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##### **ANNUAL RESEARCH REVIEW FORM**

HE staff who have been approved for one of the research pathways by submitting a 3-year research development plan are required to complete an annual review which will take place at the beginning of June each year. The review should be completed and sent to the Head of Research via research@leeds-art.ac.uk by 1st July.

The Head of Research will assess progress and:

* discuss with the Final Approval Panel in an annual review meeting;
* provide a summary to line managers by the end of the first week of August for discussion in appraisals;
* share a summary with the Research and Ethics Committee at the next available meeting.

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| Employee: |  | Job Title:Date: |  |

**Part 1 Review of the last year**

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| **SECTION A: ANNUAL RESEARCH REVIEW** |
| Outline in this section how you have met the goals of working to outputs defined in your research plan including the use of any funds and/or time awarded. Please provide links to any outputs you have deposited on the repository during this period. Include any details of where you have not made the progress you expected and why: |

Part 2 Future Goals

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| **SECTION B: GOALS FOR THE NEXT 12 MONTHS** |
| Outline in this section how you plan to work towards achieving the outputs defined in your research plan. Include any details of where you may want to access funds and how you plan to use the time allocated to support approved research activities. |

**Part 3**

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| Head of Research’s Comments: Signature ………………………………………………. Date…………………………………………***This document will be retained by the Research Department*** |

**Thank you for taking the time to complete this form, please ensure it is sent to the Head of Research by 1st July. If you have a query please contact Research on** **research@leeds-art.ac.uk**