

EMPIR Contracts - Reporting Guidelines

Part 0 – Guide to the parts

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EMPIR Reporting Guidelines

Part 0 – Guide to the parts

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If you require further help or guidance after reading this document, please contact the helpline

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1 Introduction

The EMPIR Reporting Guidelines are divided into Parts 0 - 9 (see below) and these form the reference documents for reporting for JRPs, SIPs and RMGs in accordance with the relevant clauses of the EMPIR Grant Agreement and EMPIR RMG Contract.

Part 0: Guide to the parts

This guide defines the parts of the EMPIR Reporting Guidelines, provides general guidance about EMPIR reporting, further information on reporting requirements and responsibilities, a reporting timetable, guidance on amendments, a list of reporting templates (Annex A) and guidance on the submission of information to the EURAMET publications repository link (Annex B). In addition to the EMPIR Reporting Guidelines, Reporting Templates are provided to ensure that the reports are comprehensive and presented in a uniform manner.

Part 1: Writing a Publishable Summary

Part 1 provides guidance on how to write a publishable summary. A publishable summary should be prepared as part of interim, periodic and final reporting by Joint Research Projects (JRPs) and Support for Impact Projects (SIPs). Reporting Templates 1 and 2 (for JRPs and SIPs respectively) are linked to this part of the EMPIR Reporting Guidelines.

The publishable summary should be a standalone / self-contained document that can be read and understood without reading any of the previous outputs or documentation from the project. It should be of suitable quality to enable direct publication by EURAMET and the Commission. The publishable summary is an important public document that explains, to a non-specialist audience, the need for the research and why it will be of benefit to society. This audience includes key policy-makers, regulators, industrialists, officials at standards developing organisations and at research funding bodies and the European public. The publishable summary will be publicly available via the EURAMET website and text from the publishable summary will be used by EURAMET to create promotional material (posters and brochures), for promoting EMPIR funded projects, in particular to the European Commission.

Part 2a: Writing a Technical Report (Progress)

Part 2a provides guidance on how to write a technical report (progress). A technical report (progress) should be prepared as part of interim, periodic and final reporting by JRPs and SIPs. Reporting Template 3 is linked to this part of the EMPIR Reporting Guidelines.

In EMPIR, the technical report (progress) is completed in exactly the same way for interim and periodic/final reports. It provides an overview of progress towards the objectives of the project and an explanation of the work carried out, as well as summarising the work done, providing information on deviations from Annex 1 and the consequences and proposed corrective actions, and information on ethical issues.

Part 2b: Completing the Technical Report (Finance)

Part 2b provides guidance for each funded partner and linked third party on how to complete their financial reporting. Additionally it provides guidance for the coordinator on how to compile the summary workbook containing the financial reports of all funded partners.

Part 3: Completing the Output and Impact Report

Part 3 provides guidance on how to complete the output and impact report. An output and impact report should be prepared as part of JRP / SIP interim, and periodic/final reporting. Reporting Template 4 is linked to this part of the EMPIR Reporting Guidelines.

This report provides information on the scientific and dissemination outputs and impacts that the project has delivered including how the knowledge and capabilities produced within the project have been adopted at NMIs/DIs and in the wider user community in Europe and beyond. It should also provide information on exploitable results and how the consortium intends to ensure that they will be exploited to realise impact.

The data in the Output and Impact Report is collated across all EMPIR projects and reported to the Commission at programme level. Therefore the template is a spreadsheet that contains many drop-down menus to

standardise the way much of the information is reported. The drop-down menus must be used. However there are also open fields to enable additional information to be provided.

Part 4: Completing the Questionnaire

Part 4 provides guidance on how to complete the Horizon 2020 questionnaire. A Horizon 2020 questionnaire should be completed as part of periodic reporting by JRPs and SIPs. Reporting Template 7 is linked to this part of the EMPIR Reporting Guidelines.

The Horizon 2020 questionnaire is designed to allow each project to provide the necessary statistical information to EURAMET so that a programme level report can be submitted to the Commission as part of programme level reporting requirements.

Part 5: Submitting Deliverables and Ethics reports

Part 5 provides guidance for the submission of the deliverables and ethics reports produced by JRPs and SIPs. No Reporting Templates are linked to this part of the EMPIR Reporting Guidelines.

Deliverables – the coordinator should send the JRP or SIP’s deliverables to EURAMET by the delivery dates stated in the Annex 1 to the EMPIR Grant Agreement.

Ethics reports – when requested in the Annex 1 to the EMPIR Grant Agreement, the coordinator should send a report to EURAMET addressing the specified ethical issues.

Part 6: Preparing for Mid-Term Reviews

Part 6 provides guidance on how JRP representatives should prepare for mid-term reviews. Reporting Template 5 is linked to this part of the EMPIR Reporting Guidelines.

A mid-term review meeting is held for JRPs (not for SIPs) to supplement the documentary based reviews. All of the JRPs will be reviewed at a high level by a group of external expert reviewers. JRP representatives will be informed about requirements and about the date, location and format of the mid-term review meeting by EURAMET in due time. The external expert reviewers will suggest improvements that should be made to the projects.

Part 7: Writing a Final Publishable Report

Part 7 provides guidance on how to write a final JRP / SIP publishable report. Reporting Template 6 is linked to this part of the EMPIR Reporting Guidelines.

The final publishable report is a comprehensive public document that explains the purpose, results and impact of the project to a non-technical audience. It is similar in structure to the publishable summary; the main difference is that there is a much longer section to describe the scientific and technical activities and outputs/conclusions. The final publishable report is targeted at a more technically literate audience within the business, policy-making and standards communities than the publishable summary. It is for people who seek to understand the project in greater depth, understand its relevance to their work and who might as a result go on to read the project’s other publications and outputs.

Part 8: Writing a Final RMG report

Part 8 provides guidance on how to write a final Researcher Mobility Grant (RMG) report which is to be completed by an RMG researcher at the end of their grant. Reporting Template 8 is linked to this part of the EMPIR Reporting Guidelines.

Final RMG reports provide a summary of the work undertaken and a description of progress towards completing each task. The RMG Researcher will also contribute to the linked JRP’s output and impact report by providing the necessary information to the coordinator at the end of the RMG. In all other aspects, final RMG reporting is a separate activity from JRP reporting.

Part 9: Preparing Data Management Plans (DMP)

Part 9 provides guidance on how to prepare data management plans (DMP). For those Joint Research Projects (JRPs) and Support for Impact Projects (SIPs) that “opted in” a DMP should be prepared at the outset of the project and as part of interim (if necessary), periodic (if necessary) and final reporting. Reporting Template 9 is linked to this part of the EMPIR Reporting Guidelines.

The overall purpose of a DMP is to make research data Findable, Accessible, Interoperable and Reusable (FAIR) in order to ensure that it is soundly managed. It will describe the data management plans for all of the data sets that will be collected, processed or generated by a project, and it must cover the following aspects: the handling of research data during and after the end of the project; specification of the data that will be collected, processed or generated; the methodology and standards that will be applied; plans for data curation and preservation (including after the project).

2 General guidance

Reporting serves a number of functions, specifically:

- Providing the coordinator with the information necessary to manage the project.
- Enabling the coordinator to make a formal declaration regarding JRP / SIP progress.
- Allowing EURAMET to monitor progress of the JRP / SIP / RMG against its stated objectives.
- Providing specific information related to dissemination, knowledge transfer, impact and exploitation of the research to EURAMET for promotion of EMPIR as a whole.
- Providing the information needed to establish the appropriateness of the claimed costs for each individual partner.
- Enabling EURAMET to meet its programme level reporting obligations.

The approval of the reports by EURAMET is a prerequisite for the periodic and final payments to the JRP/SIP partners and RMG researchers by EURAMET. Payments will only be made after EURAMET's approval of the reports. Delays in submission of acceptable reports by individual partners or organisations will result in delays in payment for all JRP / SIP partners.

Coordinators are responsible for compiling reports in cooperation with the partners and RMG Beneficiaries and making a high-level assessment of progress towards the objectives of the project. Coordinators are responsible for the delivery of the reports to EURAMET. Coordinators can only meet their obligations if the other partners in their consortia fully discharge their reporting responsibilities.

The reports explain the work carried out in relation to the objectives and the deliverables of the original work plan, discussing issues encountered, and the solutions found. If any deviations from the work plan and schedule of deliverables have occurred or are expected to occur in the next period, these shall be explained in the relevant report.

EURAMET recommends that the coordinators of JRPs / SIPs inform their partners and RMG researcher(s) at an early stage about the contents and deadlines of the required reports and that they set clear assignments and responsibilities taking account of:

- What information has to be passed within the consortium for each partner and RMG researcher to fulfil his/her obligations.
- The overall timescale for the generation of the various reports.
- The time taken to prepare a financial statement and, where applicable, to obtain the certificate on the financial statement.

As per Article 20.8 of the EMPIR Grant Agreement, if the coordinator of a JRP or a SIP breaches its obligation to submit the reports and if it fails to comply with this obligation within 30 days following a written reminder sent by EURAMET the Agreement may be terminated.

The partners, the work package leaders and/or task leaders as well as RMG researchers as appropriate, shall provide all required information to the coordinator of the JRP / SIP, and support the coordinator in drafting/writing the reports. Please ensure that any acronyms used in reports are clearly explained.

Every report submitted to EURAMET shall indicate the confidentiality status on the front cover, using the classification below:

PU = Public

PP = Restricted to other Horizon 2020 Programme participants (including EURAMET and the European Commission Services)

RE = Restricted to a group specified by the consortium (including EURAMET and the European Commission Services)

CO = Confidential, only for members of the consortium (including EURAMET and the European Commission Services)

Technical reports (progress), Data Management Plans and RMG reports shall bear the classification 'Confidential', financial reports will automatically be assumed to be 'Confidential'.

All reports submitted shall be in English and shall be of sufficient quality to enable a meaningful review. Additionally, reports intended for publication shall be of suitable quality to enable direct publication without additional editing. By submitting the publishable reports to EURAMET, the partners (and RMG Researcher(s) as appropriate) are also certifying that they include no confidential material.

A summary of the reports to be provided in each period is detailed in Sections 5 - 6 below.

Electronic reports/documents should be emailed to EURAMET at msu@npl.co.uk, whilst hard copies of documents (where requested – see Sections 5 - 6) should be sent to the EURAMET-MSU Finance Officer, EURAMET-MSU, National Physical Laboratory, Hampton Road, Teddington, Middlesex, UK, TW11 0LW.

If you wish to submit a report or deliverable confidentially (eg encrypted) to EURAMET then please telephone the MSU helpline, or your EURAMET Project Officer, on +44 20 8943 6666 to discuss an appropriate method.

Submission by the consortium

Except where identified below, the consortium shall transmit the reports through the coordinator to EURAMET electronically as excel or word files or hard copies (according to specified requirements).

Submission by the participating organisations

All inputs to reporting from participating organisations should be submitted to the coordinator using the format agreed with the coordinator.

3 Reporting requirements

3.1 Interim reporting

Interim reporting is not required for JRPs / SIPs of less than 25 months duration.

For JRPs / SIPs of greater than 24 months duration, the consortium shall provide Interim reports summarising progress in the periods specified in Annex 1 of the Grant Agreement. **Each Interim report shall be provided to EURAMET within 45 days of the end of the period.** Interim reporting gives the consortium the opportunity for a brief review of progress specifically indicating whether the JRP / SIP is on target, identifying any issues, consequences and remedial actions.

Interim reporting comprises:

- Publishable Summary (Reporting Templates 1 or 2) - see EMPIR Reporting Guidelines Part 1
- Technical Report (Progress) (Reporting Template 3) - see EMPIR Reporting Guidelines Part 2a
- Output and Impact Report (Reporting Template 4) - see EMPIR Reporting Guidelines Part 3
- Data Management Plan (Reporting Template 9) – See EMPIR Reporting Guidelines Part 9

3.2 Periodic reporting

Each project must prepare two periodic reports: the first as close as possible to the mid-term and the second at the end of the project. The periods are specified in Annex 1 of the Grant Agreement. **Periodic reports shall be provided to EURAMET within 60 days of the end of the period.** Periodic reporting provides a review of progress specifically indicating whether the JRP / SIP is on target, analysing financial activity to date, identifying any issues, consequences and remedial actions required. Downloadable Reporting Templates are available for these reports.

Periodic reporting comprises:

- Publishable Summary (Reporting Templates 1 or 2) - see EMPIR Reporting Guidelines Part 1
- Technical Report (Progress) (Reporting Template 3) - see EMPIR Reporting Guidelines Part 2a
- Technical Report (Financial) (Reporting Templates 20, 21, 30, 31) - see EMPIR Reporting Guidelines Part 2b
- Output and Impact Report (Reporting Template 4) - see EMPIR Reporting Guidelines Part 3

- Horizon 2020 Questionnaire (Reporting Template 7) - see EMPIR Reporting Guidelines Part 4
- Data Management Plan (Reporting Template 9) – See EMPIR Reporting Guidelines Part 9

3.3 Final publishable report

At the end of a JRP or SIP, in addition to the second periodic report, the consortium shall provide a final publishable report, covering the whole project, within 60 days of the end of the project. See EMPIR Reporting Guidelines Part 7 and Reporting Template 6.

3.4 Other reporting

Other reporting includes:

- Completed Deliverables - see EMPIR Reporting Guidelines Part 5
- An Ethics Report (if required in Annex 1) - see EMPIR Reporting Guidelines Part 5
- Final RMG Report(s) (as required in any EMPIR RMG Contract) (Reporting Template 8) - see EMPIR Reporting Guidelines Part 8

4 Requests for amendments or suspension arising outside the reporting activities

Requests for amendments to the EMPIR Grant Agreement and/or suspension to the JRP or SIP (or to the EMPIR RMG Contract) should be made in accordance with Article 55 'Amendments to the Agreement' and Chapter 6 Section 3 'Suspension and Termination' of the EMPIR Grant Agreement, or the relevant articles of the EMPIR RMG Contract.

Requests for changes might include:

- Revised delivery / end dates, particularly those that change periods and/or require re-planning of labour and budgets or redistribution of activities between partners in the case of the JRP or SIP.
- Optimising work plans and therefore redefining activities / deliverables, whilst retaining JRP, SIP or RMG targets.
- Modifying the target of activities / deliverables due to technical challenges or external factors.
- Modifications to the consortium or RMG researcher.

4.1 Amendment to the JRP or SIP protocol or RMG research schedule

If any changes are needed to the implementation of the JRP, SIP or RMG (eg deliverables, research plan, coordinator etc.), the changes must be approved by EURAMET in advance and in writing. Please contact EURAMET in writing as soon as possible once the need for change is identified to gain approval before implementation.

4.2 Amendment to the budget

If a significant change in the budget distribution between partners is needed, the relevant partner(s) should contact EURAMET through the coordinator and submit a request in good time before the change is needed. Please note that it is rare for additional funding to be available for a JRP or SIP.

5 Reporting timetable

Timeline		Report	Prepared by	Submitted by/to
Project start	+ one month	Publishable Summary for JRPs (Template 1) Publishable Summary for SIPs (Template 2) Data Management Plan (Template 9)	Coordinator	Coordinator to EURAMET
Interim 1 <i>(if required)</i>	+ 45 days	Partner input to Interim Report	Partners	Partners to coordinator
Interim 1 <i>(if required)</i>		Publishable Summary for JRPs (Template 1) Publishable Summary for SIPs (Template 2) Technical Report (Progress) (Template 3) Output and Impact Report (Template 4) Data Management Plan (Template 9)	Coordinator	Coordinator to EURAMET
Mid-term periodic	+ 60 days	Partner input to Periodic report	Partners	Partners to coordinator
Mid-term periodic	as agreed with coordinator	Resource and Cost report (Template 20 for partners and for linked third parties)	Funded partners and linked third parties	Partners/ linked third parties to coordinator
Mid-term periodic	as agreed with coordinator	Original signed Financial Statements (Template 20 for partners and for linked third parties)	Funded partners and linked third parties	Partners/ linked third parties to coordinator
Mid-term periodic	as agreed with coordinator	Original signed Certificate on the Financial Statements (Template 30 i.e. the standard Horizon 2020 template)	Funded partners and linked third parties Only if total cumulative project costs (excluding overheads) exceed 325 k€	Partners/ linked third parties to coordinator
Mid-term periodic		Publishable Summary for JRPs (Template 1) Publishable Summary for SIPs (Template 2) Technical Report (Progress) (Template 3) Output and Impact Report (Template 4) Horizon 2020 Questionnaire (Template 7) Data Management Plan (Template 9) Complete set of Financial Statements (Template 20 for partners and for linked third parties) Project Financial Report (Template 21)	Coordinator	Coordinator to EURAMET

Timeline		Report	Prepared by	Submitted by/to
		Certificates on the Financial Statements of all partners that require one (Template 30)		
Interim 2 <i>(if required)</i>		Partner input to Interim report	Partners	Partners to coordinator
Interim 2 <i>(if required)</i>	+ 45 days	Publishable Summary for JRPs (Template 1) Publishable Summary for SIPs (Template 2) Technical Report (Progress) (Template 3) Output and Impact Report (Template 4) Data Management Plan (Template 9)	Coordinator	Coordinator to EURAMET
Final / periodic		Partner input to Final / Periodic report	Partners	Partners to coordinator
Final / periodic	as agreed with coordinator	Resource and Cost report (Template 20 for partners and for linked third parties)	Funded partners and linked third parties	Partners/ linked third parties to coordinator
Final / periodic	as agreed with coordinator	Original signed Financial Statements (Template 20 for partners and for linked third parties)	Funded partners and linked third parties	Partners/ linked third parties to coordinator
Final / periodic	as agreed with coordinator	Original signed Certificate on the Financial Statements (Template 30 i.e. the standard Horizon 2020 template)	Funded partners and linked third parties Only if total cumulative project costs (excluding overheads) exceed 325 k€	Partners/ linked third parties to coordinator
Final / periodic	+ 60 days	Publishable Summary for JRPs (Template 1) Publishable Summary for SIPs (Template 2) Technical Report (Progress) (Template 3) Output and Impact Report (Template 4) Final Publishable Report (Template 6) Horizon 2020 Questionnaire (Template 7) Data Management Plan (Template 9) Complete set of Financial Statements (Template 20 for partners and for linked third parties) Project Financial Report (Template 21) Certificates on the Financial Statements of all partners that require one (Template 30)	Coordinator	Coordinator to EURAMET
Final	+ 30 days	Final RMG Report (Template 8)	RMG Researcher	RMG Researcher to coordinator and coordinator to EURAMET

All RMG reports must be delivered to EURAMET by the coordinator 30-days after the end of the RMG reporting period (please note that the majority of RMG reports will not align with the due dates of JRP reports). The RMG researcher will only contribute to the JRP Output and Impact Report by providing the necessary information to the coordinator at the end of the RMG. In all other aspects, RMG reporting is a separate activity from JRP reporting.

6 Reporting responsibilities

WHO	WHAT	WHEN	HOW
By each partner, including coordinator and by each linked third party:	Output and Impact Report (Template 4) (JRPs incorporate RMG Final Output & Impact Reports as required)	Interim: + 45 days after end of period <i>(if required)</i> Mid-term/Final Periodic: + 60 days after end of period	Electronically (excel) Submit to coordinator
	Horizon 2020 Questionnaire (Template 7)	Mid-term/Final Periodic: + 60 days after end of period	Electronically (excel) Submit to coordinator
	Data Management Plan (Template 9)	Initial: + 1 month from signature of the EMPIR Grant Agreement Interim: + 45 days after end of period <i>(if required)</i> Mid-term <i>(if required)</i> /Final Periodic: + 60 days after end of period	Electronically (word) Submit to coordinator
	Resource and Cost report (Template 20 for partners and for linked third parties)	Mid-term/Final Periodic: deadline to be agreed with coordinator	Electronically (excel) Submit to coordinator
	Original signed Financial Statement (Template 20 for partners and for linked third parties) Original signed Certificates on the Financial Statements of all partners that require one (Template 30)	Mid-term/Final Periodic: deadline to be agreed with coordinator Mid-term/Final Periodic: + 60 days after end of period	Signed hard copy submitted to coordinator Complete set of signed hard copies
By coordinator:	Publishable Summary for JRPs (Template 1) Publishable Summary for SIPs (Template 2)	Initial: + 1 month from signature of the EMPIR Grant Agreement Interim: + 45 days after end of period <i>(if required)</i> Mid-term/Final Periodic: + 60 days after end of period	Electronically (word)
	Technical Report (Progress) (Template 3)	Interim: + 45 days after end of period <i>(if required)</i> Mid-term/Final Periodic: + 60 days after end of period	Electronically (word)
	Output and Impact Report (Template 4)	Interim: + 45 days after end of period <i>(if required)</i> Mid-term/Final Periodic: + 60 days after end of period	Electronically (excel)
	JRP Self-Assessment for the Mid-Term TP review (JRPs only) (Template 5)	Mid-term Periodic: as requested by EURAMET	Electronically (word)
	Final Publishable Report (Template 6)	Final Periodic: + 60 days after end of period	Electronically (word)
	Horizon 2020 Questionnaire (Template 7)	Mid-term/Final Periodic: + 60 days after end of period	Electronically (excel)
	Data Management Plan (Template 9)	Initial: + 1 month from signature of the EMPIR Grant Agreement Interim: + 45 days after end of period <i>(if required)</i> Mid-term <i>(if required)</i> /Final Periodic: + 60 days after end of period	Electronically (word)
	Project Financial Report (Template 21)	Mid-term/Final Periodic: + 60 days after end of period	Electronically (excel)

WHO	WHAT	WHEN	HOW
By RMG Researcher:	Final RMG Report (Template 8)	At the end of the RMG	Electronically as required by coordinator. Also a word copy to MSU
RMG Employing Organisation	RMG reporting obligations (incorporated in the RMG Payment Request form)	The RMG Payment Request form will be sent to the Employing Organisation by the MSU. This should be completed by the Employing Organisation and returned to the MSU before the next advance payment is due	Electronically

7 Annexes

7.1 Annex A: List of EMPIR Reporting Templates

The following Reporting Templates should be downloaded from: <http://msu.euramet.org/downloads/>

7.1.1 Reporting Templates

Template 1	Publishable Summary for JRPs
Template 2	Publishable Summary for SIPs
Template 3	Technical Report (Progress)
Template 4	Output and Impact Report
Template 5	JRP Self-Assessment for the Mid-Term Review
Template 6	Final Publishable Report
Template 7	Horizon 2020 Questionnaire
Template 8	Final RMG Report
Template 9	Data Management Plan
Template 20	Resource and Cost Report (partners and linked third parties)
Template 21	Project Financial Report (coordinators)
Template 30	Certificate on the financial statements*
Template 31	Certificate on the methodology*

* - these are standard H2020 templates.

EURAMET does not provide templates for deliverables or ethics reports (see EMPIR Reporting Guidelines Part 5 for further details).

7.2 Annex B: Submission of documents to the EURAMET Publications Repository Link

Each partner must ensure open access (free of charge, online access for any user) to all peer-reviewed scientific publications relating to its results and also to all relevant data if your project has “opted in” to having a data management plan in accordance with Article 29 of the EMPIR Grant Agreement.

Coordinators should directly submit information to the EURAMET Publications Repository link by completing the online form: <https://msu.euramet.org/cgi-bin/be-submit.pl>