

EMPIR Contracts - Reporting Guidelines

Part 1 – Writing a Publishable Summary

Document: P-CON-GUI-101

Version: 1.2

Approved: EMRP Programme Manager

2017-06-09



EMPIR Reporting Guidelines

Part 1 – Writing a Publishable Summary

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

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1 Publishable Summary for JRPs

Reporting Template 1 – Publishable Summary for JRPs should be downloaded and used. Example publishable summaries can be found on the EURAMET website: <http://www.euramet.org/research-innovation/empir/empir-calls-and-projects/>

1.1 Overview of the report

Purpose

The publishable summary is an important public document that clearly explains the key features of the project to a non-technical audience. It must cover the need for the research (why it was needed), its key technical 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 summaries are used widely by EURAMET for promoting and demonstrating the value and impact of the programme to funding bodies such as the European Commission. The publishable summary should be a standalone and self-contained document that can be read and understood by the target audience without reading any other documentation from the project. It should be of suitable quality to enable direct publication by EURAMET and the EC.

Distribution / 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: the EC and national funding bodies. Other audiences include senior / high-level policy-makers, regulators, 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 the JRP, in particular with groups from outside of the core research community such as policy makers, standards bodies, regulators.

Scope

The publishable summary is “cumulative”, i.e. each report is intended to capture the entire lifetime of the JRP. However, the first publishable summary should focus on the need for the research and its intended technical outputs and impacts. Intermediate publishable summaries should focus on achievements to date and how these will generate impact. The final publishable summary should focus on the project’s achieved technical outputs and impacts.

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. Consortia may choose to update their publishable summary at other times, for example when a major outcome has been reached or prior to a workshop or conference. EURAMET reserves the right to request an updated publishable summary at other times if necessary to meet European Commission or other external requirements.

Length / structure

The first publishable summary should be no more than 3.5 pages in length and the intermediate and final publishable summaries should be no more than 4 pages in length. Publishable summaries should be printable as stand-alone paper documents.

Format / language

The font for the 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’ etc. in the descriptive text. For example it can refer to the work as ‘the project’, but it should not refer to Work Packages, tasks, management activities etc. and it

should not be written in ‘project management’ terms or in very technical language. It should be written for a non-specialist audience and acronyms should be avoided where possible - if they are necessary please explain them the first time they are used. The publishable summary should be submitted to the MSU as a word file.

1.2 Completing the First Publishable Summary (at the start of the JRP)

The first publishable summary should be based on the Section B1.a Summary, prepared at negotiation, and included in your Annex 1. Nonetheless, the following guidance is provided below to aid in the preparation of the first publishable summary.

Before you start drafting the publishable summary please ensure you are using the correct template and that you write the summary for a non-specialist target audience as described in section 1.1.

Section	Content
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 the overall need and summarise how the project will address this need.
Need (150-300 words)	<p>This section should explain why the project is being undertaken. It should clearly explain (to a non-technical audience) why better measurements are needed and who needs them. Your description should follow a logical flow from the high-level needs (e.g. to contribute to mitigating climate change, improve productivity in sector X), through to the specific user needs (problems in specific types of companies or public agencies) that needed to be addressed via improved measurement capabilities at NMIs/DIs.</p> <p>It can be based on the text from Section B1.d of the Annex 1 (so long as this meets the requirement described above). If your work continues the work undertaken in a previous JRP please summarise why the work needs to be continued. Where relevant, refer to the European legislation, documentary standards, technology roadmaps etc. that need to be addressed.</p> <p>This explanation should link clearly to the project’s scientific and technical objectives and explain the need for each of them i.e. it should be clear to the reader why the project, with its particular objectives, needed to be conducted.</p> <p>It should follow the structure:</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. (One paragraph) • Describe the overall need(s) of the end-users in simple, non-scientific language, such as new product development, improved process control, or compliance with regulation(s). It helps to provide specific examples. (One paragraph) • 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 and calibration for particular measurements. The description should directly relate to the objectives in the next section (for instance, by stating the needs for each objective in order). (One paragraph)
Objectives (150-300 words)	<p>This section presents the scientific and technical objectives (including the impact objective) for the project.</p> <p>To give some context for the objectives, first state the overall goal of the project in one simple sentence (using non-technical language). Then present the scientific and technical objectives of the project exactly as presented in Section B1.b of the Annex 1.</p> <p>If the objectives are written in technical language, they should be summarised briefly in non-technical language (after the overall goal). If necessary, to help explain the reason for investigating these objectives, this section may need to briefly explain why each specific area is to be investigated.</p>

<p>Progress beyond the state of the art (150-300 words)</p>	<p>Please describe how the work of the JRP will progress beyond the state of the art (this should be at a high level). It can be based on the text from Section B1.e of the Annex 1. Also, if your JRP directly continues and develops the work undertaken in a previous JRP please summarise the conclusions from that JRP.</p>
<p>Results (300-500 words)</p>	<p>For the first publishable summary this section will describe the expected final technical outputs of the project 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). It should focus on the expected new measurement capabilities that will be created and/or key new knowledge to be gained and how this will contribute to meeting the Needs presented.</p> <p>It should not contain detailed technical descriptions of the research activities. Research activities should be included only as necessary to explain the key results and conclusions presented.</p>
<p>Impact (400-1000 words)</p>	<p>For the first publishable summary this section should state the impact objective and describe the impact the project is expected to have. It should describe the route from project outputs to impact. To do this it should explain how the project will make a tangible contribution to addressing the near-term specific user needs (and who the expected early adopters/users of the project's outputs will be) and how this will in turn contribute to wider and longer-term economic, social and environmental impacts (described in the 'Need' section). It can be based on the text from Section B2 of the Annex 1.</p> <p>The impacts should be presented in terms of:</p> <p><i>Impact on industrial and other user communities</i></p> <p>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 initial version of this section can be based on the text from Section B2.a of the Annex 1.</p> <p><i>Impact on the metrology and scientific communities</i></p> <p>Summarise the direct effect your project will have on the metrological and scientific communities. This could include significant advances in the SI system, important inputs to high-level metrology committees and/or changes (or proposed changes) to NMI/DI Calibration and Measurement Capabilities (CMCs). It could also include significant or widespread use of the project's outputs by the scientific research community. The initial version of this section can be based on the text from Section B2.b of the Annex 1.</p> <p><i>Impact on relevant standards</i></p> <p>Summarise the impact your project will have on new or existing documentary standards that support the creation of the wider impacts. The initial version of this section can be based on the text from Section B2.c of the Annex 1.</p> <p><i>Longer-term economic, social and environmental impacts</i></p> <p>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 each stakeholder group will benefit from. This subsection can be based on Section B2.d.</p>
<p>List of publications (no word limit)</p>	<p>This section should be left blank in the first publishable summary.</p>

1.3 Completing intermediate Publishable Summaries (JRP)

Before you start drafting the publishable summary please ensure you are using the correct template and that you write the summary for the non-specialist target audience as described in section 1.1.

Section	Content
Overview (50-100 words)	<i>See guidance for the first publishable summary in section 1.2</i>
Need (150-300 words)	<i>See guidance for the first publishable summary in section 1.2</i>
Objectives (150-300 words)	<i>See guidance for the first publishable summary in section 1.2</i>
Progress beyond the state of the art (150-300 words)	<i>See guidance for the first publishable summary in section 1.2</i>
Results (2 pages maximum)	For intermediate publishable summaries, this section is “cumulative”, i.e. it is intended to capture the results from the entire lifetime of the JRP, not just the results of the current reporting period. It can 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. It should, once again, be presented on an objective by objective basis and should highlight the main achievements to date as well as the remaining expected results for each objective. It should not contain detailed technical descriptions of the research activities. Research activities should be included only as necessary to explain the key results and conclusions presented.
Impact (0.5–1 page)	For the intermediate publishable summaries this section will be largely the same as for the first publishable summary except that it should provide a brief description of key dissemination and engagement activities (in particular with the potential user community) and include any examples of early adoption / use / exploitation of the project’s outputs in the user community (industry, public agencies, standards developing organisations).
List of publications (no word limit)	The list should only include published publications in the public domain.

1.4 Completing the Final Publishable Summary (at the end of the JRP)

Before you start drafting the final publishable summary please ensure you are using the correct template and that you write the summary for the target audience as described in section 1.1.

This final publishable summary should provide a complete and clear high-level view of the entire project for a non-technical audience. It should not be viewed as an updated version of the most recent intermediate publishable summary. In particular the Results section should present an overview of the achievements against the objectives and the Impact section should provide examples of ‘early impact’ such as early adoption / use / exploitation by the user community in industry, public agencies, and standards developing organisations. Also ensure that the past tense is used in all sections.

Section	Content
Overview (50-100 words)	This section should present a two or three sentence high-level overview of the project and its achievements. It should: <ul style="list-style-type: none"> • State the overall need • Summarise how the project addressed this need • Summarise how the project’s achievements are being used
Need (150-300 words)	<i>See guidance for the first publishable summary in section 1.2 (but the description should be in the past tense where appropriate)</i>

Objectives (150-300 words)	See <i>guidance for the first publishable summary in section 1.2</i>
Progress beyond the state of the art (150-300 words)	Please describe how the work of the JRP has progressed beyond the state of the art (this should be at a high level). If your JRP continued and developed the work undertaken in a previous JRP please summarise the conclusions from that JRP and explain how the current project has moved further.
Results (2 pages maximum)	<p>The final publishable summary should present the project's technical outputs (i.e. results and conclusions) against each of the project's objectives (except the impact objective) using language that can be understood by a non-scientist. It should not contain detailed technical descriptions of the research activities. Research activities should be included only as necessary to explain the key results and conclusions presented.</p> <p>For each objective:</p> <ul style="list-style-type: none"> • Briefly restate the need, to remind the reader of why the objective is important. Additional detail, not included in the Need for the project section can be added if it makes the results easier to understand. • Summarise the most important project outputs (i.e. key results and conclusions). such as: <ul style="list-style-type: none"> ○ New measurement capabilities at NMIs and DIs (and other partners). Make clear what new parameters can now be measured, that measurement ranges have been extended or uncertainties reduced. Where relevant make clear if these new capabilities are 'first in the world' or 'first in Europe' ○ New measurement capabilities at NMIs and DIs (and other partners). Make clear what new parameters can now be measured, that measurement ranges have been extended or uncertainties reduced. Where relevant make clear if these new capabilities are 'first in the world' or 'first in Europe' ○ Key technical insights gained i.e. important new knowledge developed (e.g. that a particular material is suitable for X, or that Y is a significant contributor to measurement uncertainties) • Conclude by making clear that the objective was achieved (or, if not, to what extent the objective has been achieved). <p>It should be structured on an objective by objective basis. For each scientific and technological objective, you should make clear that the objective has been achieved (or, if not, to what extent the objective has been achieved).</p>
Impact (at least 1 page)	<p>For the final publishable summary, this section should describe how the project has already made, and is making, tangible contributions to addressing the specific user needs identified in the 'Need for the project' section and how that will in turn contribute to the high-level needs. It <u>should not</u> simply re-state that the project will contribute to or support the high-level objectives (global challenges, productivity, etc.)</p> <ul style="list-style-type: none"> • It should begin with a brief summary of the dissemination activities undertaken (no more than 300 words.) <i>However, please note that the 'Impact' section must not solely be a description of dissemination activities</i> • It should provide details of the early impact of the project i.e. project results and outputs that are currently being used. One paragraph per example. Where possible, reference the objectives (i.e. 'the device developed in objective 3 is being used...'). Explain who is using them, and what they are being used for. Possible examples here could include new measurement capabilities and services, new instruments, new standards, and further areas of research (see longer list in the table below). <i>The contents of the Output and Impact Report will be useful for completing this section.</i> • If early impacts are confidential the impact should either be anonymised (e.g. "a company is developing a new instrument based on the methods developed in the project" or "a company has taken a calibration from the new facilities...") or left out. (If they are left out they should be reported in the period 2 technical report (progress) and recorded in the output and impact report)

	<ul style="list-style-type: none"> • Describe potential future uses of the project results • It should describe how the 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) <p>The impacts should be presented in terms of:</p> <p><i>Impact on industrial and other user communities</i></p> <p>i.e. the adoption / use / 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.</p> <p><i>Impact on the metrology and scientific communities</i></p> <p>i.e. the direct effect of the project on the metrological and scientific communities e.g. significant advances in the SI system, important inputs to high-level metrology committees and / or changes (or proposed changes) to NMI/DI CMCs, significant or widespread use of the project's outputs by the scientific research community.</p> <p><i>Impact on relevant standards</i></p> <p>i.e. the adoption / use / exploitation 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 the creation of the wider economic, social and environmental impacts.</p>
List of publications (no word limit)	<i>See guidance for the intermediate publishable summaries in section 1.3</i>

The table below provides examples of early impacts.

Category	Examples
Standards and regulation	<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, or invitations to contribute inputs to policy-making
User uptake	<p>Uptake of project outputs / findings 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 / or improved products, processes or services • Companies (or other organisations) using the new measurement capabilities at NMI/DIs to test / validate instruments, processes, methods, etc. These might be accessed via consultancy or calibration work based on the new measurement capabilities available at NMIs/DIs as a result of the project • Invitations to present the findings of the project (privately) to companies (or other potential user organisations) • New accredited calibration / 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 / test labs) based on the new measurement capabilities resulting from the project • Further joint research projects undertaken in collaboration with potential users (industry / public sector agencies). This does not include follow-on EMPIR projects but refers to

	<p>collaborative activities undertaken by any EMRP partners with users that build on the project's outputs</p> <ul style="list-style-type: none"> • Exploitation of IP generated by the project (patents and other forms of IP) e.g. licensing (or significant interest in exploiting IP) <p><i>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.</i></p>
Scientific uptake and impact	<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 for the changes • 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)

2 Publishable Summary for SIPs

Reporting Template 2 – Publishable Summary for SIPs should be downloaded and used. Example publishable summaries can be found on the EURAMET website: <http://www.euramet.org/research-innovation/empir/empir-calls-and-projects/>

2.1 Overview of the report

Purpose

The publishable summary is an important public document that clearly explains the key features of the project to a non-technical audience. It must cover the need (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 summaries are used widely by EURAMET for promoting and demonstrating the value and impact of the programme to funding bodies such as the European Commission. The publishable summary should be a standalone and self-contained document that can be read and understood by the target audience without reading any other documentation from the project. It should be of suitable quality to enable direct publication by EURAMET and the EC.

Distribution / target audience

Publishable summaries will be publicly available via the EURAMET website hence they should be aimed at a non-specialist audience. Text from the publishable summary will be used by EURAMET to create material (posters and brochures) for promoting EMPIR funded projects, in particular to the EC. The main target audience for the publishable summary is EMPIR funders: the EC and national funding bodies. Other audiences include senior / high-level policy-makers, regulators, 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 the SIP, in particular with groups from outside of the core research community such as policy makers, standards bodies, regulators etc.

Scope

The publishable summary is “cumulative”, i.e. each report is intended to capture the entire lifetime of the SIP to date. However, the first publishable summary should focus on the need for the additional impact-generating work supported in the SIP research and its intended impacts. Intermediate publishable summaries should focus on achievements to date and how these will generate impact. The final publishable summary should focus on the project's achieved impacts.

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. Consortia may choose to update their publishable summary at other times, for example when a major outcome has been reached or prior to a workshop or conference. EURAMET reserves the right to request an updated publishable summary at other times if necessary to meet European Commission or other external requirements.

Length / structure

The first publishable summary should be no more than 2 pages in length and the intermediate and final publishable summaries should be no more than 3 pages in length. Publishable summaries should be printable as stand-alone paper documents.

Format / language

The font for the 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 ‘SIP, JRP’ etc. in the descriptive text. For example it can refer to the work as ‘the project’, but it should not refer to Work Packages, tasks, management activities etc. and it should not be written in ‘project management’ terms or in very technical language. It should be written for a non-specialist audience and acronyms should be avoided where possible - if they are necessary please explain them the first time they are used. The publishable summary should be submitted to the MSU as a word file.

2.2 Completing the First Publishable Summary (at the start of the SIP)

The first publishable summary should be based on the Section B1.a Summary, prepared at negotiation, and included in your Annex 1. Nonetheless, the following guidance is provided below to aid in the preparation of the first publishable summary.

Before you start drafting the publishable summary please ensure you are using the correct template and that you write the summary for a non-specialist target audience as described in section 2.1.

Section	Content
Overview (50-100 words)	This section should present a two or three sentence high-level overview of the purpose of the project.
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.
Objectives (100-200 words)	Please describe the objectives of the project exactly as presented in Section B1.b of the SIP protocol. If necessary, to help explain the reason for investigating these objectives, this section may need to briefly explain why each specific area is to be investigated.
Results (200-300 words)	For the first publishable summary for a SIP, this section will 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. These should only be included as necessary to explain the key outputs expected.
Impact (at least 0.5 page)	For the first publishable summary this section should describe the impact the project is expected to have and it should describe the route to impact. To do this it should 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 (described in the ‘Need’ section) and what the impacts are expected to be. It can be based on the text from Section B2 of the SIP protocol.

2.3 Completing intermediate Publishable Summaries (SIP)

Before you start drafting the summary please ensure you are using the correct template and that you write the summary for a non-specialist target audience as described in section 2.1.

The first publishable summary can be amended to capture achievements to date.

Section	Content
Overview (50-100 words)	<i>See guidance for the first publishable summary in section 2.2</i>
Need (150-300 words)	<i>See guidance for the first publishable summary in section 2.2</i>
Objectives (100-200 words)	<i>See guidance for the first publishable summary in section 2.2</i>
Results (up to 1 page)	For intermediate publishable summaries, this section is “cumulative”, i.e. it is intended to capture the results from the entire lifetime of the SIP, not just the results of the current reporting period. Provide a description of progress towards the objectives, highlighting the main achievements to date as well as the remaining expected results.
Impact (1 page)	This section will be similar to the first publishable summary except that it should provide a brief description of any impact achieved to date.

2.4 Completing the Final Publishable Summary (at the end of the SIP)

Before you start drafting the publishable summary please ensure you are using the correct template and that you write the summary for a non-specialist target audience as described in section 2.1.

The final publishable summary should provide a complete and clear high-level view of the entire project for a non-technical audience. It should not be viewed as an updated version of the most recent intermediate publishable summary. In particular the Results section should present an overview of the achievements against the objectives and the Impact section should provide examples of the impact achieved. Also ensure that the past tense is used in all sections.

Section	Content
Overview (50-100 words)	<i>See guidance for the first publishable summary in section 2.2</i>
Need (150-300 words)	<i>See guidance for the first publishable summary in section 2.2</i>
Objectives (100-200 words)	<i>See guidance for the first publishable summary in section 2.2</i>
Results (at least 1 page)	This section should be presented on an objective by objective basis and it should highlight the main achievements for each objective.
Impact (at least 1 page)	This section should describe the impact the project has generated and how it occurred. To do this it should explain how the outputs of the project are being used (have been used) by the Primary Supporter and the benefits they are experiencing as a result. It 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 (as described in the 'Need' section) and what the impacts are expect to be.
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