

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 associated RMGs), SIPs and JNPs

Reporting Template 4 – Output and Impact Report for JRPs (and associated RMGs), SIPs and JNPs (Excel workbook) should be downloaded for the completion of this report. An example of a completed Output and Impact Report is provided at the end of this part of the EMPIR Reporting Guidelines.

1.1 Overview

Purpose

The European Commission (EC) requires EURAMET to collect EMPIR project outputs and impacts and to report these to them. The Output and Impact Report (excel workbook) is used to assemble this information in a standardised format, for use by the MSU, the EMPIR Committee and the EC so that they can provide evidence of the outputs and impact of individual EMPIR projects and from the programme as a whole. Please note that the information in these reports is not made public in the format that it was submitted in. Instead it is collated in a database and the data is used to:

- Report the collective research outputs (e.g. papers, conference presentations, interactions with standards organisations etc.) from the EMPIR programme at Call or Theme level.
- Enable the MSU to identify examples of early impact for the case studies and/or good news stories, which are used to promote the impact from the EMPIR programme to the EC and other funding bodies.
- Provide quantified evidence of the impact of the EMPIR programme.

The information and data collected in the Output and Impact Report should also be used by the consortium when writing their other reports, especially the impact sections in their Publishable Summaries and Final Publishable Reports.

Scope

The Output and Impact report provides a record of project dissemination activities, the IP generated and early examples of uptake. For JRPs and JNPs it is expected that there will be information reported in almost every worksheet. It is also expected that the outputs and impact generated by associated RMGs should be included in this report. Whilst for SIPs, it is expected that the information reported will be focused on the worksheets that are most relevant 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 i.e. new information is added to previous information at the end of each 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.

Submissions to the EURAMET Repository Link

Each partner must ensure open access (free of charge, online access for any user) to all peer-reviewed scientific publications relating to its results and also to the open data specified in your Data Management Plan, if your project has “opted in” to data management in accordance with Article 29 of the EMPIR Grant Agreement.

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

Authors can find information about this here:

http://msu.euramet.org/downloads/documents/MSU_repository_instructions.pdf

1.2 Completing the Output and Impact Report (JRPs (and associated RMGs), SIPs and JNPs)

The output and impact report is submitted to EURAMET as an excel workbook comprising 12 worksheets. Worksheets should be completed on a cumulative basis, so that they show information from the beginning of the project until after its end (e.g. items to be published after the end of the project and follow-on

collaborations). 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. Please complete a new line 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 exceptions are either when the content of an article or report forms the content of a number of conference or workshop presentations or when a conference presentation or poster is peer-reviewed and subsequently published in an open access format with a DOI.

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 (i.e. do not enter your own text in orange filled cells).

For ALL JRP (and associated RMGs), SIP and JNP Reporting (Interim and Periodic):

Please complete all relevant Worksheets by listing details of all research outputs and dissemination activities for EMPiR projects to date.

sheet no.	Worksheet title	What to include	Do NOT include	Additional guidance notes / requirements
-	SUMMARY	Include your project's number and the report period.		Enter your project number (e.g. 17IND99) in cell E3. Select the correct report period using the pre-defined drop-down list.
1	STANDARDS & REGULATORY ACTIVITIES - STAN	<p>All standards and regulatory activities relating to the project. This includes project interactions with and submissions to:</p> <ul style="list-style-type: none"> • Policy makers (e.g. EC Directorate Generals (DGs) and Directives, or national government departments) • Regulatory bodies (e.g. IAEA, ICNIRP, OIML, WELMEC etc.) • Metrology committees (e.g. BIPM, EURAMET etc.) • International, European or national standardisation organisations (e.g. ISO, CEN etc.) • Technical or industrial committees that generate normative standards (e.g. AAPM, CEOS, CIGRE, CTIA, DGzFP, EANM, ESA, GIIGNL, IAPWS, IFCC, IRC, ISTD, IUPAC, LAWA, MHRA, Organic Electronics Association, STA etc.) 		<p>Please use the dropdown lists and provide full details so that each committee can be uniquely identified. Select 'other' from the dropdown list if the organisations/committees are not listed and add information in column F as necessary. The number of each working group, sub-committee or the equivalent should be entered in the format: e.g. SC 4 WG 12.</p> <p>Where a standard or regulation has been updated or published using project findings (or if this is planned) please use a new row to record its full ID number, title and the date (or expected date) of publication.</p> <p>Attendance at multiple meetings of a single committee over the project's lifetime should be recorded as separate items in the worksheet. However, when multiple partners attend the same meeting this should be recorded as a single item.</p>

sheet no.	Worksheet title	What to include	Do NOT include	Additional guidance notes / requirements
2	PEER REVIEWED OPEN ACCESS SCIENTIFIC PUBLICATIONS (with a unique and persistent identifier) - PUB	<p>ONLY include formal publications (Drafted; Submitted; Approved, Awaiting Publication; or Published) such as:</p> <ul style="list-style-type: none"> • Papers in peer-reviewed journals • Conference proceedings published in peer-reviewed journals • Formal technical reports and good practice guides • Books and contributions to books • Masters and PhD theses <p>that are:</p> <ol style="list-style-type: none"> a. Peer reviewed b. Open access (immediately or with a 6-month embargo period) c. With a unique and persistent identifier <p>These must comply with the requirements set out in Article 29.2 (Open access) and 29.4 (Information on EMPIR funding — Obligation and right to use the EU and EMPIR emblems) of the Grant Agreement.</p> <p>Any published publications that are not open access should retrospectively be made open access.</p> <p>Clearly note any publications that have already been declared as an output for another EMPIR project (i.e. publications can be listed in >1 EMPIR project's Output and Impact report).</p>	<p>DO NOT include any published 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). Those without a unique and persistent identifier should be reported in sheet 5 'Other dissemination'.</p>	<p>OPEN ACCESS is defined in Article 29.2 of the Grant Agreement and it includes:</p> <ol style="list-style-type: none"> (i) open access publishing ('gold' open access) and (ii) self-archiving ('green' open access). <p>Only enter the lead author in column D. Select either 'Yes' or 'No' from the pre-defined drop-down lists in columns I and J.</p> <p>ALL published publications reported in this sheet MUST be submitted to the EURAMET Publications Repository link by completing the online form: https://msu.euramet.org/cgi-bin/be-submit.pl and they must also be listed in the list of publications in your publishable summary (NB Only list Published publications. Do not list publications that are Drafted; Submitted; Approved, Awaiting Publication). (NB the MSU will not accept Output and Impact Reports until this has been done).</p> <p>For a publication declared as the output of >1 EMPIR project, please only submit the link for the publication to the EURAMET Repository Link under one project. Then send an email to empir.msu@euramet.org to let the MSU know that this publication also</p>

sheet no.	Worksheet title	What to include	Do NOT include	Additional guidance notes / requirements
				relates to other project(s). The MSU will manually update the EURAMET Repository Link to show that the publication relates to >1 EMPIR project.
3	CONFERENCE PRESENTATIONS & POSTERS - CONF	All posters, presentations and invited oral presentations at international, European and national conferences and congresses etc. at which the project outputs / findings were presented to an audience.	Presentations and posters given at project, and externally organised, workshops and seminars should be reported in sheet 5 'Other dissemination'.	For each poster, presentation and invited oral presentation, please select the type of conference, the primary audience and the approximate audience size from the dropdown lists. Conference presentations, posters and invited oral presentations that have ALSO been published (e.g. in proceedings) with OPEN ACCESS and a unique and persistent identifier (i.e. a DOI, ISBN or a permanent weblink) should also be reported in sheet 2 'Peer reviewed open access scientific publications' - PUB.
4	TRAINING - TR	All training activities performed during the project. This includes both 'internal' training for the consortium (including RMGs) and 'external' training for non-project participants. Training includes face-to-face training courses / workshops / seminars, 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 sheet 2 'Peer reviewed open access scientific publications' - PUB if they are OPEN ACCESS and have a unique and persistent identifier (i.e. a DOI, ISBN or a permanent weblink). Masters and PhD theses without a unique and persistent identifier and / or without open access should be reported in sheet 5 'Other dissemination' - OTH.	Please state the title and date of the training. In addition, please select the type of training, the primary audience and the number of people trained from the dropdown lists. Where applicable, link each training activity to one of the project's planned training activities. Individual partner presentations at a training course should be recorded in a single row, not as separate items.

sheet no.	Worksheet title	What to include	Do NOT include	Additional guidance notes / requirements
5	OTHER DISSEMINATION (including publications with no unique and persistent identifier) - OTH	Include 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 formal peer reviewed publications, Masters and PhD theses without a persistent identifier, non-peer reviewed publications, published good practice guides, workshops run by the project and other events attended to promote the project, newsletters, websites, press releases, flyers, articles published in the trade / professional press, articles in the popular press, videos, media briefings, exhibitions, interviews, films, TV clips, etc.	Do not include project meetings.	In addition to the title and date, please indicate the type of dissemination activity and its location (country) if appropriate. Please also indicate the approximate size of the audience for each entry in the relevant column and the primary audience for the activity. For this sheet the primary audience is likely to be potential end users and beneficiaries (e.g. industry, civil society, public bodies). Individual partner presentations at a project, or externally organised, workshop or seminar should be recorded in a single row, not as separate items.
6	FOLLOW-ON COLLABORATIONS - FOLL	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 EMPIR projects but also research activities and staff exchanges funded or supported from other sources (such as Horizon 2020, Horizon Europe, national funding, in-house funding, industrial funding, etc.).
7	END USER UPTAKE & EXPLOITATION - UP	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 sheet is primarily directed at capturing uptake among industry and public organisations. However, uptake for important academic research can also be reported. (For JRPs and JNPs, this may include the outputs from the Uptake and Exploitation tasks in the 'Creating impact' WPs.)	Do not include IP applications (or potential applications) in this sheet. These should be reported in sheet 9 (Intellectual Property) or 10 (Results).	Examples of what can be included in this sheet are provided in the 'Examples of uptake & exploitation' table below. This sheet is intended to provide a starting point for potential impact case studies so please provide as much information as possible and the contact details of the relevant work package leaders so that the MSU can contact them for additional details.

sheet no.	Worksheet title	What to include	Do NOT include	Additional guidance notes / requirements
8	COLLABORATORS & STAKEHOLDERS - COLL	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.	Do not name individuals and do not provide their contact details.	Name each organisation (do not use acronyms), then use the drop-down menus provided to select if they are a collaborator or stakeholder, and to select the organisation type and location (country). If possible, also briefly indicate in column H the nature of their business and their size (e.g. large enterprise, small to medium enterprise (SME)).
9	APPLICATIONS FOR PATENTS, TRADEMARKS, REGISTERED DESIGNS - IP	List all applications for patents, trademarks, registered designs, etc. Each item on the list should specify at least one unique identifier e.g. European Patent application reference.		In all cases you should use the drop-down lists provided to state the type of intellectual property rights (IPR) and the confidentiality of the information reported.
10	EXPLOITABLE RESULTS, ETC - RES	List all exploitable results generated by the project (for JRPs and JNPs, also include the outputs from the Uptake and Exploitation tasks in the 'Creating impact' WPs). These are the measurement/calibration services and technologies developed in the project, (i.e. devices, software, procedures, methods, protocols etc.) which have the potential to be exploited by external organisations. However, they may not be suitable for formal IP arrangements (but they 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 sheet 7 (End user uptake & exploitation).	Do not include dissemination information in this sheet. Do not include exploitable results that have been or are going to be protected by formal IP arrangements (i.e. those items recorded in sheet 9).	Please use the drop-down lists provided to enter the type of exploitable foreground, its confidentiality and the type of exploitable product or measure. Also describe the exploitable foreground, enter the foreseen embargo date (if any), the sector of application, whether a patent or another type of IPR will be used and state the organisation that owns the foreground.
11	FUTURE EVENTS - FUT	Coordinators should e-mail information on the future events, which they want to promote to an external audience on the EURAMET website, to	Do not enter any information directly on this sheet.	Types of events to be promoted to an external audience:

sheet no.	Worksheet title	What to include	Do NOT include	Additional guidance notes / requirements
		the EURAMET MSU at EMPIR.msu@euramet.org.		<ul style="list-style-type: none"> • International conferences where the consortium is running a session / workshop or presenting a paper • Exhibitions where the project's results are presented to an external (non-consortium) audience • Training courses and workshops for an external (non-consortium) audience • Other events for an external (non-consortium) audience <p>The e-mail should provide the following information:</p> <p>Required information:</p> <ul style="list-style-type: none"> • Project reference • Title of event / conference • Date • Location (city, country) • A few sentences outlining the objectives of the event / conference • Link to event website, registrations and further information • Details of who should attend • Picture / photo suggestion and acknowledgement of source (for use when publicising the event on the EURAMET website) <p>Additional information where relevant:</p> <ul style="list-style-type: none"> • Call for papers information (topics, deadline etc.)

sheet no.	Worksheet title	What to include	Do NOT include	Additional guidance notes / requirements
				<ul style="list-style-type: none"> • Keynote speakers • Related links • Programme outline
12	OPEN RESEARCH DATA - DATA	<p>All OPEN ACCESS RESEARCH DATASETS that are deposited in repositories (with a unique and persistent identifier).</p> <p>OPT-IN: Projects that opt-in to data management must provide information on all of the datasets that they deposit in open access repositories (NB the datasets included in this sheet should be the same as those described in the data management plan (DMP)).</p> <p>OPT-OUT: Projects that opt-out of data management should still complete this sheet if they deposit any datasets in open access repositories.</p>		<p>If an open access research dataset does not have a DOI, include an alternative identifier.</p> <p>Datasets reported in this sheet must comply with the requirements set out in Article 29.3 of the Grant Agreement (Open access to research data).</p> <p>ALL datasets reported in this sheet MUST be submitted to the EURAMET Publications Repository link by completing the online form: https://msu.euramet.org/cgi-bin/be-submit.pl and they must also be listed in your data management plan.</p> <p>For a dataset declared as the output of >1 EMPIR project, please only submit the link for the dataset to the EURAMET Repository Link under one project. Then send an email to empir.msu@euramet.org to let the MSU know that this dataset also relates to other project(s). The MSU will manually update the EURAMET Repository Link to show that the dataset relates to >1 EMPIR project.</p>

Examples of uptake & exploitation

User uptake	<u>Uptake of project outputs / findings by organisations in the private and public sectors, such as:</u>
	<p>Companies (or other organisations) implementing new devices, software, procedures, methods, protocols developed by the project 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 NMIs / 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 is still in progress) at NMIs / 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>

1.3 An Example Output and Impact Report

EMPIR Output and Impact Report

Project Number:	17IND99
Report period	1st Interim
DATE approved by MSU project officer	
Name of approver	

Data entry key (for all sheets)
Select from drop down list
Manually enter (Coordinator)
Manually enter (MSU)
Auto-filled

No.	Report	No. of items reported	Previously reported	New items
1	STANDARDS & REGULATORY ACTIVITIES (STAN)	3	0	3
2	PEER REVIEWED OPEN ACCESS SCIENTIFIC PUBLICATIONS (PUB)	5	0	5
3	CONFERENCE PRESENTATIONS & POSTERS (CONF)	3	0	3
4	TRAINING (TR)	2	0	2
5	OTHER DISSEMINATION (OTH)	4	0	4
6	FOLLOW-ON COLLABORATIONS (FOLL)	1	0	1
7	END USER UPTAKE & EXPLOITATION (UP)	3	0	3
8	COLLABORATORS & STAKEHOLDERS (COLL)	4	0	4
9	APPLICATIONS FOR PATENTS, TRADEMARKS, REGISTERED DESIGNS, ETC (IP)	1	0	1
10	EXPLOITABLE RESULTS, ETC (RES)	0	0	0
11	FUTURE EVENTS (FUT)			
12	OPEN RESEARCH DATA (DATA)	3	0	3

Last report approved		
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For guidance on how to complete this document please see the [EMPIR Reporting Guidelines \(Part 3\)](https://msu.euramet.org/downloads/documents/EMPIR_Reporting_Guidelines_Part3.pdf) which you can download from https://msu.euramet.org/downloads/documents/EMPIR_Reporting_Guidelines_Part3.pdf

Worksheet 1: STAN

STANDARDS & REGULATORY ACTIVITIES:		See part 3 of the EMPIR reporting guidelines for more information on what should and shouldn't be recorded here - http://msu.euramet.org/downloads/#reporting									
No.	Type of regulatory body	Name of regulatory body If 'other', give details in column F	Name and number of Technical Committee (or equivalent) If not selectable give details in column F	Name and number of Technical Committee (and regulatory body) where not available to select in column E (and D) e.g. TC 147 Air Quality	Name and number of working group, sub-committee (or equivalent) e.g. SC 4 Environmental performance evaluation or WG 12 Ambient air	Type of engagement	Date of meeting (Month and Year)	Project partners involved (please use the partner short names as used in the project's Protocol)	(Where applicable) Title and number of normative document/regulation contributed to	(Where applicable) Publication date (or planned publication date, if known) of the normative document/regulation	Additional comments (if required)
1	European standards development organisation	CEN	TC 264 Air quality		WG 12 Ambient air - VOCs/SO ₂ /NO ₂ /O ₃ /CO	General participation in the committee	Jan 2017	VSL			
2	Metrology committee such as BIPM or EURAMET	BIPM and CIPM	CCL (Length)	Working Group on Dimensional Nanometrology (CCL-WG-N)	WG 5 Static and dynamic methods	Presentation of consortium activities/ research results	Feb 2018	LNE			
3	International standards development organisation	ISO	TC 158 Gas Analysis		WG 5 Static and dynamic methods	Input to a new normative document (standard, guide, technical report TR, technical specification TS)		VSL, LNE	International standard on the colour properties of black paint ISO1234:2018	Jun 2020	
4	Other body	Please give details in column F		Scientific Standardization Committee (SSC) of the International Society on Thrombosis and Haemostasis (ISTH).	Subcommittee Vascular Biology.	Presentation of consortium activities/ research results	Jul 2019	AMC			
5	Metrology committee such as BIPM or EURAMET	Other	Details in column F	RMO TC-Ts		Other	Aug 2019	NPL			Document to be sent to RMO chairs for circulation to RMO TCT members.

Worksheet 2: PUB

PEER REVIEWED OPEN ACCESS SCIENTIFIC PUBLICATIONS (with a unique and persistent identifier):		See part 3 of the EMPIR reporting guidelines for more information on what should and shouldn't be recorded here - http://msu.euramet.org/downloads/#reporting									
No.	Type of open access publication (with unique and persistent identifier)	Lead author	Title of publication (i.e. article / conference paper / book / book chapter etc.)	Title of journal (book etc.)	Publication status	Unique and persistent identifier - in most cases this should be the DOI (provide the DOI as a weblink e.g. "https://doi.org/10.1000/s12345-123-1234-1")	The publication is, or will be, OPEN ACCESS (Green or Gold)	The publication has been submitted to the EURAMET repository	Additional comments		
1	Article in peer-reviewed journal	S.Novikov	Sensitivity optimization of Epitaxial Graphene Based Gas Sensors	IEEE Trans. On Instrum. and Meas.	Published	https://doi.org/10.1000/s12345-123-1234-1	Yes	Yes			
2	Article in peer-reviewed journal	W. Horn	Product emissions into indoor air: important factors for interlaboratory studies with emission test chambers (abstract submitted)	Airman 2017 (conference proceedings)	Published	https://doi.org/10.1000/s12345-123-1234-2	Yes	Yes			
3	Proceedings	A. Baldan	European project: Metrology for Chemical Pollutants in Air	19th International Congress of Metrology (conference proceedings)	Drafted		Yes	No	Link will be sent to repository when approved for publication		
4	Masters thesis	J Hämäläinen	Graphene Films for Gas Sensing Applications		Published	https://doi.org/10.1000/s12345-123-1234-4	Yes	Yes			
5	Good Practice Guide	W. Horn	Guide on static dilution technique for NO and SO ₂ at limit values		Published	https://doi.org/10.1000/s12345-123-1234-5	Yes	Yes			

Worksheet 3: CONF

CONFERENCE PRESENTATIONS & POSTERS:				See part 3 of the EMPIR reporting guidelines for more information on what should and shouldn't be recorded here - http://msu.euramet.org/d						
No.	Presentation or poster	Title of presentation / poster	Type of conference	Title of conference (if annual please include Acronym and Year e.g. DAGA 2017)	Date of conference (Month and Year)	Location of conference (country)	Country code (auto-filled)	Size of audience (approximate)	Primary audience	Additional comments (if required)
1	Presentation	MetroShine Project	National	Acto Congress	Mar 2017	Italy	IT	10-25	Predominantly public bodies/agencies	
2	Poster	Micro-sensors for ambient air monitoring, at US-EPA	International	Apps & Sensors for Air Pollution (ASAP) Conference	Jul 2017	United States	US	51-100	Predominantly the scientific community (higher education, public research organisations)	
3	Poster	Laser-based spectroscopic methods for zero gas analysis	European	Fotonica Industrial Metrology (FIM) Conference	May 2018	Netherlands	NL	>200	Predominantly industry	
4	Invited oral presentation	European project: Metrology for Chemical Pollutants in Air	International	19th International Congress of Metrology (CIM 2019)	Sep 2019	France	FR	>200	Mixed audience	

Worksheet 4: TR

TRAINING:		See part 3 of the EMPIR reporting guidelines for more information on what should and shouldn't be recorded here - http://msu.euramet.org/downloads/#reporting					
No.	Type of training and audience e.g. course, one-to-one, etc. for consortium (internal) or non-project audience (external)	Title of training	Date of training (Month and Year)	Primary audience	Size of audience i.e. number of people trained, number of guidance documents distributed or downloaded, number of users of online tools etc.	(Where applicable) Activity no.	Additional comments (if required)
1	Training course/workshop/seminar for consortium	Absorption of ammonia on surface materials	Oct 2017	Project consortium	6-10	A4.2.1	
2	Training course/workshop/seminar for external (non-consortium) audience	Workshop, zero gases for CO, SO2 and Nox measurements	Jun 2018	Predominantly public bodies/agencies	26-50	A4.2.2	

Worksheet 5: OTH

OTHER DISSEMINATION:		See part 3 of the EMPIR reporting guidelines for more information on what should and shouldn't be recorded here - http://msu.euramet.org/downloads/#reporting						
No.	Type of dissemination activity (report, event, trade journal, exhibition, etc.) including publications with no persistent identifier	Title of report / event / trade journal / exhibition / etc.	Date of event / trade journal / exhibition / etc. (Month and Year)	Location (country) of event / publication etc. (if appropriate)	Country code (auto-filled)	Primary audience	Approximate size of audience reached	Additional comments (if required)
1	TV / radio clip	RAI - Trasmissione Geo&Geo del 25 Febbraio 2017	Feb 2017	Italy	IT	General public	>1000	
2	Dissemination event/workshop/seminar organised by project consortium	Project's Final Workshop	May 2018	Portugal	PT	Mixed audience	101-200	
3	Presentation to user community	Visit by/to company/user to share project results as a presentation to user community	Jul 2018	Austria	AT	Predominantly industry	1-9	
4	Website	Project website online: www.npl.co.uk/metroshine.com	ongoing	N/A	NA	Mixed audience	>1000	

Worksheet 6: FOLL

FOLLOW-ON COLLABORATIONS:		See part 3 of the EMPIR reporting guidelines for more information on what should and shouldn't be recorded here - http://msu.euramet.org					
No.	Type of collaboration	Project partners involved in the collaboration (Please use the partner short names as used in the project's protocol)	Others (external to the project consortium) involved in the collaboration	Date(s) of collaboration (years)	Funding source	Funding value (approximate in Euros)	Additional comments (if required)
1	Research collaboration	VSL, LNE	ABC Ltd, University of YYY, University of XXX	2018-2021	EC	150000	

Worksheet 7: UP

END USER UPTAKE & EXPLOITATION:		See part 3 of the EMPIR reporting guidelines for more information on what should and shouldn't be recorded here - http://m		
No.	Description of uptake /use of project outputs by the end-user or users (see the 'Examples' in EMPIR Reporting Guidelines Part 3 for examples of uptake and exploitation activities)	Organisation name(s)	Relevant Work Package Leader to contact for case studies (Name, Partner organisation)	Additional comments (if required)
1	The ear simulator ABCD was lent to John Johns for making measurements and reference data for improvement of diagnostic quality.	RSTUV Children's Hospital Medical Center	John Smith, BKS	
2	Calibration services offered for XYZ dosimetry based on absorbed dose to water for the radiation beams investigated in ABCD project.	Hospital X	Jane Smith, ENEA	
3	ISO 9999-9:2019 used in XYZ pilot study P999.	CCQM abcd	Jack Smith, PTB	
4	SME1 developed an optical coupling system for SPAD fabricated with an InGaAs/InP technology using project outputs in order to be able to detect single photons.	SME1	John Doe, LNE	
5	Provision of project developed array samples to John Smith Co for comparison experiments using a laboratory setup.	John Smith Co	Jane Doe, VSL	
6	Delivery of a circular chirp standard developed in project to the ABC company for characterising the metrology properties of optical surface metrology tools.	ABC	Jack Doe, NPL	
7	Enrolment in the 'Uncertainty Analysis for Earth Observation' project's e-Learning Course.	University XXX	John Jones, CMI	
8	Company implementing software to support the development of new or improved products i.e. VNATools II Software developed by NMI.	HIJ-WM	Jane Jones, NMI	
9	New collaboration with DEF Ltd Europe to implement a 3D inline inspection of a key product line, applying the hybrid 2D/3D methodologies developed in the project using a new metrology platform.	DEF LTD	James Jones, BAM	
10	Incorporation of project results in the upcoming publication "Regulation nnn: XYZ protection in".	Regulator AAA	Jake Smith, DI	

Worksheet 8: COLL

COLLABORATORS & STAKEHOLDERS:		See part 3 of the EMPIR reporting guidelines for more information on what should and shouldn't be recorded				
No.	Collaborator or stakeholder	Type of organisation	Organisation	Location (country)	Country code (auto-filled)	Additional comments (if required)
1	stakeholder	Other public body	Environment Agency	Greece	GR	
2	stakeholder	University /academic organisation	AAA University	Finland	FI	
3	stakeholder	Industry - Large enterprise	XXX GmbH	Germany	DE	
4	collaborator	Industry - SME	ABC Ltd	Belgium	BE	

Worksheet 9: IP

APPLICATIONS FOR PATENTS, TRADEMARKS, REGISTERED DESIGNS, ETC.:				See part 3 of the EMPIR reporting guidelines for more information on what should and shouldn't be recorded here - http://msu.euramet.org/downloads/#reporting						
No.	Type of IP Rights	Confidential	Foreseen embargo date (Month and Year)	Application reference(s) (e.g.EP123456)	Subject or title of application	Applicant (s) (as on the application)	Date (Month and Year) IP protection granted	Licensing of IP (provide details of licensee, date of licence)	(Where applicable) Activity no.	Additional comments (if required)
1	Patents	Yes	June 2019	EPO 123456	Widget ABC for improved XYZ	PTB				

Worksheet 10: RES

EXPLOITABLE RESULTS, ETC.:			See part 3 of the EMPIR reporting guidelines for more information on what should and shouldn't be recorded here - http://msu.euramet.org/downloads/#reporting							
No.	Type of exploitable foreground	Description of exploitable foreground	Confidential	Foreseen embargo date (Month and Year)	Exploitable product(s) or measure(s)	Sector(s) of application	Patents or other IPR exploitation route expected to be used	Owner of foreground	Additional comments (if required)	
1	Commercial exploitation of R&D	IR photodetector and thermal sensor.	Yes	Jun 2021	Device, equipment, technology	Automotive	Patent to be applied for	PTB		
2	Commercial exploitation of R&D	Hydrophone calibration using XYZ Method from 999 Hz up to 999 kHz.	Yes	Jan 2021	Measurement service	Instrumentation sector	Commercial confidentiality	NPL		
3	Commercial exploitation of R&D	Circular chirp standards for characterising the metrology properties of optical surface metrology tools.	Yes	Mar 2021	Reference material	Optical metrology	Commercial confidentiality	INRIM		
4	General advancement of knowledge	Incorporation of project results in the upcoming publication "Regulation nnn: XYZ protection in"	No		Measurement method, procedure, protocol	EU Legislation	Publicly available Text book / published regulation	DI		
5	General advancement of knowledge	Incorporation of project results in the forthcoming update to the MIRD primer of absorbed dose calculations.	No		Measurement method, procedure, protocol	MIRD	Publicly available Text book	NPL		

Worksheet 11: FUT

Please advertise the future events (presentations, workshops, exhibitions, training, etc), which you want to promote to an external audience on the EURAMET website, by e-mailing details at any time to empir.msu@euramet.org	
Types of events to be promoted to an external audience: <ul style="list-style-type: none"> International conferences where the consortium is running a session / workshop or presenting a paper Exhibitions where the project's results are presented to an external (non-consortium) audience Training courses and workshops for an external (non-consortium) audience Other events for an external (non-consortium) audience 	
The e-mail should provide the following information: <p>Required information:</p> <ul style="list-style-type: none"> Project reference Title of event / conference Date Location (city, country) A few sentences outlining the objectives of the event / conference Link to event website, registrations and further information Details of who should attend Picture / photo suggestion and acknowledgement of source (for use when publicising the event on the EURAMET website) <p>Additional information where relevant:</p> <ul style="list-style-type: none"> Call for papers information (topics, deadline etc) Keynote speakers Related links Programme outline 	

Worksheet 12: DATA

OPEN RESEARCH DATA:		See part 3 of the EMPIR reporting guidelines for more information on what should and shouldn't be recorded here - http://msu.euramet.org/downloads/#reporting						
No.	Description/title of dataset	D.O.I. of dataset (if available) or other identifier	Name of repository used (eg Zenodo)	D.O.I. of linked publication (if applicable)	Is this dataset open access?	Is this dataset reusable?	Has this dataset been submitted to the EURAMET repository	Additional comments (if required)
1	Illumination control for confocal microscopy - dataset	https://doi.org/10.1000/s12345-123-1234-1	Zenodo	https://doi.org/10.1000/s12345-123-1234-1	Yes	Yes	Yes	
2	Materials testing - biomethane stability data	https://doi.org/10.1000/s12345-123-1234-2	Zenodo	https://doi.org/10.1000/s12345-123-1234-2	Yes	Yes	Yes	
3	Single photon emission data	https://doi.org/10.1000/s12345-123-1234-3	Zenodo	https://doi.org/10.1000/s12345-123-1234-3	Yes	Yes	Yes	