

EMPIR Contracts - Reporting Guidelines
Part 3 – Completing the Output and Impact Report

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EMPIR Reporting Guidelines
Part 3 – Completing the Output and Impact Report

1 Output and Impact Report for JRPs and SIPs

Reporting Template 4 – Output and Impact Report for JRPs and SIPs (Excel spreadsheet) should be downloaded for the completion of this report. An example of a completed EMRP Output and Impact Report can be found on the EMRP website: <http://www.emrponline.eu/downloads.html>

1.1 Overview

Purpose

The reporting of project outputs and impacts is a requirement of the European Commission and EMPIR. Therefore, the output and impact report collects data and information on the outputs and impacts that the project has delivered in a standard format that can be collated across all EMPIR projects for reporting to the EC. The output and impact data is used in two ways:

- To report the collective research outputs at programme level (i.e. the data is collated across all EMPIR projects and reported to the EC).
- To provide essential inputs to the impact assessment methods that are used to demonstrate evidence of the impact of EMPIR. This evidence will be reported to the EC and the programme evaluators.

The information and data collected can also be used by coordinators when writing their final publishable report and final publishable summary.

The data collected is the same across EMRP and EMPIR to enable reporting across both programmes and therefore the data collection template is very similar.

Distribution / target audience

The information and data collected in the output and impact report is not made public as submitted. It is used by the MSU, the EMPIR Committee and the EC to provide evidence of the outputs and impact of EMPIR projects individually and collectively.

The output data from sheets 1 to 6 and 9 are collated and reported collectively at programme level.

The data in sheets 7 (End User Uptake & Exploitation), 8 (Collaborators & Stakeholders), 9 (Applications for Patents, Trademarks, Registered Designs) and 10 (Exploitable Results) are used by the MSU to identify examples of early impact for impact case studies (these will be followed up by the MSU with the coordinator or relevant partner).

Scope

The output and impact report records technical and dissemination outputs and examples of early impact (early uptake / adoption / exploitation of project outputs). For JRPs it is expected that, in most cases, there will be data / examples reported in every worksheet. For SIPs it is expected that there will much less data provided and reporting will be focused on the worksheets most relevant to the SIP content e.g. Standards & Regulatory Activities, End User Uptake & Exploitation, Collaborators & Stakeholders, Applications for Patents, Trademarks & Registered Designs.

When required

The output and impact report is completed on a cumulative basis, being added to at the end of each interim and periodic reporting period. All worksheets must be completed where there are outputs and impacts to report. EURAMET reserves the right to request an updated output and impact report at other times if necessary to meet EC or other external requirements.

1.2 Completing the Output and Impact Report (JRPs and SIPs)

The output and impact report is submitted to EURAMET as an excel workbook comprising 11 worksheets. For JRPs all worksheets should be completed on a cumulative basis, so that they show information from the beginning of the project until after its end. It is particularly important to capture information on end-user uptake and exploitation, on exploitable foreground that has been created, and on any IP applications. For SIPs only relevant worksheets should be completed. Please insert additional lines for each output and impact activity (as required).

Each output and impact (documents, articles, online tools, videos etc.) should only be recorded ONCE (i.e. not, for example, under 'Training' and under 'Other Dissemination'). The only exception is when the content of an article or report forms the content of a number of conference or workshop presentations.

All fields in the worksheets are mandatory (unless explicitly marked otherwise). Where drop-down menus are provided the entry must be selected from the list provided.

For ALL Reporting (Interim and Periodic):

The 11 Worksheets should be completed. Please list details of all research outputs and dissemination activities for EMPIR projects (& associated Researcher Mobility Grants) to date.

| sheet no. | Worksheet title | Definition (what should be included) | Do NOT include | Additional guidance notes / new requirements |
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| 1 | STANDARDS & REGULATORY ACTIVITIES | All standards and regulatory activities relating to the project. This includes standardisation or regulatory bodies, working groups, technical or industrial (sub) committees that the project has contributed to, as well as specific documentary standards and regulations the project has contributed to. Links with, and inputs to, policy makers, such as the European Commission's Directorate Generals (DGs) and Directives (development or implementation) should also be recorded. This section also include contributions to metrology committees such as those of BIPM and EURAMET. | | Please ensure that you provide full details so that each committee can be uniquely identified. Where a standard or regulation has been published or updated using findings from the project (or is planned) please use a new row to record the full ID number, title of the standard or regulation and the date (or expected date) of publication. Multiple inputs (e.g. multiple meetings) to a single committee should be recorded as separate items in the list. |
| 2 | PEER REVIEWED OPEN ACCESS SCIENTIFIC PUBLICATIONS | Formal PEER REVIEWED OPEN ACCESS SCIENTIFIC PUBLICATIONS including: articles in peer-reviewed journals; conference proceedings published in peer-reviewed journals; formal technical reports and good practice guides; books; contribution to books; Masters and PhD theses. Publications reported in this sheet must comply with the requirements set out in Article 29.2 (Open Access) and 29.4 (Information on EMPIR funding — | DO NOT include any peer reviewed open access scientific publications on this sheet that DO NOT have a unique and persistent identifier (i.e. a DOI, ISBN or a permanent weblink). | OPEN ACCESS is defined in Article 29.2 of the Grant Agreement and it includes both (i) open access publishing ('gold' open access) and (ii) self-archiving ('green' open access). For submitted papers (not yet accepted for publication) fill in all cells except the unique & persistent identifier. All other publications should either be reported in the sheet 5 'Other dissemination' or sheet 3 'Conference presentations and posters'. (Weblinks to open- |

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| | | Obligation and right to use the EU and EMPIR emblems) of the Grant Agreement. | | access conference papers that are not published in a peer-reviewed journal and do not have a persistent identifier should be provided in column L in sheet 3 alongside the record of the presentation.) |
| 3 | CONFERENCE PRESENTATIONS & POSTERS | All presentations and posters at conferences and congresses etc. at which the project outputs / findings were presented to an audience. | Presentations and posters given at JRP workshops should be reported in sheet 5 'Other dissemination'. | Where applicable please provide a link to the written paper or presentation (if available in the public domain). Please indicate the size (approximate figures are acceptable) and primary audience for the presentation. For this sheet the primary audience is most likely to be the scientific community. |
| 4 | TRAINING | All training activities of the project. This includes both 'internal' training for project participants (including RMGs) and 'external' training for non-project participants. Training includes face-to-face training courses, published training guidance documents (paper or online), on-line training, one-to-one training, etc. | Do not include Masters and PhD theses. These should be reported in Worksheet 2 (Publications). | Please indicate the number of people trained for each entry using the drop-down menus provided. |
| 5 | OTHER DISSEMINATION | All other dissemination activities of the project (not recorded elsewhere) that raise awareness of the project's activities and outputs among a broader audience. This includes events, newsletters, web sites, press releases, flyers, articles published in the trade/professional press, articles in the popular press, videos, media briefings, exhibitions, interviews, films, TV clips, etc. | | Please indicate the size of the audience for each entry (approximate figures are acceptable) in the relevant column and the primary audience for the activity. For this sheet the primary audience is expected to be potential end users and beneficiaries (e.g. industry, civil society, public bodies). |

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| 6 | FOLLOW-ON COLLABORATIONS | Follow-on research collaborations and staff exchanges at the European or International level that have resulted from the project. This includes any collaborations that involve at least two of the project participants (you may also include new partners in addition to the project participants). | Do not include follow-on collaborations within a single country. Do not include proposals for new work that have not yet been selected for funding. | This should not only include follow-on EMRP/EMPIR projects but also research activities and staff exchanges funded or supported from other sources (such as Horizon 2020, national funding, in-house funding, industrial funding, etc.). |
| 7 | END USER UPTAKE & EXPLOITATION | Details of the uptake of the project's outputs by end-users in industry or public organisations - such as the uptake of procedures, methods, protocols, devices and use of the new/improved measurement capabilities generated by the project. This worksheet is primarily directed at capturing uptake among industry and public organisations. However uptake for important academic research can also be reported. | Do not include IP applications (or potential applications) in this worksheet. These should be reported in Worksheet 9 (Intellectual Property) or 10 (Results). | Examples of what can be included in this Worksheet are provided in the additional Worksheet titled 'examples'. This Worksheet is intended to record uptake and provide a starting point for potential impact case studies so please provide as much information as possible. In all cases you should state whether the information reported is confidential or not. Results and IP generated (and IP licensed) during the project should be recorded under Worksheets 9 and 10. |
| 8 | COLLABORATORS & STAKEHOLDERS | All project collaborators and stakeholders. Collaborators are those organisations that have signed a Letter of Agreement (or equivalent) with the consortium. Stakeholders are a broader group of people who proactively engage with the project - these include, for example, advisory board/ committee members. | | In most cases, one named person per organisation is sufficient. Please include contact details for the named contact. These contacts may be contacted for an impact survey. Please indicate if the MSU has permission to contact them. |

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| 9 | APPLICATIONS FOR PATENTS, TRADEMARKS, REGISTERED DESIGNS | List of all applications for patents, trademarks, registered designs, etc. The list should specify at least one unique identifier e.g. European Patent application reference. | | In all cases you should state whether the information reported is confidential or not. |
| 10 | EXPLOITABLE RESULTS, ETC | List of all exploitable results generated by the project. This is (measurement) technology, devices, software, procedures, methods, protocols, services developed by the project that have the potential to be exploited by external organisations. These outputs have either (i) not yet been protected by formal IP arrangements or (ii) may not be suitable for formal IP arrangements (but may be protected or exploited by other methods). If the foreground is already being used / exploited or there is significant interest this should ALSO be recorded in Worksheet 7 (End user uptake & exploitation). | | In the description column (column I) make clear what type of result is exploitable (e.g. a technology, device, software, procedure, method, protocol). In all cases you should state whether the information reported is confidential or not. |
| 11 | FUTURE EVENTS | Please record any planned future events (conferences, workshops, training, etc.). This information may be used by EURAMET for promotion on the events webpage and as news stories on the EURAMET website and in the EURAMET newsletter. | | |

Examples of uptake & exploitation

| User uptake | <u>Uptake of project outputs/findings by organisations in the private and public sectors, such as:</u> |
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| | <p>Companies (or other organisations) implementing new devices, software, procedures, methods, protocols developed by the project in support (or to support) the development or implementation of new and/or improved products, processes or services</p> <p>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</p> <p>Invitations to present the findings of the project (privately) to companies (or other potential user organisations)</p> <p>New accredited calibration/ test services available (or soon to be available if the accreditation process still in progress) at NMI/DIs or other organisations (e.g. calibration /test labs) based on the new measurement capabilities resulting from the project</p> <p>Exploitation of IP generated by the project (patents and other forms of IP) e.g. licensing (or significant interest in exploiting IP)</p> <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 | <u>Uptake and impact among the wider scientific community and among the NMI/DI community, such as:</u> |
| | <p>Actual or planned changes to the NMI/DI CMC statements and projected timescales for the changes (actual changes if they exist but this is unlikely in the lifetime of a project)</p> <p>Significant advances in the SI system</p> <p>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)</p> |