PROGRESS REPORT FORM

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| --- | --- |
| **Project Details** | |
| Contract Number and Project Title: |  |
| Host Organisation |  |
| Principal Researcher |  |
| End Date |  |
| Total Amount Awarded |  |
| Students and Associated Researchers | List the names of the students supported by this fund, including master’s students, PhD students, post-doctorate fellows and research assistants. |
| If any of the above information has changed (or needs to change soon), contact [Research@naturalhazards.govt.nz](mailto:Research@naturalhazards.govt.nz) as soon as possible. | |
|  | |
| **Achievements/Findings towards your project’s milestones and objectives** | |
| Describe the significant outputs and outcomes since you submitted your last progress report. What significant findings or discoveries have you identified so far? Maximum 500 words | |
| Communication and Engagements | |
| Outline any communication and engagement activities you have undertaken to date/since your previous progress report, such as: social media posts, media interviews or media releases, op-eds, stakeholder engagement such as workshops and presentations, conferences, blogs/vlogs, videos and other media. Please include links where possible. Maximum 500 words | |
| **Difficulties and/or delays (includes requests for Variations)** | |
| Use this section to outline any difficulties and time delays experienced by the project since your last progress report. 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). The Research team will send you a variation request form seeking more details. Alternatively, you can email research@naturalhazards.govt.nz and ask for a variation request form to be emailed to you. Please note, all variation requests are reviewed and approved by the Head of Research. Turnaround time is typically 2-3 weeks per variation, and no more than 3 variations are issued per contract.  Maximum 300 words | |
| **Additional Information** | |
| Maximum 300 words | |

**Attachments**

Attach here any information you would like to share with us, including weblinks to publications and your approval for Natural Hazards Commission Toka Tū Ake to upload these publications to our website.

**Health and Safety** (this section is mandatory with every Progress Report)

This health and safety performance report is to be completed by all Natural Hazards Commission Toka Tū Ake funded projects. The report must include incidents related to this funded research and the personnel involved in the research.

Please email: [healthandsafety@naturalhazards.govt.nz](mailto: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.

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|  | **Number of Incidents for the last six months** | | | | **Risk Rating** | | | | |  | **Incidents**  **Total** |  |
|  |  | **Incident Type** | | | **Low** | | **Medium** | **High** | **Critical** |  |  |
|  | 1 | Notifiable Injuries, Illnesses, Incidents or Events | | |  | |  |  |  |  |  |  |
|  | 2 | Medical Treatment Injuries | | |  | |  |  |  |  |  |  |
|  | 3 | Lost Time Injuries | | |  | |  |  |  |  |  |  |
|  | 4 | First Aid Injuries | | |  | |  |  |  |  |  |  |
|  | 5 | No Treatment Injuries | | |  | |  |  |  |  |  |  |
|  | 6 | Near Miss / Near Hit | | |  | |  |  |  |  |  |  |
|  | 7 | Property Damage | | |  | |  |  |  |  |  |  |
|  | 8 | Environmental Incidents | | |  | |  |  |  |  |  |  |
|  |  | Total Incidents | | |  | |  |  |  |  |  |  |
|  |  | | |  |  | | | | | | |  |

**\*Mark with an X to indicate risk rating**