Biennial Grants 2026: Full Proposal Template

Congratulations! You have been invited to submit a proposal for the Natural Hazards Commission (NHC) Toka Tū Ake Biennial Grants Round using this application form. In developing your proposal we strongly recommend re-reading our [Research Investment Priorities Statement 2025](https://www.naturalhazards.govt.nz/assets/Documents/Research-Investment-Priorities-Statement-2025.pdf), along with the Biennials Guidelines for Applicants and Funding Guidance (available for download [here](https://www.naturalhazards.govt.nz/resilience-and-research/research/all-about-funding/research-funding-documents-and-templates/)).

## Title

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*Provide a meaningful and accurate descriptive title. Avoid using acronyms or abbreviations. (recommend 10 words or less)*

## Shorthand Title

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*Please provide a maximum four word shorthand title for your project.*

## Proposed commencement date:

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*Project must start on or after 1 January 2024, preferably by 1st April 2024*

# Plain English summary

The abstract should provide a summary of the proposed project.

Briefly explain in plain English:

* The problem
* The objectives of the research
* How the team will achieve the objectives

## Summary of proposed research

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*Word count: Must be no more than 500 words.*

# Context and Background

Explain how the proposed research applies to, adapts, or complements any earlier work, its relevance and urgency of application to New Zealand conditions and how it will address a gap in present knowledge and practices.

## What is the research context and how do you propose to fill an important gap in this knowledge?

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*Explain how the proposed research applies to, adapts, or complements any earlier work, its relevance and urgency of application to New Zealand conditions and how it will address a gap in present knowledge and practices. Please ensure you include specifically connections with existing initiatives. Word count: Must be no more than 400 words.*

# Research Methodology

Please describe your research design, approach and methodology. Please use accessible language or explain discipline-specific terms, as the assessment panel are interdisciplinary.

## Describe your research methodology

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*Please refer to the Guidelines and Scoring criteria to hone your Methodology section (e.g. please highlight areas of originality/novelty). Word count: Must be no more than 800 words.*

## Diagrams to support approach, design or methodology (PDF only)

Optionally attach a file: A maximum of 1 file may be attached.

# Project Plan

Provide the project plan and milestones that this project will use to ensure delivery of the proposed outputs and impacts.

## Milestones and deliverables

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*Word count: Must be no more than 300 words.*

## Milestones and deliverables

Attach a file: A maximum of 1 file may be attached. For uploading a figure or chart, not for additional text. PDF only.

## Please describe any risks to delivery of your proposal.

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*Word count: Must be no more than 100 words.*

## Is ethical screening or approval required?

    Yes      N/A

If involving the public, approval must be obtained.

If yes, specify the ethics assessment process and estimated timeline

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*Word count: Must be no more than 150 words.*

# Impact

# Alignment

## Please confirm which themes this proposal aligns to?

  Quantifying hazards and impacts - Research to improve understanding of New Zealand’s natural hazards, in particular data and models to quantify the magnitude and frequency of hazards and their impacts.

  Supporting people and decisions – Research that enables individuals, communities, and decision makers to understand, manage, and mitigate various risks, covering governance, economics, and social and behavioural aspects of disaster risk management.

  Resilient Buildings - Research focused on understanding and improving building and land performance to ensure buildings are designed, built, and retrofit for resilience.

  Smarter land use – Research focused on understanding, managing, and improving land use so we can make smarter decisions and build stronger homes on better land

*At least one, max two themes should be selected.*

## How does this research align with the Resilience and Research Strategies and the Research Investment Priorities within the themes chosen above?

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*Specifically note which Priorities are addressed. Word count: Must be no more than 200 words. To complete this question refer to the latest Research Investment Priorities Statement.*

# Uptake

Please explain the path to uptake of your research and line of sight to impact.

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*Please list specific individual/groups/communities and describe the relationships held. How will your work influence their decision making? Word count: Must be no more than 300 words.*

## Describe the communications and engagement plan for this research

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*Please describe your plans for dissemination of research findings and/or engagement with stakeholders. Include how you will leverage any existing relationships or engagements with the above identified groups. Word count: Must be no more than 300 words*

# Benefit

This section addresses how the research will ensure impact and benefit for Māori and all New Zealanders, including specific benefit for NHC Toka Tū Ake through benefit to insured persons, or reducing the future cost of NH Cover.

The Natural Hazards Insurance Act 2023 requires all research activities we fund have *the potential to—*

*(i) provide a benefit to insured persons (whether or not the activity also has the potential to provide a benefit to persons who are not insured persons); or*

*(ii) reduce the future cost of providing natural hazard cover:”*

## Please confirm how your proposal meets this requirement. We recommend you refer to the Guidelines and Strategies to support your answer.

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*What is the benefit, or what type of reduction is expected? Who is expected to benefit from the research? Please explain the pathway to these benefits being realised. When is the benefit or reduction expected? If not already described, what is the expected impact on the NHC Toka Tū Ake Scheme? Please provide evidence or assumptions used to support this. Word count: Must be no more than 500 words.*

## What additional natural hazard resilience related impacts and benefits are expected from this research, for New Zealand and Māori? Who is expected to from the research? (please list specific individual/ groups/communities) \*

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*Who else is expected to benefit from the research? (please list specific individual/ groups/communities). What is the expected pathway from your research outputs to these groups, and how will they benefit? Word count: Must be no more than 300 words.*

# Capability building

NHC Toka Tū Ake wishes to support the continued capability and development of the research sector.

## Explain how this research project builds capability for Aotearoa New Zealand, or provide a justification for why it does not apply.

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*Please describe how your proposal builds the capability of the PI, the research team, and/or the sector. Word Count: Must be no more than 200 words*

# Relevance for Māori

Does this research align with Vision Mātauranga policy?

    Yes      No

## Please explain how your research aligns to this policy.

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*In your response please consider alignment to the MBIE Vision Mātauranga Policy, geographic location of the work, Māori research and organisations operating in the space, potential to impact and benefit Māori community, existing relationships with relevant Māori organisations or community partners, if the work is related to an important issue for Māori, etc. Word count: Must be no more than 400 words.*

# Tracking impact

We are increasing our effort to measure the impacts of the research that we fund.

**Please suggest how could the impact of your research be measured or evaluated following completion of your project.**

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*This criterion is not being assessed but will help us to track return on investment following contract completion should your proposal be successful. No word count.*

# Financial Plan

[Download NHC Toka Tū Ake budget template](https://www.eqc.govt.nz/assets/Research/2023-Biennial-Grants/Research-funding-Budget-Template-2023-TokaTuAke.xlsx)

## Completed Budget template

Attach a file: Please use NHC Toka Tū Ake budget template.

*Please refer to the* [*Funding Guidance*](https://www.naturalhazards.govt.nz/resilience-and-research/research/all-about-funding/research-funding-documents-and-templates/)*.*

## Total amount requested (NZD excluding GST):

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*As per attached budget. Must not exceed $100,000.*

# Parallel Funding

Have you applied for funding for this project or a similar project from other sources?

  Yes    No

## If yes, what is the nature and status of the application?

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# Research team

## Principal investigator name

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First and last name

## PI primary email

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*Must be an email address.*

Enter PI’s CV details below.

## List all team members, field of expertise and their role in the project

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*Please consider whether you have the appropriate mix of skills, knowledge, and resources to deliver your proposal and whether the team if applicable has appropriate community expertise e.g. Māori*

Enter each researcher's CV details below. Click Add More (at bottom of form) for additional CVs.

## Associate Researcher

## Name

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Title First Name Last Name

## Organisation

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Associate researcher’s organisation

## Associate researcher position

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## Associate researcher primary email

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*Must be an email address.*

## For each team member please attach narrative or RS&T CV

Attach a file per team member

# Administrative contact details

## Administrative contact

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*First and Last Name and title*

## Primary phone number

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*Must be a New Zealand phone number.*

## Primary email

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*Must be an email address.*

# Declarations

# Conflict of Interest

Do you have any new/undisclosed conflicts of interest? \* i.e. a new team member has come onboard who has a conflict with an evaluation panel member.

  Yes/Potentially

  No

*List of assessment panel members will be available here:* <https://www.eqc.govt.nz/resilience-and-research/research/all-about-funding/apply/>

## If yes or potentially, please provide details.

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# Privacy

The information collected in this form will only be shared for the purpose of assessing the NHC Toka Tū Ake Biennial Grants 2024 round. The sharing of this information will be limited to staff of NHC Toka Tū Ake and members of the assessment panel. NHC Toka Tū Ake and assessors are required to store and share this information securely and only use for the purpose for which it is shared.

## Do you agree to the information in this form being shared for the purpose of assessing the proposal for NHC Toka Tū Ake Biennial Grants 2024? \*

   Yes

The Research Funding Agreement Template has been read by both the applicant and the employing organisation and it is acknowledged that if this proposal receives NHC Toka Tū Ake funding, the terms and conditions set out in this agreement will be adhered and only minor changes will be negotiated.

# Funding terms

## Do you and your organisation agree in principle to the terms and conditions in the NHC Toka Tū Ake Research Funding Agreement template and that the information in this application is to your knowledge correct and actionable?

  Yes (Applicant)

  Yes (Organisation)

**Organisation representative**

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*Include first and last name, and title. This should be a duly authorised person for the Organisation.*

**Primary email of organisation representative**

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*Must be an email address*

You have come to the end of the proposal form. You will now be asked to review your submission after which you can choose to save the submission and come back later or submit to complete the process. **You must submit your full proposal by midday, Thursday 14 August 2025, for it to be considered in this round.** NHC Toka Tū Ake will not consider submissions that are saved but not submitted. All successful submitted applications should receive a confirmation email from SmartyGrants.