**SOAS RESEARCH PLANNING TEMPLATE**

**Early Career Scholars**

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| **Name** |  |
| **Department/School** |  |
| **Date**  |  |
| **ORCID iD** |  |

The purpose of this form is to provide an opportunity for a reflective exercise on your research activities in order to enable you to achieve research outputs and outcomes that contribute both to your own career and to SOAS’ mission to produce high quality research that makes a difference in the world.

The form is divided into two parts. The first (Section A) takes you through thinking about what you want to achieve with your research in the next five years, where you see your contribution and what would help you to make the most of your research time. The second section (Section B) is a stock-take of publications and other outputs that will be added to annually as you come to review your progress towards the goals you’ve set for yourself.

Sections A and B of the form should be completed in draft prior to a meeting with your Departmental Director of Research and/or Mentor and finalized subsequent to that meeting, taking into account feedback and further reflections.

**SECTION A: CURRENT AND FUTURE RESEARCH & WRITING PROJECTS**

This section is designed to provide a space for reflection on the projects that you are currently engaged in or finishing, and those that you are developing or would like to begin. The aim of this process is to help you take a step back and reflect on strategy, prioritise and identify what might help you to improve the quality, reach and impact of your work.

*Past interests, Future plans*

Reflecting on the work you’ve been doing in the last few years, where do you want to take it forward in terms of publications? What are your plans for your PhD thesis? Do you have ideas emerging out of it or out of the postdoctoral research project you’re currently working on that you’d like to develop further? Use this as an opportunity to share the ideas you’re thinking about at the moment and why you think it’s worth pursuing, new ideas you’re developing or would like to begin to work on, then look over it all to decide what ought to be your priority. What might decolonising research bring to the way you work and what you work on?

*Identifying priorities - What’s going to make the difference?*

Looking across your various projects and initiatives, which ones strike you as having the most potential? What would help you to really have a big impact? Which ones are you currently giving the most energy to? What would you need to do to develop some of the pieces you’re working on now? Are there any projects or publications that you might drop or wrap up quickly, so as to focus more on the ones that you think are really going to make a difference?

*Overcoming Obstacles, Clearing the Decks*

Think through what might get in the way of you achieving your plan. Do you have any current research projects or unfinished publications that have become a millstone around your neck? Are you encountering any particular obstacles to achieving your research goals? What would work for you to mitigate or address these obstacles? This is a chance to think about what’s worked for you in the past and how you might make use of these strategies again.

*Mitigating for research activity to be undertaken during COVID-19 and its aftermath*

How are your research plans affected by the pandemic? What would you need to do to change field research that was initially planned as face-to-face interaction to remote participant interaction? How can your strategy for recruitment, consent, and data collection be changed to remote interaction? Are alternative sources of research materials available? With your specialist expertise, how can you help to inform and shape current understanding about political, economic, and cultural challenges in light of the pandemic? This is a time to think about new ways for conducting your research.

*Bringing your plans to fruition*

How will you create the time to make your plans happen? This might include applying for funding, recalibrating teaching to concentrate it as far as possible, taking short periods of time off between terms to focus on writing etc. Think about what works for you, and what’s helped you in the past, and outline what you might need to do – and need support in doing – that will help you to achieve the best in your work, and to have the biggest possible impact.

**Now write your plan:**

For your current research/writing projects, please record:

* Details: title, duration, funding
* Desires/Intentions: what do you want to make of this project: where are you thinking of publishing, is there impact potential and how do you see yourself developing it, what are you doing now to foster impact? How might you decolonise your project (think about: framing the research question; partnerships; forms of engagement; types of outputs)?
* Support needed: to realise your ambitions for this project, whether in terms of publication (improving the quality of your outputs, advice on publication, etc.), or impact (planning, strategizing and monitoring impact), or mitigating for research activity to be undertaken during COVID-19 and its aftermath.

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| **Research/Writing Project** | **Desires/Intentions** | **Support needed** |
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Add more rows as needed…

###### **SECTION B: STOCKTAKE OF RESEARCH OUTPUTS, IMPACT AND ENVIRONMENT**

###### **Research Outputs**

Please use this section to record the research outputs you’ve worked on over the course of this plan, including non-conventional outputs like films and blogs. Update it annually as you revisit and revise your plan.

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| **No.** | **Reference and additional information** |
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\* Add more rows as needed

##### **Engagement, Knowledge Exchange, and Impact**

##### Please use this to record activities you’re involved in that contribute to engagement, impact, knowledge exchange and external professional activity. This should include e.g. individual reports for and presentations to non-academic users, media work, blogs, pieces of consultancy work, etc. Use this as a way of logging these activities as well as a basis to reflect back on annually. For each item, please give:

* Details of the publication, event, etc.
* Details of the underpinning research.
* Any information you may have about impact and knowledge exchange.

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| **No.** | **Details of impact engagement activity and additional information** |
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\* Add more rows as needed

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##### **Environment Activity**

##### Please use this to record activities you’re involved in that contribute to creating a thriving research environment at SOAS. This should include workshops, events, talks and conferences organised, visiting fellowships, journal editorial roles, etc.

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| **No.** | **Brief summary of environment activity** |
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\* Add more rows as needed

**SECTION C**

This section is to be completed during or following your meeting to record suggestions, reflections and actions emerging from the process of discussing this planning document.

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**Director of Research comments:**

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| **Signatures**  |
|  I confirm that I met with this member of staff to discuss their research plans Signed: Date: I confirm that I participated in a discussion about my research plans Signed: Date: |