EMPIR Reporting Guidelines

Part 0 – Guide to the parts

(providing general guidance on EMPIR reporting)

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1 Introduction

1.1 Overview

EMPIR projects and grants are required to report on how they are progressing in relation to their work plan. These reports, and the impact that each project creates, are closely monitored by EURAMET. If progress is satisfactory, funding payments are issued periodically. EURAMET's reporting process is based on a series of reporting guides and templates. The latter need to be completed by the partners and submitted by the coordinator to EURAMET at the times specified in the Annex 1 or RMG Research Schedule. The EMPIR Reporting Guidelines are divided into Parts 0 - 10 (see below) and these form the reference documents for reporting for JRPs, SIPs, JNPs, SCPs and RMGs in accordance with the relevant clauses of the EMPIR and SCP Grant Agreements and the EMPIR RMG Contract.

Part 0: Guide to the parts

This guide outlines the parts of the EMPIR Reporting Guidelines and provides participants with general guidance about EMPIR reporting. In addition to the EMPIR Reporting Guidelines, Reporting Templates are provided to ensure that the reports are comprehensive and presented in a uniform manner. This approach enables projects and grants to supply EURAMET with information on their progress towards meeting their objectives and deliverables. Projects are also required to provide information on dissemination and stakeholder engagement so that the impact of their metrology research can be quantified. This enables EURAMET to meet its EMPIR programme management requirements.

Part 1: Writing a Publishable Summary

Part 1 provides guidance on how to write publishable summaries. These should be prepared as part of Initial, Interim and Periodic reporting by all projects (as and when applicable). The publishable summary should be a standalone and self-contained document that can be read and understood without reading any other documentation from the project. It should be of suitable quality to enable direct publication by EURAMET and the EC. The publishable summary is an important public document and key communication tool that should clearly explain the key features of the project to a non-specialist audience. It must cover the need for the project (why it was needed), its key outputs (what it has achieved), and the wider benefits to society (who is and will be using the outputs). Publishable summaries demonstrate the value of public funding for individual projects and, collectively, for the EMPIR programme as a whole. Publishable summaries will be publicly available via the EURAMET website and they will be used by EURAMET to create material for promoting EMPIR funded projects, in particular to the EC. The main target audience for the publishable summary is EMPIR funders: i.e. the EC and national funding bodies. Other audiences include high-level policy-makers, regulators, and officials at standards developing organisations, as well as senior industrialists and their representative bodies. Publishable summaries should also be used by consortia to promote the activities and achievements of their project and this should include their publication on project websites.

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, SIPs and JNPs. This report 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. All sections of the technical report (progress) should be completed at Periodic reporting. However, Sections 1 and 5 do not need to be completed at Interim reporting.

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 / JNP interim, and periodic/final reporting. 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 and should not be overwritten. 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, which should be completed as part of Periodic reporting by JRPs, SIPs and JNPs. The Horizon 2020 questionnaire collects information on the gender of the participants involved in the project and on the impact on SMEs. It is designed to allow each project to provide statistical information to EURAMET so that a 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, SIPs, JNPs and SCPs (SCPs will not be required to prepare ethics reports). <u>Deliverables</u> – The project's deliverables align with, and deliver specific parts of, the project's objectives to EURAMET. Each deliverable must have been reviewed and approved by the whole consortium before being submitted to EURAMET by the coordinator by the delivery dates stated in the List of deliverables in the Annex 1 to the EMPIR / SCP Grant Agreement. The impact and reporting deliverables do not need to be submitted as separate deliverable reports: these are delivered as part of the normal reporting process. <u>Ethics reports</u> – if requested in the reporting task in the Annex 1 to the EMPIR Grant Agreement, the coordinator, once approved by the whole consortium, should send report(s) to EURAMET addressing the specified ethical issues (e.g. dual-use). EURAMET best practice is provided in the example Ethics report.

Part 6: Preparing for Mid-Term Reviews

Part 6 provides guidance on how JRP representatives should prepare for mid-term reviews. The mid-term reviews are aimed mainly at evaluating the potential outcomes of the projects and their uptake by stakeholders. A mid-term review meeting is held for JRPs to supplement the documentary based reviews, where 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 / JNP publishable report. This report is a comprehensive document that explains the purpose, results and impact of the project. The main difference from the final publishable summary is that there is a much longer description of the results. This technical report 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 outputs and/or publications.

Part 8: Writing a Final RMG report

Part 8 provides guidance on how to write a Final Researcher Mobility Grant (RMG) report. These reports provide a summary of the work undertaken and a description of how each task was completed in relation to the planned tasks. 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 projects that "opted-in" to data management should prepare data management plans (DMP). The overall purpose of a DMP is to make research data Findable, Accessible, Interoperable and Reusable (FAIR) 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). Note that "Opt-in" does not mean opening up all of the project's research data ("as open as possible, but as closed as necessary"). EURAMET best practice is provided in the example DMPs.

Part 10: Writing a SCP Progress Report

Part 10 provides guidance on how to write a SCP progress report. This report provides an overview of progress towards the achievement of the objectives of the project and an explanation of the progress made, as well as summarising the work done. All sections of the SCP progress report should be completed for Interim and Periodic reports.

1.2 Summary

The table below summarises the reports that need to be completed at each reporting period. The coordinator will need to collect the information needed to complete these reports from each partner. Once complete the coordinator must submit the reports to EURAMET within the timeframes specified in the Annex 1 and the RMG Researcher should send the Final RMG report to the MSU and copy it to the coordinator.

Type of report	Preparation time (m = month, d = days)	Publishable summary	Technical report (progress)	Output & impact report	JRP Self-assessment for the mid-term review	Final publishable report	Horizon 2020 questionnaire	Final RMG report	Data management plan (if opt-in)	SCP progress report	Resource and cost report	P1 Project financial report	P2 Project financial report	Certificate on the financial statements	Certificate on the methodology	Deliverables (timing as per Annex 1)	Ethics reports (if specified in Annex 1)
Reporting guide part		1	2a	3	6	7	4	8	9	10	2b	2b	2b	2b	2b	5	5
Reporting template		1, 2	3	4	5	6	7	8	9	11	20	21	22	30	31	n/a	n/a
Publication status		PU	CO	CO	RE	PU	CO	CO	CO	CO	CO	CO	CO	CO	CO	CO, RE, PU, PP	CO
Initial (1 m after start)	1 m	✓							✓							✓	✓
Interim 1	45 d	✓	✓	✓						✓						✓	
Periodic (period 1)	60 d	✓	✓	✓			✓		✓		✓	✓				✓	
Mid-term review	-		✓		✓												
Interim 2	45 d	✓	✓	✓												✓	
Interim 3 (JNPs only)	45 d	✓	✓	✓												✓	
Periodic (period 2)	60 d	✓	✓	✓		✓	✓		✓	✓	✓		✓	✓	✓	✓	✓
Final (RMG)	30 d			✓				✓									

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)

2   General guidance

2.1   Overview

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 project progress.
- Allowing EURAMET to monitor progress of the project / RMG against its stated objectives.
- Allowing mid-term reviewers to evaluate the potential outcomes of the projects and their uptake by stakeholders.
- 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 period 1 and period 2 payments to the 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 partners.

2.2   Responsibilities

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 and 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 in the 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 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 project 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, work package and/or task leaders, as well as RMG researchers (as appropriate), shall provide all required information to the coordinator, and support the coordinator in drafting/writing the reports.

2.3   Requirements for submitting reports to EURAMET

All reports must be completed using the latest versions of the reporting templates, which can be downloaded from the [EMPIR Participant Portal](#). They shall be completed in English and they shall be of sufficient quality to enable a meaningful review. Please ensure minimal use of acronyms. Any that are used should be clearly explained. 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 - 8.

Coordinators and/or project managers will need to collect and collate input from all partners for the completion of the reports. Once the reports have been completed, according to the timescale specified in the Annex 1, the coordinator and/or project manager must send these to EURAMET. Electronic reports/documents should be emailed to EURAMET at EMPIR.msu@euramet.org, whilst hard copies of documents (where requested – see Sections 5 - 8) should be sent to the Finance Officer, EURAMET-MSU, Hampton Road, Teddington, Middlesex, UK, TW11 0LW.

If you wish to submit a report or deliverable confidentially (e.g. encrypted) to EURAMET then please email EURAMET at EMPIR.msu@euramet.org or telephone the MSU helpline (NB during the COVID-19 pandemic the preferred method of contacting the EURAMET MSU is by email), 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).
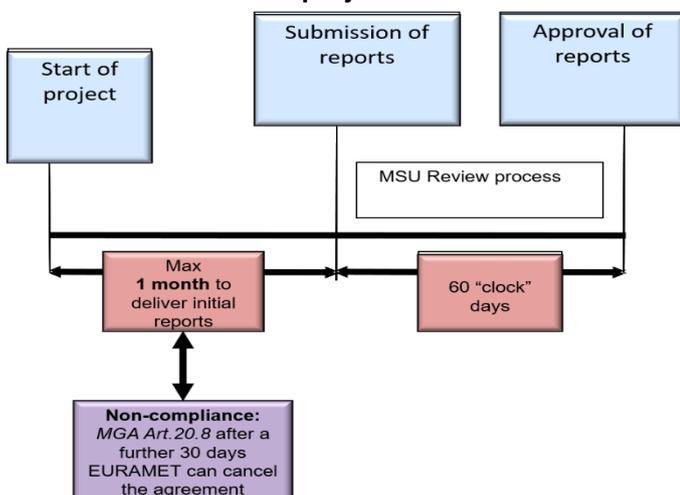
Submission by the participating organisations

All inputs to reporting from participating organisations should be submitted to the coordinator using the format agreed with the coordinator.
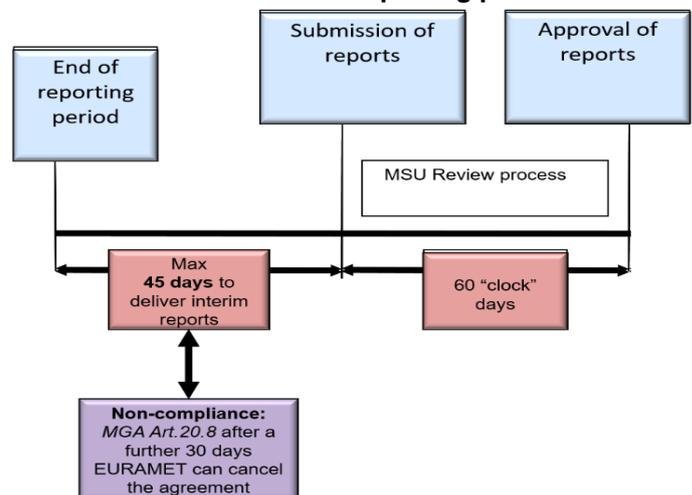
2.4 The review and approval of reports

The timescales for the review and approval of reports are illustrated for Initial, Interim and Periodic reporting in the 3 diagrams below:
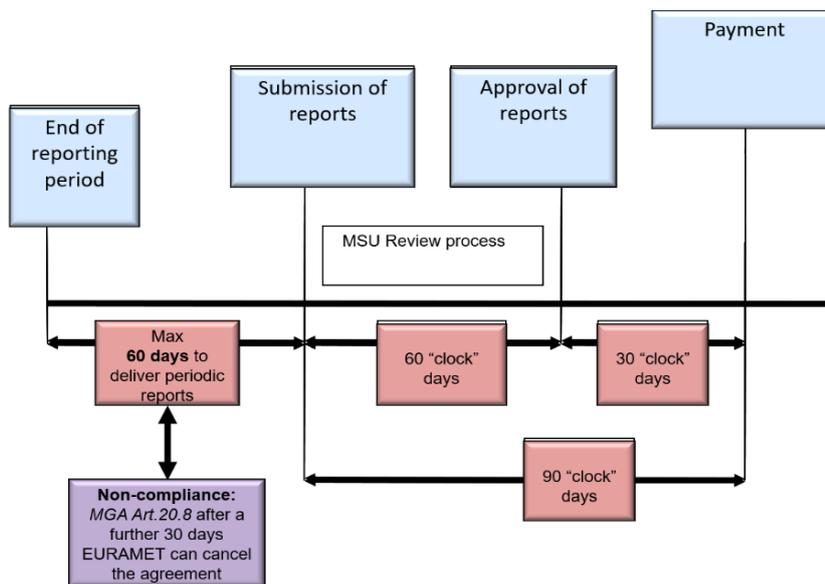
At the start of the project:

After the end of an Interim reporting period:

After the end of a Periodic reporting period:

In addition, for RMGs, the researcher has 30 days to submit the final RMG report and EURAMET has 60 "clock" days to review it before the payment is made.

If a report is not received by the deadline, EURAMET will e-mail the coordinator to inform them that they have a further 30 days to submit the report or EURAMET may cancel their grant agreement as per MGA Article 20.8. If the report is not received after the additional 30 days, EURAMET will follow its sanctions procedure.

Once the reports are received by EURAMET, they will undergo a thorough review to ensure that they meet the required standards. EURAMET will either:

•   Approve the reports and deliverables, in whole or in part or make the approval subject to certain conditions *(e.g. to be corrected in the next set of reports)*.

OR

•   Reject the reports giving justification, and if appropriate, start the procedure for termination.

If an Initial or Interim report is incomplete, EURAMET will suspend the 60 "clock" day deadline whilst the report(s) are revised / completed by the consortium.

If a Periodic report is incomplete, or not in compliance with the conditions of MGA Article 20, EURAMET will suspend the 90 "clock" day payment deadline (as in MGA Article 47) whilst the report(s) are revised / completed by the consortium. An example of the 90 "clock" day payment suspension process is shown in the diagram below, where in this example, the "clock" only ticks for 90 of the 120 days between submission of the reports and payment (i.e. *"clock" days are only counted when the reports are with EURAMET*):

Blue = "clock" days when the report is with the MSU

Red = days when the report is with the coordinator
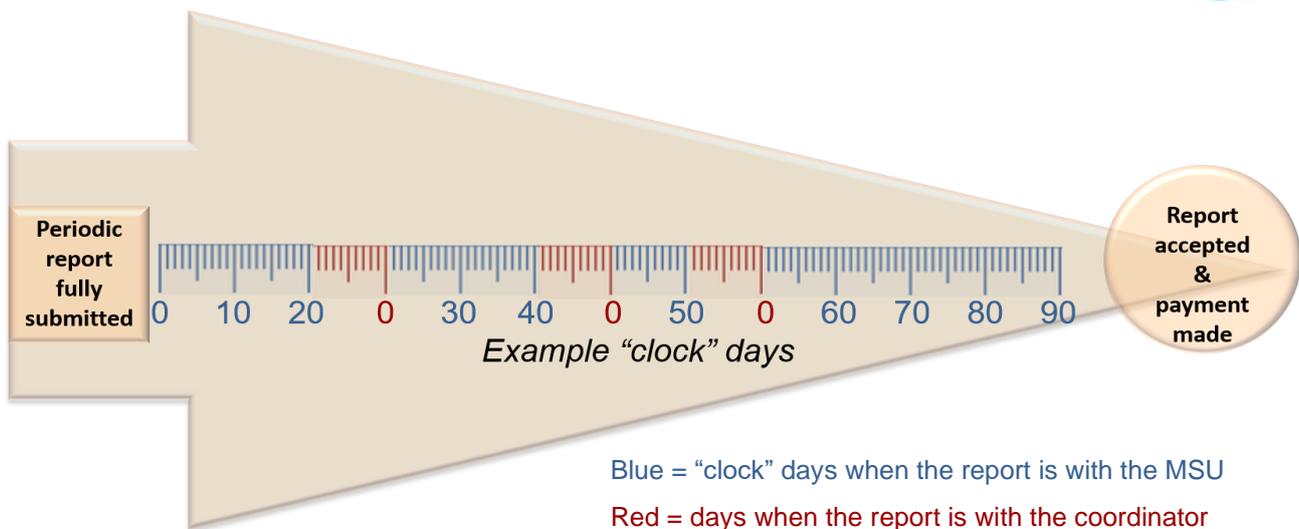
Periodic technical reports will be reviewed by your Project Officer and Periodic financial reports will be reviewed by one Finance Officer. Although the 90 "clock" days encompasses both technical and financial reporting, you will receive separate emails from your Project Officer and Finance Officer about the status of your project's reports. Please note that the suspension of the 90 "clock" day payment deadline could result from deficiencies in the technical-, financial-, or in both parts of the reports.

For details on the financial part of this process see part 2b of the reporting guidelines, for the technical part:

- If a report cannot be approved, EURAMET will send a notification e-mail to the coordinator, giving them 21 days to provide revised reports. The email will:

  ➢ state that the payment deadline has been suspended *(i.e. the "clock" days stop being counted)*.

  ➢ explain the reasons for the rejection of the report(s) and it will request modifications to the report(s).

  ➢ send the reports back to the coordinator for revision.

- The coordinator must then re-submit <u>all</u> of the required corrected reports to EURAMET, within the specified deadline, for the suspension to be lifted *(i.e. "clock" days will start being counted again for the remainder of the 90 "clock" days)*. The suspension cannot be lifted until all of the corrected reports (technical and financial) have been received.

- Experience has shown that reports typically require 1-3 iterations before they are approved by EURAMET. Consequently, payment suspension can be repeated as many times as necessary.

- Payment will only be made once all of the required reports (and deliverables) have been approved by EURAMET.

3 Reporting requirements

3.1 Timeline and overview
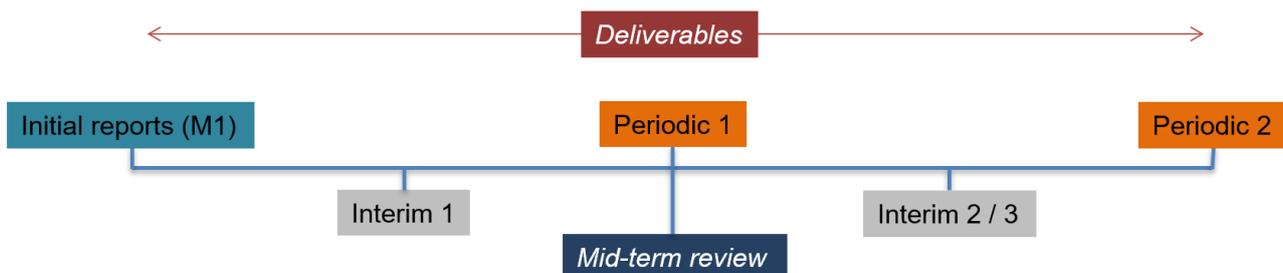
Project reporting is divided into three types: Initial, Interim and Periodic. The latter includes additional requirements at period 2 reporting (see Section 3.5 below) and RMGs only prepare Final reports. The

requirements, and the frequency with which the reports are prepared, are specific to each type of project, or grant, and its duration. Full details can be found in your project's reporting task in Annex 1 or in your RMG's management task in the Research Schedule.

Project / grant type	Project / grant duration (months)	Initial reporting	Mid-term review	Number of reports (total)	Reporting interval (Periodic reports in bold)
JNP	60	Yes	Yes	2 Periodic, 3 Interim **(5)**	12, **24,** 36, 48, **60**
	49-59	Yes		2 Periodic, 3 Interim **(5)**	Timings vary with duration
	48	Yes		2 Periodic, 2 Interim **(4)**	12, **24,** 36, **48**
	37-47	Yes		2 Periodic, 2 Interim **(4)**	Timings vary with duration
JNP, JRP, SIP	36	Yes	JNP - Yes	2 Periodic, 2 Interim **(4)**	9, **18,** 27, **36**
	25-35	Yes	JRP - Yes	2 Periodic, 2 Interim **(4)**	Timings vary with duration
	<25	Yes	SIP – No	2 Periodic **(2)**	**Period 1, Period 2**
SCP	1-18	Yes	No	1 Interim, 1 Periodic **(2)**	Timings vary with duration
RMG	1-18	No	No	1 Final RMG Report	Final

3.2 Initial reporting

Initial reporting serves two purposes: it enables each consortium to prepare a first publishable summary to promote the work that will be undertaken in the project and it enables the JRPs, SIPs and JNPs that "opted-in" to data management to develop a first Data Management Plan (DMP) that will be refined as the project develops. **The reports, specified in Annex 1 of the Grant Agreement, shall be provided to EURAMET one month after the start of the project.** Downloadable Reporting Templates are available for these reports: EMPIR Participant Portal.

Initial reporting includes*:
- Publishable Summary (Reporting Templates 1 or 2) - see EMPIR Reporting Guidelines Part 1
- Data Management Plan (Reporting Template 9) – see EMPIR Reporting Guidelines Part 9

3.3 Interim reporting

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

For JRPs / SIPs / JNPs of greater than 24 months duration and for SCPs of any duration, the consortium shall provide Interim report(s) summarising progress in the period(s) 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 / JNP / SCP is on target, identifying any issues, consequences and remedial actions. Downloadable Reporting Templates are available for these reports: EMPIR Participant Portal.

Interim reporting includes*:
- 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

Interim reporting for SCPs includes*:
- Publishable Summary (Reporting Template 2) - see EMPIR Reporting Guidelines Part 1
- SCP Progress Report (Reporting Template 11) - see EMPIR Reporting Guidelines Part 10

3.4 Periodic reporting

Each project** must prepare two Periodic reports (period 1 and period 2): the first as close as possible to the mid-point of the project (unless otherwise specified) and the second at the end of the project (** - the only exception is SCPs, which will only prepare one Periodic report 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 project is on target, analysing financial activity to date, identifying any issues, consequences and remedial actions required. Downloadable Reporting Templates are available for these reports: [EMPIR Participant Portal](#).

Periodic reporting for JRPs, SIPs and JNPs includes*:
- 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 (P1 & P2 Financial) (Reporting Templates 20, 21, 22 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

Periodic reporting for SCPs includes*:
- Publishable Summary (Reporting Template 2) - see EMPIR Reporting Guidelines Part 1
- SCP Progress Report (Reporting Template 11) - see EMPIR Reporting Guidelines Part 10
- Technical Report (P2 Financial) (Reporting Templates 20, 22) - see EMPIR Reporting Guidelines Part 2b

3.5 Final publishable report

At the end of a JRP, SIP or JNP, as part of the period 2 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, which are downloadable: [EMPIR Participant Portal](#).

3.6 Other reporting

*At Initial, Interim or Periodic reporting, projects and grants may also need to submit other reporting items to EURAMET such as completed deliverables, ethics reports or final RMG reports (**RMG reports shall be provided to EURAMET within 30 days of the end of the grant**). In addition, projects will also be required to submit a self-assessment report for their mid-term review. This will be held around the project's mid-point. The due dates of these deliverables and reports are specified in the project's Annex 1 or in the RMG's Research Schedule.

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
- JRP self-assessment for the mid-term review (Reporting Template 5) - see EMPIR Reporting Guidelines Part 6
- Final RMG Report(s) (as required in all EMPIR RMG Contracts) (Reporting Template 8) - see EMPIR Reporting Guidelines Part 8

4 Requests for amendments or suspension arising outside the reporting activities

4.1 Overview

The term 'amendment' refers to formal change(s) that need to be made to EMPIR / SCP Grant Agreements or EMPIR RMG Contracts. The term 'suspension' refers to a suspension of the implementation of a project or grant.

Amendments to Annex 1 and 2 are usually requested by coordinators as part of the project reporting process (see Section 6 of the Technical Report (Progress)) and the penultimate report is often the last opportunity for a project to request an amendment. However, amendments can also arise at other times during a project. In

such cases, requests for amendments to the EMPIR / SCP Grant Agreement and/or suspension to the JRP, SIP or JNP (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 / SCP Grant Agreement, or the relevant articles of the EMPIR RMG Contract.

Requests for changes might include:
- Changes to the project title and/or acronym.
- Change of contact details of i) coordinator, ii) chief stakeholder, iii) primary supporter, iv) RMG participants.
- Changes to the duration, start or end date, and consequently to reporting periods.
- Changes to partners (non-accession / new partners, withdrawal, name change, change of partner type) or Linked Third Parties.
- New subcontracts.
- A change to the budget.
- Addition / deletion of work packages, tasks, activities, deliverables, etc.
- Significant changes to the partners leading or participating in work packages / tasks / activities / deliverables.
- Changes to the wording or targets in Objectives and Deliverables.
- Change from OPTING-IN or OPTING-OUT to data management.
- Optimising / redefining / cancelling existing tasks / activities (relating to objectives / deliverables) due to technical challenges or external factors.
- Significant changes to the Gantt chart (only as part of a broader amendment).
- Changes to the security context (e.g. information becomes classified).

4.2 Amendment to the protocol or RMG research schedule

If any changes are needed to the implementation of the project or RMG (e.g. 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.

4.3 Amendment to the budget

If a significant change in the budget distribution between partners is needed, the coordinator should contact EURAMET and submit a request in good time before the change is needed. Please note that it is extremely rare for additional funding to be available for projects.

5   Reporting timetable (JRPs, SIPs, JNPs and RMGs)

Timeline		Prepared by	Submitted by/to	Report
Initial (project start)	+ one month	Coordinator	Coordinator to EURAMET	**Publishable Summary for JRPs (Template 1)** **Publishable Summary for SIPs, JNPs and SCPs (Template 2)** **Data Management Plan (Template 9)** *(for those projects that 'opt-in' to data management)*
Interim 1 *(if required)*	as agreed with coordinator	Partners	Partners to coordinator	Partner input to Interim report
	+ 45 days	Coordinator	Coordinator to EURAMET	**Publishable Summary for JRPs (Template 1)** **Publishable Summary for SIPs, JNPs and SCPs (Template 2)** **Technical Report (Progress) (Template 3)** **Output and Impact Report (Template 4)**
Periodic (period 1)	as agreed with coordinator	Partners	Partners to coordinator	Partner input to Periodic report
	as agreed with coordinator	Funded partners and linked third parties	Partners/ linked third parties to coordinator	Resource and Cost report (Template 20 for partners and for linked third parties)
	as agreed with coordinator	Funded partners and linked third parties	Partners/ linked third parties to coordinator	Original signed Financial Statements (Template 20 for partners and for linked third parties)
	+ 60 days	Coordinator	Coordinator to EURAMET	**Publishable Summary for JRPs (Template 1)** **Publishable Summary for SIPs, JNPs and SCPs (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)** **P1 Project Financial Report (Template 21)**
Mid-Term review	as requested by EURAMET	Coordinator	Coordinator to EURAMET	**JRP Self-Assessment for the Mid-Term TP review (Template 5)**

Timeline		Prepared by	Submitted by/to	Report
Interim 2 *(if required)*	as agreed with coordinator	Partners	Partners to coordinator	Partner input to Interim report
	+ 45 days	Coordinator	Coordinator to EURAMET	**Publishable Summary for JRPs (Template 1)** **Publishable Summary for SIPs, JNPs and SCPs (Template 2)** **Technical Report (Progress) (Template 3)** **Output and Impact Report (Template 4)**
Interim 3 *(if required by JNPs)*	as agreed with coordinator	Partners	Partners to coordinator	Partner input to Interim report
	+ 45 days	Coordinator	Coordinator to EURAMET	**Publishable Summary for JNPs (Template 2)** **Technical Report (Progress) (Template 3)** **Output and Impact Report (Template 4)**
Periodic (period 2)	as agreed with coordinator	Partners	Partners to coordinator	Partner input to Periodic report
	as agreed with coordinator	Funded partners and linked third parties	Partners/ linked third parties to coordinator	Resource and Cost report (Template 20 for partners and for linked third parties)
	as agreed with coordinator	Funded partners and linked third parties	Partners/ linked third parties to coordinator	Original signed Financial Statements (Template 20 for partners and for linked third parties)
	as agreed with coordinator	Funded partners and linked third parties Only if total cumulative project costs (excluding overheads) exceed 325 k€	Partners/ linked third parties to coordinator	Original signed Certificate on the Financial Statements (Template 30 i.e. the standard Horizon 2020 template)
Periodic (period 2)	+ 60 days	Coordinator	Coordinator to EURAMET	**Publishable Summary for JRPs (Template 1)** **Publishable Summary for SIPs, JNPs and SCPs (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)**

Timeline		Prepared by	Submitted by/to	Report
				Complete set of Financial Statements (Template 20 for partners and for linked third parties) **P2 Project Financial Report (Template 22)** **Certificates on the Financial Statements of all partners that require one (Template 30)**
Final	+ 30 days	RMG Researcher	RMG Researcher to coordinator and coordinator to EURAMET	Final RMG Report (Template 8)

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 timetable (SCPs)

Timeline		Prepared by	Submitted by/to	Report
Initial (project start)	+ one month	Coordinator	Coordinator to EURAMET	**Publishable Summary for SIPs, JNPs and SCPs (Template 2)**
Interim 1	as agreed with coordinator	Partners	Partners to coordinator	**Partner input to Interim report**
	+ 45 days	Coordinator	Coordinator to EURAMET	**Publishable Summary for SIPs, JNPs and SCPs (Template 2)** **SCP Progress Report (Template 11)**
Periodic (period 1)	as agreed with coordinator	Partners	Partners to coordinator	Partner input to Periodic report
		SCP funded partners and linked third parties	Partners/ linked third parties to coordinator	Resource and Cost report (Template 20 for partners and for linked third parties)
				Original signed Financial Statements (Template 20 for partners and for linked third parties)
	+ 60 days	Coordinator	Coordinator to EURAMET	**Publishable Summary for SIPs, JNPs and SCPs (Template 2)** **SCP Progress Report (Template 11)** **Complete set of Financial Statements (Template 20 for partners and for linked third parties)** **P2 Project Financial Report (Template 22)**

7 Reporting responsibilities (JRPs, SIPs, JNPs and RMGs)

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 *(if required)* Periodic: + 60 days after end of period	Electronically (excel) Submit to coordinator
	Horizon 2020 Questionnaire (Template 7)	Periodic: + 60 days after end of period	Electronically (excel) Submit to coordinator
	Data Management Plan (Template 9)	Initial: project start + 1 month 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)	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)	Periodic: deadline to be agreed with coordinator	Signed hard copy submitted to coordinator
	Original signed Certificates on the Financial Statements of all partners that require one (Template 30)	Periodic (period 2): + 60 days after end of period	Complete set of signed hard copies
By coordinator:	Publishable Summary for JRPs (Template 1) Publishable Summary for SIPs, JNPs and SCPs (Template 2)	Initial: project start + 1 month Interim: + 45 days after end of period *(if required)* Periodic: + 60 days after end of period	Electronically (word)
	Technical Report (Progress) (Template 3)	Interim: + 45 days after end of period *(if required)* Periodic: + 60 days after end of period	Electronically (word)
	Output and Impact Report (Template 4)	Interim: + 45 days after end of period *(if required)* Periodic: + 60 days after end of period	Electronically (excel)
	JRP Self-Assessment for the Mid-Term TP review (Template 5)	Periodic (period 1): as requested by EURAMET	Electronically (word)
	Final Publishable Report (Template 6)	Periodic (period 2): + 60 days after end of period	Electronically (word)
	Horizon 2020 Questionnaire (Template 7)	Periodic: + 60 days after end of period	Electronically (excel)
	Data Management Plan (Template 9)	Initial: project start + 1 month Periodic: + 60 days after end of period	Electronically (word)
	P1 & P2 Project Financial Report (Template 21, 22)	Periodic: + 60 days after end of period	Electronically (excel)
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

8 Reporting responsibilities (SCPs)

WHO	WHAT	WHEN	HOW
By each partner, including coordinator and by each linked third party:	Resource and Cost report (Template 20 for partners and for linked third parties)	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)	Periodic: deadline to be agreed with coordinator	Signed hard copy submitted to coordinator
By coordinator:	Publishable Summary for SIPs, JNPs and SCPs (Template 2)	Initial: project start + 1 month Interim: + 45 days after end of period Periodic: + 60 days after end of period	Electronically (word)
	SCP Progress Report (Template 11)	Interim: + 45 days after end of period Periodic: + 60 days after end of period	Electronically (word)
	P2 Project Financial Report (Template 22)	Periodic: + 60 days after end of period	Electronically (excel)

9 Annexes

9.1 Annex A: List of EMPIR Reporting Templates

The following Reporting Templates should be downloaded from: https://msu.euramet.org/downloads/#reporting

9.1.1 Reporting Templates

Template 1	Publishable Summary for JRPs
Template 2	Publishable Summary for SIPs, JNPs and SCPs
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 10	Mentoring Scheme Award template
Template 11	SCP Progress Report
Template 20	Resource and Cost Report (partners and linked third parties)
Template 21	P1 Project Financial Report (coordinators)
Template 22	P2 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).

9.2 Annex B: Submissions to the EURAMET 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 the open data specified in your Data Management Plan, if your project has "opted in" to data management in accordance with Article 29 of the EMPIR Grant Agreement.

Coordinators should make submissions of links to their publications and data to the EURAMET Repository link by completing the online form: https://msu.euramet.org/cgi-bin/be-submit.pl

Authors can find information about this here: http://msu.euramet.org/downloads/documents/MSU_repository_instructions.pdf