

# 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.

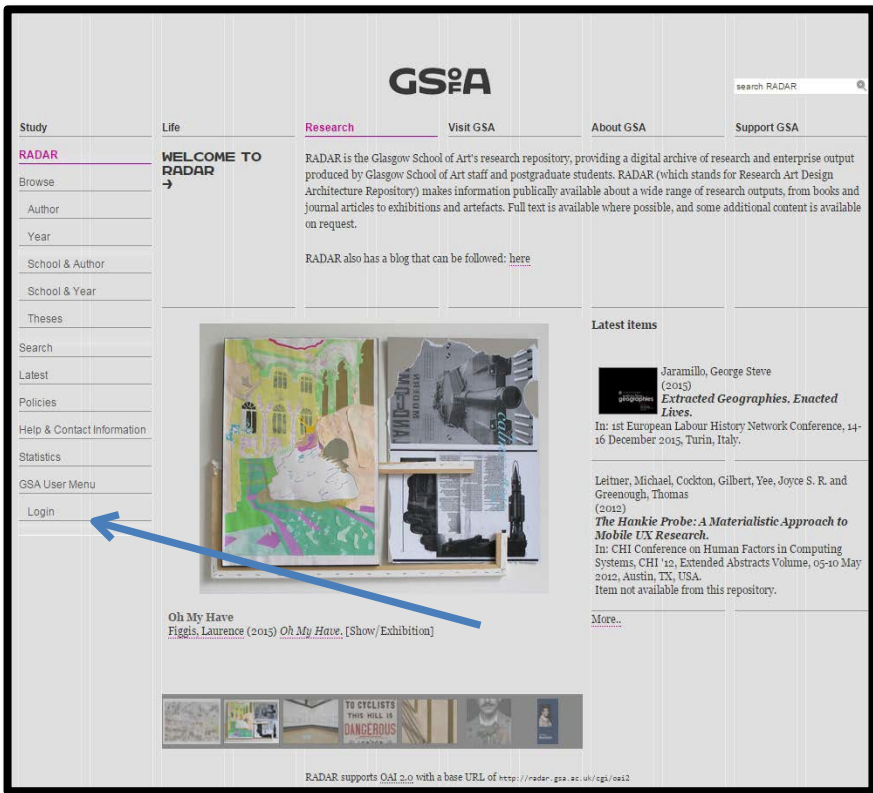
GSA research staff can log in and access their personal RADAR homepage, from where an ARP can be created, stored, edited and submitted.

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](mailto:radar@gsa.ac.uk)

For queries about the annual research plan, please contact Colin Kirkpatrick ([c.kirkpatrick@gsa.ac.uk](mailto:c.kirkpatrick@gsa.ac.uk))

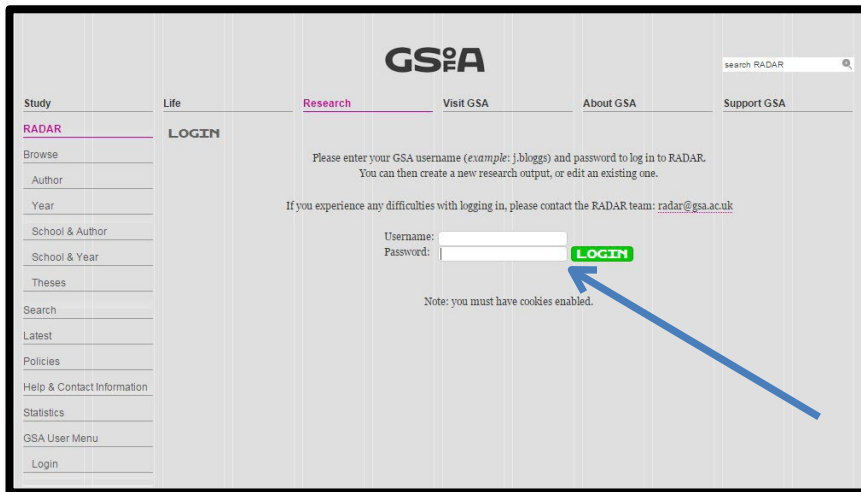
Updated November 2023



## 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.

**DAWN PIKE2**



<http://radar.gsa.ac.uk/profile/1053>

Research Information Co-ordinator

Research Staff

Glasgow School of Art

Research Profile

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[EDIT PROFILE](#)

[ANNUAL RESEARCH PLAN](#)

[SAVED SEARCHES](#)

[PROFILE PICTURE](#)

## 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 begin your Annual Research Plan, click on the green 'Annual Research Plan' button.

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

MANAGE ANNUAL RESEARCH PLAN

**CREATE NEW**

**Filter**

Plan ID ▲	User ID	Year
No items		
✕ ▶	◀ ✕ ▶	◀ ✕

Chair summary  **ADD COLUMN**



- 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:

★ **Year:** For ARPs to be submitted in March 2024, select '2024/25'

2024/25

★ **Name:** Dawn Pike

★ **Position:** Research Information Co-ordinator

★ **School:**

- Exhibitions
- Innovation School
- Innovation School: Product Design
- Learning & Teaching
- Learning Resources
- Mackintosh School of Architecture
- Mackintosh School of Architecture: History of Architecture & Urban Studies (HAUS)
- Mackintosh School of Architecture: Mackintosh Environmental Architecture Research Unit (MEARU)
- Research
- School of Design

★ **FTE:**

**Research Groups:**

- Curatorial Practice
- Design for Health & Care
- Design Studio
- Digital Learning
- Glasgow Urban Lab (GUL)
- Heritage Visualisation
- Immersive Systems
- Medical Visualisation
- Northern Artistic Research Consortium (NARC)
- Pedagogic Research in Art, Design and Architecture (PRADA)

★ **Do you have a mentor?:** Please answer whether or not you had a mentor. If you select other, the next page will ask you to describe the details of your mentorship.

yes: Other (Please provide further details on the next page)

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.

## 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.

## Year

Please note: for ARPs to be submitted in **March 2024**, select '2024/25'.

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

← PREVIOUS CANCEL SAVE AND RETURN NEXT →

★ Mentorship: Further details

★ 1c. Research time requested in forthcoming ARP period:

- Normative
- Unspecified
- Emergent
- Normative
- No time
- Emergent

★ 1b. Current allocation of research time:

★ 2. Research profile, focus and expertise:

Please read the [ARP guidance](#) for full instructions on how to complete this section of your ARP.

The purpose of this section is to give reviewers an overview of your research interests and experience, in up to 500 words. 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.

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1467/3500

★ 3a. Update on objectives in previous ARPs:

Please read the [ARP guidance](#) for full instructions on how to complete this section of your ARP.

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.

Text input area for section 3a.

2/3500

★ 3b. How have you acted on the feedback in your last ARP?:

Please describe how the feedback received from your last ARP has been acted upon in 3400 characters maximum.

Text input area for section 3b.

0/3500

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.

If you have selected the **'other'** option in the **'Do you have a mentor?'** field in the previous screen, you will be asked to provide more details in the **'Mentorship: Further details'** field.

You will also need to select your current allocation of research time, and the research time you would like to request in the forthcoming ARP period, from the drop down boxes here.

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 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).

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.



## Your best completed research outputs

The next section of the ARP invites you to select any 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 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.

**Outputs**

**4. Your best completed research outputs:** Please read the [ARP guidance](#) for full instructions on how to complete this section of your ARP, and advice on how to articulate your research in a way that will help reviewers to assess your work.

From the outputs that you have listed in RADAR and that were first brought into the public domain within the last three years, please select those that you consider to be the best examples of your research, described in no more than 300 words each. There is no minimum or maximum number, but we encourage you to include no more than eight. Any outputs described in this section that have not yet been added to RADAR will not be considered by reviewers.

1. Output ID

Title

Description

0/2000

2. Output ID

Title

Description

0/2000



**5. Research projects:** Please read the [ARP guidance](#) for full instructions on how to complete this section of your ARP.

Please provide details of any research projects in which you are currently involved, and indicate your role, in up to 500 words each. 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').

1. Project Title

Brief Description

0/3500

Status

2. Project Title

Brief Description

0/3500

Status

3. Project Title

Brief Description

0/3500

Status

**MORE INPUT ROWS**

## 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 research projects, you can create more boxes by clicking on the green '**more input rows**' button at the bottom of the section.



**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.

**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.

## 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.	<input type="text"/>	Year: <input type="text"/>	Month: Unspecified	Day: ?	▼
2.	<input type="text"/>	Year: <input type="text"/>	Month: Unspecified	Day: ?	▼ ▲
3.	<input type="text"/>	Year: <input type="text"/>	Month: Unspecified	Day: ?	▼ ▲

**MORE INPUT ROWS**

## 8. Research environment:

Please read the [ARP guidance](#) for full instructions on how to complete this section of your ARP.

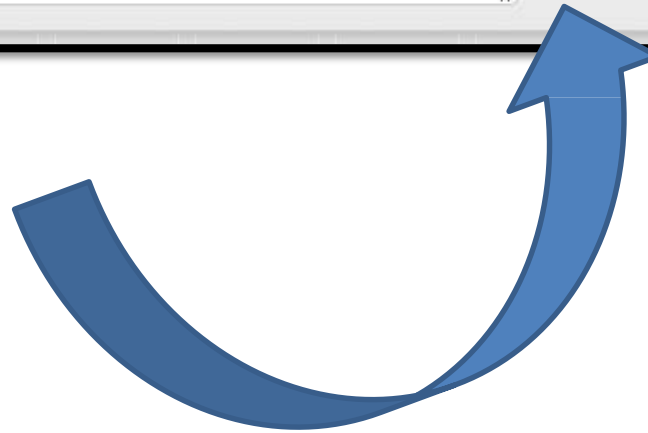
Summarise your recent and planned contributions to the research environment at the GSA and in other academic contexts.

## 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.

## Research Environment

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



## Research impact achieved or planned

This section aims to capture impact stemming from your research in the previous 12 months, and anticipated impact from planned activity.

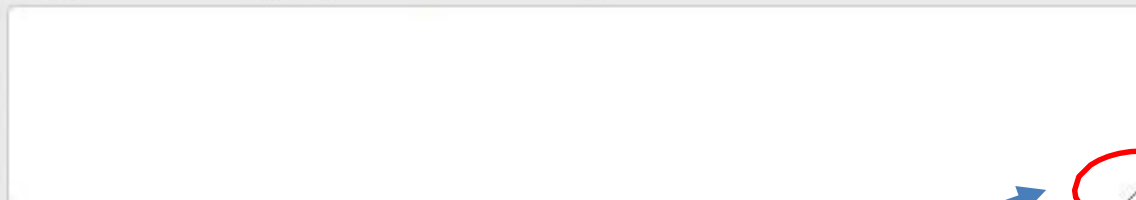
For further information on definitions of impact for REF audit purposes, please contact [Colin Kirkpatrick](#).

### Impact

#### 9. Research impact achieved or planned:

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

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.



**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.

10. **Longer-term research plans:** Please read the [ARP guidance](#) for full instructions on how to complete this section of your ARP.

Please describe your longer-term research plans and aspirations for the period after summer 2022, in no more than 500 words. Be as specific as possible, and indicate when you aim to complete your objectives.

0/3500

← PREVIOUS CANCEL SAVE AND RETURN NEXT →

### **Longer term research plans**

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

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

**RADAR**

ANNUAL RESEARCH PLAN - DAWN PIKE 2024/25

[https://radar.gsa.ac.uk/id/arp\\_plan/1836](https://radar.gsa.ac.uk/id/arp_plan/1836)

**USE AS TEMPLATE** **EDIT** **DESTROY**

Details Export

**Personal details** **EDIT**

**Name:** Dawn Pike

**Year:** 2024/25

**Position:** Research Information Co-ordinator

**School:** Research

**FTE:** 1

**Do you have a mentor?:** yes: Other (Please provide further details on the next page)

**Unspecified fields:** [Research Groups](#)

**Research (1)** **EDIT**

**1b. Current allocation of research time:** Emergent

**1c. Research time requested in forthcoming ARP period:** Normative

**2. Research profile, focus and expertise:**

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Nunc metus elit, sagittis vel posuere id, scelerisque semper augue. Mauris non vehicula felis. Duis vitae ligula suscipit, semper ligula hendrerit, condimentum nibh. Proin egestas, purus sed vulputate vulputate, sapien quam luctus ligula, eu bibendum dolor leo sed orci. Nam ornare augue eros, ut vehicula massa bibendum eu. Cras turpis est, pharetra volutpat tempus vel, varius eget augue. Aenean ornare a nibh et semper. Aenean tempor, ante a euismod vulputate, massa nisi pharetra neque, et euismod metus diam quis massa. Nunc rutrum, ante vitae condimentum sagittis, ex sapien dignissim tellus, eget gravida dolor ipsum id erat. In diam est, sollicitudin at posuere in, hendrerit quis urna. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec vehicula maximus nisl. Pellentesque porta sem justo, at finibus libero malesuada sit amet.

Browser

Author

Year

School & Author

School & Year

Theses

GSA Staff Profiles

Search

Latest

Policies

Accessibility

Help & Contact Information

FAQ

Statistics

GSA User Menu

Dawn Pike2

**Homepage**

Manage Outputs

Saved searches

My Lists

ARP Review

Manage ARP Panel







Logout

## The preview screen

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.

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

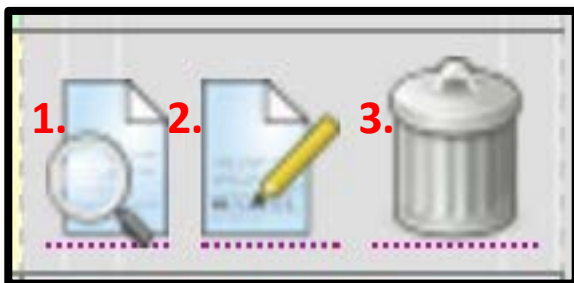
If you are returning to an ARP you began earlier, you will find it when you click on the **'Annual Research Plan'** button on the RADAR homepage.

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?

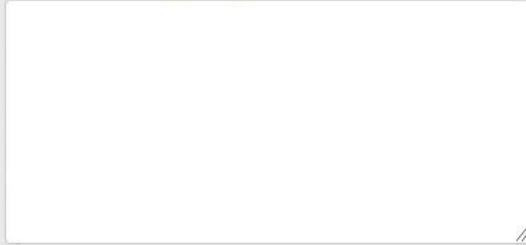
1. 'View': allows you to preview your Annual Research Plan, as shown on page 12
2. 'Edit': allows you to go in and make changes to your Annual Research Plan
3. 'Destroy': allows you to delete the Annual Research Plan





10. Longer-term research plans: Please read the [ARP guidance](#) for full instructions on how to complete this section of your ARP.

Please describe your longer-term research plans and aspirations for the period after summer 2022, in no more than 500 words. Be as specific as possible, and indicate when you aim to complete your objectives.



0/3500

← PREVIOUS CANCEL SAVE AND RETURN NEXT →



EDIT

Detail → Research → Submit

← PREVIOUS CANCEL SAVE AND RETURN

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







## 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.

**CREATE NEW**

Plan ID	User ID	Year	
469	Dawn Pike2	2017/18	
643	Dawn Pike2	2018/19	  

Chair summary **ADD COLUMN**



ANNUAL RESEARCH PLAN - DAWN PIKE 2015/16

[http://radar.gsa.ac.uk/id/arp\\_plan/67](http://radar.gsa.ac.uk/id/arp_plan/67)  
**USE AS TEMPLATE**

Details Export

Other defined fields

Plan ID:	67
User ID:	Dawn Pike2
Name:	Dawn Pike
Year:	2015/16
Position:	Research Information Co-ordinator
School:	Research & Graduate School (encompassing Directorate)
FTE:	0.8

Research profile, focus and expertise: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, ...



**EDIT**

A new annual research plan has been created.  
You are editing the new plan.

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

**CANCEL SAVE AND RETURN NEXT →**

1. Personal details:

- Year: For ARPs to be submitted in Spring 2019, select '2019/20'
- Name: Dawn Pike2
- Position: Research Information Co-ordinator
- School: Research & Enterprise
  - Exhibitions
  - Innovation School
  - Innovation School: Product Design
  - Learning & Teaching
  - Learning Resources
  - Mackintosh School of Architecture
  - Mackintosh School of Architecture: History of Architecture & Urban Studies (HAUS)
  - Mackintosh School of Architecture: Mackintosh Environmental Architecture Research Unit (MEARU)
- FTE: 1.0

## 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.

ANNUAL RESEARCH PLAN - DAWN PIKE 2021/22

[http://radar.gsa.ac.uk/id/arp\\_plan/1235](http://radar.gsa.ac.uk/id/arp_plan/1235)

USE AS TEMPLATE EDIT DESTROY

Details Export

Personal details

EDIT

Name: Dawn Pike

Year: 2021/22

Position: Research Information Co-ordinator

School: Research & Enterprise

FTE: 1.0

Current allocation of research time: Emergent

Research time requested in forthcoming ARP period: Normative

Unspecified fields: Research Groups

### 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.

ANNUAL RESEARCH PLAN - DAWN PIKE 2021/22

[http://radar.gsa.ac.uk/id/arp\\_plan/1235](http://radar.gsa.ac.uk/id/arp_plan/1235)

USE AS TEMPLATE EDIT DESTROY





Details Export

- EP3 XML
- HTML
- JSON
- Multiline CSV

**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

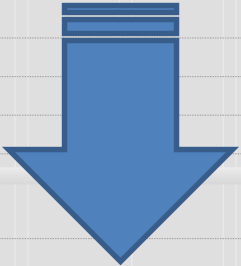
Unspecified fields: Research Groups

Research (1) **EDIT**

1b. Current allocation of research time: Normative

1c. Research time requested in forthcoming ARP period: Normative

**SCROLL DOWN**



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 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 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:

- 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](mailto:radar@gsa.ac.uk)