EMPIR Reporting Guidelines
Part 1 – Writing a Publishable Summary

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1 Overview of the Publishable Summary

1.1 Purpose

The Publishable Summary is a public document that clearly explains the key features of the project to a non-specialist audience. It must cover the need for the project (why it is important), its key outputs (what it has achieved), and the wider benefits to society (who is and will obtain benefits from using the project's developments). Publishable Summaries are key communication tools to demonstrate the value of public funding for individual projects and, collectively, for the EMPIR programme as a whole.

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.

1.2 Target audience

Publishable Summaries will be publicly available via the EURAMET website and they should be aimed at a non-specialist audience. Text from the Publishable Summary 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.

1.3 Scope

Publishable Summaries are "cumulative" reports that provide a complete and clear summary of the entire project as it progresses and they must be written for a non-specialist audience. The first summary should focus on the need for the project and its intended outputs and impacts. In subsequent summaries new material should be added that focuses on the project's achievements to date and how these will generate impact. The final summary should focus on the project's results, outputs and how the user community are implementing the early impacts from the project. In the final summary, the past tense should be used in all sections.

1.4 When required

The first Publishable Summary shall be provided to EURAMET by the end of the first month of the project. Subsequent summaries shall be provided at the reporting times specified in Annex 1 of the Grant Agreement, and the final Publishable Summary shall be provided to EURAMET 60 days after the end of the project. EURAMET reserves the right to request an updated Publishable Summary at other times if necessary.

1.5 Format

The Publishable Summary should be in English and submitted to the MSU as a Word file. Reporting Template 01 - Publishable summary for JRPs template or 02 - Publishable summary for SIPs, JNPs and SCPs template should be used.

The font for a Publishable Summary is Arial 10 for the main body, with headings in bold. A project logo, diagrams or photographs illustrating and promoting the work of the project may be included. The Publishable Summary should make minimal use of terms such as JRP, SIP, JNP, SCP, Work Packages and Tasks etc. For example, it should refer to the work as 'the project'. As the Publishable Summary targets a non-specialist audience, acronyms should only be used where necessary and these must be written in full the first time they are used.

The first Publishable Summary is usually based on Section B1.a of the Annex 1 (i.e. JRP, JNP, SIP or SCP protocol).

Published EMPIR Publishable Summaries can be accessed via individual project pages on the EURAMET website at https://www.euramet.org/research-innovation/research-empir/empir-calls-and-projects/ Some Publishable Summaries that might be helpful as examples include:

Call 2016:

- 16ENG03: Hybrid metrology for thin films in energy applications.

- 16ENV02: Metrology for light absorption by atmospheric aerosols.

- 16ENV08: Metrology for air pollutant emissions.

- 16NRM04: Towards an ISO standard for magnetic nanoparticles.

- 16RPT02: Certified forensic alcohol reference materials.

- 17IND01: Procedures allowing medical implant manufacturers to demonstrate compliance with MRI safety regulations.

Call 2017:

- 17NRM01: Loss Measurements on Power Transformers and Reactors.

- 17NRM02: Electromagnetic Interference on Static Electricity Meters.

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2 Publishable Summaries for JRPs

Section	Content for the first Publishable Summary (at the start of the JRP)	Content for intermediate Publishable Summaries (during the JRP)	Content for the final Publishable Summary (at the end of the JRP)
Overview **(50-100 words)**	This section should explain in two or three sentences the purpose of the project. Start with a general sentence putting the project into context, then provide a high-level overview of the project including the overall need and how the project will address this need and its measurement challenge(s).	*See guidance for the first Publishable Summary*	This section will be similar to the first Publishable Summary except that it should state what was achieved in terms of the objective(s) and how the project's final results have addressed the overall user needs and what users can now do or do better as a result of the project. Please ensure that it is written in the past tense throughout.
Need **(150-300 words)**	This section should explain why the project is being undertaken, but not the activities that will be carried out in the project. It should clearly explain (to a non-specialist audience) why better measurements are needed and who needs them. It should clearly link to the project's scientific and technical objectives and explain the need for each of them. Where relevant, refer to European legislation, documentary standards, technology roadmaps etc. Your description should follow a logical flow from the high-level needs, through to the specific user needs that needed to be addressed via improved measurement capabilities. For example: • State the high-level societal need for the project, such as improving the competitiveness of European industry, mitigating the effects of climate change, or tackling global health issues. • Describe the overall need(s) of the end-users in simple language, such as new product development, improved process control, or compliance with regulation(s). Explain the specific measurement needs/problems faced by end-users, such as particular variables that cannot be measured, or problems caused by a lack of traceability.	*See guidance for the first Publishable Summary*	*See guidance for the first Publishable Summary* Please ensure that the past tense is used throughout.
Objectives **(150-300 words)**	This section presents the objectives (including the impact objective) for the project. To provide some context for the objectives, please begin with the overall goal of the project in one simple sentence. The objective(s) should be the same as those stated in the Annex 1.	*See guidance for the first Publishable Summary*	*See guidance for the first Publishable Summary* Please ensure that the past tense is used.

Section	Content for the first Publishable Summary (at the start of the JRP)	Content for intermediate Publishable Summaries (during the JRP)	Content for the final Publishable Summary (at the end of the JRP)
Progress beyond the state of the art and results (300-500 words)	This section should describe how the project will progress beyond the state of the art and the expected final technical outputs (results) of the project. This should be done for each objective (except the impact objective). If your JRP directly continues and develops the work undertaken in a previous project please summarise the conclusions from that project.	This section is not needed in the project's intermediate Publishable Summaries.	This section is not needed in the project's final Publishable Summary.
Progress beyond the state of the art (150-300 words)	This section is not needed in the project's first Publishable Summary.	This section should describe how the project will progress beyond the state of the art. It should be regularly updated to include recent advances in the state-of-the-art. This should be done for each objective (except the impact objective) and without subheadings. If your JRP directly continues and develops the work undertaken in a previous project please summarise the conclusions from that project.	*See guidance for the intermediate Publishable Summaries* Please ensure that the past tense is used throughout.
Results (2 pages maximum)	This section is not needed in the project's first Publishable Summary.	This section is cumulative and needs to describe progress towards the project's outputs and objectives, highlighting the main achievements to date as well as the remaining expected results. As the project progresses it may be necessary to summarise some of the initial results and concentrate on the key results for each objective. It should be presented on an objective by objective basis (e.g. use each objective as a subheading, but exclude the impact objective).	This section should be updated to highlight the project's most important outputs/results for each objective. State what new parameters can now be measured, what measurement ranges have been extended or uncertainties reduced and what important new knowledge has been developed. Where relevant, state if these new capabilities are 'first in the world' or 'first in Europe'. For all projects, each sub-section should conclude by clarifying whether the objective was successfully achieved or, if not, to what extent it was achieved.

Section	Content for the first Publishable Summary (at the start of the JRP)	Content for intermediate Publishable Summaries (during the JRP)	Content for the final Publishable Summary (at the end of the JRP)
Impact (400 – 1000 words first, ≤ 1 page intermediate, > 1 page final)	This section should describe the impact the project is expected to have and the route from project outputs to impact. To do this please explain how the project will make a tangible contribution to addressing specific user needs (who the expected end users will be) and how this will in turn contribute to wider and longer-term impacts. The section should have the following subsections: • *Impact on industrial and other user communities* Summarise how relevant user communities e.g. in industry and in the public sector plan to uptake, exploit and use research outputs (e.g. new measurement capabilities, reference standards, devices, new knowledge, etc.). The text can be based on Section B2.a. • *Impact on the metrology and scientific communities* Summarise the direct effect your project will have on the metrological and scientific communities e.g. significant advances in the SI system or proposed changes to NMI/DI Calibration and Measurement Capabilities. The text can be based on Section B2.b. • *Impact on relevant standards* Summarise the impact your project will have on new or existing documentary standards that support the creation of the wider impacts. The text can be based on Section B2.c. • *Longer-term economic, social and environmental impacts* For the wider impacts, please explain the economic, social and environmental impact that your project will make across Europe (and internationally). You should provide details of who will benefit from the project, and which aspects of the project, stakeholder groups will benefit from. The text can be based on Section B2.d.	This section should start with a paragraph on the key dissemination activities undertaken by the end of the reporting period (<300 words). The rest of this section will be similar to the first Publishable Summary except that it should provide a brief update, in each sub-section, on any impact achieved. This should be based on examples of early uptake / exploitation including those provided in the project's Output and Impact report. It is important to make the link between the project's outputs and its objectives. However, where these links have yet to be developed some of the previous text may be retained. For examples see Section 2.1. If early impacts are confidential, these should either be anonymised (e.g. 'a company is developing a new instrument based on the methods developed in the project') or left out. If left out, it should still be reported to EURAMET in the Output and Impact report and where appropriate in the progress report.	This section should highlight the early impact from the project based on user uptake of the project's outputs and the resulting benefits. Examples should also include information taken from the project's Output and Impact report. For examples see Section 2.1.

2.1 Examples of Early Impacts for JRPs

Category	Examples of early impacts
Impact on industrial and other user communities	Summarise how relevant user communities e.g. in industry and in the public sector, plan to uptake, exploit and use the research outputs: • Companies (or other organisations) implementing new devices, procedures, methods, protocols, data or software developed by the project in support of (or to support) the development or implementation of new and improved products, processes or services • Companies (or other organisations) using the new measurement capabilities or infrastructure at NMI/DIs developed by the project for test and validation • Invitations to present the findings of the project (privately) to companies (or other potential user organisations) • New accredited calibration and test services available (or soon to be available if the accreditation process is still in progress) at NMI/DIs or other organisations (e.g. calibration and test labs) based on the new measurement capabilities or infrastructure resulting from the project • Further joint research projects undertaken in collaboration with potential users (e.g. industry, public sector agencies). This does not include follow-on EMPIR projects • Exploitation of IP generated by the project (e.g. patents, licensing) If there has been significant interest in uptake by potential users in any of the above categories, but uptake has not yet happened, this should also be reported.
Impact on the metrology and scientific communities	Summarise the direct effect the project will have on the metrological and scientific communities. • Actual or planned changes to the NMI/DI CMC statements and projected timescales • Significant advances in the SI system • Significant or widespread use of the project's outputs by the scientific research community (as indicated, for example, by highly cited publications, further collaborations with the scientific community, use of new or updated publicly available data) • Further significant collaborations within the NMI/DI community, outside of those in the consortium and excluding follow-on EMPIR projects
Impact on relevant standards	Summarise the impact the project will have on new or existing documentary standards that support the creation of wider impacts: • A new or updated standard, technical specification or regulation published with clear inputs from the project • A draft of a new or updated standard, technical specification or regulation with clear inputs from the project (planned publication dates should be provided) • Significant and tangible progression in the development of standards, technical specifications or regulations, such as a key piece of validation work being undertaken as a result of the project's outputs or a new Working Group established as a result of the project's outputs
Longer-term economic, social and environmental impacts	For the wider impacts, please explain the economic, social and environmental impact that the project will make across Europe (and internationally). You should provide details of who will benefit from the project, and which aspects of the project, stakeholder groups will benefit from.

3 Publishable Summaries for SIPs

Section	Content for the first Publishable Summary (at the start of the SIP)	Content for intermediate Publishable Summaries (during the SIP)	Content for the final Publishable Summary (at the end of the SIP)
Overview (50-100 words)	This section should present a two or three sentence high-level overview of the purpose of the project based on the societal challenge that the project focuses on, an indication of the user community measurement issues that will be addressed and how the project will address these.	*See guidance for the first Publishable Summary*	This section will be similar to the first Publishable Summary except that it should state what was achieved in terms of the objective(s) and how the project's final results have addressed the overall user needs and what users can now do or do better as a result of the project. Please ensure that it is written in the past tense throughout.
Need (150-300 words)	This section should explain why the project needs to be undertaken, but not the activities that will be undertaken. Where relevant, refer to European legislation, documentary standards, technology roadmaps etc. It should clearly state: • Who the external Primary Supporter is, • What their needs are, • How these needs relate to other wider needs in this sector or community, • How the SIP will generate increased impact from the adoption/adaptation of the outputs of a specific previous JRP.	*See guidance for the first Publishable Summary*	*See guidance for the first Publishable Summary* Please ensure that the past tense is used throughout.
Objectives (100-200 words)	This section presents the objectives for the project (as per section B1.b of Annex 1). To provide some context, please begin with the overall goal of the project in one simple sentence.	*See guidance for the first Publishable Summary*	*See guidance for the first Publishable Summary* Please ensure that the past tense is used.
Results (≤ 1 page first & intermediate, > 1 page final)	This section should describe the expected final outputs of the project on an objective by objective basis (i.e. use each objective as a subheading). Please write for a non-specialist audience, avoiding detailed descriptions of the project's activities.	*See guidance for the first Publishable Summary* This section is cumulative and should describe progress towards the project's outputs and objectives, highlighting the main achievements to date as well as the remaining expected results.	This section should present the project's outputs against each of its objectives using language that can be understood by a non-specialist audience, and therefore it should not contain detailed descriptions of activities. For each objective highlight the most important of the project's outputs. Then conclude by clarifying whether the objective was successfully achieved or, if not, to what extent the objective has been achieved.
Impact (≤ 1 page first & intermediate,	This section should describe the impact the project is expected to have and the route to achieving this. Please explain how the expected project outputs will help address the specific Primary Supporter needs described previously and the benefits they will derive from them. Also explain how these impacts will spread beyond the Primary Supporter	This section will be similar to the first Publishable Summary except that it should provide a brief description of any impact achieved to date.	This section should highlight the early impact from the project based on the Primary Supporter's uptake of the project's outputs and the resulting benefits. Also include information on any other wider benefits achieved or expected to be achieved by the wider community.

| > 1 page final) | to the wider community to create longer-term economic, social and environmental benefits and what these are expected to be. This could be based on the text in Section B2 of Annex 1. | Examples should also include information taken from the project's output and impact report. | Examples should also include information taken from the project's output and impact report. |

4 Publishable Summaries for JNPs

Section	Content for the first Publishable Summary (at the start of the JNP)	Content for intermediate Publishable Summaries (during the JNP)	Content for the final Publishable Summary (at the end of the JNP)
Overview (50-100 words)	This section should present a two or three sentence high-level overview of the purpose of the project including the overall need and how the project will address this.	*See guidance for the first Publishable Summary*	This section will be similar to the first Publishable Summary except that it should state what was achieved in terms of the objective(s) and how the project's final results have addressed the overall user needs and how the project's network and outputs are being used (i.e. what users can now do or do better as a result of the project). Please ensure that it is written in the past tense throughout.
Need (150-300 words)	This section should explain why the project needs to be undertaken, but not the activities that will be carried out in the project. It should clearly state the external needs for the network, including the needs for end users [the EMN] and the wider needs across Europe and internationally. Where relevant, refer to European legislation, documentary standards, technology roadmaps etc.	*See guidance for the first Publishable Summary*	*See guidance for the first Publishable Summary* Please ensure that the past tense is used throughout.
Objectives (100-300 words)	This section presents the objectives for the project. To provide some context for the objectives, please begin with the overall goal of the project in one simple sentence. The objective(s) should be the same as those stated in the Annex 1.	*See guidance for the first Publishable Summary*	*See guidance for the first Publishable Summary* Please ensure that the past tense is used.
Results (≤ 1 page first & intermediate, > 1 page final)	This section should describe the expected final outputs of the project on an objective by objective basis (i.e. use each objective as a subheading). Please write for a non-specialist audience, avoiding detailed descriptions of the project's activities.	*See guidance for the first Publishable Summary* This section is cumulative and should describe progress towards the project's outputs and objectives, highlighting the main achievements to date as well as the remaining expected results.	This section should present the project's outputs against each of the project's objectives using language that can be understood by a non-specialist audience and therefore, it should not contain detailed descriptions of activities. For each objective highlight the most important of the project's outputs. Then conclude by clarifying whether the objective was successfully achieved or, if not, to what extent the objective has been achieved.
Impact	This section should describe the impact the project is expected to have and the route to achieving this. Please explain how the network and outputs of the project will be used and the benefits to end users [the	This section will be similar to the first Publishable Summary except that it	This section should now describe the early impacts from the project based on the EMN's uptake of the project's outputs and the longer-term economic, social and

	EMN]. Also explain how these impacts will spread to the wider community to create longer-term economic, social and environmental benefits and what these impacts are expected to be. This could be based on the text from Section B2 of the Annex 1.	should provide a brief description of any impact achieved to date. Examples should also include information taken from the project's output and impact report.	environmental benefits these are generating in the wider community. Examples should also include information taken from the project's output and impact report. For examples please see Section 2.1.
(≤ 1 page first & intermediate, > 1 page final)			

5   Publishable Summaries for SCPs

Section	Content for the first Publishable Summary (at the start of the SCP)	Content for intermediate Publishable Summaries (during the SCP)	Content for the final Publishable Summary (at the end of the SCP)
Overview (50-100 words)	This section should explain in two or three sentences the purpose of the project including the overall need and how the project will address this need and its measurement related challenge(s).	*See guidance for the first Publishable Summary*	This section will be similar to the first Publishable Summary except that it should state what was achieved in terms of the objective(s) and how the project's final results have addressed the overall user needs and measurement challenge(s), as well as how the project's outputs are being used (i.e. what end users can do or can do better as a result of the project). Please ensure that it is written in the past tense throughout.
Need (150-300 words)	This section should explain why the project is being undertaken. It should clearly explain (to a non-specialist audience) the external needs, including the needs for end users and the wider needs. Where relevant, refer to European legislation, documentary standards etc.	*See guidance for the first Publishable Summary*	*See guidance for the first Publishable Summary* Please ensure that the past tense is used throughout.
Objectives (100-200 words)	This section presents the objective(s) for the project. To provide some context for the objective(s), please begin with the overall goal of the project in one simple sentence. The objective(s) should be the same as those stated in the Annex 1.	*See guidance for the first Publishable Summary*	*See guidance for the first Publishable Summary* Please ensure that the past tense is used.
Results (≤ 400 words first & intermediate, > 0.5 page final)	This section should describe the expected final outputs of the project on an objective by objective basis (i.e. use each objective as a subheading). It should not contain detailed descriptions of the project's activities.	*See guidance for the first Publishable Summary* This section is cumulative and should describe progress towards the project's outputs and objectives, highlighting the main achievements to date as well as the remaining expected results.	This section should present the project's outputs against each of the project's objectives using language that can be understood by a non-specialist audience and therefore, it should not contain detailed descriptions of activities. For each objective highlight the most important of the project's outputs. Then conclude by clarifying whether the objective was successfully achieved or, if not, to what extent the objective has been achieved.
Impact	This section should describe the impact the project is expected to have and the route to achieving this. To do this please explain how the	This section will be similar to the first Publishable Summary except that it	This section should now highlight the early impact from the project, based on user uptake of the project's outputs,

| (≤ 500 words first & intermediate, > 0.5 page final) | outputs of the project will be used and the benefits to end users, including impact on the European metrology infrastructure. Also explain how the impacts will spread to the wider community to create wider impacts and what the impacts are expected to be. It can be based on the text from Section B2 [of the Annex 1]. | should provide a brief description of any impact achieved to date. | as well as the benefit of these are generating in the wider community. |

6 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 the project's results and also to the open data specified in your Data Management Plan, if the project has "opted in" to data management in accordance with Article 29 of the EMPIR Grant Agreement.

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

Authors who would like to submit their publication link, or data link, to the EURAMET Repository Link, can find information about this at: http://msu.euramet.org/downloads/documents/MSU_repository_instructions.pdf