please contact the Research department: **research@gsa.ac.uk**

Updated November 2025

Login to RADAR

http://radar.gsa.ac.uk/
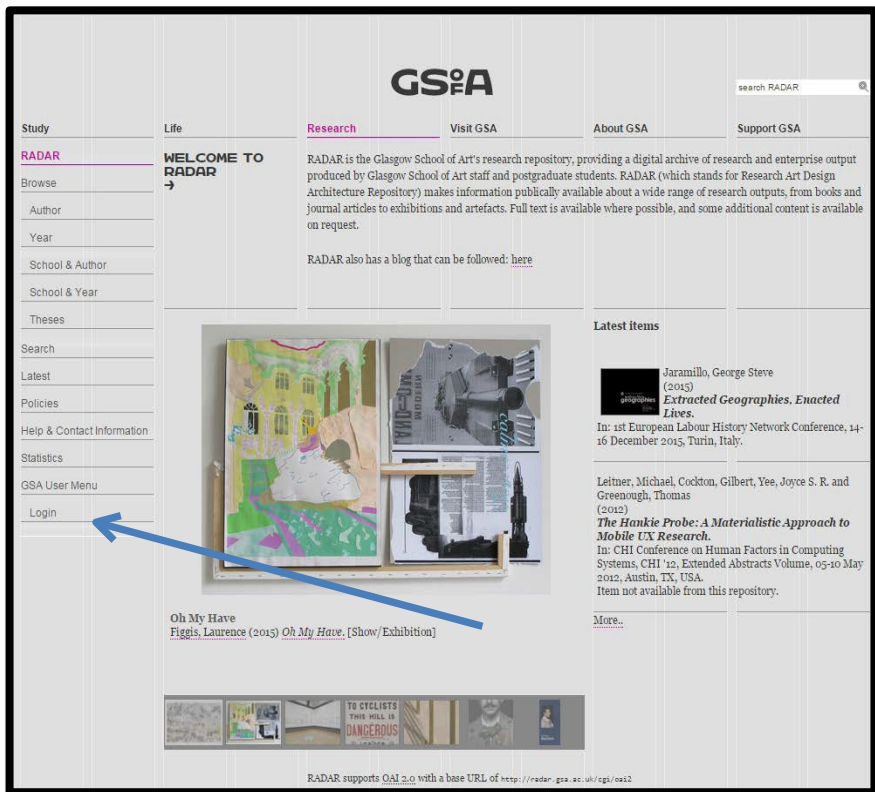
The above URL takes you to the RADAR homepage. To login, click on the 'Login' tab at the bottom of the menu on the left of the screen.

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.

HOMEPAGE

② Help

| Profile | User Details | Latest Publications | Most Viewed Publications |

NICOLA JANE SIMINSON

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Biography
...

| Manage lists | **Edit Profile** | **Annual Research Plan** | Saved searches | Profile Picture |

To begin your Annual Research Plan, click on the '**Annual Research Plan**' button.

To create a new Annual Research Plan, click on the
'Create new' button.

MANAGE ANNUAL RESEARCH PLAN

CREATE NEW

❓ **Filter**

Plan ID ▲	User ID	Year
No items		

Chair summary | **ADD COLUMN**

EDIT

- You haven't filled out the required School field.
- You haven't filled out the required FTE field.

Personal details → Research (1) → Research (2) → Submit

CANCEL   SAVE AND RETURN   NEXT →

⭐ 1a. Personal details:

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'** sections of the ARP until any required fields have been completed.

Welcome to the Annual Research Plan (ARP) template in RADAR.

Please read the ARP guidance document in full before completing your ARP, as it contains important information on the section of your ARP.

⭐ 1a. Personal details:

⭐ Year: For ARPs to be submitted in March 2026, select '2026/27'

2026/27

⭐ Name: Nicola Jane Si

⭐ Position: Research Information Manager

Year
Please note: for ARPs to be submitted in **March 2026**, select '**2026/27**'.

If you need to register any mitigating circumstances that have affected your ability to complete the ARP form or undertake planned research, please do so using the relevant proforma, available on the Annual Research Plans section of the Research and Enterprise intranet pages. Any sensitive or confidential information that you include on the mitigating circumstances form will only be viewed by HR.

You can also register any **mitigating circumstances** using the relevant proforma on the Research intranet pages.

Once the **'Personal Details'** section has been completed and you have clicked on the 'Next' button – you will be taken to this section of the ARP.

You will need to select your **current** allocation of research time from the drop down box here.

(You no longer need to select the research time you would like to request, as only one category of research time will be awarded through ARPs, and 'research time' or 'no research time' will be the only ARP outcomes. Please refer to the **Guidance on the Content of Your ARP for 2026-27** at https://radar.gsa.ac.uk/4558/.)

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 of this guide). You can edit this text if you wish. Any edits you make here will not appear in your public RADAR profile.

In the section '**How have you acted on the feedback in your last ARP?'** please describe how you have acted on the feedback you received.
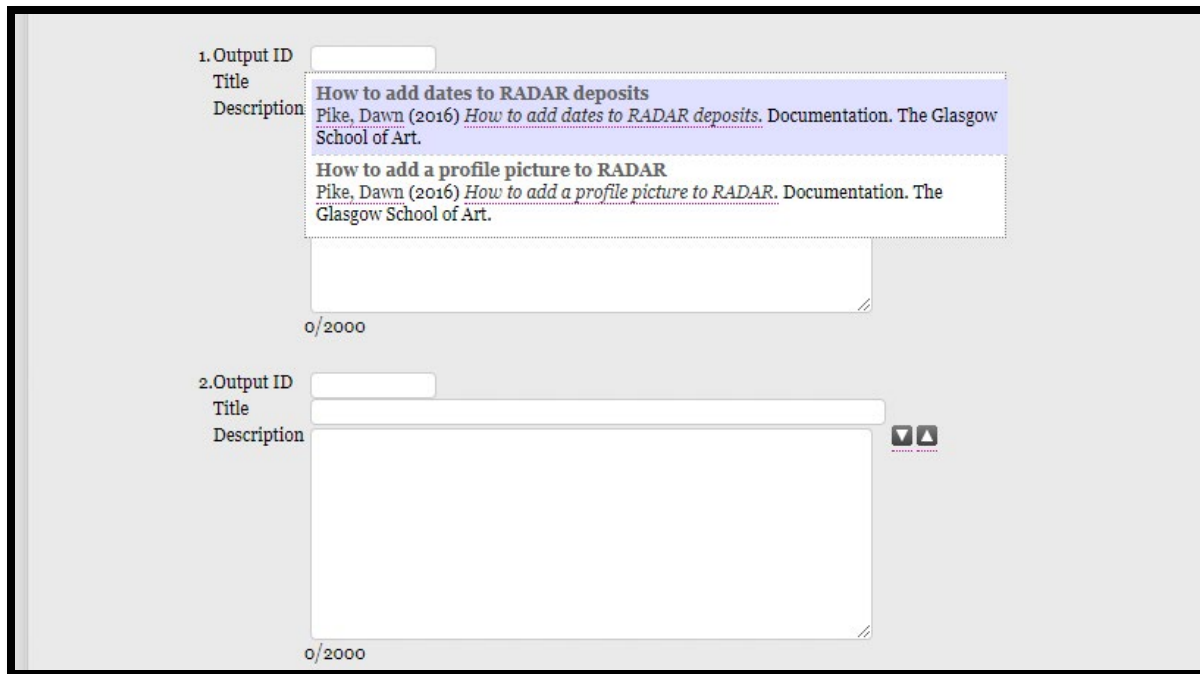
In the section called '**Update on objectives in previous ARPs'** you can provide up to 500 words describing your progress towards any objectives described in your last ARP(s).

Your best completed research outputs

The next section of the ARP invites you to select **up to four** outputs that you have listed in RADAR that were first brought into the public domain within the last three years. 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 in the title it will be recognised. All completed outputs must first be submitted to RADAR, so that the Output ID and title are automatically completed in your ARP. You will still need to provide a short description in your ARP.

The Output ID is the four or five-digit number that can be found in the 'Details' tab of your deposited output on RADAR. An example of an Output ID is "4881", for the output https://radar.gsa.ac.uk/4881/ .

5. Funded Research projects: Please provide details of any funded research projects in which you are currently involved and indicate your role. Please do not list completed projects. Please include relevant projects that are already being undertaken ('Live'), proposals that have been submitted ('Pending') or new projects and proposals for external funding that you are actively planning or preparing ('Development' – preferably at a more advanced stage than only the initial idea). Please include the funder targeted.

1. Project Title test

    Funder test

    Brief Description test
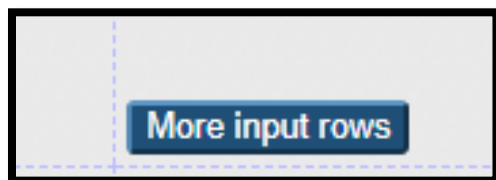
    1/500 words

    Status Development
    UNSPECIFIED
    Live
    Pending
    Development

2. Project Title

    Funder

More input rows

Funded Research Projects

The next section of the ARP deals with any funded research projects in which you are currently involved.
You can provide up to 500 words to describe each of your projects.

If you require more space for your funded research projects, you can create more boxes by clicking on the **'More input rows'** button at the bottom of the section.

8

6. Forthcoming outputs:

Please read the ARP guidance for full instructions on how to complete this section of your ARP.

Please describe any planned research outputs that you will work on or complete during the forthcoming ARP period, in up to 300 words each. Please indicate if there is already a confirmed route to dissemination (e.g. paper accepted, publishing contract awarded, exhibition date and venue confirmed).

1. Title

Expected Publication Date: Year: ____ Month: Unspecified Day: ?
Brief Description

0/2000

2. Title

Expected Publication Date: Year: ____ Month: Unspecified Day: ?
Brief Description

0/2000

MORE INPUT ROWS

Forthcoming Outputs
This section provides you with up to 300 words to describe your planned outputs for the forthcoming academic year.

Word count
The ARP has a word count which will track how much you have written as you enter text into the boxes. Once you have reached the word 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 word limit it will be cut at the point you reach the limit, and no warning message will be displayed.

PGR supervision

7. Current PGR students: Give details of **current** supervised Doctoral or MPhil students and their current status (if applicable)

Name of Student		Supervision End Date			
1.	Year:	Month: Unspecified	Day: ?	▼
2.	Year:	Month: Unspecified	Day: ?	▼ ▲
3.	Year:	Month: Unspecified	Day: ?	▼ ▲

MORE INPUT ROWS

Environment

8a. Training and Development: Please detail your recent or planned involvement in training or development activities which aid your research or career development i.e. attending training or development sessions; presentation at a conference or exhibition; and/or engagement in a mentoring scheme.

0/300 words

8b. Overall Contribution to GSA Research Culture: Please detail your recent or planned contribution to GSA's research culture and Environment e.g. delivering SKI sessions or other GSA talks or research events; acting as a research mentor; participating in GSA's research committees; engaging in research degree supervision or training; and/or taking part in GSA's Peer Review College.

0/300 words

8c. Contribution to the External Research Environment: Please note if you have undertaken any activities as part of the external research environment such as peer review, journal editing, committee and conference roles, membership of external research associations, external examination or other involvement in the wider research community. Please indicate the year in which the work took place (or will do).

Current PGR Students

PGR 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.

Please specify the expected **PhD completion date** in the format **yyyy/mm/dd**!

Research Environment

Please enter here any ongoing or forthcoming activity related to your **Training and Development**; your **Overall Contribution to GSA Research Culture**; and your **Contribution to the External Research Environment**.

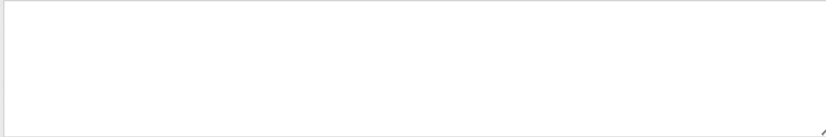For more information, please refer to the **Guidance on the Content of Your ARP for 2026-27** at https://radar.gsa.ac.uk/4558/.

Impact

Please enter here any ongoing or forthcoming activity related to **Knowledge Exchange and Public Engagement**; and to **Research impact**.
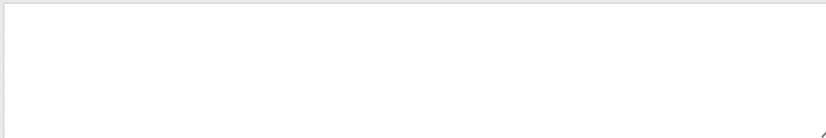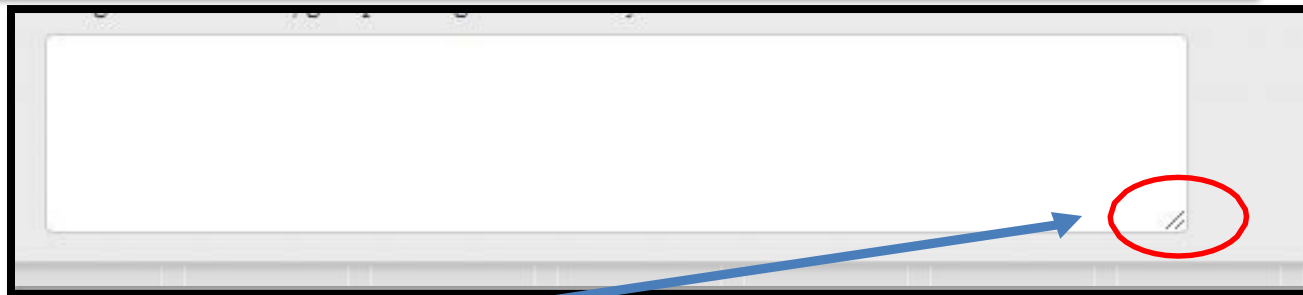
For more information, please refer to the **Guidance on the Content of Your ARP for 2026-27** at https://radar.gsa.ac.uk/4558/.

Impact

9a. Knowledge Exchange and Public Engagement:	Please give details of any plans you have for engaging with people or organisations outside of GSA, and list any non-academic partner organisations that you are or have collaborated with through your academic research.

9b. Research impact:	If applicable, please give details of any impact your research has had (or may have) on individuals, groups or organisations beyond academia.
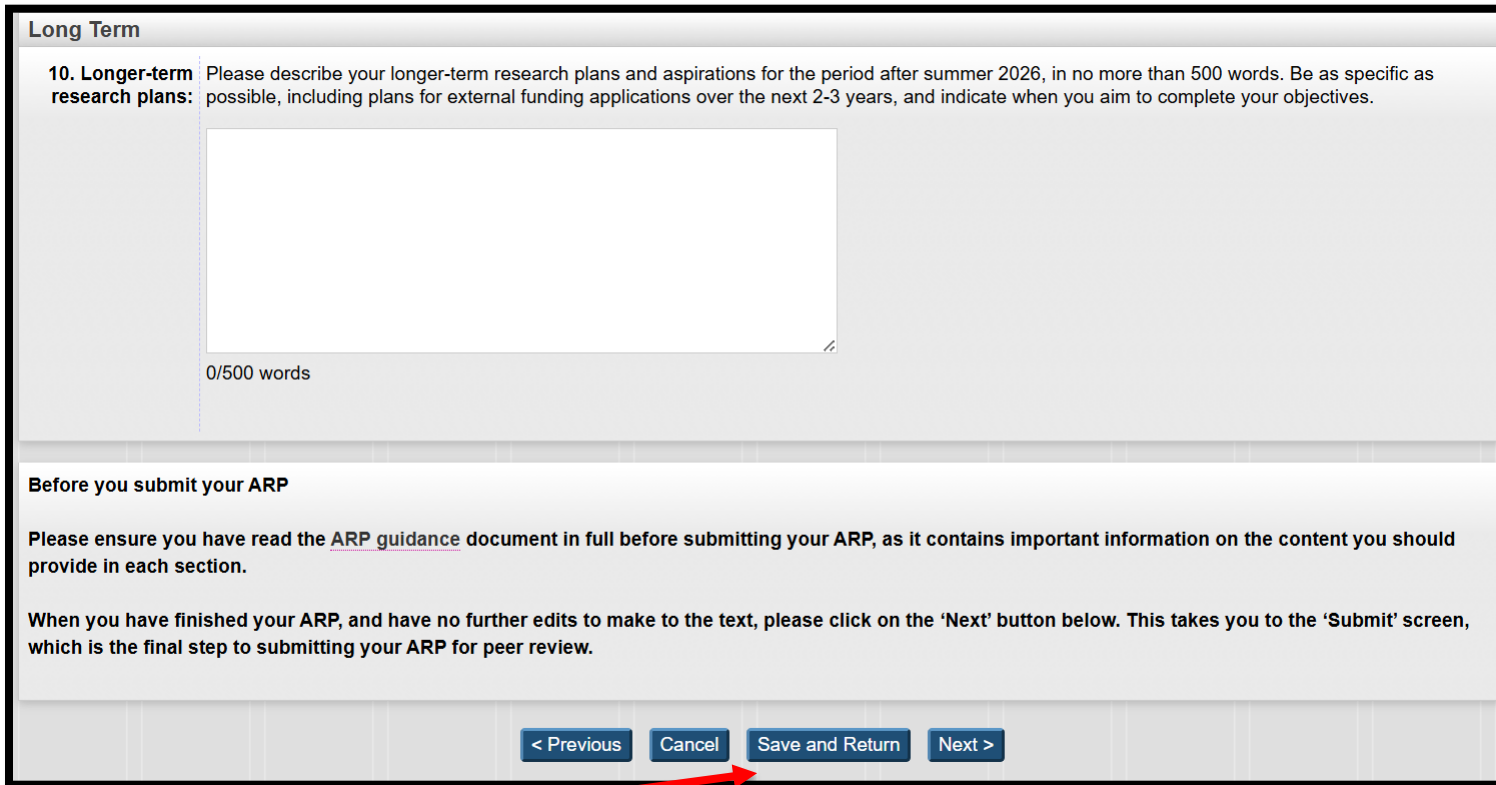
Useful tip! You can expand the text box you are writing in by dragging your cursor over the two lines in the right hand corner of the relevant text box.

Longer term research plans

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

Please be as specific as possible, including plans for external funding applications over the next 2-3 years.

Long Term

10. Longer-term research plans: Please describe your longer-term research plans and aspirations for the period after summer 2026, in no more than 500 words. Be as specific as possible, including plans for external funding applications over the next 2-3 years, and indicate when you aim to complete your objectives.

0/500 words

Before you submit your ARP

Please ensure you have read the ARP guidance document in full before submitting your ARP, as it contains important information on the content you should provide in each section.

When you have finished your ARP, and have no further edits to make to the text, please click on the 'Next' button below. This takes you to the 'Submit' screen, which is the final step to submitting your ARP for peer review.

[< Previous] [Cancel] [Save and Return] [Next >]

Click on the **'Save and Return'** button to save your plan, and return to the preview screen. We recommend you save your work regularly.
The preview screen allows you to 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.

MANAGE ANNUAL RESEARCH PLAN

CREATE NEW

❓ **Filter**

| Plan ID ▲	User ID	Year	
734	Dawn Pike	2018/19	🔍
1206	Dawn Pike	2019/20	🔍
1415	Dawn Pike	2021/22	🔍
1836	Dawn Pike	2024/25	🔍 ✏️ 🗑️

10. Longer-term research plans   **ADD COLUMN**

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.   **2.**   **3.**

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
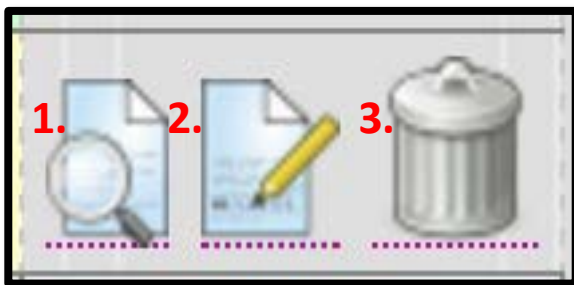
Before you submit your ARP

Please ensure you have read the ARP guidance document in full before submitting your ARP, as it contains important information on the content you should provide in each section.

When you have finished your ARP, and have no further edits to make to the text, please click on the 'Next' button below. This takes you to the 'Submit' screen, which is the final step to submitting your ARP for peer review.

< Previous   Cancel   Save and Return   Next >

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 '**Next**' button, which can be found at the very bottom of the ARP form.

Clicking on the 'Next' button takes you to the '**Submit your ARP**' 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 below screenshot), and then click on the '**Save and Return**' button to ensure your changes have been saved.

Please note that once you submit your ARP it 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.

Submit your ARP

Please submit your completed ARP by clicking on the box below, then select the green "SAVE AND RETURN" button.

Please note that submitting your ARP will create an archived version of your ARP, which will no longer be available for you to edit.

WARNING: If you still wish to edit your ARP, please ensure the box below is NOT ticked.

☐

< Previous   Cancel   Save and Return

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.

MANAGE ANNUAL RESEARCH PLAN

CREATE NEW

? Filter

Plan ID ▲	User ID	Year	
469	Dawn Pike2	2017/18	🔍
643	Dawn Pike2	2018/19	🔍 ✏️ 🗑️

[✕] [▶] [◀] [✕] [▶] [◀] [✕]

Chair summary   **ADD COLUMN**

ARP PLAN VIEW

Personal details   **EDIT**

Name:	Dawn Pike
Year:	2018/19
Position:	Research Information Co-ordinator
School:	Research
FTE:	0.8
Unspecified fields:	Research Groups

SCROLL DOWN
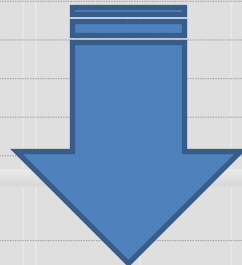
Research (1)   **EDIT**

1b. Current allocation of research time:	Normative
1c. Research time requested in forthcoming ARP period:	Normative

Submit   **EDIT**

Submit your ARP:	Yes
Plan ID:	738
User ID:	Dawn Pike
Given name:	Dawn
Family name:	Pike
Recommendation:	Normative
Panel Feedback:	This is a test summary.

How to access your research time recommendation and Panel Feedback

To access your research time recommendation, and the review panel's feedback, 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 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's feedback.

Some useful points to remember:

- 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.
- Click on the 'Save and Return' button to save your plan; we recommend you **save your work regularly**.
- When you are ready to submit your ARP, click the 'Next' button at the end of the ARP template, to access the 'Submit your ARP' screen.
  Don't forget to **tick the submit box**, then click the '**Save and Return**' button to ensure your ARP is submitted.

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