****

Date of completion.

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

Research Team:

Title, full name, department and institution.

Lead Investigator:

Title

University Research Programme (20XX – 20XX)

**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***

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.

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# 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 Toka Tū Ake EQC’s 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.

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

## Prior Work

### 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.

### 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 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.

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### 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.

# 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. Calibri Font 11, 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.

# 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.

# 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.

# 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 significant 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

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. 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, presentations at conferences/workshops).

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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. Student Abstracts can be provided here if that is your preference.

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# 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** |  |

Calibri Font 11, No images or diagrams required in the Student Abstract.