|  |  |
| --- | --- |
| **Name of Institution** | [Insert institution/organisation name] |
| **Reporting period** | [Insert reporting year period] |
| **Date approved by governing body** | [date] |
| **Date published online** | [date] |
| **Web address of annual report** | [insert action plan web address] |
| **Web address of institutional Researcher Development Concordat webpage** | [insert institutional RDC web address] |
| **Contact for questions/concerns on researcher career development** | [insert name and contact details] |
| **Date statement sent to Researcher Development Concordat secretariat via** [**CDRsecretariat@universitiesuk.ac.uk**](mailto:CDRsecretariat@universitiesuk.ac.uk) | [insert date sent to secretariat] |

## Annual Report for the Concordat to Support the Career Development of Researchers

Universities and Research Institutes

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| --- | --- |
| **Statement on how the organisation creates, maintains and embeds a research culture that upholds a positive and inclusive environment for researchers at all stages of their careers *(max 500 words)*** | |
| **Provide a short summary of the institution’s strategic objectives and implementation plans for delivering each of the three pillars of the Concordat (environment and culture, employment, and professional development of researchers) for your key stakeholder groups together with your measures for evaluating progress and success *(max 600 words)*** | |
| **Environment and culture**  **Employment**  **Professional Development of Researchers** | |
| **Summary of actions taken, and evaluation of progress made, in the current reporting period to implement your plan to support the three pillars in respect of each of your key stakeholder groups [Institution; Academic Managers of Researchers (Deans, Heads of Schools/Departments/PIs); Researchers]** | |
| **Environment and**  **Culture *(max 600 words)*** | Institution  Academic Managers of Researchers  Researchers |
| **Employment *(max 600 words)*** | Institution  Academic Managers of Researchers  Researchers |
| **Professional development *(max 600 words)*** | Institution  Academic Managers of Researchers  Researchers |
| **Comment on any lessons learned from the activities undertaken over this period and any modifications you propose to make to your action plan and measures of success as a result. *(max 500 words)*** | |
|  | |
| **Outline your key objectives in delivering your plan in the coming reporting period**  ***(max 500 words)*** | |
|  | |
| **Please provide a brief statement describing your institution’s approval process of this report prior to sign off by the governing body *(max 200 words)*** | |

Signature on behalf of governing body:

Contact for queries:

This annual report will be analysed by Universities UK, secretariat for the Concordat to Support the Career Development of Researchers, to identify good practices, themes for development and information to improve national research culture policy and practice.

If you have any questions, or suggestions on how the reporting process could be improved, please contact the secretariat at [CDRsecretariat@universitiesuk.ac.uk](mailto:CDRsecretariat@universitiesuk.ac.uk)

[www.researcherdevelopmentconcordat.ac.uk](http://www.researcherdevelopmentconcordat.ac.uk)