**Annual Research Plan Template Overview 2024/25**

This document provides an overview of the Annual Research Plan (ARP) template in RADAR, to enable both authors and peer reviewers of ARPs to see the form in its entirety, at a glance.

**\*\* Please note: The ARP must be completed and submitted within RADAR itself \*\***

Remember that the ARP template in RADAR counts characters [[1]](#footnote-1) instead of words, and has a built-in character count for most of its fields, which will track how much you have written as you enter text into the boxes. Please be vigilant when cutting and pasting text into the ARP – once the character limit is reached, any additional text will be cut without a warning message.

**Please visit the** [**‘Help & Contact Information’**](http://radar.gsa.ac.uk/contact.html) **section of RADAR for more detailed step-by-step guides on completing an ARP.**

Fields marked with the star symbol  denote mandatory fields.

# **1a. Personal details:**

|  |  |
| --- | --- |
| **Year:** | For ARPs to be submitted in March 2024, select '2024/25'  Choose an item. |
| **Name:** | Click or tap here to enter text. |
| **Position:** | Click or tap here to enter text. |
| **School:** | Choose an item. |
| **FTE:** | Click or tap here to enter text. |
| **Research group (if applicable):** | Click or tap here to enter text. |
| **Do you have a mentor?:** | Choose an item. |

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 via the [R&E intranet pages](https://gsofa.sharepoint.com/sites/intranet/ProfessionalSupport/ResearchEnterprise/Pages/ARPs.aspx). Any sensitive or confidential information that you include on the mitigating circumstances form will only be viewed by HR.

**Research (part 1):**

|  |  |
| --- | --- |
| * **Mentorship: Further Details** | Click or tap here to enter text. |

**1b. and 1c.:**

|  |  |
| --- | --- |
| **Current allocation of research time:** | Choose an item. |
| **Research time requested in**  **forthcoming ARP period:** | Choose an item. |

# 2. Research profile, focus and expertise:

Please read the [ARP guidance](http://radar.gsa.ac.uk/4558/) 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.

Click or tap here to enter text.

# **3a.  Update on objectives in previous ARPs:**

Please read the [ARP guidance](http://radar.gsa.ac.uk/4558/) 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.

Click or tap here to enter text.

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

Please describe how you have acted upon the feedback received from your last ARP in 500 words or less.

Click or tap here to enter text.

# **4.  Your best completed research outputs:**

Please read the [ARP guidance](http://radar.gsa.ac.uk/4558/) 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.

|  |  |
| --- | --- |
| **Output ID:** | Click or tap here to enter text. |
| **Title**: | Click or tap here to enter text. |
| **Description:** [character count:2000] | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Output ID:** | Click or tap here to enter text. |
| **Title**: | Click or tap here to enter text. |
| **Description:** [character count:2000] | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Output ID:** | Click or tap here to enter text. |
| **Title**: | Click or tap here to enter text. |
| **Description:** [character count:2000] | Click or tap here to enter text. |

*[please add further boxes here as needed; we encourage you to include no more than eight outputs here]*

# **5. Research Projects:**

Please read the [ARP guidance](file:///C:\Users\n.siminson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\YXQKW9PT\Please%20read%20the%20ARP%20guidance%20for%20full%20instructions%20on%20how%20to%20complete%20this%20section%20of%20your%20ARP) 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’).

|  |  |
| --- | --- |
| **Project Title:** | Click or tap here to enter text. |
| **Brief Description:**  [Character count: 3500] | Click or tap here to enter text. |
| **Status:** | Choose an item. |

|  |  |
| --- | --- |
| **Project Title:** | Click or tap here to enter text. |
| **Brief Description:**  [Character count: 3500] | Click or tap here to enter text. |
| **Status:** | Choose an item. |

|  |  |
| --- | --- |
| **Project Title:** | Click or tap here to enter text. |
| **Brief Description:**  [Character count: 3500] | Click or tap here to enter text. |
| **Status:** | Choose an item. |

*[please add further boxes here as needed]*

# **6. Forthcoming outputs:**

Please read the [ARP guidance](http://radar.gsa.ac.uk/4558/) 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).

|  |  |
| --- | --- |
| **Title:** | Click or tap here to enter text. |
| **Expected Publication Date:** | Click or tap to enter a date. |
| **Brief Description:**  *[Character count: 2000]* | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Title:** | Click or tap here to enter text. |
| **Expected Publication Date:** | Click or tap to enter a date. |
| **Brief Description:**  *[Character count: 2000]* | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Title:** | Click or tap here to enter text. |
| **Expected Publication Date:** | Click or tap to enter a date. |
| **Brief Description:**  *[Character count: 2000]* | Click or tap here to enter text. |

*[please add further boxes here as needed]*

**Research (part 2):**

# **7. Current PGR students:**

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

|  |  |
| --- | --- |
| **Name of Student:** | Click or tap here to enter text. |
| **Supervision End Date:** | Click or tap to enter a date. |

|  |  |
| --- | --- |
| **Name of Student:** | Click or tap here to enter text. |
| **Supervision End Date:** | Click or tap to enter a date. |

*[please add further boxes here as needed]*

# **8. Research Environment:**

Please read the [ARP guidance](http://radar.gsa.ac.uk/4558/) 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.

Click or tap here to enter text.

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

Please read the [ARP guidance](http://radar.gsa.ac.uk/4558/) 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.

Click or tap here to enter text.

# **10. Longer-term research aspirations:**

Please read the [ARP guidance](http://radar.gsa.ac.uk/4558/) 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.

Click or tap here to enter text.

# **Part 3: 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.

1. Example character counts: 500 words = 3,500 characters; 300 words = 2,000 characters [↑](#footnote-ref-1)