

# Toka Tū Ake EQC

## Research Reporting Guidelines

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## Introduction

These reporting guidelines inform researchers and research offices about Toka Tū Ake EQC research funding opportunities, reporting requirements processes and expectations, including key dates, how to submit reports, reporting timeframes and content requirements.

## Partnering with us

Toka Tū Ake EQC aims to develop long-term relationships with all our funded researchers. We encourage researchers to talk to us at any time about their progress, successes or difficulties they face during their projects.

We are also keen to support researchers in engaging with stakeholders and users of research, and in raising the visibility of their research amongst wider audiences. Upon completion, and if appropriate, Toka Tū Ake EQC may lead some stakeholder engagement with the support of the researchers (or vice versa) to ensure the research outputs are accessible, used by a range of audiences, adopted promptly and have a nationwide impact where feasible.

## Get in touch

Please contact us at [Research@eqc.govt.nz](mailto:Research@eqc.govt.nz) with your enquiries.

## Reporting requirements

### Competitive Grants

All Biennial projects and University Research Programmes are required to submit 6-monthly progress reports. The due date of each progress report is calculated according to the start date of your individual project agreement.

Additionally, University Research programme are required to provide the Commission with an annual report due by 31 December for Year 1 and 2. These reports to include links to Paper/s, Reports, Event, presentations and Media written in relation to the Programme's current year.

All final reports are due on or before your project's contracted end date.

Invoices should be submitted to [EQCInvoices@eqc.govt.nz](mailto:EQCInvoices@eqc.govt.nz) every 6 months, to coincide with your progress and final reports. These invoices will be paid once your reports have been approved by a representative of Toka Tū Ake EQC. Ensure your invoice clearly states your unique Purchase Order (PO) Number, your project's Toka Tū Ake EQC Contract Reference Code (a 4-digit number) and the milestone number/description that the invoice is seeking payment for.

### Negotiated Grants

All negotiated grants have a unique milestone and payment schedule that provides due dates for each milestone (also called deliverable and/or activity) alongside the invoice amount due.

Each milestone has a short description in this schedule that broadly outlines the activity, or expected contents of a report, that is due. These are similar to the progress and final reports described above, but do not typically follow a standard template. These milestones are usually unique to the negotiated grant, and therefore Toka Tū Ake EQC expects researchers to submit a report (or other deliverable) that meets this unique milestone description. If you are in any doubt, please contact [Research@eqc.govt.nz](mailto:Research@eqc.govt.nz) to discuss your milestone requirements well in advance of their due dates.

Invoices must be sent to [EQCInvoices@eqc.govt.nz](mailto:EQCInvoices@eqc.govt.nz) at the time you submit a milestone report or complete a contracted activity described in this schedule. Ensure your invoice clearly states your unique Purchase Order (PO) Number, your project's Toka Tū Ake EQC Contract Reference Code (a 4-digit number) and the milestone number/description that the invoice is seeking payment for. Payments will be made once the milestone or activity has been formally approved by a representative of Toka Tū Ake EQC.

## Summary

Funding source	Regular reports	Final report	Invoices
Biennial Grants	6-monthly	On completion date	Send invoices to <a href="mailto:EQCinvoices@eqc.govt.nz">EQCinvoices@eqc.govt.nz</a> after submitting a Progress Report or End Report*
University Research Programme Grants	6-monthly / Annual	On completion date	Send invoices to <a href="mailto:EQCinvoices@eqc.govt.nz">EQCinvoices@eqc.govt.nz</a> after submitting a Progress Report or End Report*
Negotiated research grants	6-monthly	On completion date	Refer to your contract. Send invoices to <a href="mailto:EQCinvoices@eqc.govt.nz">EQCinvoices@eqc.govt.nz</a>

\*A typical Biennial Project will submit three Progress Report invoices, valued at 30% of the total contract value each, and one Final Report invoice valued at 10% of the contract's total value.

## How to submit your reports

If you submitted your research proposal via our research management system [SmartyGrants](#) you will have full access to all the reporting forms and templates via your portal account. For more information on how to access these templates and submit your reports in SmartyGrants, please visit the SmartyGrants [Help Guide for Applicants](#). If you cannot access these templates, please get in touch [Research@eqc.govt.nz](mailto:Research@eqc.govt.nz).

Alternatively, if you do not have access to SmartyGrants you can use the reporting templates available in [our website](#) and send your report directly at [Research@eqc.govt.nz](mailto:Research@eqc.govt.nz).

## Progress Report Content Requirements

Report Sections	<b>Content Required</b> This is a guide only and is not intended to limit the information you provide.
<b>Biennials and some negotiated grants:</b>	
<b>Achievements/Findings</b>	Progress on objectives or milestones, research outputs, any significant preliminary results, any communications or stakeholder engagement activities.  <i>Maximum 500 words</i>
<b>Difficulties</b>	Include here any delays or notable challenges experienced by the project (including staffing), and requests for Toka Tū Ake EQC to help you to progress your research. Please feel free at any time to discuss difficulties or significant disruptions with Toka Tū Ake EQC; you do not have to wait until this report. Examples include delays, Staff changes and/or equipment failure.  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). We will send you a variation request form seeking more details.  <i>Maximum 300 words</i>
<b>Additional comments</b>	Include here anything else you wish to communicate to us.  <i>Maximum 300 words</i>
<b>Attachments</b>	Please attach any information you would like to share with us, including weblinks to publications and your approval for Toka Tū Ake EQC to upload a publication to our website.  In accordance with the funding agreement and if available, the following should be provided: <ul style="list-style-type: none"> <li>• Publications, such as journal articles and reports.</li> <li>• Papers/Posters presented at conferences.</li> </ul>
<b>Health and Safety reports</b>	<p><b>Please note:</b> This section is mandatory with every Progress Report. This health and safety performance report is to be completed by all Toka Tū Ake EQC funded contracts. The report must include incidents related to Toka Tū Ake EQC funded research and the personnel involved in the research.</p> <p>Please email: <a href="mailto:eqchealthandsafety@eqc.govt.nz">eqchealthandsafety@eqc.govt.nz</a> to notify of any notifiable injury, illness, incident or event, or any notice issued under the HSW Act or any other health and safety legislation.</p>

University Research Programme:	
Milestones/Highlights	<p><b>Summary of activities:</b> Activities relevant to the programme that have been undertaken in the past financial year, including progress towards meeting the objectives and milestones of the programme.</p> <p><b>Research outputs and achievements:</b> Publications, reports, presentations, workshops, stakeholder/end-user meetings or media activity.</p>
Capability development	<p>Provide the names, contact details, research topics (and any other relevant information, such as thesis title) of the students supported by this fund, including master's students, PhD students, post-doctorate students and early career researchers.</p>
Additional information	<p><b>Difficulties:</b> Include here any delays or notable challenges experienced by the project (including staffing), and requests for Toka Tū Ake EQC to help you to progress your research. Please discuss difficulties or significant disruptions with Toka Tū Ake EQC as soon as possible. Do not wait until this report is due. Examples include delays due to COVID-19, Staff changes, and/or equipment failure.</p> <p><b>Additional comments:</b> Include here any changes/variations (e.g. to services, staff, timeframes, budget etc) that you wish to make to the original proposal/agreement, and rationale for each one.</p> <p>Any other special requests? <b>Financial reporting:</b> Please adjust your original Toka Tū Ake EQC budget template if needed to reflect changes in your budget. Other budget templates are acceptable, but please confirm by emailing <a href="mailto:research@eqc.govt.nz">research@eqc.govt.nz</a>.</p> <p><b>Additional attachments:</b> Any supporting documentation that you would like to share with Toka Tū Ake EQC.</p>

## Final Report Content Requirements

### Biennial Grants and Negotiated Grants

At the completion of a biennial project and some negotiated grants, the researcher must provide the following:

1. A final report, up to 30 pages in length, following the headings in the table below. The report should meet standards of peer review and public dissemination. **Please note:** If an open access peer reviewed paper has been published in an established journal, it will be accepted in lieu of final report provided it is accompanied by a brief summary report with a link or identifiable reference (such as a DOI) to the relevant publication/s.
2. Any publications, journal papers (published or in progress), presentations, posters and papers presented in conferences, and any other reports written as a result of this research that have not been provided previously.
3. A brief, plain-English summary for a wide public audience, with a link or identifiable reference to the location of the relevant publication/s. The summary will appear on our website along with the final report.

Report Sections	Content Required This is a guide only and is not intended to limit the information you provide.
<b>Biennials and some negotiated grants:</b>	
<b>Acknowledgements</b>	Include here a reference to Toka Tū Ake EQC funding, other funders, any institutions involved in this research project and any other research programmes that supported the project.
<b>Executive summary and Technical abstract</b>	<p>The executive summary should provide a succinct description of the research project's purpose, results and conclusions. Emphasis should be on the why this project is relevant, 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.</p> <p style="text-align: right;"><i>Maximum 300 words</i></p> <p>The technical abstract is similar to the Executive Summary, however is for a scientific audience instead, and therefore can use concise scientific/technical language (e.g., as per a peer-reviewed publication).</p> <p style="text-align: right;"><i>Maximum 300 words</i></p>
<b>Key words</b>	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 Toka Tū Ake EQC research investment priority (e.g., Quantifying Hazards and Impacts, Resilient Buildings, Empowering People, Governance and Economics and/or Smarter Land Use) and lens (Mātauranga Māori, Climate Change, Social Science), if applicable.
<b>Introduction</b>	Your introduction can 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.

	<i>Maximum 2 pages</i>
<b>Discussion</b>	<p>Explain the research results and any interpretation, and justify any recommendations by presenting your analysis and evidence. The methodology and results should be referenced and included in separate appendices.</p> <p><i>Maximum 7 pages</i></p>
<b>Conclusions and key findings</b>	<p>Identify the major conclusions and recommendations. They should follow logically from the facts in the discussion and should be clear and specific.</p> <p><i>Maximum 2 pages</i></p>
<b>Future work</b>	<p>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?</p> <p><i>Maximum 250 words</i></p>
<b>References</b>	Citations
<b>Outputs and dissemination</b>	Other outputs such as tools, software and manuals.
<b>Publications and Communications</b>	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).
<b>Appendices</b>	Additional information, methodology, data.

## University Research Programme

At the completion of a University Research Programme, the researcher must provide all of the following:

1. A final report following the headings in the table below. The report should meet standards of peer review and public dissemination.
2. A list of all publications, journal papers (published or in progress), presentations, posters and papers presented at conferences, and any other reports written as a result of this research that have not been provided previously. If weblinks are available for these, please include them in this report.
3. A brief, plain-English summary for a wide public audience, with a link or identifiable reference to the location of the relevant publication/s. The summary will appear on our website along with the final report.

The following table details the required reporting content for your final report. It provides a comprehensive guide on what information should be included in the report. However, please note that this table is not intended to constrain the information you provide. You are encouraged to include any additional information that you believe is relevant to the programme.

Report Sections	Details
<b>Acknowledgements</b>	Include here a reference to Toka Tū Ake EQC funding, other funders, any institutions involved in this URP and any other research projects or programmes that supported this URP.
<b>Executive summary</b>	The 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, 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.
<b>Prior work</b>	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.
<b>Key words</b>	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 Toka Tū Ake EQC research investment priority (e.g., Quantifying Hazards and Impacts, Resilient Buildings, Empowering People, Governance and Economics and/or Smarter Land Use) and lens (Mātauranga Māori, Climate Change, Social Science), if applicable.
<b>Research team</b>	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.
<b>Introduction</b>	This section provides an overview of the research programme, including its objectives, programme structure, background information, and the research questions it sought to answer.  Include here the context of and background to the research, the problem or issue, and purpose of this URP. List here the different parts/objectives 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?
<b>Collaboration and Stakeholder Engagement</b>	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.
<b>Programme overview and objectives</b>	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: <ul style="list-style-type: none"> <li>• Cross-cutting themes: A discussion of any themes or issues that emerged across multiple research projects within the programme.</li> <li>• 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.</li> </ul>
<b>Student Abstracts</b>	Each student who contributed to this URP is asked to complete their own Student Abstract (refer to the template at the end of the URP template provided). These can be inserted at this point in the report, or provided in a separate appendix, depending on your preference.
<b>Discussion</b>	This section provides a detailed analysis and interpretation of the research findings, including their implications and limitations. A discussion of the implications of the research programme for theory, practice, or policy, and any recommendations for future research or action. The methodology and results should be referenced and included in separate appendices.
<b>Conclusions</b>	Identify the significant conclusions and recommendations. They should follow logically from the facts in the discussion and should be clear and specific.
<b>Future work</b>	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?
<b>Outputs and dissemination</b>	Include here a list of any outputs such as tools, software, manuals, workshops, and training events.
<b>Publications and Communications</b>	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).
<b>References</b>	List all citations either in sequential order that they have been referenced in this report, or in alphabetical order.
<b>Appendices</b>	Include here description of your methodology, results, and data. Student Abstracts can be provided here if that is your preference.

## Funding opportunities

Toka Tū Ake EQC Research has a dedicated webpage where we provide researchers with important information about our research funding, see [All about funding](#). We update information provided on this page regularly and encourage enquiries via our email at [Research@eqc.govt.nz](mailto:Research@eqc.govt.nz).

Our research team coordinates around \$19m per annum of research funding through our competitive grants and negotiated grants programmes.

Our research funding decisions are driven by our Strategy [Toka Tū Ake EQC Resilience Strategy](#) and to help focus and inform researchers about the issues and concerns we are particularly interested in funding, we release a statement every 2-3 years that highlights our [Research Investment Priorities](#). Both documents are vital reading for anyone wishing to apply for Toka Tu Ake EQC research funding.

### Competitive Grants

- The **Biennial Grants programme** is a competitive grant round with a budget of \$1 million over two years. This-programme has been running since the 1990s and usually awards between 13-18 grants per round. These projects are typically valued between \$50k to \$100k, are suitable for early-career researchers and focus on our research investment priorities. Please refer to [“Project’s on the go”](#) to see the latest list of our 2022 Biennials.
- The **University Research Programme (URPs)** is a competitive grant round funded every three years, with a total budget of up to \$4.5 million to support around 10 programmes for a three-year period. Initially valued at \$375k total for the 2020-23 round, these grants have recently been increased to \$450k total for the upcoming 2024-26 URP round. URPs are intended to support mid- to-senior career researchers at universities with programme experience and capacity to support developing research capability that is aligned with programme delivery.

### Negotiated Grants

- **Postgraduate/Postdoctoral Fellowships** are negotiated research agreements that support outstanding postgraduates and post-doctoral fellows who are looking to contribute to either a current or new Toka Tū Ake EQC funded project that meets our Targeted Science criteria.
- **Sponsorships** support awards, partnership activities, conferences and events that contribute directly to the sharing of information, knowledge, and expertise for the benefit of New Zealand. We also sponsor one-off events and activities such as an international workshops or conferences here in New Zealand.
- **Negotiated research projects** are non-competitive grants that are awarded to a project that addresses a specific business or strategic need or an unanticipated event (e.g. earthquake or landslide). Researchers are encouraged to contact the research team here at Toka Tū Ake EQC to discuss their new research project ideas, to ensure that they align with our Research Priorities, our strategy, and our funding criteria.