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|  | Project concept form  Form version: July 2024  Title: <*Insert here>*  Date: |

We acknowledge the traditional custodians across all the lands on which we live and work, and we pay our respects to Elders both past, present and emerging. We recognise that these lands and waters have always been places of teaching, research and learning.

Overview

Natural Hazards Research Australia (the Centre) is Australia’s research and implementation centre for natural hazard resilience and disaster risk reduction. The Centre began on 1 July 2021 and is now working closely with the Australian government and other partners across Australia to deliver a strategic research agenda for the nation. The Centre is built on the strong foundations of its preceding Cooperative Research Centres, the Bushfire CRC and the Bushfire and Natural Hazards CRC.

Natural hazards include bushfire, flood, cyclone, heatwave, storm, inundation and coastal erosion caused by sea level rise, earthquake, tsunami and landslide.

The Centre’s mission is to work with partners and the community on research that is useful, actionable and supportive of better decision making to save lives and protect communities. The Centre will generate and support research that is useful, usable and used by the sector and community. As such, the Centre welcomes submissions of project concepts for potential inclusion in our research program. Ideas can be short-, medium- or long-term projects. Only research that can be effectively translated and implemented by end-user organisations will be funded.

The Centre’s research plan is outlined in a rolling *Biennial Research Plan*. These plans are reviewed annually to make sure the Centre is responding to new knowledge needs. Each *Biennial Research Plan* outlines the Centre’s key research focus areas.

The current *Biennial Research Plan* covers the research for the second half of 2024 through to 2026 and is available to download [under the ‘corporate resources’ heading](https://www.naturalhazards.com.au/about-us/corporate-documents).

# Key dates

The Centre considers project concepts for funding twice a year as part of the Centre’s biannual research investment round.

Key dates for the current submission round are:

1. 29 July 2024 Submissions open
2. 23 August 2024, 5.00pm AEDT To seek Centre feedback on draft concepts by
3. 13 September 2024, 5.00pm AEDT Submissions close
4. December 2024 Submitting organisations notified of outcome

The Centre reserves the right to make changes to these timeframes as processes evolve.

There will be a further round of concept submissions in the first quarter of 2025, opening in January.

Who can submit?

**Participants**

The Centre accepts project concepts which are submitted by representatives of one of the Centre’sformal **Participants –** organisations or entities that have entered a formal partnership with the Centre supported through a Participant Agreement(see table below).The Centre also encourages submitting Participants to build collaborations with other organisations across multiple states and territories during this step to demonstrate the national significance of the concept.

**Note: The Centre does not accept project concepts submitted by research organisations.**

**Non-participants**

For organisations that are not a Participant please contact the Centre about the Centre’s commissioned research program, or about how to become a Participant via email on [research@naturalhazards.com.au](mailto:research@naturalhazards.com.au)

Concepts that cover areas related to First Nations peoples, cultures and knowledges must demonstrate partnership and endorsement from relevant First Nations representatives, organisations and/or community members.

The following table lists the Centre’s current Participant organisations:

|  |  |
| --- | --- |
| **PARTICIPANTS** | |
| **NATIONAL**   * Australasian Fire and Emergency Service Authorities Council (including AIDR and NAFC) * Australian Red Cross * Energy Networks Australia * Green Cross Australia | **NSW**   * NSW Reconstruction Authority (coordinating Participant) * NSW Rural Fire Service * Fire and Rescue NSW * NSW State Emergency Service * NSW Department of Planning and Environment * NSW National Parks and Wildlife Service * NSW Department of Customer Service |
| **QLD**   * Queensland Fire Department * Healthy Land and Water | **TAS**   * Tasmania Fire Service (coordinating Participant) * Tasmania State Emergency Service * Department of Natural Resources and Environment Tasmania * Tasmania Parks and Wildlife Services * Sustainable Timber Tasmania |
| **SA**   * SAFECOM (coordinating Participant) * Country Fire Service * SA State Emergency Service * Metropolitan Fire Service * SA Department for Environment and Water | **VIC**   * Country Fire Authority * Victoria State Emergency Service * Department of Energy, Environment and Climate Action * Emergency Management Victoria * Fire Rescue Victoria |
| **NT**   * NT Government * NT Police, Fire and Emergency Services (coordinating Participant) | **ACT**   * ACT Emergency Service Agency * ACT Rural Fire Service * ACT Parks and Conservation |
| **WA**   * Department of Fire and Emergency Services (coordinating Participant) * Department of Biodiversity, Conservation and Attractions * Landgate |  |

# Making a submission

Ideas for research projects are initially submitted to the Centre as a short project concept. Once project concepts have been approved for funding by the Centre’s Board, the Centre will work collaboratively with the submitting stakeholders to develop a more detailed project brief.

New project concepts must be submitted on this form via email to [research@naturalhazards.com.au](mailto:research@naturalhazards.com.au) by the end date indicated under Key Dates section. A Chief Executive, Commissioner or senior delegate of the submitting Participant organisation must endorse the concept and confirm their organisation’s intention to utilise research arising from the project by signing this concept form.

The Centre will accept concept resubmissions only in the July or January 2024 concept forms. Concepts previously submitted would require a current supporting letter signed by a Chief Executive, Commissioner or senior delegate stating the continued endorsement of the concept. For more information, contact the relevant [state or territory Node Research Manager](https://www.naturalhazards.com.au/contact-us).

# Prioritisation process

Project concepts will be prioritised for inclusion in the Centre’s research program based on the extent the concept addresses the following research prioritisation criteria and their weight:

1. identifies a clear critical research need, or gap in knowledge and/or practice (20%)
2. supports the directions outlined in the Centre’s [*Biennial Research Plan*](https://www.naturalhazards.com.au/about-us/corporate-documents) (20%)
3. fits within the Centre’s overall research program, can be managed within the Centre’s resources and provides value across the Centre’s Participants (20%)
4. is likely to result in utilised outputs that enhance safety, resilience or sustainability of communities in the context of natural hazards (20%)
5. has relevance to multiple jurisdictions and/or sectors (20%)

Project concepts are developed and then prioritised in a three-step process:

**Step 1: Concept development:** Submitting Participants are encouraged to consult with the Centre’s [Node Research Managers](https://www.naturalhazards.com.au/contact-us) for the development of their project concept to better align their proposal with the Centre’s research prioritisation criteria.

Please note, if submitting Participants would like feedback from the Centre on a project concept draft, please contact the [Node Research Manager for your state or territory](https://www.naturalhazards.com.au/contact-us) by the date and time indicated in the Key Dates section.

Submitting Participants are also encouraged to watch the [*Submitting a project concept*](https://www.naturalhazards.com.au/research/submitting-project-idea) online briefing.

**Step 2: Prioritisation:** A panel of Centre representatives will review project concepts against the prioritisation criteria and recommend concept proposals for funding. The panel may seek clarifications from secondary and supporting stakeholders during this step.

**Step 3: Approval:** project concepts recommended for funding will be presented to the Centre’s Research and Implementation Committee for endorsement prior to seeking Board approval for funding.

**Selection of research provider and Intellectual Property**: If your concept is approved for funding and proceeds to project development stage, selection of a research provider will occur consistent with the Centre’s procurement policy, which includes provision for an open competitive expression of interest process. The Centre may use information provided in the concept submission form to develop expressions of interest. As such, submitting organisations must carefully consider any Intellectual Property ownership or interests included in the project concept submission. The Centre may also disclose information on the concept submission form to its advisors and subject matter experts.

Contacting the Centre

For assistance with developing a project concept or further information about the prioritisation of project concepts, please contact [research@naturalhazards.com.au](mailto:research@naturalhazards.com.au) or the [Node Research Manager for your state or territory](http://www.naturalhazards.com.au/contact-us).

Primary and supporting contact details

In the form below, you will need to provide details of a primary contact and any supporting contacts to assist the Centre in effectively communicating with people and organisations involved in developing the concept.

All supporting contacts will be advised of the submission outcome and may also be contacted during the Centre’s prioritisation process to seek clarifications or obtain further information. Please add any comments that would help the Centre understand who has been involved in developing the concept.

# Project concept title: Click or tap here to enter text.

Key features

Which of the following research focus areas and key capacity areas in the Centre’s [*Biennial Research Plan 2024-26*](https://www.naturalhazards.com.au/sites/default/files/2024-07/NHRA%20ResearchPlan24%E2%80%9326%2004.pdf) does this concept align with? For a full description of the areas, please see the Centre’s [*Biennial Research Plan 2024-26*](https://www.naturalhazards.com.au/sites/default/files/2024-07/NHRA%20ResearchPlan24%E2%80%9326%2004.pdf). (select all that apply)

**Research focus areas**

Understanding and mitigating risk

Land-use planning and urban design

Resilient recovery

Environmental solutions

Next generation capability

Social equity

**Key capability areas**

First Nations knowledges

Data management and science

Future workforce

Community-led, place-based resilience

Interoperability

None of the above

Please specify the relevant research theme/s for this project concept.

Communities and workforces of the future

Evidence-informed policy, strategy and foresight

Learning from disasters

Operational response and innovation

Resilient built environment

Resilient communities

Situational awareness

Sustainable, safe and healthy landscapes

Which of the following natural hazards does this concept primarily address? (select all that apply.)

bushfire

flood

cyclone

heatwave

storm

inundation and erosion caused by sea level rise

earthquake

tsunami

landslide

all

other

If other, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which of the following categories would this project most likely fall into? (select only one)

Tactical (< 1-year timeframe)

Applied (1–3-year timeframe)

Strategic (>3-year timeframe)

In which states and territories would this project most likely be utilised? (select all that apply)

Australian Capital Territory

New South Wales

Northern Territory

Queensland

South Australia

Tasmania

Victoria

Western Australia

All

Not applicable/unclear

Other/international

If other/international, please specify. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If this concept is approved, will stakeholders have capacity to support this project starting within six months of approval (e.g. co-designing project briefs, developing expressions of interest, participating in expressions of interest assessments, if required)? (select one only)

Yes  No

If No, specify why and how long it will take. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To the best of your knowledge, does this project concept contain any unpublished Intellectual Property owned by researchers or research institutions? *The Centre may use information provided in the concept submission form to develop expressions of interest. The submitting agencies must carefully consider any Intellectual Property that needs to be included in the project concept submission form. The Centre may disclose information on this form to its advisors and subject matter experts.*

Yes  No  Unsure

Please add any additional information on Intellectual Property in relation to this project concept.

<Insert text>

Concept description

***Please note:*** *Text in blue italics is provided as guidance and can be removed once completed.*

|  |  |
| --- | --- |
| **Background** *(max 300 words)* | *Where did this project concept come from? Who has been involved in developing it so far? Who has been consulted in its development?*  <Insert text> |
| **Problem definition** *(max 400 words)**Clearly describe a critical research need, or gap in knowledge and/or practice, and provide evidence of its importance in the sector.* | *What knowledge gap or problem do stakeholders need addressed and why? To what extent is addressing this problem a sector priority? E.g. does it relate to recent natural hazards, findings and recent recommendations from related inquiries/reviews, key strategies, policies or protocols that need to be created or revised etc?*  <Insert text> |
| **Project aim and description** *(max 400 words)* | *What would this project aim to achieve? How would it help to address the needs identified above?*  *At a high level, how do you see this project unfolding? What types of activities would stakeholders like it to include? What specific outputs are stakeholders seeking from it?*  <Insert text> |
| **Expected outcomes** *(max 400 words)**Clearly identify the expected short and long-term outcomes of this project.* | *What are the expected outcomes (benefits and impacts) from this project? To what extent are these outcomes nationally relevant?*  <Insert text> |
| **Supports the direction outlined in the Centre’s** [***Biennial Research Plan 2023-25***](https://www.naturalhazards.com.au/sites/default/files/2023-06/Biennial%20Research%20Plan%202023–25_final.pdf) *(max 400 words) Review the* [*Biennial Research Plan 2023-25*](https://www.naturalhazards.com.au/sites/default/files/2023-06/Biennial%20Research%20Plan%202023–25_final.pdf) *and clearly explain how this project concept aligns with research themes, key focus areas and key capability areas identified.* | *How does this concept align with the Centre’s key focus areas, key capabilities and research themes as outlined in the* [*Biennial Research Plan 2023-25*](https://www.naturalhazards.com.au/sites/default/files/2023-06/Biennial%20Research%20Plan%202023–25_final.pdf)*? Please describe for each relevant focus area, key capability area and research theme.*  *Describe how your concept will contribute to new knowledge to the above themes and focus areas?*  <Insert text> |
| **Concept fit to the Centre’s overall research program, serviceability and value to Participants.** (max 400 words) | *Review the Centre’s* [*Biennial Research Plan 2023-25*](https://www.naturalhazards.com.au/sites/default/files/2023-06/Biennial%20Research%20Plan%202023–25_final.pdf) *and current* [*research program*](https://www.naturalhazards.com.au/research/research-projects?prod_projects%5BrefinementList%5D%5Bproject_type%5D%5B0%5D=Core%20research) *and clearly indicate the key features of this project concept. Indicate how the concept fits within the Centre’s research program (e.g. fills a gap, complements existing projects). Would this project concept complement existing projects or fill a gap in the Centre’s research program?*  <Insert text> |
| **Utilisation of the research outputs** *(max 400 words) Show clear evidence that stakeholders can resource implementation or that securing resources for implementation has been considered and will be facilitated through the project.* | *How will the findings and outputs from this research be implemented/used by the organisations supporting this project? How would this be resourced, e.g. funding, staff, system integration, training development etc? How might implementation be supported within the project, e.g. stakeholder mapping, translation and implementation plan, engagement plan? What utilisation and resourcing considerations have been discussed to date? What other agencies have been involved?*  <Insert text> |
| **Relevance to multiple stakeholders, jurisdictions and sectors** *(max 400 words) Show evidence of stakeholder support for this project and commitment to implementing or using this research across multiple jurisdictions or sectors. (additional information may include attaching letters of support from different agencies.)* | *Who/which agencies would benefit from this research and how do you know this? Who will contribute to supporting this research? Who can influence how this research is translated and used? What sectors will benefit from this research? (e.g. Emergency management, insurance, infrastructure etc.)*  <Insert text> |
| **Other supporting information** *(max 200 words)* | *Please include any additional information needed to understand this project concept and its potential benefits.*  <Insert text> |
| **Conflicts of interest** *If the submitting stakeholders have any conflicts of interest to disclose, please outline here.* | <Insert text> |
| **Primary contact details** | *Please provide details of the primary contact and the organisation involved in developing this concept.*  Name:  Organisation: Phone: Email: |
| **All other supporting contacts** | *Please provide details of all other secondary contacts and their organisations that have been actively involved in developing this project concept.*  Name:  Organisation: Phone: Email:  <Insert additional secondary contacts> |
| **Supporting stakeholders** | *In addition to the contacts outlined above, please list any other organisations that you have identified as potential supporting stakeholders.*  <Insert text> |

**Endorsed by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Chief Executive, Commissioner or delegate

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name of Chief Executive, Commissioner or delegate

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Checklist – mandatory

A primary contact has been nominated.

The concept has been approved by an Authorised Representative from the primary contact’s organisation.

The primary contact acknowledges that the Centre may disclose information on this form to its advisors and subject matter experts.]

Centre comments – for internal use only

For internal use by Natural Hazards Research Australia only.