**Quick Response Research Award**   
**Report Template and Checklist**

This report template is intended for recipients of the [Quick Response Research Award](https://hazards.colorado.edu/research/quick-response).

**Getting Started**

Start by saving a copy of this Word document to your computer and renaming the file. When complete, your text (not including images, tables, figures, or references) should be 20 pages, double-spaced, or approximately 5,000 words.

A note regarding headings: The template consists of pre-formatted headings for the Introduction, Literature Review, Research Questions, Research Design, Results or Findings, Discussion, and Conclusion. Prompts are provided in each section to guide your writing. You are welcome to rename the headings or add additional ones if you would like. We strongly encourage you to use subheadings—formatted according to APA guidelines—within each section to organize your writing.

**Writing Style**

Please review the [Natural Hazards Center Publication Style Guide](https://hazards.colorado.edu/research/publication-style-guide) for detailed guidance on our writing style, including how to format tables, figures, appendices, and more. Scroll to the end of this document for a checklist of our major style requirements. [Please review this checklist prior to submitting your report.](#StyleChecklist)

**Editorial Assistance**

We are here to support you at every stage of the writing process. Please contact the Natural Hazards Center editing team with any questions at [haz.research.awards@colorado.edu](mailto:haz.research.awards@colorado.edu).

**Title (12 Words or Less in** [**Title Case**](https://apastyle.apa.org/style-grammar-guidelines/capitalization/title-case)**)**

First Author Name, Affiliation   
Second Author Name, Affiliation  
Third Author Name, Affiliation  
Fourth Author Name, Affiliation  
Fifth Author Name, Affiliation

Note: For further guidance on who should be included as an author, see [The Ethics of Manuscript Authorship: Best Practices for Attribution](https://www.aje.com/en/arc/ethics-manuscript-authorship/).

# Abstract

Please include a brief abstract of no more than 250 words. The abstract should provide a concise overview of your project, including short descriptions of the following:

* the purpose of the study or the primary research questions,
* the research approach (e.g., qualitative, quantitative, mixed methods, etc.) and primary methods (e.g., interviews, surveys, document review, etc.)
* the preliminary results or findings (please limit the discussion to the most significant results or findings)
* the implications for practice or policy applications of the study.

Abstracts should be a single paragraph and should be significantly different from the introduction of the report.

Keywords: (include three to five keywords)

# Introduction

Begin your double-spaced report with a brief introduction. The introduction should concisely describe the research setting and the hazards or disaster context. Conclude your introduction with a purpose statement which describes the main research question or gap in knowledge that your study will address.

# Literature Review

The literature review should demonstrate a solid grasp of the theory and/or empirical work that has been done in the area of your study. If you are reviewing multiple topics or themes, please use [subheadings](https://hazards.colorado.edu/research/publication-style-guide#headings) to organize this section. Note that this section is normally written in past or present perfect tense. Always use past tense when referring to another researcher’s work. Information on [the proper tense for all sections is available in this chart](https://apastyle.apa.org/style-grammar-guidelines/grammar/verb-tense).

# Research Questions

Open this section by briefly summarizing the gap in knowledge revealed by your literature review. Then state how your study will fill that gap. Conclude this section with a list of specific research questions that you will answer in this report, as in the following example. We answered two research questions:  
 1. The first question.

2. The second question.

# Research Design

Begin this section with an explanation of your research approach (e.g., quantitative, qualitative, mixed methods, etc.) and the reasons why you chose it. You should also provide brief overview of your data collection activities and how much data you collected, such as the total number of interviews or surveys that you conducted, the location and hours of participant observation that you completed, or the number of documents that you reviewed.

The remaining parts of the section should be organized using subheadings. The content and order of the subheadings will vary depending on the type of study you conducted. Headings suggested below are optional and can be retitled according to author preference.

## Study Site and Access

This section is for a description of the study site and the reasons why you chose to base your study in this location. Describe here the social and cultural context in which your study takes place and add additional details related to the hazard or disaster. Please also explain how you gained access to research participants, including any relationships you made with local agencies or organizations in the project area and how these relationships facilitated data collection. Lastly, consider including a brief discussion of reciprocity, or the actions you took to benefit the study site. For more information on reciprocity, review the [CONVERGE Reciprocity in Hazards and Disaster Research Training Module](https://converge.colorado.edu/resources/training-modules/).

## [Add Data Collection Method Subheading Here]

Your report should include a brief description of each data collection activity in your study. Start by renaming the second-level subheading above to the data collection method that you used. For example, if you did a survey, you write “Survey” above. If you did a multi-methods study, you should create additional second-level subheadings for each method you employed. For example, if you did surveys and interviews in your study, you would add a new second-level heading called “Interviews.” Note that second-level headings are bold, flush left; or you can select Heading 2 from the Style menu in this Word document for auto-formatting.

Next, create third-level subheadings that correspond to each step in the data collection process. For example, for survey studies, consider the following third-level subheadings:

### Sampling Strategy

### Survey Measures

### Survey Distribution

### Participant Consent and Other Details

### Survey Sample

### Data Analysis Procedures

For interview studies, you may want to use the following subheadings: Sampling Strategy, Participant Recruitment and Consent, Interview Sample, Interview Guide, Interview Setting and Other Details, and Data Analysis Procedures.

Note that third-level headings are bold italic, flush left; you can also select Heading 3 from the Style menu in this Word document for auto-formatting.

## Ethical Considerations and Researcher Positionality

For human subjects research, please identify the approving Institutional Review Board and date of approval. We also encourage you to discuss other ethical concerns beyond the IRB process that were involved in your research. To prepare for writing this section, review the [CONVERGE Broader Ethical Considerations for Hazards and Disaster Researchers Training Module](https://converge.colorado.edu/resources/training-modules/) which describes how ethical concerns are infused in the entire research lifecycle.

You may also choose to describe the backgrounds of your research team members. For example, you could describe the disciplinary composition of your team, including whether the team is single discipline, multi-disciplinary, interdisciplinary, or transdisciplinary in nature. For further guidance on these distinctions, please see [this paper](https://onlinelibrary.wiley.com/doi/10.1111/risa.13777).

# Results or Findings

In this section, describe the preliminary results or findings from your study. APA Style recommends using the heading “Results” for quantitative studies and “Findings” for qualitative studies. Please focus on the most significant results or findings that are emerging from your research. We encourage you to use subheadings that correspond to your research questions to organize your writing. This section should only include results that are related to your research questions. Marginal results should not be included in your report. In some cases, they may be appropriate to place in an appendix.

# Discussion

Your report should include a discussion of the results in relation to your research questions. What answers to your research questions are emerging from your findings or results? What are the implications of your findings for theory or practice? You may place this discussion in a separate section as we have done here or, alternatively, you can incorporate it into the Results or Findings section above.

# Conclusions

Conclude your paper by writing about the topics listed below.

## Implications for Practice or Policy

Describe the implications of your findings for practice or policy. This section should be approximately 250 words and carefully written. We encourage authors to focus on the most significant implications of the study and write about them at length. Do not describe implications that are not related to your research. To prepare to write this section, you may want to review the [CONVERGE Public Health Implications of Hazards and Disaster Research Training Module](https://converge.colorado.edu/resources/training-modules/).

## Limitations

Describe any limitations of your research design or other aspects of your study. Explain to readers how these limitations affect the interpretation of results or the research applications.

## Future Research Directions

Conclude your report with a brief description of any plans you have for developing this study in the future, including new research questions that were revealed by this study, methods or analytical procedures you will use to address limitations, or work with practitioners that you are pursuing to develop research applications. If you have no plans to continue the study, consider providing recommendations to other researchers who may be interested in taking up aspects of this work.

**Acknowledgments.** This is an optional section. If you would like to acknowledge any people, groups, or organizations that helped your team carry out this project, please write their names and any words of gratitude in paragraph form. Do not use bullet points or numbered lists.

# References

Please provide full references in APA style for all citations in the text. Do not include references that do not have a matching in-text citation. Review the [Natural Hazards Center Publication Style Guide](https://hazards.colorado.edu/research/publication-style-guide) for more information on formatting references in APA Style.

# Attachments

For each attachment included with your report, please provide the information requested below.

Figure Attachments

* Title:
* File Name:
* Online layout request: (e.g., expanding image, side-by-side images, etc.)

Photo Attachments (JPG or PNG only)

* File Name:
* Photographer Name:
* Permission to Use Publicly: Yes or No
* Date:
* Location:
* Caption: (no more than 30 words)

Multimedia Attachments

* Multimedia type: (video, interactive map, photo gallery, etc.)
* Title:
* Author:
* Production Date:
* Caption: (no more than 30 words)
* File name: (if multimedia item is an attached file)
* URL: (if multimedia item is a link)

**Style Requirements Checklist**

Prior to submitting your report, please review the checklist below to make sure it adheres to the [Natural Hazards Center Publication Style Guide](https://hazards.colorado.edu/research/publication-style-guide).

* Authors
  + Are all authors listed on the first page with their current affiliations?
  + Have all authors submitted or updated their bios using this [online form](https://hazards.colorado.edu/bio-submission/request?src=author)?
* Formatting and Length
  + Is the report approximately 20 pages and double spaced (~5,000 words)? Excessively long or short reports will be returned to authors for revisions.
  + Is the report double-spaced?
* Titles and Headings
  + Are headings and titles (including table and figure titles) written in [title case](https://apastyle.apa.org/style-grammar-guidelines/capitalization/title-case)?
  + Have all acronyms been removed from titles and headings?
  + Are headings formatted according to the [five levels in APA Style](https://apastyle.apa.org/style-grammar-guidelines/paper-format/headings)?
* Quotes
  + Do all direct quotes from sourced material include a citation with a page number or other identifying information [if there is no page number](https://apastyle.apa.org/style-grammar-guidelines/citations/quotations/no-page-numbers)?
  + Are quotes longer than 40 words in [block format](https://apastyle.apa.org/style-grammar-guidelines/citations/quotations)?
* Tables and Figures
  + Does each table or figure convey essential information about the project? Please do not include nonessential tables or figures. These may be placed in an appendix.
  + Are tables and figures “called out” in the text—meaning each one is identified by its number and briefly explained?
  + Are tables and figures placed after the paragraph where they are first mentioned?
  + Does each table have a number and descriptive title placed in bold above it?
  + Are tables and figures numbered sequentially in the document?
  + Are tables created in Word or Excel and **editable**?
  + Are figures clear (not blurry) with legible font and legends that explain symbols?
  + Are figures embedded in the document AND attached as a separate image quality file (e.g., JPG or PNG)? (Tables do not need to be attached separately.)
  + Do reprinted or adapted tables and figures have copyright attribution notes?
* References and In-Text Citations
  + Are your references and in-text citations formatted in APA style?
  + Does each in-text citation have a matching full reference in the reference list?
* Appendices
  + Are all appendices compiled and attached as one separate Word document?
  + Is each appendix clearly labeled?
* Other Style Requirements
  + Are all acronyms spelled out upon first mention?
  + Are all *em* dashes formatted as a long dash—with no space between words?