**RESEARCH Project Proposal** **FORm**

\* Indicates a required field.

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| **Project details** | |
| **Project Title**\* |  |
| **Lead Researcher**\* | Please include full name and contact details |
| **Host Institution**\* |  |
| **Contact Details**\* | Research office phone number and email or contact details of contract/admin person |
| **Name and contact details of Associate Investigator(s)** | Include, primary contact number and email |
| **Name and contact details of student(s)** | Include, primary contact number and email |
| **Total amount requested** \* | Goods and Services Tax Excluded |
|  |  |
| **Statement of objectives**\* | |
| Provide this research proposal’s overall context,  strategic opportunity and Objectives.  (Max. 500 words) | |
|  | |
| **Alignment with Toka Tū Ake EQC Resilience Strategy and research investment priorities**\* | |
| Refer to: [Toka Tū Ake EQC Resilience Strategy](https://www.eqc.govt.nz/assets/Publications-Resources/Resilience-and-Research-Publications-/EQC-Resilience-Strategy-2019-2029.pdf) and [Research Investment Priorities 2021-23](https://www.eqc.govt.nz/assets/Publications-Resources/Resilience-and-Research-Publications-/Research-Investment-Priorities-Statement-2021-2023.pdf)  (Max. 300 words) | |
|  | |
| **Benefit and Impact\*** | |
| Who is expected to benefit from the research? \*  What is the potential benefit or outcome from the project 1-, 5- and 10-years'? \*  What is the expected impact on the Toka Tū Ake EQC Insurance Scheme?  (Max. 800 words) | |
|  | |
| **Path to Uptake** \* | |
| Describe your approach to disseminating the expected research output/s generated  (Max. 200 words) | |
|  | |
| **Research Methodology**\* | |
| Describe your research approach, design and methodologies, how key stakeholders and end-users will be engaged, and the potential for knowledge exchange and process that will support uptake and actions of your research findings.  (Max. 800 words) | |
|  | |
| **Links to other project work**\* | |
| Provide all in-progress/current funding applications that relate to this project (e.g., with Toka Tū Ake EQC, MBIE, NZRS, etc).  List current or past research projects, managed by your Host Institution, that are being leveraged here.  Provide references to related background research, including funded projects not yet completed.  (Max. 300 words) | |
|  | |
| **Vision Mātauranga**\* | |
| Do you have existing relationships with mana whenua, tangata whenua or your Māori faculty to support you and your research? If so, please describe the nature of these relationships. \*  If not, describe the plan and any avenues available to you to help build these relationships. Or do you require external support and advice to develop these? \* | |
|  | |
| **Proposed Milestone Schedule** \* | |
| Provide milestone descriptions in sequential order of your project’s activities and deliverables. Provide due by dates for each milestone, ensuring that your milestones dates are not more than 6 months apart.  (Max. 500 words)   |  |  |  |  | | --- | --- | --- | --- | | **Milestone title**  **(examples only)** | **Due before** | **Milestone description of project’s deliverables (in order to achieve approval)** | **Invoice amount paid on Milestone Approval (excl. GST)** | | Agreement executed | DDMMYYYY | Fully Signed Contract |  | | Progress Report 1 | DDMMYYYY | Example: Workshops & Interviews completed |  | | Progress Report 2 | DDMMYYYY | Example: Literature Review completed |  | | Progress Report 3 | DDMMYYYY | Example: White Paper Draft |  | | Progress Report 4 | DDMMYYYY | Example: White Paper Completed, Guide Compilation Underway |  | | Progress Report 5 | DDMMYYYY | Example: Final Draft of Guide Compilation and Guide Review underway |  | | Progress Report 6 | DDMMYYYY | Example: Guide Review, Revision and Public Review completed. Additional Revision underway. |  | | Final Report | DDMMYYYY | Example: Dissemination and Final Report completed |  | |  | | | **Total Value = $** | | |

Budget template to be attached here

[Research Proposal Budget Template [XLSX,30KB]](https://www.eqc.govt.nz/resilience-and-research/research/all-about-funding/research-guidelines?stage=Stage)