Project title

**Prepared by: Lead investigator/s and project team**

Organisation

Email

Date

**With funding support from**

|  |  |
| --- | --- |
| A blue text on a white background  AI-generated content may be incorrect. | Logos of other funder/s as appropriate  |

Insert the Project code and Title in the footer at the bottom left-hand side of each page.

Use the heading fonts as provided in this template.

**Acknowledgements** (note all main headings are in Source Sans Pro 14 font, and dark blue, and subheadings in the same font but 12.5 size)

Include here a reference to the Natural Hazard Commission Toka Tū Ake funding, other funders, any institutions involved in this research project and any other research programmes that supported the project.

Text here uses Source Sans Pro 12 font, Align Left

**Executive Summary**

An executive summary should provide a succinct description of the research project’s purpose, results and conclusions. Emphasis should be on why this project is relevant, and your conclusions or recommendations. 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 public audience.

Text here uses Source Sans Pro 12 font, Align Left, text only/no images, no more than 1 page.

**Abstract**

New Page. The technical abstract is similar to the Executive Summary, however is for a scientific audience, and therefore can use concise scientific/technical language (as per a peer-reviewed publication).

Text here uses Source Sans Pro 12 font, Align Left, text only/no images, no more than 1 page.

**Keywords**

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” focussed, then reference “multi-hazard”.

Another key word should reference the Natural Hazard Commission Toka Tū Ake research investment priority (e.g., Quantifying hazards and risk, Resilient buildings*,* Supporting people and decisions *and/or* Smarter land use) and lens (Mātauranga Māori, Climate Change, Social Science), if applicable.

Text here uses Source Sans Pro 12 font, Align Left

Add or remove subheadings as relevant to your research project.

**Introduction**

New Page. 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.

Text here uses Source Sans Pro 12 font, Align Left

**Methodology**

Detail the specific methods, data sources, and analytical techniques used to answer the research question, including a clear explanation of why these methods were chosen and any limitations they might have, essentially outlining the "how" of the study to ensure transparency and validity of the findings.

Text here uses Source Sans Pro 12 font, Align Left

**Results and discussion**

Explain/interpret the research results and justify any recommendations by presenting your analysis and evidence. Include supplementary information in the Appendices.

Text here uses Source Sans Pro 12 font, Align Left

**Conclusions**

New Page. Identify the major conclusions and recommendations. They should follow logically from the facts in the discussion and should be clear and specific.

. Text here uses Source Sans Pro 12 font, Align Left

**Outputs and dissemination**

New Page. Include here a list of any outputs such as tools, software, manuals, workshops, policy briefs, and training events.

Source Sans Pro 12 font, Align Left

**Publications, communications and engagement**

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, social media posts) and engagement activities (e.g. workshops, public talks, conference presentations).

Source Sans Pro 12 font, Align Left

**References**

New Page. List all citations either in sequential order that they have been referenced in this report, or in alphabetical order.

Source Sans Pro 12 font, Align Left

**Appendices**

New page per Appendices.

Source Sans Pro 12 font, Align Left

Intro: Please use the Styles Ribbon to select the correct copy format. Do not modify styles.

# Heading 1

Lorem ipsum dolor sit amet, falli dolores vituperata id mei. Graeco euripidis per ea. At vim nulla intellegebat voluptatibus. Cu est numquam fastidii interesset. Lorem ipsum dolor sit amet, falli dolores vituperata id mei. Graeco euripidis per ea.

“Quote: At vim nulla intellegebat voluptatibus. Cu est numquam fastidii interesset. Lorem ipsum dolor sit amet.”

## Heading 2

* Lorem ipsum dolor sit amet,
* falli dolores vituperata id mei.
1. Graeco euripidis per ea.
2. At vim nulla intellegebat voluptatibus.

### Heading 3: Table copy, and bullets are smaller at 11pt. Tables can be in any format

|  |  |  |  |
| --- | --- | --- | --- |
| **Lorem** | **Lorem** | **Lorem** | **Lorem** |
| Lorem | LoremLorem | 1. Lorem
2. Lorem
 | Lorem |
| Lorem | Lorem | 1. Lorem
 | Lorem |