

---

# EQC RESEARCH REPORTING GUIDELINES

## Contents

Introduction .....	2
Partnering with Us .....	2
Get in Touch .....	2
Reporting to EQC .....	3
Reporting period .....	3
Key dates .....	3
How to submit your reports .....	4
Progress Report Content .....	4
Final Report Content .....	5
Appendices .....	8
Appendix A: Step-by-step process for submitting your report in SmartyGrants .....	8
Appendix B: Progress report template for email submissions .....	10
Appendix C: Final report template for email submissions .....	13
Appendix D: Plain-English summary .....	14
Appendix E: General administrative .....	15

---

## Introduction

These reporting guidelines inform researchers and research offices about EQC's research reporting processes and expectations, including key dates, how to submit reports, reporting timeframes and content requirements.

Reporting templates and an overview of our general administrative processes are also provided.

## Partnering with Us

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, 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, achieve uptake in a timely manner and national impact wherever possible.

## Get in Touch

You can email us at [Research@eqc.govt.nz](mailto:Research@eqc.govt.nz) and someone from the team will answer any questions. Alternatively, feel free to contact any of us directly:



Dr Natalie Balfour  
Research Manager  
[NBalfour@eqc.govt.nz](mailto:NBalfour@eqc.govt.nz)



Fleur Templeton  
Senior Communications Advisor  
[FTempleton@eqc.govt.nz](mailto:FTempleton@eqc.govt.nz)



Janette Merlo  
Research Advisor  
[JMerlo2@eqc.govt.nz](mailto:JMerlo2@eqc.govt.nz)

## Reporting to EQC

This section details the requirements for progress reports and final reports for the Biennial Grants programme, individually negotiated research grants and the University Research Programme.

### Reporting period

For Biennial Grants and negotiated research projects (less than 3 years' duration), 6-monthly progress reports should be submitted for the duration of the projects and can be calculated from the contract's start date (e.g., If a contract commenced 1 January 2022 the first progress report will be due 1 July 2022). If different dates are specified in your contract, please use those. The same applies for negotiated projects and ongoing programmes. If you are unsure, please contact us at [Research@eqc.govt.nz](mailto:Research@eqc.govt.nz). In general, the content of the progress reports will remain the same for all research contracts. See Progress Report Templates in Appendices B.

For each University Research Programme project, an annual report is required within 2 months of the end of each financial year (31 August), with a final report due within 2 months of the contract's end date.

### Key dates

Fund	Regular reports	Final report	Invoices
Biennial Grants (pre-2021)*	6-monthly, due May and November.	Due on the contract's end date + 1 month.	Refer to your contract.
Biennial Grants (post-2021)	6-monthly	Due on the contract's end date	Send invoices to <a href="mailto:EQCinvoices@eqc.govt.nz">EQCinvoices@eqc.govt.nz</a> after submitting a Progress Report or End Report. 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.
2020 University Research Programme Grants	Annually, due 31 August.	Due within 2 months of the contract's end date.	Send three annual invoices to <a href="mailto:EQCinvoices@eqc.govt.nz">EQCinvoices@eqc.govt.nz</a> (due 1 July) over the life of this project. If your project has been varied.
Negotiated research grants (pre-2021)	Refer to your contract.	Refer to your contract.	Refer to your contract. Send invoices to <a href="mailto:EQCinvoices@eqc.govt.nz">EQCinvoices@eqc.govt.nz</a>
Negotiated research grants (post-2021)	6-monthly	Due on the contract's end date	Refer to your contract. Send invoices to <a href="mailto:EQCinvoices@eqc.govt.nz">EQCinvoices@eqc.govt.nz</a>

\* Some of these dates will contradict existing contracts. If you have an existing arrangement, please refer to your contract.

## How to submit your reports

2020 and 2022 Biennials should submit progress and final reports via our research management system called SmartyGrants. For more information on how to submit your reports in SmartyGrants, please refer to [Appendices A](#). We recommend that you:

- Read the Progress Report Content table in this section to understand fully what is expected in your report.
- Draft your report and send it for internal approvals (if required). Once ready to submit, copy and paste the necessary segments into the online form, and upload any supporting documentation such as publications and conference abstracts.
- Note: you can also work directly on your report in SmartyGrants, then save it and come back and finish it later. Please remember to save your report because SmartyGrants does not save automatically.

**Please note:** All 2018 Biennials, and 2020 University Research Programme Grants, are to send their progress and final reports to [Research@eqc.govt.nz](mailto:Research@eqc.govt.nz) using the templates provided ([Appendices B](#) and [C](#)).

## Progress Report Content (for Biennials, negotiated research grants and University Research Programme Grants)

Report Sections	Content Required This is a guide only and is not intended to limit the information you provide.
<b>Biennial Grants and negotiated research grants (&lt;3-year contracts)</b>	
Six-monthly progress reports	
<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 EQC to help you to progress your research. Please feel free at any time to discuss difficulties or significant disruptions with EQC; you do not have to wait until this report. Examples include delays due to COVID-19, Staff changes and/or equipment failure.  <i>Maximum 500 words</i>
<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.  Any other special requests?  <i>Maximum 500 words</i>
<b>Attachments</b>	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>

University Research Programme Annual progress reports	
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> <p style="text-align: right;"><i>500–1000 words</i></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 EQC to help you to progress your research. Please discuss difficulties or significant disruptions with 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 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 EQC.</p> <p style="text-align: right;"><i>Maximum 500 words</i></p>

## Final Report Content

### Biennial Grants and negotiated research projects

At the completion of a project, the researcher must provide all of the following:

1. A final report up to 30 pages long following the headings in the table below. The report should meet standards of peer review and public dissemination. In [Appendix C](#) you will find examples of acceptable final reports.
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. Go to [Appendix D](#) for more information and examples.

Report Sections	Content Required
This is a guide only and is not intended to limit the information you provide.	
<b>Biennial Grants and negotiated research grants (&lt;3-year contracts)</b>	
Final reports	
<b>Title of research, EQC reference number and date</b>	Title is same as funded project. EQC grant reference number is available in your contract. Date of completion.
<b>Principal investigator/s</b>	Title, full name, department and institution. Example: Dr Natalie Balfour, Research Department, The Earthquake Commission.
<b>Research team</b>	The research team members, including titles, full names, departments and institutions.
<b>Executive summary</b>	Purpose and results of the research. Emphasise your conclusions or recommendations and include only the essential or most significant information to support those conclusions.  <i>Maximum 300 words</i>
<b>Technical abstract</b>	Concise summary of the report using technical language.  <i>Maximum 300 words</i>
<b>Key words</b>	Relevant to your research. Examples: Earthquake early warning, behavioural response, public response, sectoral response, New Zealand.
<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>	Explain the research results and any interpretation, and justify any recommendations by presenting your analysis and evidence.  <i>Maximum 7 pages</i>
<b>Conclusions and key findings</b>	Identify the major conclusions and recommendations. They should follow logically from the facts in the discussion and should be clear and specific.  <i>Maximum 2 pages</i>
<b>Future work</b>	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?  <i>Maximum 250 words</i>
<b>Acknowledgements</b>	Any institutions involved in this research project, and EQC funding. Any other research programmes that supported the project.
<b>References</b>	Citations.
<b>Outputs and dissemination</b>	Other outputs such as tools, software and manuals. Available publications from this research project.

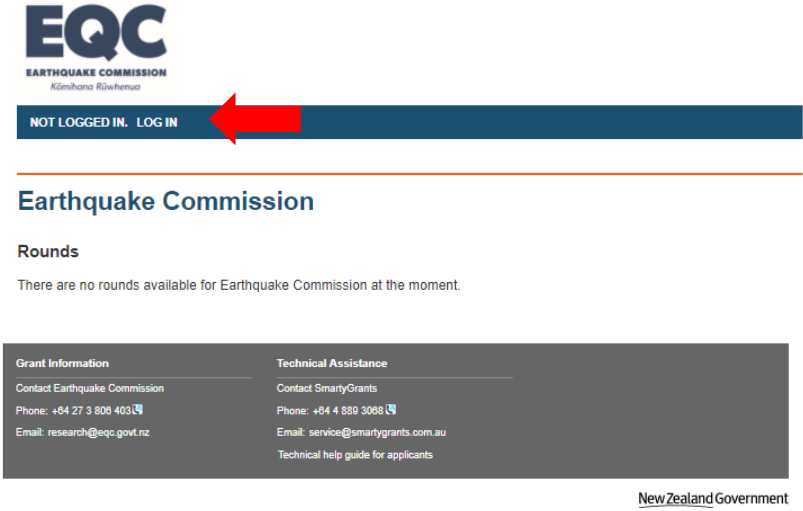
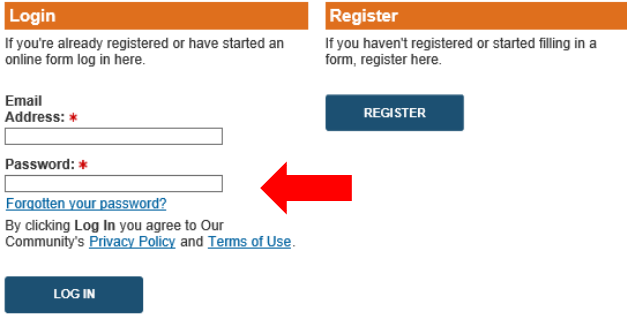
<b>Links to publications/theses</b>	Links to magazines and/or university websites.
<b>Appendices</b>	Additional information, methodology, data.

### University Research Programme












The 2020 University Research Programme Grants final reports are due within 2 months of the contract's end date. The final report content, and dates for this programme, will be available in the next reporting guidelines update (due January 2023).

## Appendices: A to E

### Appendix A: Step-by-step process for submitting your report in SmartyGrants

Step	Action
<p>1. Go to the SmartyGrants online platform.</p>	<p>Ctrl-Click to follow the link below or copy-and-paste it into your browser</p> <p><a href="https://eqc.smartygrants.com.au">https://eqc.smartygrants.com.au</a></p> <p>Click <b>Log In</b></p>  <p>The screenshot shows the EQC logo at the top, followed by a navigation bar with 'NOT LOGGED IN. LOG IN'. Below this is the 'Earthquake Commission' header and a 'Rounds' section stating 'There are no rounds available for Earthquake Commission at the moment.' At the bottom, there is a 'Grant Information' and 'Technical Assistance' section with contact details, and the 'New Zealand Government' logo.</p>
<p>2. Log in</p>	<p>Enter email and password.</p> <p>These should be the same as used during the application process. You can always reset your password by clicking <b>"Forgotten your password?"</b>.</p> <p>For technical assistance please contact <a href="mailto:Service@smartygrants.com.au">Service@smartygrants.com.au</a></p>  <p>The screenshot shows two columns: 'Login' and 'Register'. The 'Login' column has an 'Email Address: *' field and a 'Password: *' field. Below these is a 'FORGOTTEN YOUR PASSWORD?' link and a 'LOG IN' button. The 'Register' column has a 'REGISTER' button. A red arrow points to the 'FORGOTTEN YOUR PASSWORD?' link.</p>
<p>3. Access the report form</p>	<p>Click <b>My Submissions</b>.</p>



	<div data-bbox="459 241 624 347">   <b>EQC</b>          EARTHQUAKE COMMISSION          Kōmihana Rūwhenua       </div> <div data-bbox="459 360 1327 398" style="background-color: #004a7c; color: white; padding: 5px;">         LOGGED IN: JANETTE MERLO (JMERLO@EQC.GOVT.NZ) MY SUBMISSIONS  </div> <hr/> <div data-bbox="459 443 788 481"> <h2>Earthquake Commission</h2> </div> <div data-bbox="459 506 526 533"> <h3>Rounds</h3> </div> <div data-bbox="459 544 949 571"> <p>There are no rounds available for Earthquake Commission at the moment.</p> </div> <div data-bbox="448 591 1321 741" style="background-color: #444; color: white; padding: 10px;"> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>Grant Information</b>            Contact Earthquake Commission            Phone: +64 27 3 806 403             Email: <a href="mailto:research@eqc.govt.nz">research@eqc.govt.nz</a> </td> <td style="width: 50%; vertical-align: top;"> <b>Technical Assistance</b>            Contact SmartyGrants            Phone: +64 4 889 3068             Email: <a href="mailto:service@smartygrants.com.au">service@smartygrants.com.au</a>  <a href="#">Technical help guide for applicants</a> </td> </tr> </table> </div> <div data-bbox="1152 750 1321 772" style="text-align: right;"> <a href="#">New Zealand Government</a> </div> <div data-bbox="427 853 1388 918"> <p>The report form should be available for you to complete on the <i>Your Submissions</i> page. Scroll down to <i>Forms In Progress</i> and click on the available progress report form.</p> </div> <div data-bbox="443 981 703 1019"> <h2>Your Submissions</h2> </div> <div data-bbox="443 1039 1369 1066" style="background-color: #eee; padding: 5px;"> <p>Forms In Progress</p> </div> <div data-bbox="443 1081 906 1108"> <p><b>Biennial Grants 2020 — BIG 020 2020 — Example</b></p> </div> <div data-bbox="459 1122 893 1171"> <p> <b>Progress report 2021</b>      In progress, created on 19 March 2021 </p> </div> <div data-bbox="443 1216 1369 1243" style="background-color: #eee; padding: 5px;"> <p>Submitted Forms</p> </div> <div data-bbox="443 1261 906 1288"> <p><b>Biennial Grants 2020 — BIG 020 2020 — Example</b></p> </div> <div data-bbox="459 1301 683 1350"> <p> <b>Proposal</b>      Submitted on 4 July 2019</p> </div>	<b>Grant Information</b> Contact Earthquake Commission Phone: +64 27 3 806 403  Email: <a href="mailto:research@eqc.govt.nz">research@eqc.govt.nz</a>	<b>Technical Assistance</b> Contact SmartyGrants Phone: +64 4 889 3068  Email: <a href="mailto:service@smartygrants.com.au">service@smartygrants.com.au</a> <a href="#">Technical help guide for applicants</a>
<b>Grant Information</b> Contact Earthquake Commission Phone: +64 27 3 806 403  Email: <a href="mailto:research@eqc.govt.nz">research@eqc.govt.nz</a>	<b>Technical Assistance</b> Contact SmartyGrants Phone: +64 4 889 3068  Email: <a href="mailto:service@smartygrants.com.au">service@smartygrants.com.au</a> <a href="#">Technical help guide for applicants</a>		
<p>4. Completing the report form</p>	<p>Once you have completed all the required fields, click <b>Submit</b>.</p> <p>By clicking <b>Save and close</b> you can save and submit your report later.</p> <p>Note:</p> <p>Once you have submitted your report you will not be able to make any changes. Please get in touch at <a href="mailto:Research@eqc.govt.nz">Research@eqc.govt.nz</a> if you wish to reopen the form.</p>		

Appendix B: Progress report template for email submissions

## PROGRESS REPORT TEMPLATE

\* indicates a required field.

### Project Details

EQC Project Number

Project Title\*

Principal Researcher\*

End Date\*

Total Amount Requested

If the information above has changed, please get in touch at [Research@eqc.govt.nz](mailto:Research@eqc.govt.nz).

Students and Associated Researchers\*

Please list the names and emails of the students supported by this fund, including Summer, Masters and/or PhD students, as well as post-doctorate students and early career scientists.

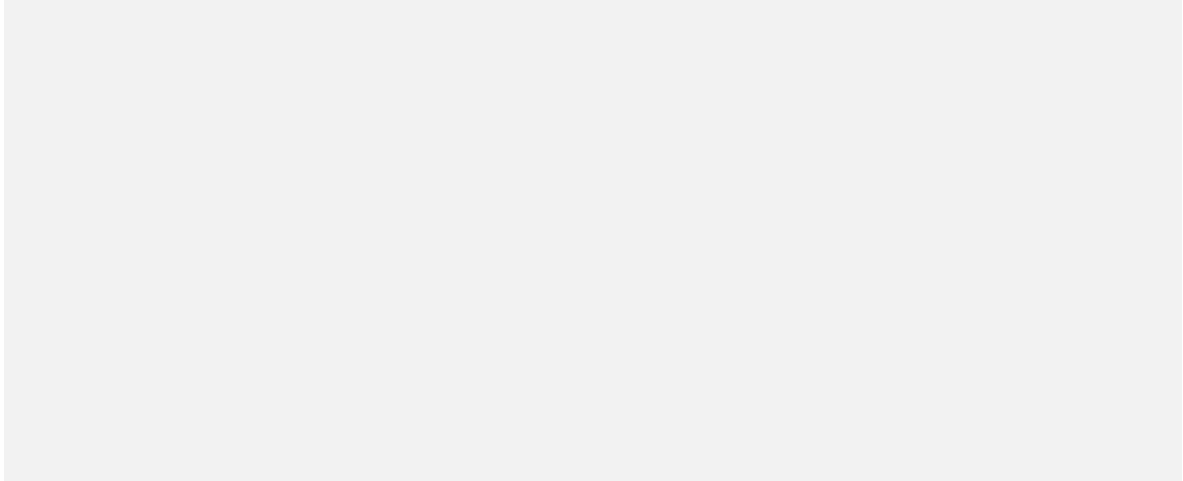
### Achievements/Findings

Activities and Progress Towards Milestones and Objectives\*

Maximum 500 words. Please describe the outputs and outcomes to date. What significant findings or discoveries have you identified so far?

## Communications

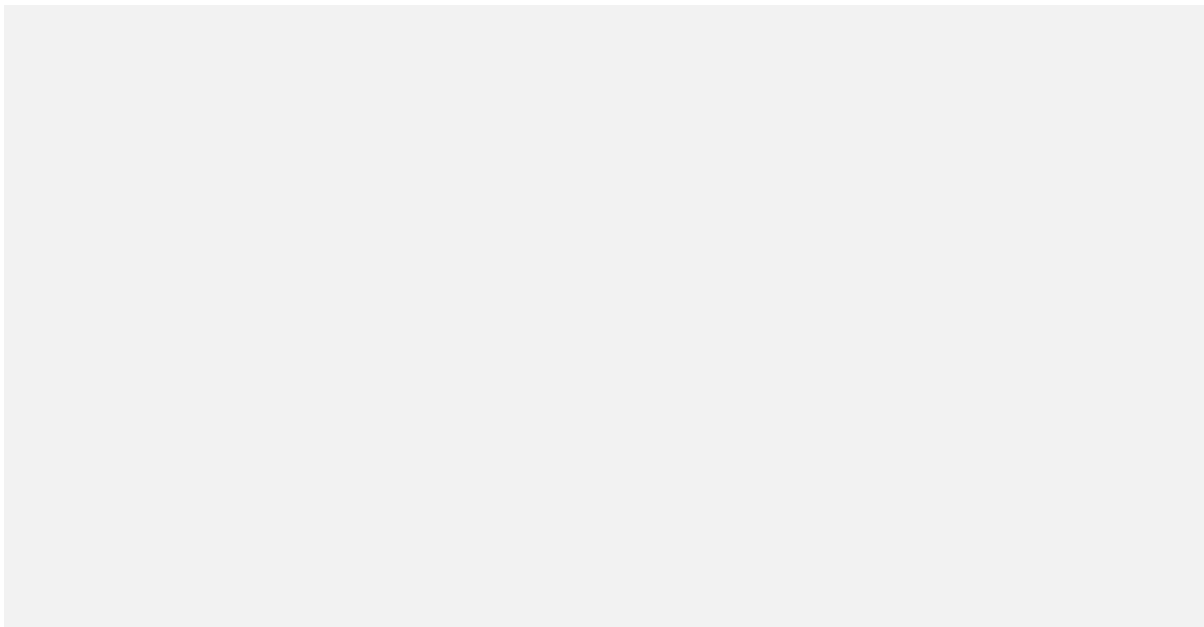
### Communication and Media Activities



Maximum 500 words. Please list here the communication and media activities to date (e.g., Any publications, journal articles, Conference papers/posters/presentations, other presentations, or reports). Include here requests for assistance from EQC's Communications Team.

## Difficulties

### Difficulties and Delays

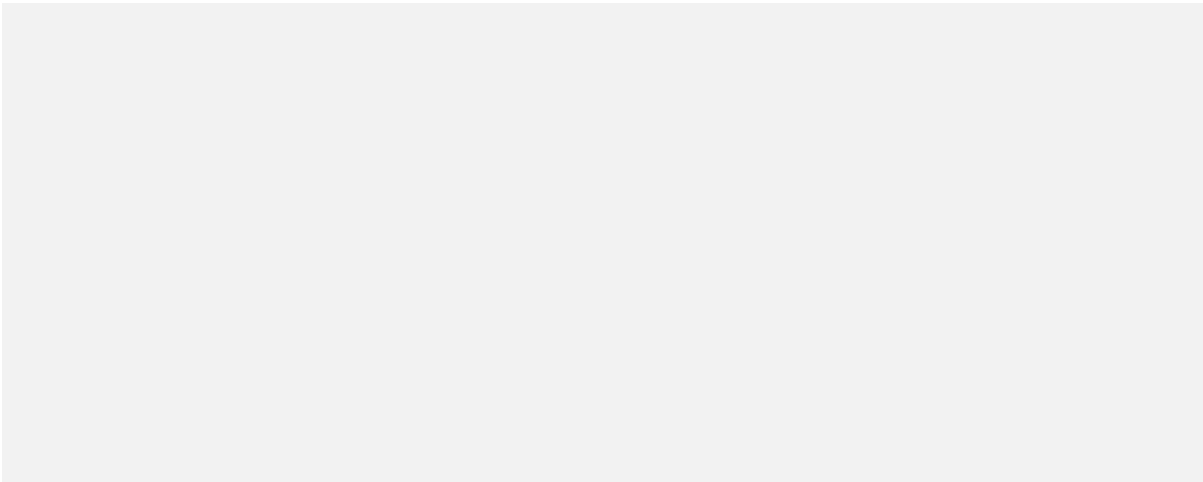


Maximum 300 words. Please use this section to outline any difficulties and time delays experienced by the project since your last progress report. If needed, request a contract variation form here and explain briefly what the nature of your variation request (e.g., An extension to the project's end date, changes to the project's scope, staff, budget). We will send you a variation request form seeking more details. Alternatively, you can email [research@eqc.govt.nz](mailto:research@eqc.govt.nz) and ask for a contract variation form to be emailed to you.

---

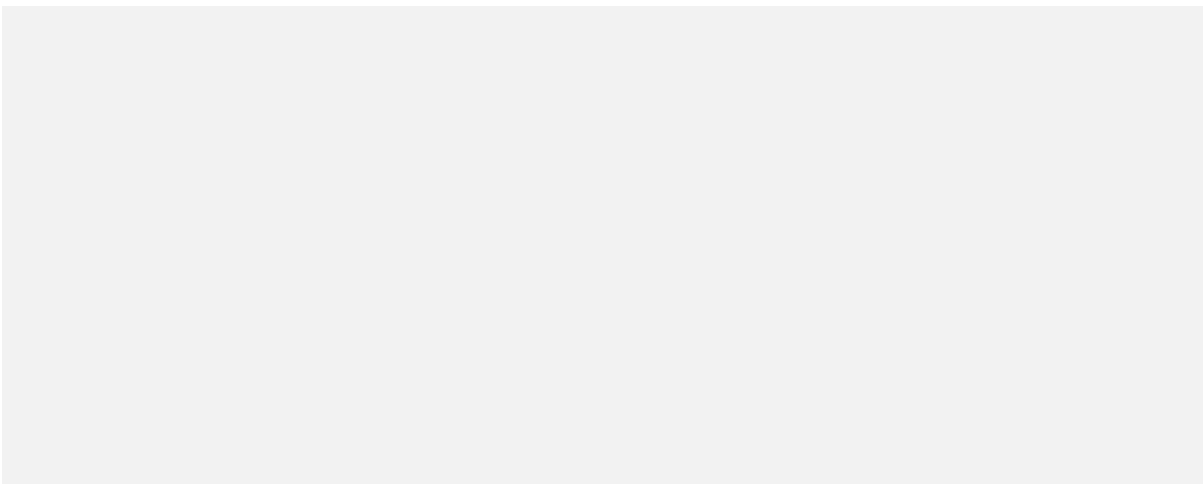
## Additional Information

### Additional Comments



### Attachments

Please attach any information you would like to share with us. Refer to the reporting guidelines for more information.



---

## Appendix C: Final report template for email submissions

### FINAL REPORT TEMPLATE

The final report should be no longer than 30 pages long and follow the headings below. It should meet standards of peer review and public dissemination. More information about the content of each section below is available on [page 5](#).

Please note: We expect your report to cover the headings below, but we do not intend to limit the information you provide.

1. Title of research, EQC reference number and date
2. Principal investigator/s
3. Research team
4. Executive summary
5. Technical abstract
6. Key words
7. Introduction
8. Discussion
9. Conclusions and key findings
10. Future work
11. Acknowledgements
12. References
13. Outputs and dissemination
14. Links to publications/theses
15. Appendices

#### Acceptable final report examples:

- [\*Social and sector-based benefits of an earthquake early warning system \(EEWS\) for New Zealand, Biennial Grant 2018, Principal Investigator: Dr Julia Becker, Massey University.\*](#)
- [\*Postseismic deformation following the 2016 Kaikoura earthquake, Biennial Grant 2018, Principal Investigator: Dr Sigrun Hreinsdottir, GNS Science.\*](#)
- [\*Retrofit testing on hollowcore floors, EQC final report, Author: Professor Ken Elwood, University of Auckland.\*](#)

## Appendix D: Plain-English summary

Our aim is that anyone interested can understand what your research is about, and the importance and value of your findings.

When writing your plain-English summary, consider:

<b>Audience</b>	Understandable by non-scientists
<b>Length</b>	200–350 words
<b>Content:</b>	<p><b>Background:</b> The key research question and context and why it is important.</p> <p><b>Method used:</b> What was done; how you did it.</p> <p><b>Findings/Results:</b> What was learnt.</p> <p><b>Conclusion:</b> What this means – the likely effect of this new knowledge. How this research will be used to help reduce the impacts of natural hazards on people and property (if applicable).</p>

### Example from Julia Becker EQC final report<sup>1</sup>:

Earthquake Early Warning (EEW) can be used to detect earthquakes and provide advanced warning of strong shaking, allowing pre-emptive actions that benefit life safety or infrastructure. We undertook focus group discussions and interviews with representatives from a range of sectors in New Zealand to scope whether they thought earthquake early warning (EEW) might be of use. We found that participants supported the idea of EEW in general but noted the challenges of applying it within their sectors. Primary benefits were perceived to be (1) life safety and/or health & safety; (2) psychological preparedness; (3) activation of emergency plans and situational assessment; and (4) organisational and site-specific actions to reduce damage impacts and aid response and recovery. Participants were more enamoured with automated or procedural actions that caused minimal description disruption for both their sector and the public, and were easy to turn on and off again. Given participants' lack of experience with EEW some struggled to think of exact applications within their sector and it was noted that more detailed thinking needed to be done to work out exactly what actions might be beneficial. Participants were supportive of a nationally integrated EEW system, including a network of sensors, notification and messaging, earthquake mitigation and preparedness, and interaction across perils (e.g. tsunami). There was support for having a two-tiered threshold system for sending nationwide warnings similar to Japan, with specific sectors alerted at lower thresholds (e.g. MM4-6) and the public alerted at a higher threshold (e.g. MM6-7). In terms of warning notification channels, most participants suggested Emergency Mobile Alert cell broadcast as the key channel for notification, but also felt warnings needed to be propagated across a variety of other channels to ensure reach (TV, radio, mobile texts, computer notifications, control room/network centre notifications, public announcements, social media, staff supervisors). Participants generally agreed any messages should be simple, clear, easily digested, universally understood and directive, so as to promote appropriate action.

**Background**

**Method used**

**Findings**

**Conclusion**

<sup>1</sup> Social and sector-based benefits of an earthquake early warning system (EWS) for New Zealand, Author: Dr Julia Becker, Massey University. <https://www.eqc.govt.nz/research/research-papers/social-and-sector-based-benefits-of-an-earthquake-early-warning-system-eews-for-new-zealand>

