**SOAS RESEARCH PLANNING TEMPLATE**

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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 and knowledge exchange that makes a difference in the world.

The form is divided into two parts.

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.

Section B is a stock-take of publications, grant applications 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.

**An exercise to begin with:**

Set yourself up a Google Scholar profile. Reflect on writing each of your three top cited publications: how long did it take you, why did you write it, where did you write it and under what conditions? Reflect on what this exercise tells you. Then think about the three publications of which you’re most proud. Again, think through how long it took you, why you wrote them, where and how you wrote them. See if there’s anything useful from this that can inform the next step of the exercise.

**In this next step, use this guide to think through where you’ve been and where you’re going with your research**

*Past interests, Future plans*

What are your research plans for the next few years? 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? What grant ideas and progress towards grant submission have you got, and how could you take this further?

*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 fieldwork 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. Have a meeting with your RDO at this point to think through grants that you might apply for or develop.

**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**

1. 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** |
|  1 |   |
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|  4 |   |
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\* Add more rows as needed

##### **Impact, Knowledge Exchange and External Professional Activity**

##### 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, contract research, etc. Use this as a way of logging these activities as well as a basis to reflect back on annually. (This can feed usefully into applications for promotion and reward).

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| --- | --- |
| **Date** | **Details of impact/KE engagement activity and additional information** |
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\* Add more rows as needed

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| **Impact and Knowledge Exchange Plan***Use this to take stock of what you’ve done to date and to explore things you might do in the coming year & what support you might need (i.e. skills training)*  |

##### **Research Environment & Culture**

##### 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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| **Date** | **Summary of environment activity** |
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\* Add more rows as needed

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| **Research Environment and Culture Plan***Use this to take stock of what you’ve done to date and what you might do in the coming year to contribute to building a vibrant research culture at SOAS – including what support or resources might you need.*  |

**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: |