

Research Reporting Guidelines

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Introduction

These reporting guidelines are intended to inform researchers and research offices about the Natural Hazards Commission Toka Tū Ake (NHC) research funding opportunities, reporting requirements processes and expectations, including key dates, how to submit reports, reporting timeframes and content requirements.

Partnering with us

The Natural Hazards Commission Toka Tū Ake (NHC) aims to develop long-term relationships with all our funded researchers. We encourage researchers to talk to us at any time about their progress, successes or difficulties they face during their projects.

We are also keen to support researchers in engaging with stakeholders and users of research, and in raising the visibility of their research amongst wider audiences. Upon completion, and if appropriate, the NHC may lead some stakeholder engagement with the support of the researchers (or vice versa) to ensure the research outputs are accessible, used by a range of audiences, adopted promptly and have a nationwide impact where feasible.

Get in touch

Please contact us at Research@naturalhazards.govt.nz with your enquiries.



Reporting requirements

Competitive Grants

All Biennials and University Research Programmes (URPs) are required to submit 6-monthly progress reports. The due date of each progress report is calculated according to the start date of your individual project agreement and outlined in your individual agreement.

Additionally, URPs are required to provide the NHC with an annual report due by 30 November for Years 1 and 2. These annual reports should include links to all published paper/s, reports, events, presentations and media written in relation to the URP's current year.

All final reports are due on or before the project's contracted end date.

Invoices should be submitted to Invoices@naturalhazards.govt.nz every 6 months, to coincide with the recent completion of your progress and final reports, or as stipulated in the signed Agreement. These invoices will be paid once all due reports are approved by the NHC. Ensure your invoice clearly states your unique purchase order (PO) number, your project's NHC contract reference code (a 4-digit number) and the milestone number/description that the invoice is seeking payment for.

Negotiated Grants

All negotiated grants have a unique milestone and payment schedule that provides due dates for each milestone (also called deliverable and/or activity) alongside the invoice amount due.

Each milestone has a short description in the schedule that broadly outlines the activity, or expected contents of a report, that is due. These are like the progress and final reports described above, but do not typically follow a standard template. These milestones are usually unique to the negotiated grant, and therefore the NHC expects researchers to submit a report (or other deliverable) that meets this unique milestone description. If you are in any doubt, please contact Research@naturalhazards.govt.nz to discuss your milestone requirements well in advance of their due dates.

Invoices must be sent to Invoices@naturalhazards.govt.nz at the time you submit a milestone report or complete a contracted activity described in this schedule. Ensure your invoice clearly states your unique purchase order (PO) number, your project's NHC contract



reference code (a 4-digit number) and the milestone number/description that the invoice is seeking payment for. Payments will be made once the milestone or activity has been formally approved by a representative of the NHC.

Summary

| Funding sources | Progress reports | Final reports | Invoices |
|---------------------------------------|--------------------|--------------------------------|--|
| Biennials | 6-monthly | On (or before) completion date | Send invoices to: invoices@naturalhazards.govt.nz after submitting a Progress Report or Final Report* |
| University Research Programmes (URPs) | 6-monthly & Annual | On (or before) completion date | Send invoices to: invoices@naturalhazards.govt.nz after submitting a Progress Report or Final Report |
| Negotiated Research Projects | 6-monthly | On (or before) completion date | Send invoices to invoices@naturalhazards.govt.nz Refer to your unique contract for reporting requirements. |

*A typical Biennial will submit three progress reports and invoices, each valued at approximately 30% of the total contract value, and one final report and final invoice valued at 10% of the contract's total value.

How to submit your reports

If you submitted your research proposal via our research management system [SmartyGrants](#) you will have full access to all the reporting forms and templates via your portal account. For more information on how to access these templates and submit your reports in SmartyGrants, please visit the SmartyGrants [Help Guide for Applicants](#). If you cannot access these templates, please get in touch Research@naturalhazards.govt.nz.

Alternatively, if you do not have access to SmartyGrants you can use the reporting templates available on [our website](#) and send your report directly to Research@naturalhazards.govt.nz.



Progress Report Content Requirements

- Biennials and Negotiated Research Projects

| Report Sections | Content Required: This is a guide only and is not intended to limit the information you provide. |
|---------------------------|---|
| Achievements/ findings | <p>Progress on objectives or milestones, research outputs, any significant preliminary results, any communications or stakeholder engagement activities.</p> <p><i>Maximum 500 words</i></p> |
| Difficulties | <p>Include here any delays or notable challenges experienced by the project (including staffing), and requests for NHC to help you to progress your research. Please feel free at any time to discuss difficulties or significant disruptions with the NHC research team; you do not have to wait until this report. Examples include delays, staff changes and/or equipment failure.</p> <p>If needed, request a contract variation form here and explain briefly what the nature of your variation request (e.g., an extension to the project's end date, changes to the project's scope, staff, budget). We will send you a variation request form seeking more details.</p> <p><i>Maximum 300 words</i></p> |
| Additional comments | <p>Include here anything else you wish to communicate to us.</p> <p><i>Maximum 300 words</i></p> |
| Attachments | <p>Please attach any information you would like to share with us, including weblinks to publications and your approval for the NHC to upload a publication to our website.</p> <p>In accordance with the funding agreement and if available, the following should be provided:</p> <ul style="list-style-type: none"> • All publications, such as journal articles and reports. • Papers/posters presented at conferences. |
| Health and safety reports | <p>Please note: This section is mandatory with every progress report. This health and safety performance report is to be completed by all NHC funded contracts. The report must include incidents related to the NHC funded research and the personnel involved in the research.</p> <p>Please email: healthandsafety@naturalhazards.govt.nz to notify of any notifiable injury, illness, incident or event, or any notice issued under the HSW Act 2015 or any other health and safety legislation.</p> |



- University Research Programmes (URPs)

| Report Sections | Content Required: This is a guide only and is not intended to limit the information you provide. |
|---|--|
| Achievements / findings | <p><i>Summary of activities:</i> Achievements / findings delivered over the past 6 months according to the objectives outlined in the URP Agreement. This section can include technical details about each objective.</p> |
| Communication, dissemination and engagement | <p>Name each stakeholder, including Māori engagement, undertaken in the last 6 months. Also include a list of all presentations, workshops, publications, media activities, etc.</p> <p>Provide the names, contact details, research topics (and any other relevant information, such as thesis title) of the students supported by this fund, including master's students, PhD students, post-doctorate students and early career researchers.</p> |
| Attachments | <p>Please attach any information you would like to share with us, including diagrams, photographs, posters, presentations, publications, or weblinks to publications, alongside your approval for the NHC to upload a publication to our website.</p> <p>In accordance with the funding agreement and if available, the following should be provided:</p> <ul style="list-style-type: none"> • All publications, such as journal articles and reports. • Papers/posters presented at conferences. |
| Difficulties and delays | <p><i>Difficulties:</i> Include here any delays or notable challenges experienced by the project (including staffing), and requests for the NHC to help you to progress your research. Please discuss difficulties or significant disruptions with the NHC as soon as possible. Do not wait until this report is due. Examples include delays due to COVID-19, staff changes, and/or equipment failure.</p> <p><i>Additional comments:</i> Include here any changes/variations (e.g. to services, staff, timeframes, budget etc.) that you wish to make to the original proposal/agreement, and rationale for each one.</p> <p>Any other special requests?</p> <p><i>Financial reporting:</i> Please adjust your original NHC budget template if needed to reflect changes in your budget. Other budget templates are acceptable, but please confirm by emailing us at:</p> <p>research@naturalhazards.govt.nz.</p> |



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| Additional Comments | Provide any content here that you can not find a place for above. |
| Research Team | Provide details about each URP team member. For example: associated researchers, students, and research assistants. Do not include Project Leader's details here. |
| Health and safety reports | <p>Please note: This section is mandatory with every progress report. This health and safety performance report is to be completed by all NHC funded contracts. The report must include incidents related to the NHC funded research and the personnel involved in the research.</p> <p>Please email: healthandsafety@naturalhazards.govt.nz to notify of any notifiable injury, illness, incident or event, or any notice issued under the HSW Act 2015 or any other health and safety legislation.</p> |

Final Report Content Requirements

- Biennials and Negotiated Research Projects

At the completion of a biennial and some negotiated research projects, the researcher must provide the following:

1. A final report, up to 30 pages in length, following the headings in the table below. The report should meet standards of peer review and public dissemination. Please note: If an open access peer reviewed paper has been published in an established journal, it will be accepted in lieu of final report provided it is accompanied by a brief summary report with a link or identifiable reference (such as a DOI) to the relevant publication/s. This publication should have been discussed with the Research team in advance to ensure it meets the NHC's final reporting requirements.
2. Any publications, journal papers (published or in progress), presentations, posters and papers presented in conferences, and any other reports written as a result of this research that have not been provided previously.
3. A brief, plain-English summary for a wide public audience, with a link or identifiable reference to the location of the relevant publication/s. The summary will appear on our website along with the final report.



| Report Sections | Content Required: This is a guide only and is not intended to limit the information you provide. |
|--|--|
| Acknowledgements | Include here a reference to the NHC funding, other funders, any institutions involved in this research project and any other research programs that supported the project. |
| Executive summary and Technical abstract | The executive summary should provide a succinct description of the research project’s purpose, results and conclusions. Emphasis should be on the why this project is relevant, and what your conclusions or recommendations are. Only include essential or most significant information to support those conclusions. Use non-scientific/non-technical terminology here if possible because this is for a general public audience. <i>Maximum 300 words</i> |
| | The technical abstract is similar to the executive summary however is for a scientific audience instead, and therefore can use concise scientific/ technical language (e.g., as per a peer-reviewed publication). <i>Maximum 300 words</i> |
| Key words | Use no more than 7 sets of key words. One of those keywords should describe the natural hazard or risk that this work contributes to (e.g., earthquake, tsunami, landslide, volcanoes, liquefaction), and if the project is “multi-hazard” focused, then reference “multi-hazard”. Another key word should reference the NHC research investment priority (e.g., Quantifying Hazards and Impacts, Resilient Buildings, Supporting People and Decisions, and/or Smarter Land Use) and lens (Mātauranga Māori, Climate Change, Social Science), if applicable. |
| Introduction | Your introduction can include: the context of and background to the research, the problem or issue, specific objectives and the purpose of the report, the overall answer to the problem, the report’s scope, the limitations of the report and any assumptions that have been made. <i>Maximum 2 pages</i> |
| Discussion | Explain the research results and any interpretation and justify any recommendations by presenting your analysis and evidence. The methodology and results should be referenced and included in separate appendices. <i>Maximum 7 pages</i> |
| Conclusions and key findings | Identify the major conclusions and recommendations. They should follow logically from the facts in the discussion and should be clear and specific. <i>Maximum 2 pages</i> |



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| Future work | Will more work be required in the future? Or is there an ongoing need for research investment in a particular area resulting from this research? <i>Maximum 250 words</i> |
| References | Citations |
| Outputs and dissemination | Other outputs such as tools, software and manuals. |
| Publications and Communications | Include here a list of all weblinks to published papers, as well as draft papers under review, media, and other communications (e.g., project website). |
| Appendices | Additional information, methodology, data. |

- University Research Programmes (URPs)

At the completion of a University Research Programme, the researcher must provide all of the following:

1. A final report following the headings in the table below. A template of this final report is available from Research@naturalhazards.govt.nz, and should aim to meet standards required of peer review reports and be ready for public dissemination.
2. A list of all publications, journal papers (published or in progress), presentations, posters and papers presented at conferences, and any other reports written as a result of this research that have not been provided previously. If weblinks are available for these, please include them in this report.
3. A brief, plain-English summary for a wide public audience, with a link or identifiable reference to the location of the relevant publication/s. The summary will appear on our website along with the final report.

The following table details the required reporting content for your final report. It provides a comprehensive guide on what information should be included in the report. However, please note that this table is not intended to constrain the information you provide. You are encouraged to include any additional information that you believe is relevant to the programme.

| Report Sections | Details |
|------------------|--|
| Acknowledgements | Include here a reference to NHC funding, other funders, any institutions involved in this URP and any other research projects or programmes that supported this URP. |



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| Executive summary | The executive summary should provide a succinct description of the URP’s purpose, results and conclusions. Emphasis should be on the why this URP is/was relevant, and what your conclusions or recommendations are. Only include essential or most significant information to support those conclusions. Use non- scientific/non-technical terminology here if possible because this is for a general public audience. |
| Prior work | If this programme is a continuation or linked to a previous funded programme, summarize the prior work programme, some key research outcomes, and relevant links. |
| Key words | Use no more than 7 sets of key words. One of those keywords should describe the natural hazard or risk that this work contributes to (e.g., earthquake, tsunami, landslide, volcanoes, liquefaction), and if the URP is/was “multi-hazard” focused, then reference “multi-hazard”. Another key word should reference the NHC research investment priority (e.g., Quantifying hazards and impacts, Resilient buildings, Supporting people and decisions and/or Smarter land use) and lens (Mātauranga Māori, climate change, social science), if applicable. |
| Research team | This section is for all staff (not students) who contributed to this URP. Include full names, University/organisation, job title, and URP role (e.g. URP leader). If they were not involved for the full three years of this URP, please insert the time frame that they contributed here. |
| Introduction | This section provides an overview of the research programme, including its objectives, programme structure, background information, and the research questions it sought to answer. Include here the context of and background to the research, the problem or issue, and purpose of this URP. List here the different parts/objectives of this URP, the overall answer to the problem/issue, the report’s scope and limitations, and any assumptions that were made. Ensure you answer the question: What research capabilities did this URP contribute towards filling in both New Zealand and in this research field, and how did you approach this challenge? |
| Collaboration and Stakeholder Engagement | This section describes all collaborations that occurred within the University research programme, such as partnerships with other universities, government agencies, or industry partners. Also include here how the research programme engaged with stakeholders, such as community groups, policymakers, or industry partners, to ensure that the research was relevant and impactful. |



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| <p>Programme overview and objectives</p> | <p>This section provides a brief summary of each research project within the programme, including the research question, methodology, and key findings. This can be set out in accordance with the different parts/objectives set for the URP. Also include:</p> <ul style="list-style-type: none"> • Cross-cutting themes: A discussion of any themes or issues that emerged across multiple research projects within the programme. • An analysis of how the individual research projects contribute to the overall goals of the programme, and any insights that emerge from combining their results. |
| <p>Student Abstracts</p> | <p>Each student who contributed to this URP is asked to complete their own Student Abstract (refer to the template at the end of the URP template provided). These can be inserted at this point in the report, or provided in a separate appendix, depending on your preference.</p> |
| <p>Discussion</p> | <p>This section provides a detailed analysis and interpretation of the research findings, including their implications and limitations. A discussion of the implications of the research programme for theory, practice, or policy, and any recommendations for future research or action.</p> <p>The methodology and results should be referenced and included in separate appendices.</p> |
| <p>Conclusions</p> | <p>Identify the significant conclusions and recommendations. They should follow logically from the facts in the discussion and should be clear and specific.</p> |
| <p>Future work</p> | <p>This section outlines any future research directions that have emerged from the research programme. Will more work be required in the future? Or is there an ongoing need for research investment in a particular area resulting from this research?</p> |
| <p>Outputs and dissemination</p> | <p>Include here a list of any outputs such as tools, software, manuals, workshops, and training events.</p> |
| <p>Publications and Communications</p> | <p>Include here a list of all weblinks to published papers, as well as draft papers under review, media, and other communications (e.g., project website, presentations at conferences/workshops).</p> |
| <p>References</p> | <p>List all citations either in sequential order that they have been referenced in this report, or in alphabetical order.</p> |
| <p>Appendices</p> | <p>Include here description of your methodology, results, and data. Student Abstracts can be provided here if that is your preference.</p> |



Funding opportunities

Natural Hazards Commission Toka Tū Ake (NHC) research team has a dedicated webpage where we provide researchers with important information about our research funding, see <https://www.naturalhazards.govt.nz/resilience-and-research/research/>. We update information provided on this page regularly and encourage enquiries via our email at Research@naturalhazards.govt.nz.

Our research team coordinates around \$19m per annum of research funding through our competitive grants and negotiated grants programmes.

Our research funding decisions are driven by our Strategy [NHC Resilience Strategy](#) and to help focus and inform researchers about the issues and concerns we are particularly interested in funding, we release a statement every 2-3 years that highlights our [Research Investment Priorities](#). Both documents are vital reading for anyone wishing to apply for NHC research funding.

Competitive Grants

- The Biennial grant programme is a competitive grant round with a budget of up to \$1 million over two years. Biennials have been running since the 1990s and the NHC usually awards approximately 15 grants per round. These projects are typically valued up to \$100,000, are suitable for early-career researchers and focus on our research investment priorities. Please refer to [Project's on the go](#) to see a list of previously funded Biennials.
- The University Research Programme (URPs) is a competitive grant round funded every three years, with a total budget of up to \$4.5 million to support up to 10 programmes over a three-year period. Currently valued at \$450,000 total per URP for the 2024-26 round, these grants are intended to support mid- to-senior career researchers at universities with programme experience and capacity to support developing research capability that is aligned with programme delivery.

Negotiated Grants

- Postgraduate/Postdoctoral Fellowships are negotiated research agreements that support outstanding postgraduates and post-doctoral fellows who are looking to contribute to either a current or new NHC funded project that meets our targeted science criteria.
- Sponsorships support awards, partnership activities, conferences and events that contribute directly to the sharing of information, knowledge, and expertise



for the benefit of New Zealand. We also sponsor one-off events and activities such as an international workshops or conferences here in New Zealand.

- Negotiated research projects are non-competitive grants that are awarded to a project that addresses a specific business or strategic need or an unanticipated event (e.g. earthquake or landslide). Researchers are encouraged to contact the research team here at the NHC to discuss their new research project ideas, to ensure that they align with our research priorities, our strategy, and our funding criteria.

