**Individual Research Plan (IRP)**

**Name**

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**Position**

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**Research Group or Area / Department or School / Faculty**

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**FTE & year you joined DMU**

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**Research Allowance Awarded for the Current Academic Year (as a % of FTE)**

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| Band A Band B Band C Band D Band E Band F Band G  81-100% 61-80% 41-60% 21-40% 11-20% 6-10% 1-5% |

**Research Allowance Requested for the Coming Year (as a % of FTE). If Senior Staff (eg Professor) and no allowance is formally requested, give proportion of time spent on research (as a % FTE)**

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| Band A Band B Band C Band D Band E Band F Band G  81-100% 61-80% 41-60% 21-40% 11-20% 6-10% 1-5% |

**Do you consider yourself to be:**

**Early Career Researcher Mid Career Researcher Senior Researcher**

**Notes:**

This form is to request a research allowance that will be considered in determining an individual’s academic workload as detailed in the “Managers’ Guide on Academic Workloads” (DMU, April 2012). The research allowance is expressed as a proportion of their contracted teaching hours: in the case of staff covered by the national agreement, this is 550 hours per annum. Failure to complete an IRP will result in the recommendation of a research allowance of zero hours for the coming academic year.

Staff who have a significant amount of their time already allocated to on-going projects need to complete an IRP. Research staff working on specific projects with fixed -term contracts do not need to complete an IRP.

DMU recognises that circumstances can occur which can adversely affect the amount of research an individual can undertake either within a particular year or as an on-going issue. Such circumstances (eg part-time working, returning from a career break or secondment, disability, health condition/illness, pregnancy, maternity/paternity/adoption leave, caring responsibilities, gender reassignment etc) may mean that a greater research allowance is appropriate than would otherwise be the case. Any information of this type which is disclosed to the panel will be treated in confidence, and all panel members will be trained to ensure they are aware of the necessary equality and diversity legislation. However, no individual is obliged to reveal this information to the panel, and if an individual does not want to disclose this information but wants their specific circumstances to be taken into account they are encouraged to speak (in confidence) to their line manager responsible for resource allocation who will take this information into account when deciding upon the actual research allowance.

**Planned Research – current status**

**Review of Previous Year (Staff Research Record to be attached)**

Please provide a brief reflection upon last year’s IRP (where applicable) particularly noting anything significant that may have changed your planned research (and the reasons behind this).

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Please list any existing projects which include “buy-out” of a proportion of your time over the next year. Include both internally and externally funded awards, and include the project title as it appears in DMU’s records. Note that it is assumed that this time is a constituent part of the requested allocation. For example, if 50% of your time is bought out on projects, and you request Band C it is assumed that this is a request for at most 10% on top of these projects.

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**Outputs over the last 12 months**

The panel will take information about your outputs from your Research Record.

**Planned Research – the next 12 months**

Please describe how you plan to use your requested research allowance for the coming year making reference to how it supports relevant research group/school/faculty priorities and strategies (note that planned outputs and funding need to be detailed separately). You should include information about both on-going and new projects, and clearly articulate the stage of the research – i.e. do you need to undertake the preliminary research or have you collected all the data but just need time to think and write up the findings?

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**Planned Outputs and Outcomes**

Please list full details of your outputs and outcomes that are **intended** for the year ahead. Indicate whether each planned output is: **JN (**for Journal article), **CP/CP\*** (for conference article – add \* if this is peer reviewed), **BC** (for Book chapter), **EB** (for Edited book), **E\*** (for other Editorial work – e.g. correcting proofs, responding to substantial reviewers comments etc), **AB** (for authored book), **TB** (Text Book), **SC** (Sample Chapters), **Ex** (Exhibition), **OO** (for Other Output e.g., policy report, book review, practise-based output), **M** (other notable research Milestone e.g. data collection or archival work, completion of a pilot study etc – please specify the nature of these), **N/C** (for building Networks/Collaborations), **OC** (for Other Outcomes –please specify the nature of these). If your intended output is for a journal, please give the journal you plan to target and its Impact Factor (if available and relevant).

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**Planned Funding Applications**

Please give full details of any **internal** and **external** funding applications related to research or commercial/consultancy projects that are planned for the coming academic year. Include likely funder details, draft project title, role in project (eg Principal Investigator, Co-Investigator etc), estimated start date, estimated end date and estimated project value to DMU.

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Please identify any development and training needs that are required to help you deliver your planned research.

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Please identify any development and training needs that are required to help you in your career more generally (i.e. not specific to the planned research activities listed here).

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If you don’t have a research mentor, do you require one? **Y / N**

**Longer Term Plans**

Please outline your longer term (5 year) research objectives. You may wish to include the major research questions you seek to answer, the partnerships you may wish to develop, and your key objectives and milestones, and to reflect on the sustainability of the plan. Highlight, where relevant, the expected impact of your work both within academia and more widely.

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**Review Sheet**

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| Applicant declaration |
| Signed:  Date: |

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| Comments from Review Group |
| **Research outcomes from previous IRP (if applicable)**  **Research plans for the coming year**  **Identified Development Needs**  Signed:  Date: |

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| Line Manager Responsible for Resource Allocation’s Comments |
| Signed:  Date: |