

## Natural Hazards Research Australia Research Workshop Grants Guidelines 2025/26

The *Workshop Grants Program* supports researchers and Participants to carry out workshops aligning with the Centre's mission, vision and objectives.

The program aims to promote collaboration between researchers and end-users to address key focus and capability areas outlined in the Centre's [Biennial Research Plan 2025-27](#).

Four grants of up to \$7,500 per workshop (ex GST) are available during the 2025-26 financial.

### Program objectives

- **Collaboration:** Foster strong partnerships between researchers, industry professionals, government agencies, and community organisations focused on natural hazard research and utilisation.
- **Knowledge Sharing:** Provide a platform for the exchange of ideas, knowledge, and best practices between stakeholders.
- **Research Utilisation:** Promote the translation of research into real-world applications that improve outcomes in disaster risk reduction.
- **Capacity Building:** Enhance the skills and expertise of both researchers and end-users in addressing natural hazard-related challenges.

### Who Can Apply:

- Applications are open to Australian-based research institutions and Centre Participants. Workshops can involve international attendees but must be primarily focused on Australian stakeholders.
- Applications must demonstrate the involvement of researchers and end users from multiple organisations.
- Research applicants do not have to be currently funded by the Centre to apply.
- Participant end-users do not have to currently be involved in an active project with the Centre to apply.

**All workshops require a matching contribution**, either in-kind or financial, equal to or exceeding the grant amount.

### Workshop Guidelines

- **Workshop Scope:** Workshops must focus on topics relevant to natural hazards research as described by the Centre's Key research focus and Key capability areas as documented in the [Biennial Research Plan 2025-27](#).
- **Timeline:** Workshops must be held within 12 months of notification of a successful outcome.

- **Location:** Workshops can be held virtually, in-person in Australia, or as a hybrid event, provided they meet program objectives.
- **Insurance:** Applicants will be responsible for ensuring adequate insurance to cover workshop activities and attendees.

### **Application Process Timeline**

- **Application Release:** Quarter 3 2025 for the 2025/2026 financial year
- **Workshop Lead Time:** At least 4 months in advance of workshop date
- **Centre Review Period:** 3 weeks from submission date
- **Results Notification:** Within 4 weeks of submission date
- **Grant Agreement Execution:** Within 2 weeks of notification
- **Workshop Delivery Window:** Within 12 months of notification of a successful grant application

### **Application Eligibility Requirements**

All applications must meet the established grant eligibility criteria:

Organisational Eligibility:

- Australian-based research institutions and Centre Participants
- International attendees welcome, but primary focus must be on Australian stakeholders
- Must demonstrate involvement of researchers and end-users from multiple organisations
- Research applicants do not have to be currently funded by the Centre to apply
- Participant end-users do not have to currently be involved in an active project with the Centre to apply

Matching Contribution Requirement:

- Applicants must provide matching contribution (in-kind or financial)
- Matching contribution must equal or exceed the requested grant amount (up to \$7,500)
- Clear documentation of matching contribution and the contribution sources required

**Applications will require the following information included to be considered complete:**

### **Workshop Overview**

- **Workshop Title:** Clear, descriptive title

- **Lead Organisation:** Name, type, and comprehensive contact details
- **Workshop Team:** Lead organiser and key co-organisers with roles including 2-page CV for lead organiser. Details of experience and qualifications of key personnel relating to workshop organisation and facilitation.
- **Partner Organisations:** All collaborating organisations with confirmed commitments including financial contributions and in-kind support
- **Grant Amount Requested:** Up to \$7,500 (ex GST)
- **Total Workshop Value:** Including all matching contributions and in-kind support (ex GST)

## Section 2: Workshop Alignment

- **Workshop Summary:** Brief overview of purpose and expected outcomes
- **Natural Hazard Alignment:** Specific Key focus and Key capability areas aligned with Centre's Biennial Research Plan 2025-27
- **Workshop Context:** Current need and identified gaps
- **Workshop Objectives:** Specific, measurable goals supporting funding objectives, such as:
  - Collaboration between researchers and end-users
  - Knowledge sharing and best practice discussions
  - Research utilisation and translation
  - Capacity building initiatives
- **Innovation Elements:** Novel approaches, unique contributions to the field or intended attendance by non-traditional emergency services and emergency management organisations

## Section 3: Workshop Design and Delivery

- **Target Attendees:**
  - Intended attendee profiles (sectors and roles)
  - Expected attendee numbers
  - Diversity and inclusion considerations
- **Workshop Format:** In-person, virtual, or hybrid
- **Communication and Engagement:** Approach for invitation and promotion of attendance, resources needed (if required).
- **Workshop Structure:**

- Detailed agenda with session descriptions
- Interactive elements (including tools) and collaboration opportunities
- Knowledge sharing mechanisms
- Networking and partnership building activities
- **Requested NHRA involvement:** Any requests for Centre participation in event (not mandatory)

#### Section 4: Workshop Utilisation and Impact

- **Dissemination Plan:** Methods for sharing workshop outcomes beyond workshop attendees
- **Post-Workshop Impact:** Expected sustainable benefits and follow-up activities
- **Success Metrics:** How impact and success will be measured

#### Section 5: Risk and Financial Management

- **Risk Assessment:** Identification of potential challenges and mitigation strategies including contingency planning for potential disruptions (e.g. illness, COVID-19, personnel changes, natural hazard events)
- **Detailed Budget Breakdown:**
  - Travel and accommodation for participants
  - Venue hire and catering costs
  - Workshop materials and supplies
  - Professional facilitation services or guest speakers
  - Report writing and dissemination
  - In kind administrative and overhead costs
- **Matching Contributions:** Detailed breakdown of in-kind and financial contributions from each partner
- **Insurance:** Adequate insurance coverage for the workshop

#### Payment Schedule

- First Payment: 50% upon signed grant agreement.
- Final Payment: 50% upon acceptance of the workshop report.

#### Reporting Requirements

- **Workshop Report:** A brief report due within 60 days of workshop completion including:
  - Overview of problem/topic, context and workshop attendees

- o Workshop outcomes and key discussions summary
- o Participant feedback and evaluation results
- o Key takeaways, insights, and recommendations
- o Evidence of research utilisation and impact
- o Plans for future collaboration among participants
- o Workshop participant quotes and images

### **Ongoing Obligations**

- **Acknowledgment:** Recognition of Centre funding in all workshop materials and communications and use of the appropriate Centre logos and attribution messages.
- **Data Sharing:** Provision of de-identified participant data for program evaluation.
- **Follow-up Reporting and Participation:** Utilisation of workshop outputs, and contribution to reviews and case studies as requested.