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|  | Project concept form  Form version: January 2025  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 centre for natural hazard resilience and disaster risk reduction. The Centre works closely with the Australian Government and other stakeholders across Australia to deliver a strategic research agenda for the nation.

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.

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 ‘corporate resources’ on the Centre’s website.

## 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:

**20 January 2025** Submissions open  
**14 February 2025, 5:00 pm AEDT** Final date to seek Centre feedback on draft concepts by  
**28 February 2025, 5:00 pm AEDT** Submissions close  
**May 2025** 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 third quarter of 2025, opening in July.

## Who can submit?

Research concepts must be submitted by representatives of one of the Centre’s Participants: organisations or entities that have been contracted through a Participant Agreement with the Centre. See below for a list of Participant organisations.

The Centre encourages submitting Participants to build collaborations with other organisations across multiple states and territories 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 at [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:

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| **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, Housing and Infrastructure * NSW Department of Climate Change, Energy, Environment and Water * 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 |  |

## Submissions

Submissions that fail to meet one or partially meet any of the mandatory criteria may be excluded from consideration by the Centre.

The Centre may in its absolute discretion seek further information or contact key stakeholders of a concept during the prioritisation process.

## Mandatory criteria for concept submission

The mandatory criteria are:

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| 1. | Applicant must be a Participant organisation of the Centre |
| 2. | Submissions must be made using this concept form (dated January 2025) |
| 3. | 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. |

## Making a submission

Ideas for research projects are initially submitted to the Centre as a short project concept. If a project concept has 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.

All project concepts must be submitted on this form (dated January 2025) via email to [research@naturalhazards.com.au](mailto:research@naturalhazards.com.au) by the end date indicated under Key Dates section. Concepts previously submitted to the Centre must also use this form.

All mandatory criteria must be satisfied prior to submission.

## Prioritisation criteria

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 2024-26*](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%)

## Prioritisation process

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

**Step 1 – Concept development:** Submitting Participants are encouraged to consult with their relevant Centre’s Node Research Manager for the development of their project concept. Please note, if draft concept feedback is required, please contact the relevant Node Research Manager prior to the date and time listed in the Key Dates section of this page.

Submitting Participants are also encouraged to watch the [*Submitting a project concept* online briefing](https://youtu.be/DH21FVyqgDc?si=qKQwiBSMn-T8EwQq).

**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.

**Confidentiality and Intellectual Property**

If your concept is approved for funding and proceeds to project development stage, the Centre will select a research provider through an independent assessment process.

The appointment of a research provider for a successful concept/project will be at the Centre’s sole discretion considering the assessment requirements and legal and/or policy obligations the Centre may have.

The Centre may use and share information provided in the concept submission with third parties (potential research providers/ advisors and subject matter experts). Submitting organisations must carefully consider any confidentiality obligations and/or Intellectual Property ownership or interests in the concept submission and consent to the Centre’s use of this information.

## Contacting the Centre

For more information regarding developing a project concept, 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.

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| **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 stakeholder organisations** | *Please list any other organisations that you have identified as potential supporting stakeholders.*  <Insert text> | |
| **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:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Participant capacity to support project startup.** | 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.  <Insert text> |
| **Confidentiality Intellectual Property** | 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 confidential information and/or 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> |
| **Which of the following categories would this project most likely fall into? (select only one)** | Tactical (< 1 year timeframe)  Applied (1-3 years timeframe)  Strategic (>3 years timeframe) |

Concept description

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

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| **Background and context** *(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/objective to achieve? How would it help to address the needs identified above?*  <Insert text> | |
| **Expected outputs** (max 400 words) Clearly identify the expected outputs from this project that would assist your organisation to use this research. | *What outputs do stakeholders expect from this project? E.g. policy briefs, new technology, tools, databases, training modules, workshops, publications, project reports and/or conference reports.*  <Insert text> | |
| **Utilisation of outputs** (max 800 words) Clearly describe how you intend to use this research, how others might use it, and what resources would be needed from stakeholders to support this. | *How will you ensure the outputs listed above are used? Post-project, what resources will you allocate to ensure the implementation and utilisation of these outputs? (e.g. staff, capability upskilling, system integration, training development, funding, etc)*  <Insert text> | |
| *How might other stakeholders use the outputs of this project? Post project how might these other stakeholders assure the utilisation of these outputs?*  <Insert text> | |
| In which states and territories would this research most likely be used?  (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 |
| **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 for communities and the sector? How does this concept further the Centre’s vision, that communities will be safer, more resilient and sustainable in the face of natural hazards?*  <Insert text> | |
| **Supports the direction outlined in the Centre’s** [**Biennial Research Plan**](https://www.naturalhazards.com.au/about-us/corporate-documents) | Which of the following research themes, key focus areas and key capacity areas in the Centre’s current [Biennial Research Plan](https://www.naturalhazards.com.au/about-us/corporate-documents)does this concept most align with? (Select up to 2 for each category.) For a full description of the areas, please see the Centre’s current [Biennial Research Plan](https://www.naturalhazards.com.au/about-us/corporate-documents).  **Research themes** *(please prioritise top two in order, with 1 being highest priority)*  \_\_\_ 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 | |
| **Focus areas** *(please prioritise top two in order, with 1 being highest priority)*  \_\_\_ Understanding and mitigating risk  \_\_\_ Land-use planning and urban design  \_\_\_ Resilient recovery  \_\_\_ Environmental solutions  \_\_\_ Next generation capability  \_\_\_ Social equity  \_\_\_ None of the above | **Key capability areas** *(please prioritise top two in order, with 1 being highest priority)*  \_\_\_ First Nations knowledges  \_\_\_ Data management and science  \_\_\_ Future workforce  \_\_\_ Community-led, place-based resilience  \_\_\_ Interoperability  \_\_\_ None of the above |
| *Clearly explain how this project concept aligns with the research themes, key focus areas and key capability areas identified (max 600 words)*  <Insert text> | |
| **Project fit within the Centre’s research portfolio.** (max 400 words) | *Review the Centre’s current research portfolio (*[*Research Progress January 2025*](https://www.naturalhazards.com.au/sites/default/files/2025-01/NHRA-Research-Progress-Jan-2025.pdf)*) and clearly articulate how the project will add to the portfolio or add value to existing projects.*  <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> | |

**Endorsement**

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.

Endorsed by:

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

Signature of Chief Executive, Commissioner or delegate

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

Print Name of Chief Executive, Commissioner or delegate

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

Checklist

A primary contact has been nominated and the primary contact’s organisation is a Participant organisation of the Centre.

The concept has been signed by a Chief Executive, Commissioner or senior delegate of the submitting Participant organisation.

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