



## University Post-Graduate Research PROJECT PROPOSALS Submission Guide

1. Proposals should be received by the Commission as soon as practicable after selection for further consideration.
2. Submission of a full proposal does not bind the Commission to accept the project for funding.
3. No costs incurred by the applicant in the preparation of the proposal will be met by the Commission.
4. Proposals (exclusive of attached forms) may be compact and should not exceed 10 typed pages and must include the following:
  - (a) Scope of project.
    - (i) Statement of objectives.
    - (ii) A clear statement of the end uses of the outcomes.
    - (iii) Review of the development and present state of the topic, with brief reference to published research.
    - (iv) Discussion of how the proposed research builds on or fits within the topic.
    - (v) Relevance of the topic development to the advancement of the field.
  - (b) Research Programme.
    - (i) Set out target dates including the commencement and assured completion date.
    - (ii) Methods of data collection and analysis.
    - (iii) Availability of any existing data and information required.
    - (iv) Co-operative role of other organisations/consultants.
    - (v) Methodology proposed for the research.
    - (vi) Budget estimate and funding request (form attached).
    - (vii) Limits on available funds result in a preference for requests of \$20,000 or less per year.
  - (c) Researchers
    - (i) Summary curriculum vitae of each researcher as it relates to the research topic, including recent work (whether published or not).
    - (ii) Level and extent of external collaboration and/or supervision contemplated.
    - (iii) Identity and brief profile/s of post-graduate student/s if available.
5. EQC strongly encourages additional funding and support by others.
6. In the event that a project is not completed within the specified agreed time, EQC will consider its responsibility for funding terminated.  
**Care should be taken to establish a completion date which can be met with certainty.**
7. The applicants are asked to name two referees appropriate to the topic. The referees need not reside in New Zealand. We will be asking the referees to provide a very brief statement which specifically addresses:
  - \* The applicant's capacity to complete the project satisfactorily;
  - \* The value of the intended outcome;
  - \* Quality of the methodology.
8. Projects involving the public require appropriate ethical approval.
9. Successful applicants will be required to enter into an agreement (see specimen copy which is **for information only** and may be subject to revision).
10. Applicants must provide (at applicant's cost) four (4) bound, one loose-leaf copy and one electronic copy of the final report to the Commission.
11. EQC will not be responsible for budget overruns unless prior written approval for further funding has been granted by EQC.
12. Grants approved by EQC are GST exclusive.

**FOR EQC USE ONLY**

**GRANT NO:** \_\_\_\_\_

**Awarded: \$** \_\_\_\_\_

**UNIVERSITY POST-GRADUATE PROJECTS  
RESEARCH PROPOSAL TO THE  
EARTHQUAKE COMMISSION (EQC)**



**Name of Applicant:**

**Position Description (or title) of Applicant:**

**Name of Employing Organisation:**

**Address:**

**Phone No:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Title of proposed project:**

**(The proposal is as described in the corresponding Outline Research Proposal, except as amended herein)**

**General field of proposed research (tick one box)**

- Seismology     Earthquake Geology     Mass Movement     Tsunami/Coastal     Volcanic Hazard
- Engineering Seismology     Geotechnical Engineering     Structural Engineering     Economics
- Behavioural/Social Sciences     Risk     Other (Specify .....

**Amount requested (as per attached budget):**         \$

**Maximum duration:**

**Proposed commencement date:**

<b>Project Leader:</b>	
<b>Other Researchers:</b>	
<b>Post-Graduate Student/s:</b>	
<b>Will the research proceed if funds are not provided by EQC?</b>	<b>Yes/No</b>
Has work on this project commenced?	
YES <input type="checkbox"/> <b>When?</b> _____	NO <input type="checkbox"/>
Does the proposed project link into or depend on other project work either currently being undertaken or soon to be undertaken either by yourself or others?	
SIGNATURE:	
Date:	

**Please return completed research proposals to:**

**PRISCILLA CHEUNG  
EARTHQUAKE COMMISSION (EQC)  
Level 20, Majestic Centre  
100 Willis Street, P O Box 790  
WELLINGTON**

**Phone: 04 978 6400  
Fax: 04 978 6431  
E-mail: pjcheung@eqc.govt.nz**

**BUDGET**

<b>For projects of more than 12 months' duration, expenditure split for each financial year should be shown (ie, 1 July - 30 June)</b>											
<p>A. PERMANENT EQUIPMENT (List items and amount for each item over \$1,000; written quotations for items over \$10,000)</p> <p>Total permanent equipment:</p>											
<p>B. MATERIALS AND SERVICES:</p> <ol style="list-style-type: none"> <li>1. Materials and supplies</li> <li>2. Computer services</li> <li>3. Publication and reporting costs</li> <li>4. Consulting services</li> <li>5. Subcontracts</li> <li>6. Other</li> </ol> <p>Total materials and services:</p>											
<p>C. FIELD EXPENSES</p> <ol style="list-style-type: none"> <li>1. Travel</li> <li>2. Accommodation</li> <li>3. Other</li> </ol> <p>Total field expenses:</p>											
<p>D. OTHER TRAVEL (subject to separate agreement with EQC):</p> <ol style="list-style-type: none"> <li>1. Internal</li> <li>2. Overseas - (Detail)</li> </ol> <p>Total travel:</p>											
<table border="1"> <thead> <tr> <th style="width: 45%;">E. PERSONNEL: (Identify major time contributions only, using separate sheet if necessary)</th> <th style="width: 20%;">Name</th> <th style="width: 15%;">Hours</th> <th style="width: 20%;">Cost</th> </tr> </thead> <tbody> <tr> <td> <ol style="list-style-type: none"> <li>1. Post Doctoral Fellows</li> <li>2. Other professions</li> <li>3. Graduate students</li> <li>4. Secretary</li> <li>5. Other</li> </ol> <p>Total salaries and wages:</p> </td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				E. PERSONNEL: (Identify major time contributions only, using separate sheet if necessary)	Name	Hours	Cost	<ol style="list-style-type: none"> <li>1. Post Doctoral Fellows</li> <li>2. Other professions</li> <li>3. Graduate students</li> <li>4. Secretary</li> <li>5. Other</li> </ol> <p>Total salaries and wages:</p>			
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<p>F. ENROLMENT FEES: (Detail) (NB: Indirect costs and overheads are not allowed for post-graduate student research grants).</p>											
<p>G. PRINTING COSTS:</p>											
<p>H. TOTAL COST OF PROJECT: \$ (GST exclusive/GST inclusive)</p> <p>SOURCE OF FUNDS: EQC: \$</p> <p>Others: (Identify) \$</p> <p>(List details separately)</p>											

*Note: Supply details on separate sheet where there is insufficient space on the form.*

**REFEREES**

**NB: EQC reserves the right to obtain additional independent review of proposals.**

**1. NAME:**

**TITLE:**

**ADDRESS:**

**PHONE No:**

**E-MAIL ADDRESS:**

**FAX No:**

**2. NAME:**

**TITLE:**

**ADDRESS:**

**PHONE No:**

**E-MAIL ADDRESS:**

**FAX No:**