Potential Partnership on Metrology Call Process
List 4: Checklist for Template 4

Document: P-CLL-LST-202 Version: 1.1
Approved: Programme Manager 2021-08-24

This checklist supplements Guide 4: Writing Joint Research Projects (JRPs), Template 4: JRP protocol, how-to-complete-your-ethics-self-assessment_en.pdf (europa.eu), Form 4a: Ethics issues self-assessment (and its associated Annex where required) and Form 4b: Security issues self-assessment, and aims to help proposers to review their completed JRP protocol and ethics and security forms and check that all required information is included prior to submission.

Template 4: JRP Protocol

Overall checks	√
Ensure you are using the latest version of Template 4: JRP protocol and that all mandatory sections have been completed.	
The total EU contribution requested for the proposed project is less than the maximum specified in the Selected Research Topic (SRT) or Call Budget and Features document for calls without SRTs.	
The consortium includes at least the minimum number of Internal Funded Partners from organisations from different countries that are eligible to be funded.	
The project's duration is less than or equal to the maximum published in the relevant SRT or Call Budget and Features document for calls without SRTs.	
The project excludes non-eligible activities.	
All partners have a PIC and have been validated in the European Commission's Funding & Tenders Portal (previously known as the Beneficiary Register) or by EURAMET. This is particularly relevant for External Funded Partners and Unfunded Partners.	
Do NOT delete the automatic footers.	
Define abbreviations the first time they are used. Include a Glossary if there are many abbreviations.	
Photographs should NOT be included. Diagrams should only be included if ABSOLUTELY necessary and limited to one or two schematic diagrams in Section B.	
Lists of references should ONLY be included in Sections E and F, do not include references as footnotes.	
Names of individuals should ONLY be included in Section E.	
Title page includes the JRP number, short name, full title, requested start date, project duration, the coordinator's name and organisation. The data is consistent with the information in Template 5: Project Administrative Data.	
Text lengths for Sections B1, B2.e, B2.f, B2.g, B3.a, B3.b, B3.c, B3.d and B4.a do not exceed the maximum limits.	

Section A: Key Data	√
Section A1: The Coordinator (and Chief Stakeholder for Pre & Co-Normative proposals) details table(s) is/are consistent with the information in Template 5: Project Administrative Data.	
Section A1: Participant details: all partners are listed in the correct order (Coordinator, Internal Funded Partners, External Funded Partners, Unfunded Partners) with the correct legal entity long and short names and are consistent with Template 5: Project Administrative Data.	
Section A2: Financial summary table is consistent with Template 5: Project Administrative Data. Any subcontracting is explained under the A2 table.	
Section A3: Work packages summary table is consistent with the information in Section C and Template 5: Project Administrative Data. Only one partner is shown as leading each WP (shown in bold).	

Section A3: If your JRP includes an Affiliated Entity, the following sentence is included under the Work packages summary table "*Some of the staff working on the JRP at YYY are employed by the Affiliated Entity NNN. NNN will provide N months of labour resource overall to this JRP in WPX, WPY and WPZ. This resource is included in the table above.*" together with the number of person months the Affiliated Entity will provide to each WP.	

Section B1: Summary of the project	√
Section B1: Summarises sections B2.a, B2.c, and B2.d, is suitable for a non-specialist audience and excludes any confidential material or references to SRT or letters of support.	

Section B2: Excellence	√
Section B2.a: The objectives are clear and (where possible) quantitative. Each objective indicates which work package(s) (WP) it relates to.	
Section B2.a: Any divergence from the SRT objectives is identified and the reasons for the divergence are explained.	
Section B2.b: A maximum of 10 deliverables are included, 6-8 technical deliverables plus a mandatory deliverable for impact and a mandatory deliverable for the completion of the project's reporting.	
Section B2.b: The technical deliverables align with the objectives and are evidence of a tangible high-level project output, such as the key output of a WP.	
Section B2.b: The technical deliverable descriptions include parameters, ranges and target uncertainties (where appropriate) and the deliverable types are suitable for delivery to EURAMET and storage.	
Section B2.b: For each deliverable the number of the activity where the deliverable is delivered to EURAMET is included in the first column of the deliverable table under the objective number(s).	
Section B2.b: For any technical deliverables that are not public, the security classifications for these deliverables are included underneath the table.	
Section B2.c: Explains a clear need for the project, including the background to the need and the key issues i.e. who needs the improved measurement capability and why do they need it.	
Section B2.c: Identifies any European legislation (Directives and/or Regulations) and/or drivers from existing industrial or policy advisory committees that demonstrate the need for the project.	
Section B2.c: Explains why it is appropriate for the potential Partnership to support this proposal if a commercial organisation stands to benefit.	
Section B2.d: Describes the current state of the art and progress beyond for each of the scientific and technical objectives of the project. The current state of the art and the progress should be clearly differentiated.	
Section B2.d: The current state of the art and the progress beyond is numerically quantified where appropriate e.g. current/target ranges and uncertainties and the key problems/challenges are identified.	
Section B2.d: Any relevant, existing or previous EMRP/EMPIR projects have been identified and how the proposal will build on them has been outlined.	
Section B2.e: Describes how the gender dimension (i.e. sex and/or gender analysis) is taken into account in the proposal's research and innovation content. If a gender dimension is considered not to be relevant in the proposal, a justification explaining why this is the case is included.	
Section B2.f: Describes how appropriate open science practices are implemented as an integral part of the proposed methodology. If none of these practices are considered appropriate for the proposal, a justification explaining why this is the case is included.	
Section B2.g: Describes how the data generated/collected and the research outputs (excluding publications) produced during the project will be managed in line with the FAIR principles.	

Section B3: Potential outcomes and impact from the project	√
Section B3.a: Describes the direct impact of the project (outcomes) on relevant user communities, including details of who will benefit from this research, which aspects each stakeholder group will benefit from and how you will ensure the maximum benefits are achieved.	

Section B3.b: Describes the direct impact of the project (outcomes) on the metrological and scientific communities.	
Section B3.c: Describes the direct impact of the project (outcomes) on relevant documentary standards, including the partners' representation on relevant standards committees. PLEASE NOTE This section may be less relevant for Fundamental projects.	
Sections B3.a, B3.b and B3.c: The outcomes and impact are consistent with the activities in the "Creating Impact" WP.	
Section B3.d: Explains why your project is important and describes the wider (i.e. longer-term) impacts that your project will contribute to and the routes to facilitate them, including economic, social and environmental wider impacts (where possible quantitatively) and who will benefit from them.	

Section B4: The quality and efficiency of the implementation	√
All partners are included on a partner by partner basis and their contribution to the project is explained.	
Explains how the consortium makes the best use of the available capabilities.	
If the proposal includes an Affiliated Entity (previously known as a Linked Third Party), please include details about the Affiliated Entity at the end of the information about the partners.	
Does NOT include collaborators or names of individuals.	

Section C: Detailed Project Plans by Work Package	√
Contains a maximum of 5 technical work packages, 1 "Creating Impact" WP (mandatory), 1 "Management and Coordination" WP (mandatory).	
Each technical WP and technical task has a title that describes the work to be done, has a stated aim which is clear and concise and includes target uncertainties and ranges where appropriate.	
Each technical WP description is a maximum of 0.5 pages and includes an aim, overview of the background, key challenges and explains how the tasks fit together.	
All activities are in the required table format as per Guide 4: Writing Joint Research Projects (JRPs) and only one partner is leading each activity (shown in bold).	
The partners involved in each activity have a clear description of their work, including how the work will be split between the various partners involved.	
For each activity sufficient details are included to explain clearly the work to be done, e.g. the number or types of samples to be used, the selection criteria, parameters and target uncertainties are listed, etc.	
If an activity relies on input from another activity, the text includes a reference to that dependency (e.g. "using input from A1.2.1").	
The end date of each activity is included in the first column under the activity number (these dates replace information previously included in the 'Summary list of all activities'). Activities are scheduled so that all necessary inputs will be available in time.	
For each technical deliverable an activity is included to (i) produce the deliverable and (ii) for the submission of the deliverable to EURAMET.	
The end date of an activity to submit a deliverable to EURAMET is the same as the deliverable date stated in the B2.b List of deliverables.	
If a task includes a subcontracted activity, the subcontracting is described in the relevant activity or task.	
If your JRP includes an Affiliated Entity, they are NOT mentioned in the activities, but a sentence similar to "*The Affiliated Entity NNN will work with partner BBB on this task*." is included under the activities table.	
Creating Impact WP: Includes tasks for Dissemination and communication, and Exploitation and uptake.	
Creating Impact WP: Dissemination and communications activities should include project website(s), popular press and trade articles, conference presentations, standards activities, establishment and interaction with project stakeholder committee/advisory group, open access peer-reviewed papers, use of social media and press releases, Good Practice Guides and their promotion, project workshops, training courses, liaison with standardisation bodies, interactions with stakeholders as appropriate.	

Creating Impact WP: Submission of peer reviewed papers MUST be to open access journals with no embargo period, and the relevant meta data must be included. Target journals and the number of open access papers that will be the result of a collaborative effort from partners from different countries is included.	
Creating Impact WP: project workshops, training courses etc. describe their purpose, how they will be advertised, who the target audience is, the target number of attendees, when the events will be held and the duration.	
Creating Impact WP: Exploitation and uptake activities include development of new calibration services, provision of consultancy, production and provision of reference materials, submission and / or publication of new or revised CMCs, new accreditations or certifications, introduction of commercial training courses, incorporation of key outputs into new or revised draft documentary standards or technical specifications, incorporation of key data into public databases or algorithms or references including the SI, commercialisation or licencing or patenting of key project outputs e.g. a sensor, adoption of Good Practice Guides e.g. as part of a training courses, adoption of software or models as appropriate.	
Creating Impact WP: the statement "*All IP and potential licencing/exploitation will be handled in accordance with the Grant Agreement and the Consortium Agreement*." is included under the Exploitation and uptake activity table.	
Management and Coordination WP: Includes activities for Project management; Project meetings (include the number of meetings and their frequency); and Project reporting.	
Management and Coordination WP: The statement "*Formal reporting will be in line with EURAMET's requirements and will be submitted in accordance with the Reporting Guidelines*." is included under the activity table for Project reporting.	
Gantt Chart: Each activity is shown as a separate line (see Guide 4: Writing Joint Research Projects (JRPs)).	
Gantt Chart: Does not include a list of the partners involved nor the full titles of WPs, tasks or activities.	

Section D: Risk and Risk Mitigation	√
Each risk identifies: • What the risk is (including the task or activity they relate to) • What the likelihood is of the risk occurring even after the mitigation measures • What impact the risk occurring would have on the project and the level of severity (i.e. the relative seriousness of the risk and the significance of its effect • What you could do to decrease the likelihood of the risk occurring (mitigation) • What you could do if despite your mitigation the risk still occurs (contingency)	
Specific risks are included where a collaborator is providing access to their facilities or equipment or an 'Affiliated Entity' is included in your proposal.	
Key challenges identified in the technical WPs have an associated risk.	
Appropriate management risks are included, see Guide 4: Writing Joint Research Projects (JRPs) for examples.	

Section E: Operational Capacity	√
Partners are listed in the correct order as per Section A and Template 5: Project Administrative Data. Affiliated Entities are included at the end of Section E. Do NOT include collaborators.	
Each partner's subsection is 0.5 page, with a maximum of 5 open-access publications, widely-used datasets (FAIR and 'as open as possible, as closed as necessary'), software, goods, services, or any other relevant achievements relevant to the call content per partner.	
Any significant infrastructure and/or any major technical equipment, relevant to the project is included.	
Evidence of the experience of the coordinator in managing similarly complex and large projects is included.	

Form 4a: Ethics issues self-assessment form and Annex to Form 4a

Overall checks	√
The correct SRT number has been selected from the dropdown list.	
All top-level questions, i.e 1A, 2B etc, have been answered.	
All sub-questions, i.e. 1A1 etc, have been answered except where the answer to the top-level question has automatically indicated as n/a for a sub-question, i.e. the answer to the top-level question is NO.	
For each question with a YES, the relevant page numbers in the proposal where further information on the ethics issue can be found have been included in column F.	
Pink free text boxes have been completed where the answer to the associated top-level questions is YES NOTE: the free text box will be yellow until the answer YES is included for the associated question.	
No red cells remain in column G.	
Confirmation box on row 102 has been completed	
If any issues (i.e. any question has been answered YES) have been identified in the ethics issues table, an ethics self-assessment has been performed according to how-to-complete-your-ethics-self-assessment_en.pdf (europa.eu) and is included in the zip folder as a separate Word document labelled ‘‘SRT no Form 4a Annex’.	

Form 4b: Security issues self-assessment form

Overall checks	√
The correct SRT number has been selected from the dropdown list.	
All top-level questions, i.e 1A etc, have been answered.	
All sub-questions, i.e. 1A1 etc, have been answered except where the answer to the top-level question has automatically indicated as n/a for a sub-question, i.e. the answer to the top-level question is NO.	
For each question with a YES, the relevant page numbers in the proposal where further information on the security issue can be found have been included in column F.	
Pink free text boxes have been completed where the answer to the associated top-level questions is YES. NOTE: the free text box will be yellow until the answer YES is included for the associated question.	
No red cells remain in column G.	