A mountain range with snow and stars in the sky

Description automatically generated

Project title

# Lead Investigator/s

Organisation

Email

Xx/xx/20xx

Right-click on photo to change image.

Date of completion.

Name key research team members only (no student names here), including titles, full names, departments and institutions.

Title, full name, department and institution.

**High quality photo can be added here. Not mandatory**

Insert the page number in the header of each top right-hand side of each page as “Page X of XX”

Insert the University Research Programme (URP) code and title in the footer of each bottom left-hand side of each page as “1234: URP Title”.

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 Hazards Commission Toka Tū Ake funding, other funders, any institutions involved in this URP and any other research projects or programmes that supported this URP.

Text here uses Source Sans Pro 12 font, Align Left

# Executive Summary

## An 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 to the Natural Hazards Commission Toka Tū Ake Resilience Strategy for Natural Hazard Risk Reduction, our Research Investment Priorities Statement and to Aotearoa New Zealand’s capability development in the field of natural hazard risk reduction, 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.

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

## Prior Work

### Start a new page. 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.

### Source Sans Pro Font 12, Align Left, text only/no images, no more than 1 page.

### Keywords (subheadings are in Source Sans Pro 12.5 font)

#### 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” focussed, then reference “multi-hazard”. Another key word should reference the Natural Hazards Commission Toka Tū Ake 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.

### Source Sans Pro Font 12, Align Left

### 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.

### Source Sans Pro Font 12, Align Left

# Introduction

New Page. This section provides an overview of the research programme, including its structure and background information.

Include here the context of and background to the research, the problem or issue it addresses, and purpose of this URP. List here the different parts 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?

### Maximum 3 pages. Source Sans Pro Font 12, Align Left

# 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.

Source Sans Pro Font 1**2**, Align Left

# Programme Overview and Objectives

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:

* 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.

Source Sans Pro Font 1**2**, Align Left

# Student Abstracts

Each student who contributed to this URP is asked to complete their own Student Abstract (refer to the template at the end of this template). These can be inserted here, or provided in a separate appendix, depending on your preference.

Source Sans Pro Font 12, Align Left

# Discussion

New Page. Explain/interpret the research results and justify any recommendations by presenting your analysis and evidence. The methodology and results should be referenced and included in separate appendices.

Maximum 7 pages. Source Sans Pro Font 12, Align Left

# Conclusions

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

Maximum 2 pages. Source Sans Pro Font 12, Align Left

# Future Work

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?

Maximum 250 words. Source Sans Pro Font 12, Align Left

### Outputs and Dissemination

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

Source Sans Pro Font 12, Align Left

### 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, presentations at conferences/workshops).

### Source Sans Pro Font 12, 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 Font 12, Align Left

### Appendices

New page per Appendices. Include here description of your methodology, results, and data. Student Abstracts can be provided here if that is your preference.

Source Sans Pro Font 12, Align Left

# Student Abstracts

Students are asked to complete their own Abstract section however, if the student has already left the Institution, then the URP Leader must complete these Student Abstracts on their student’s behalf.

|  |  |
| --- | --- |
| **Full Name** |  |
| **Institution** |  |
| **Course enrolled in** |  |
| **Years of URP student contributed** |  |
| **Key skills and capabilities you contributed/learned** |  |
| **URP Objective/ problem that you worked on** |  |
| **Abstract** | Up to 300 words. |
| **Outputs** | List publications (draft and in print), presentations at conferences/workshops, new models, software tools, IP etc |
| **Other experience gained** |  |
| **Comments** |  |

Source Sans Pro Font 12, Align Left, No images or diagrams required in the Student Abstracts.