

Bushfire and Natural Hazards CRC

Quick Response Field Work/Investigation – Report Guidelines

The Bushfire and Natural Hazards CRC has established a Quick Response Fund to provide support for researchers to travel to disaster-affected areas to gain an understanding of the event, the impacts and to capture perishable data. These activities can help to identify significant research questions arising from major natural hazard events and provide a context for developing more extensive research proposals.

Support is in the form of reimbursement of travel-related expenses such as airfares, car rental and accommodation. If approved, such expenses will be paid upon the submission of a short report summarising the activities undertaken, the findings and future activities likely to result from the activities. Reports must cover the matters outlined below and be completed using the Bushfire and Natural Hazards CRC [report template available on the CRC's website](#).

Report should be submitted within 30 days of the completion of the travel. Reports should be approximately 5000 words and include:

- **Abstract**
- **Background** –which should provide a brief description of the event, its location and impact. It should also indicate very briefly the issues to be investigate.
- **Objective** – this section should more fully explain the issues investigated, list the research questions and outline the state of knowledge prior to the investigation. This section should include appropriate contextual information such as the way in which this investigation was expected to support other pieces of research (in particular other Bushfire and Natural Hazards CRC projects).
- **Methods** – this section should include details of the data collection methodology or describe the way in which the investigation was conducted. If data has been collected and can be shared, metadata should be included in an appendix to the report.
- **Findings** – it is recognised that any findings are likely to be preliminary and subject to more robust analysis and appropriate caveats can be included. If more appropriate, this section may focus on ‘initial themes’.
- **Future use of outcomes**
- **Conclusions**

Reports will be copyright of the Bushfire and Natural Hazards CRC and are intended to be made publically available on the CRC's website. IP relating to data collected will be owned by the research organisation completing the study, but should (if possible and appropriate) also be made available to other researchers interested in the event or area of study.

Examples of similar reports (that may provide useful guidance on style and content) can be found on the website of our partner organisation, the Natural Hazards Centre in Boulder USA. The work of the Natural Hazards Centre has inspired this initiative. Find out more at <https://hazards.colorado.edu/research/quick-response-report/archives>