

UNIVERSITY RESEARCH PROGRAMME 2024-2026

Request for Proposals

Date: 3 October 2022



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Introduction

This Request for Proposal (RFP) invites New Zealand tertiary institutions with expertise in hazard science, engineering, and disaster risk reduction to submit funding proposals to Toka Tū Ake EQC for University Research Programmes for the period 1 January 2024 to 31 December 2026. This RFP outlines the process and associated requirements for submission and assessment of funding proposals.

This document should be read in conjunction with Toka Tū Ake EQC's "[Resilience Strategy for Natural Hazard Risk Reduction 2019-2029](#)" and the "[Research Investment Priorities Statement 2021-2023](#)". Both documents are available in Resilience and Research section of the Toka Tū Ake EQC website www.eqc.govt.nz.

The Toka Tū Ake EQC Resilience Strategy has a ten-year focus and directly addresses Toka Tū Ake EQC mission to reduce the impact on people and property when natural disasters occur. It is aligned with Toka Tū Ake EQC strategic intentions and establishes a resilience goal of stronger homes, built on better land, served by resilient infrastructure, and supported by affordable risk capital.

The Toka Tū Ake EQC [Research Investment Priorities Statement 2021-2023](#) has been developed to guide the science and research sector in their proposals to Toka Tū Ake EQC. It outlines the research opportunities and gaps we see in the New Zealand disaster research landscape. Broadly our research investment is targeted at improving the understanding and dissemination of:

- How people perceive and manage risk (empowering people)
- Building and infrastructure performance (resilient buildings)
- Land-use management (smarter land-use)
- The governance and economics of disaster risk and disaster risk management
- Quantifying the size and frequency/likelihood of hazards and their impacts.

Each year Toka Tū Ake EQC directly invests approx. \$5 million in resilience and hazard science through university-based research and learning programmes, regional consortia (for example, DEVORA and It's our Fault) and funding of individual science projects (Biennial Grants and other negotiated investments).

Timeline

Date	Phase
3 October 2022	Request for University Research Programme 2024-2026 Proposals opens Expression of Interest (Eoi) form opens on SmartyGrants
27 October 2022	Two Information sessions via TEAMS Webinars: 1. 10.00 - 11.00am 2. 2.00 - 3.00pm Online registration is essential
5.00pm, 11 November 2022	Expressions of Interest (Eoi) form closes on SmartyGrants
20 January 2023	Applicants notified of Eoi decision and Full Proposal forms open on SmartyGrants
5.00pm, 31 March 2023	Full Proposal forms close on SmartyGrants
26 May 2023	Applicants notified of funding decisions
1 January 2024	Contracts begin

About the University Research Programme

Since the 1990s, Toka Tū Ake EQC has provided funding to tertiary institutions across New Zealand. This funding has helped to support research capability in natural disaster risk reduction.

From 2020, Toka Tū Ake EQC funding introduced a three-year University Research Programme for tertiary institutions focused on:

- research that is targeted to Toka Tū Ake EQC's goals and priorities
- contribution to better outcomes for New Zealanders
- developing research capability that is aligned with programme delivery
- end user and/or stakeholder collaboration and partnerships
- a greater partnership approach with Toka Tū Ake EQC.

Toka Tū Ake EQC will fund up to ten university research programmes of three years duration in this next round of URP 2024-26 funding. Annual funding per programme is \$150,000/annum, or \$450,000 total. All programmes must run from 1 January 2024 to 31 December 2026.

Information sessions

During the Expression of Interest open period (from 3 October 2022 to 11 November 2022), Toka Tū Ake EQC will provide two online information sessions via TEAMS webinars on 27 October 2022 to explain the programme, expectations, and process, and to answer any questions. These information sessions are open to all interested parties and potential applicants are expected to register to attend.

Applicants who are unable to attend an information session, or who have any other questions, can contact Toka Tū Ake EQC by emailing us at research@eqc.govt.nz. A recording of these sessions will be made available online after 27 October 2022.

Application Process

This section outlines the process to be followed to apply for funding, eligibility, alignment, research methodology, application procedure and forms for each stage.

Applicant eligibility

The research programme is to be hosted by and led from a New Zealand tertiary institution. While not essential, preference will be given to researchers with previous experience in the relevant field(s) of research.

The majority of research must be undertaken in New Zealand by New Zealand-based researchers. Student involvement is encouraged; however, the research cannot be primarily an undergraduate student research project.

The benefits of the research are for New Zealand and accrued outside of the University/legal entity representing the University. Any commercial benefits or potential should be declared.

Assessors are not eligible to submit a proposal as the primary investigator. If an assessor has a close professional or personal contact of an applicant or is a member of the proposed research team, they must declare a conflict of interest and Toka Tū Ake EQC will decide an appropriate course of action to remove/reduce the chance of the conflict.

Research programme alignment

The research programme must address or align with one or more of Toka Tū Ake EQC's research priorities.

It is not a requirement that all research priorities be covered by the proposed research programme; rather the research programme should focus on the priority or priorities where the applicants consider they have the most expertise and can have the most meaningful impact.

To ensure relevance, impact and return on investment for Toka Tū Ake EQC, each programme of research must demonstrate how, through this investment, it will deliver the following:

- distinctive research that is aligned to Toka Tū Ake EQC Resilience Strategy and research priorities
- vision and leadership in that area of research
- contribution to a pathway to achieving better outcomes for New Zealanders
- coordination and collaboration with other organisations, including with end users
- research capability building.

Ideally, the research programme and researchers will:

- align with other funding or programmes, or leverage Toka Tū Ake EQC funding to attract other or additional funding collaborations
- integrate Vision Mātauranga
- work with Toka Tū Ake EQC to promote science/research to other researchers, to policy-makers, practitioners, and the public (as appropriate).

While Toka Tū Ake EQC may update its research priorities every few years, contracted programmes will not be required to reflect these changes.

Research methodology

The application will be expected to provide a detailed explanation of:

- the research objectives
- the research team, qualifications and experience
- the research plan, including, where possible, any design and methodological detail
- the expected outputs and impacts of the research programme with a timeline
- how key stakeholders and end-users will be engaged (and who they are)
- the potential for knowledge exchange and the processes that will support uptake and action on research findings

- milestones and performance monitoring framework that the programme will use to ensure delivery of the proposed outputs and impacts.

Application procedure and forms

The application is a two-stage process:

- Stage 1: Expression of Interest
- Stage 2: Full Proposal (by invitation only, based on assessment of Stage 1)

All applicants must be registered on SmartyGrants to access the Expression of Interest and Full Proposal forms. Please use your prior registration details if possible.

If you need help using SmartyGrants, please visit the “Help Guide for Applicants” page [here](#). Registration and Login instructions are also provided on that page.

Stage 1: Expression of Interest (Eoi) Form

To access the Expression of Interest (Eoi) form please use the following link:

<https://eqc.smartygrants.com.au/URPII>

Eoi forms open on Monday, 3 October 2022 and close at 5.00pm, Friday 11 November 2022.

Applicants will be notified of Eoi decisions on 20 January 2023.

Stage 2: Full Proposal Form

Successful Eoi applicants will be sent a link to the Full Proposal form on SmartyGrants on 20 January 2023.

Full Proposals must include a CV for all named investigators. A CV template is also available through this link.

Full Proposals must be submitted via the SmartyGrants portal by 5.00pm, Friday 31 March 2023. Late submissions will not be accepted.

Applicants will be notified of final decisions on 26 May 2023.

Assessment process and criteria

Both the Eoi and Full Proposals will be reviewed and assessed by an assessment panel, selected by Toka Tū Ake EQC. The panel will comprise academic and end user experts, including a Toka Tū Ake EQC representative. The full proposals will also be subject to a review by an external subject matter expert (SME). Applicants may suggest an appropriate SME to review their proposal, however the decision of SME will be up to Toka Tū Ake.

Applications will be assessed on the following criteria:

- Clarity of objectives and alignment with Toka Tū Ake EQC Resilience Strategy and Research Investment Priorities

- Contribution to a pathway to achieving better outcomes for Māori and all New Zealanders
- Coordination and collaboration with other organisations, including with end users
- Potential for leadership and capability building
- Ability of the research team to lead and deliver the programme

Successful proposals will proceed to the negotiation and contracting stage. Toka Tū Ake EQC reserves the right to decline to process or review any proposal that does not conform to the application criteria set out in the application forms.

Proposal finalisation and contracting

For proposals that are successful in the assessment of Stage 2 (full proposal stage), Toka Tū Ake EQC will proceed with a discussion and finalisation with the applicants to determine the final scope of the research programme. During this time, Toka Tū Ake EQC may seek alterations to the proposed research plan, programme organisation, team members and/or deliverables, prior to final contracting.

Contracts will run from 1 January 2024 to 31 December 2026. Funding will be available from 1 January 2024.

Final decisions relating to the research contract will be made by Toka Tū Ake EQC at its sole discretion.

Deliverables and monitoring

All research programme outputs must be able to be made publicly available and provided in a form that can be used by other researchers, practitioners and the general public (i.e. public license). The funded research programmes will be required to meet the need for deliverables. These include, but may not be limited to:

- Brief half-year progress reports due by 30 June of each year (SmartyGrants template provided)
- Annual reports due by 31 December of each year (SmartyGrants template provided)
- Annual Programme Update Meeting with Presentation to Toka Tū Ake EQC Research Manager and Team (due by 31 October each year)
- Final Programme Report to be completed by 31 December 2026
- Communications and media releases including:
 - one communications/stakeholder engagement activity per year.
 - two social media posts per year.