

EMPIR Contracts - 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 an important 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 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 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

The Publishable Summary is “cumulative”, i.e. each report is intended to capture the entire lifetime of the project. However, the first Publishable Summary should focus on the need for the project and its intended outputs and impacts. Intermediate Publishable Summaries should focus on achievements to date of the project and how these will generate impact. The final Publishable Summary should focus on the project's achieved results, outputs and impacts.

1.4 When required

The first Publishable Summary shall be provided to EURAMET one month after signature of the EMPIR Grant Agreement. Intermediate Publishable 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 submitted to the MSU as a Word file. Reporting Template [01 - Publishable summary for JRPs template](#) or [02 - Publishable summary for SIPs and JNPs template](#) are required.

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, Work Packages and Tasks etc. For example it should refer to the work as ‘the project’. As the Publishable Summary should be written for a non-specialist audience, acronyms should only be used where necessary and if used please explain them/write them in full the first time they are used.

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

The final Publishable Summary should provide a complete and clear summary of the entire project. It must be suitable for a non-specialist audience and the past tense should be used in all sections.

Previous examples of EMPIR Publishable Summaries can be found on the EURAMET website at <https://www.euramet.org/research-innovation/research-empir/empir-calls-and-projects/>

2 Publishable Summaries for JRPs

2.1 Completing the first Publishable Summary (at the start of the JRP)

Section	Content
Overview (50-100 words)	This section should explain in two or three sentences the purpose of the project. It should state a high-level overview of the project including the overall need and how the project will address this need and its measurement challenge(s).
Need (150-300 words)	<p>This section should explain why the project is being undertaken. 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.</p> <p>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:</p> <ul style="list-style-type: none"> • 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 can't be measured, or problems caused by a lack of traceability.
Objectives (150-300 words)	This section presents the objectives for the project (as per section B1.b of Annex 1). To give some context, please begin with the overall goal of the project in one simple sentence.
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.
Impact (400-1000 words)	<p>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:</p> <ul style="list-style-type: none"> • <i>Impact on industrial and other user communities</i> 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, prototypes, new knowledge, etc.). The text can be based on Section B2.a of Annex 1. • <i>Impact on the metrology and scientific communities</i> 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 of Annex 1. • <i>Impact on relevant standards</i> 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 of Annex 1. • <i>Longer-term economic, social and environmental impacts</i> 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 of Annex 1.

2.2 Completing intermediate and Final Publishable Summaries

Section	Content for intermediate Publishable Summaries (during the JRP)	Content for the final Publishable Summary (at the end of the JRP)
Overview (50-100 words)	See guidance for the first Publishable Summary in section 2.1	This section should present a two or three sentence high-level overview of the purpose of the project. It should state an overview of the project including the overall need, how the project has addressed this need and its measurement challenge(s), as well as how the project's outputs are being used. Please ensure that the past tense is used.
Need (150-300 words)	See guidance for the first Publishable Summary in section 2.1	See guidance for the first Publishable Summary in section 2.1 Please ensure that the past tense is used e.g. 'Prior to the start of this project there was a need for.....'
Objectives (100-200 words)	See guidance for the first Publishable Summary in section 2.1	See guidance for the first Publishable Summary in section 2.1
Progress beyond the state of the art (150-300 words)	This section should describe how the project will progress beyond the state of the art and the expected final technical outputs. This should be done for each objective (except the impact objective) (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 first Publishable Summary in section 2.1 Please ensure that the past tense is used e.g. 'Prior to the start of this project the state of the art was
Results (2 pages maximum)	This section is "cumulative", i.e. it is intended to capture the results from the entire lifetime of the project, not just the results of the current reporting period. It should be adapted from the previous Publishable Summary to include a description of the key technical achievements to date and how these are moving the project towards meeting its objectives. However, it should not contain detailed technical descriptions of research activities. It should be presented on an objective by objective basis (e.g. use each objective as a subheading). This should be done for each objective (except the impact objective).	This section should present the project's technical outputs against each of the project's objectives (except the impact objective). This should be done using language that can be understood by a non-specialist audience and therefore, it should not contain detailed technical descriptions. Acronyms should only be used where necessary and if used please explain them/write them in full the first time they are used. It should be structured on an objective by objective basis (except the impact objective). For each objective: <ul style="list-style-type: none"> Summarise the most important project outputs/results. For example make clear 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 make clear if these new capabilities are 'first in the world' or 'first in Europe'. Conclude by making it clear whether the objective was achieved or, if not, to what extent the objective has been achieved and why.

Section	Content for intermediate Publishable Summaries (during the JRP)	Content for the final Publishable Summary (at the end of the JRP)
Impact (≤ 1 page intermediate, > 1 page final)	<p>This section will be similar to the first Publishable Summary (see <i>the guidance in section 2.1</i>) except that it should include examples of key dissemination activities and of early uptake / exploitation of the project's outputs in the user community. These should be taken from the project's output and impact report.</p> <p><i>For examples of early impacts please see section 2.3</i></p>	<p>For the final Publishable Summary, this section should describe how the project and its outputs have already made, and/or are making, tangible contributions to addressing the specific needs for the project. Examples should be taken from the project's output and impact report.</p> <p>The section should have the following subsections:</p> <ul style="list-style-type: none"> • <i>A brief summary of the dissemination activities undertaken</i> (< 300 words). • <i>Impact on industrial and other user communities</i> i.e. the use or exploitation of the project's outputs by the relevant user communities e.g. in industry and in the public sector and how this will lead to wider economic, social and environmental impacts. One paragraph per example is preferred, and where possible refer to the associated objective (i.e. 'the device developed in objective 3 is being used by...'). If early impacts are confidential they 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, this should be reported to the EURAMET MSU. • <i>Impact on the metrology and scientific communities</i> i.e. the direct effect of the project on the metrological and scientific communities e.g. significant advances in the SI system, or changes to NMI/DI CMCs, significant or widespread use of the project's outputs by the scientific research community. • <i>Impact on relevant standards</i> i.e. the adoption or use of the project outputs by the standards community (CEN, ISO, etc.) in terms of new or updated documentary standards and how these standards will support further impact. • <i>Longer-term economic, social and environmental impacts</i> i.e. describe potential future uses of the project's outputs and how the project's early impacts will contribute to wider and longer-term socio-economic and policy impacts. If any longer-term wider impacts (socio-economic, policy impacts) have already been achieved, these should also be described e.g. if a new/improved standard or innovation has contributed to socio-economic effects.

2.3 Examples of Early Impacts for JRPs

Category	Examples of early impacts
Impact on industrial and other user communities	<p>Uptake of project outputs by organisations in the private and public sectors, such as:</p> <ul style="list-style-type: none"> • Companies (or other organisations) implementing new devices, procedures, methods, or protocols 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 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 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) <p>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.</p>
Impact on the metrology and scientific communities	<p>Uptake and impact among the wider scientific community and among the NMI/DI community.</p> <ul style="list-style-type: none"> • 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) • Further significant collaborations within the NMI/DI community, outside of those in the consortium and excluding follow-on EMPIR projects
Impact on relevant standards	<p>Tangible developments in standards and regulations such as:</p> <ul style="list-style-type: none"> • A new or updated standard or regulation published with clear inputs from the project • A draft of a new or updated standard or regulation with clear inputs from the project (planned publication dates should be provided) • Significant and tangible progression in the development of standards 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

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. It should state a high-level overview of the project including the overall need and how the project will address this.	<i>See guidance for the first Publishable Summary</i>	This section will be similar to the first Publishable Summary except that it should state how the project has addressed the overall need and how the project's outputs are being used. Please ensure that the past tense is used.
Need (150-300 words)	This section should explain why the project needs to be undertaken. It should clearly state the external needs of the Primary Supporter (and who they are) and how these relate to the adoption of specific JRP outputs covered by the SIP. It should also explain how the needs of the primary supporter relate to wider needs in their sector or community. Where relevant, refer to European legislation, documentary standards, technology roadmaps etc.	<i>See guidance for the first Publishable Summary</i>	<i>See guidance for the first Publishable Summary</i> Please ensure that the past tense is used e.g. 'Prior to the start of this project there was a need for.....'
Objectives (100-200 words)	This section presents the objectives for the project (as per section B1.b of Annex 1). To give some context, please begin with the overall goal of the project in one simple sentence.	<i>See guidance for the first Publishable Summary</i>	<i>See guidance for the first Publishable Summary</i>
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). It should not contain detailed descriptions of the project's activities.	This section is cumulative, i.e. it is intended to capture the results from the entire lifetime of the SIP, not just the current reporting period. You should provide a description of progress towards the 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. This should be done 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 project outputs. Then conclude by clarifying whether the objective was achieved or, if not, to what extent the objective was achieved.
Impact (≤ 1 page first & intermediate, > 1 page final)	This section should describe the impact the project is expected to have and the route to impact. To do this please explain how the outputs of the project will be used by the Primary Supporter and the benefit it will give them. It should also explain how the impacts may spread beyond the Primary Supporter to the wider community to create wider and longer-term economic, social and environmental impacts and what the impacts are expected to be. It can be based on the text from Section B2 of Annex 1.	This section will be similar to the first Publishable Summary except that it should provide a brief description of any impact achieved to date. Examples should be taken from the project's output and impact report.	This section should describe the impact the project has generated and how it has done this. You should explain how the outputs of the project are being and have been used by the Primary Supporter and the benefits they are experiencing as a result. You should also explain how the impacts will spread beyond the Primary Supporter to the wider community to create wider and longer-term economic, social and environmental impacts and what the impacts are expected to be. Examples should be 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. It should state a high-level overview of the project including the overall need and how the project will address this.	<i>See guidance for the first Publishable Summary</i>	This section will be similar to the first Publishable Summary except that it should state how the project has addressed the overall need and how the project's network and outputs are being used. Please ensure that the past tense is used.
Need (150-300 words)	This section should explain why the project needs to be undertaken. It should clearly state the external needs for the network, including the needs for end users and the wider needs across Europe and internationally. Where relevant, refer to European legislation, documentary standards, technology roadmaps etc.	<i>See guidance for the first Publishable Summary</i>	<i>See guidance for the first Publishable Summary</i> Please ensure that the past tense is used e.g. 'Prior to the start of this project there was a need for.....'
Objectives (100-200 words)	This section presents the objectives for the project (as per section B1.b of Annex 1). To give some context, please begin with the overall goal of the project in one simple sentence.	<i>See guidance for the first Publishable Summary</i>	<i>See guidance for the first Publishable Summary</i>
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). It should not contain detailed descriptions of the project's activities.	This section is cumulative, i.e. it is intended to capture the results from the entire lifetime of the JNP, not just the current reporting period. You should provide a description of progress towards the 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. This should be done 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 project outputs. Then conclude by making it clear whether the objective was achieved or, if not, to what extent the objective has been achieved.
Impact (≤ 1 page first & intermediate, > 1 page final)	This section should describe the impact the project is expected to have and the route to impact. To do this please explain how the network and outputs of the project will be used and the benefits to end users. It should also explain how the impacts may spread to the wider community to create wider and longer-term economic, social and environmental impacts and what the impacts are expected to be. It can be based on the text from Section B2 of the Annex 1.	This section will be similar to the first Publishable Summary except that it should provide a brief description of any impact achieved to date. Examples should be taken from the project's output and impact report.	This section should describe the impact the project has generated and how it has done this. You should explain how the network and outputs of the project are being used (and/or have been used) and the benefits end users are experiencing as a result. You should also explain how the impacts will spread to the wider community to create wider and longer-term economic, social and environmental impacts and what the impacts are expected to be. Examples should be taken from the project's output and impact report.