**Annual Report for Research Networks at the University of Glasgow**

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| **Guidance for Submission** |

1. Annual reports are due on Thursday 31st August 2017.
2. Reports and applications for further funding will be reviewed by a panel nominated by RSPC, which will make funding decisions.
3. Reports should be submitted to Networks Administrator, david.wright@glasgow.ac.uk, with the subject line NETWORK REPORTING.
4. Applications for new and continued funding will be assessed according to the following criteria:
	1. Excellence of research track record
	2. Timeliness and strategic significance of network theme
	3. Interdisciplinarity and evidenced commitment from non-academic partners
	4. The potential of the network to establish an international reputation in the theme
	5. Value for money and effective mitigation of risk
	6. A clear explanation of how resources will be used to develop the network to self-sustainability
5. Networks may apply for a maximum of £8000 per annum.
6. **Please note** that applicants are invited to describe a programme of activities over a period of up to three years; the expectation is that all networks will become sustainable through external funding after three years, so this is the maximum duration over which network funding will be provided. Within the three year period, funding will be guaranteed on a *year-by-year basis*, where funding in subsequent years will be dependent on performance in the previous year, as measured against an agreed set of milestones.
7. A decision will be communicated to the applicant within 4 weeks from submission.
8. Further information on Research Networks and other Research Structures can be found at <http://www.gla.ac.uk/services/rsio/researchstrategypolicies/structures/networks/#/>.

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| **Reporting** |

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| **General Information** |

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| Network Name |  |
| Convener(s):name(s) and contact details |  |
| Administrator:name and contact details |  |
| Start Date of Network |  |

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| **Network Theme Update** |

Please use the box below to describe why the network theme remains timely and likely to attract external research funding, and note any changes in the internal or external environment that are likely to impact, positively or negatively, on the scale of the opportunity presented by the network to establish an international profile for the University of Glasgow in this area (maximum 300 words).

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| **Expenditure breakdown** |

Please complete the table below, providing a breakdown of expenditure for the 2016/17 financial year (1st August to 31st July)

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| Expenditure 2016/17 | Amount |
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| **GROSS EXPENDITURE** |  |
| **Income** |  |
| **NET EXPENDITURE** |  |
| **VP Budget** |  |

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| **Steering Group** |

Please list all members of the current network management group.

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| Name | Organisation | School/Institute (if applicable) |
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| **Network Activities over Past Year** |

Please list the **ten most impactful** activities that have been undertaken by the network over the past year, and provide details of the outputs and outcomes from those activities (maximum 100 words, and including links to events, collateral, joint publications, press where available).

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| --- | --- | --- | --- | --- | --- | --- |
| Date | Description | Network Members Involved | Venue (UoG Campus/External Site) | Reach(e.g. web content analytics, number of external attendees, citations) | Outputs | Outcomes |
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| **External Research Funding** |

In all subsequent tables *in this section*, Year 0 is the University financial year before the establishment of the network.

**Change in Total Research Funding Application Value**

Please use this table to demonstrate the *difference* in external research funding application value across the lifetime of the network (adding columns as necessary).

|  |  |  |
| --- | --- | --- |
| Total External Funding Applied for by UoG Network Members in Year 0 | Total External Funding Applied for by UoG Network Members in Year 1 | Total External Funding Applied for by UoG Network Members in Year 2 |
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**Value of New Awards to Glasgow In Year**

Please use this table to demonstrate the *difference* in external research funding award value across the lifetime of the network (adding columns as necessary).

|  |  |  |
| --- | --- | --- |
| Total Value to Glasgow of New Awards in Year 0 | Total Value to Glasgow of New Awards in Year 1 | Total Value to Glasgow of New Awards in Year 2 |
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**Change in the Number of Network Staff Holding Research Funding**

Please use this table to demonstrate the *difference* in the number of University of Glasgow network members holding external research funding across the lifetime of the network (adding columns as necessary).

|  |  |  |
| --- | --- | --- |
| Total Number of UoG Network Members holding external research funding in Year 0 | Total Number of UoG Network Members holding external research funding in Year 1 | Total Number of UoG Network Members holding external research funding in Year 2 |
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| **Network Research Outputs over Past Year** |

Please list the **ten most impactful** research outputs that have been published by UoG network members in the past year.

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| **Non-Academic Partnerships** |

Please use the table below to provide details of new collaborative activity resulting from pre-existing non-academic partnerships, and newly established partnerships (add or delete rows as appropriate).

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| Name | Non-Academic Partner Organisation | Collaborative Activity |
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| **Other Outputs & Outcomes** |

Please use the box below to add any additional significant outputs and outcomes not listed above.

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| **Impact Case Studies** |

If you are aware of the network featuring as part of any prospective REF impact case studies, please provide details.

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| **Application for Future Funding** |

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| **Research Track Record** |

Please provide evidence of the track records of the academic network members, e.g. research outputs, evidence of outputs and outcomes of existing external collaborative relationships, measures of esteem. (maximum 300 words, excluding references).

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| Work Plan |

Please provide details of the planned activities that the network will undertake over a three year period, e.g. seminars, knowledge exchange workshops with non-academic partners, grant writing retreats, marketing and communication campaigns. Please give specific details of the external funding schemes you will be aiming to apply to. The panel expects a detailed timeline and a breakdown of the total costs of these activities for Year 1, and an indicative timeline for Years 2 and 3.

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| **External Funding** |

If you will leverage external funding to support the activities described above, please describe what costs this funding will cover, and provide a copy of any terms and conditions set by those external funders.

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| **Risk Mitigation** |

Briefly set out the foreseeable risks associated with the planned activities and how you will mitigate them. (maximum 200 words)

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| **Outputs and Outcomes** |

Please clearly outline the intended outputs (e.g. deliverables such as jointly authored publications, co-created external research funding applications, marketing materials) and outcomes (i.e. changes in the University of Glasgow’s profile and reputation, an increase in our funding portfolio in the theme, the development of relationships through which to build future impact case studies). Please ensure that these are appropriate and realistic. (maximum 300 words)

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| **Network Milestones** |

Please set out the milestones by which the success of the network will be measured, adding lines as appropriate.

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| Milestone Description | To be met by (Date) |
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| Updated Funding Plan |

Please complete the table(s) below outlining the network’s funding profile for the activities proposed in the previous section. Include the specific use of the funds in each category, details of funding categorised as ‘Other Expenses’ and the source(s) of funding.

This is based on the University’s financial year (1 August to 31 July); please replace ‘Year 1’ etc. with the appropriate financial year (e.g. 2017/18). Please add tables as appropriate.

**Activity 1: TITLE OF ACTIVITY**

|  |  |  |  |
| --- | --- | --- | --- |
| Funding | Year 1 | Year 2 | Year 3 |
| Consumables |  |  |  |
| Equipment |  |  |  |
| Other Expenses  |  |  |  |
| TOTAL ACROSS PROJECT |  |  |  |
| FUNDING SOURCE(S) |  |  |  |