**A picture containing sky, water, outdoor, nature

Description automatically generated**

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

A picture containing text, clipart

Description automatically generated

Title

Date of completion.

The research team members, including titles, full names, departments and institutions.

Research Team:

Title, full name, department and institution.

Lead Investigator:

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

Insert the Project code and Title in the footer of each bottom left-hand side of each page as “1234: Project Title”.

Use the heading fonts as provided in this template.

***Acknowledgements***

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.

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# Executive Summary

## An 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.

## Calibri Font 11, Align Left, text only/no images, no more than 1 page.

# Technical Abstract

### New Page. 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).

## Calibri Font 11, 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 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.

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# 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.

Maximum 2 pages. Calibri Font 11, 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. Calibri Font 11, 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.

Maximum 2 pages. Calibri Font 11, Align Left

***Future Work***

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. Calibri Font 11, Align Left

### Outputs and Dissemination

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

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### 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).

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### References

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

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### Appendices

New page per Appendices. Include here description of your methodology, results, and data.

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