

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, SIPs and JNPs

Reporting Template 4 – Output and Impact Report for JRPs, 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 reporting of project outputs and impacts is a requirement of the European Commission (EC) 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 and to the EMPIR Committee).
- 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 the consortium when writing their final publishable report and final publishable summary.

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, 8, 9 and 12 are collated and reported collectively at programme level.

The data in sheets 7 (End User Uptake & Exploitation), 9 (Applications for Patents, Trademarks, Registered Designs) and 10 (Exploitable Results, etc.) 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). Output and impact generated by associated Researcher Mobility Grants should also be included.

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 and JNPs it is expected that, in most cases, there will be data / examples reported in almost every worksheet. For SIPs it is expected that there will be 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, 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 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 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.

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

The 12 Worksheets should be completed. Please list details of all research outputs and dissemination activities for EMPiR projects (and associated Researcher Mobility Grants) to date.

sheet no.	Worksheet title	Definition (what should be included)	Do NOT include	Additional guidance notes / new 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	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 should 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 (using the pre-defined drop-down lists where possible). The number of each working group, sub-committee or the equivalent should be entered in the format: e.g. SC 4 WG 12. 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. If the name and number of the technical committee that you wish to record a contribution for does not appear on the pre-defined

sheet no.	Worksheet title	Definition (what should be included)	Do NOT include	Additional guidance notes / new requirements
				drop-down list please provide the name and number in the column F.
2	PEER REVIEWED OPEN ACCESS SCIENTIFIC PUBLICATIONS (with a unique and persistent identifier)	<p>Formal publications that are:</p> <ol style="list-style-type: none"> Peer reviewed Open access (immediately or with a 6 month embargo period) With a unique and persistent identifier <p>ONLY including:</p> <ul style="list-style-type: none"> articles in peer-reviewed journals conference proceedings published in peer-reviewed journals formal technical reports and good practice guides books contributions to books Masters and PhD theses <p>Published 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 — Obligation and right to use the EU and EMPIR emblems) of the Grant Agreement. Any published publications that are not Open Access should retrospectively be made open access.</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). Published publications without a unique and persistent identifier should be reported in sheet 5 'Other dissemination'. DO NOT include published publications that have already been declared as an output for another EMPIR project.</p>	<p>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).</p> <ul style="list-style-type: none"> 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>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 (NB the MSU may not accept output and impact reports until this has been done)</p>

sheet no.	Worksheet title	Definition (what should be included)	Do NOT include	Additional guidance notes / new requirements
3	CONFERENCE PRESENTATIONS & POSTERS	All presentations, posters and invited oral presentations at international 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 should be reported in sheet 5 'Other dissemination'.	Please indicate the size (approximate figures are acceptable) and primary audience for the presentation or poster. For this sheet the primary audience is most likely to be the scientific community. Please also indicate the type of conference using the pre-defined drop-down list. Conference presentations and posters 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'.
4	TRAINING	All training activities of 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' 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'.	In addition to the title and date of the training, please indicate the type of training, the primary audience and the number of people trained for each entry using the drop-down menus provided. Where applicable, link each training activity to one of the project's planned training activities.

sheet no.	Worksheet title	Definition (what should be included)	Do NOT include	Additional guidance notes / new requirements
5	OTHER DISSEMINATION (including publications with no unique and persistent identifier)	<p>If there are any publications with no unique and persistent identifier they should be reported in this sheet.</p> <p>In addition, 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 technical reports, good practice guides, Masters and PhD theses, presentations and posters given at project workshops, 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.</p>		<p>In addition to the title and date, please indicate the type of dissemination activity and its location (country) if appropriate. Please also 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 likely to be potential end users and beneficiaries (e.g. industry, civil society, public bodies).</p>
6	FOLLOW-ON COLLABORATIONS	<p>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).</p>	<p>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.</p>	<p>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, national funding, in-house funding, industrial funding, etc.).</p>
7	END USER UPTAKE & EXPLOITATION	<p>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</p>	<p>Do not include IP applications (or potential applications) in this sheet. These should be reported in sheet 9 (Intellectual Property) or 10 (Results).</p>	<p>Examples of what can be included in this sheet are provided in the table below titled 'Examples of uptake & exploitation'. This sheet is intended to record uptake and provide a starting point</p>

sheet no.	Worksheet title	Definition (what should be included)	Do NOT include	Additional guidance notes / new requirements
		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 dissemination information in this sheet.	for potential impact case studies so please provide as much information as possible. Results and IP generated (and IP licensed) during the project should be recorded in sheets 9 and 10. Please provide details of the relevant work package leaders so that they may be contacted by the MSU to provide information for case studies.
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.	Do not name individuals and do not provide their contact details.	Name each organisation, 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).
9	APPLICATIONS FOR PATENTS, TRADEMARKS, REGISTERED DESIGNS	List of 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 menus provided to state the type of intellectual property rights (IPR) and whether the information reported is confidential or not.
10	EXPLOITABLE RESULTS, ETC	List of all exploitable results generated by the project (for JRPs and JNPs, this may include the outputs from the Uptake and Exploitation tasks in the 'Creating impact' WPs). This is (measurement) technology, devices, software, procedures, methods, protocols, services developed by the project	Do not include dissemination information in this sheet.	Provide a description of the exploitable foreground, the foreseen embargo date, the sector of application, state if it is a patent or another type of IPR, and state the owner of the foreground. Please then indicate the type of exploitable foreground, if it is confidential and the exploitable

sheet no.	Worksheet title	Definition (what should be included)	Do NOT include	Additional guidance notes / new requirements
		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 sheet 7 (End user uptake & exploitation).		product or measure for each entry using the drop-down menus provided.
11	FUTURE EVENTS	Coordinators should e-mail information on the future events, which they want to promote to an external audience on the EURAMET website, to the EURAMET MSU at msu@npl.co.uk.	Do not enter any information directly on this sheet.	<p>Types of events to be promoted to an external audience:</p> <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

sheet no.	Worksheet title	Definition (what should be included)	Do NOT include	Additional guidance notes / new requirements
				<ul style="list-style-type: none"> • 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
12	OPEN RESEARCH 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 completing a data management plan (DMP) 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 DMP).</p>		<p>If an open access research dataset does not have a DOI, include an alternative identifier. 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>

sheet no.	Worksheet title	Definition (what should be included)	Do NOT include	Additional guidance notes / new requirements
		OPT-OUT: Projects that opt-out of completing a DMP should still complete this sheet if they deposit any datasets in open access repositories.		

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 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>

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 EMPIR Guide 3 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	International standards development organisation	ISO	TC 158 Gas Analysis		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	

Worksheet 2: PUB

PEER REVIEWED OPEN ACCESS SCIENTIFIC PUBLICATIONS (with a unique and persistent identifier):		See EMPIR Guide 3 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 EMPIR Guide 3 for more information on what should and shouldn't be recorded here - http://msu.euramet.org/downloads/#reporting									
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 Workshop	Mar 2017	Italy	IT	10-25	Predominantly public bodies/agencies		
2	Poster	Micro-sensors for ambient air monitoring, at US-EPA	European	Apps & Sensors for Air Pollution (ASAP) Workshop	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	International	Fotonica Conference	May 2018	Netherlands	NL	>200	Predominantly industry		

Worksheet 4: TR

TRAINING:		See EMPIR Guide 3 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 EMPIR Guide 3 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 Conference	May 2018	Portugal	PT	Mixed audience	101-200	
3	Presentation to user community	Visit to Company XYZ to discuss project findings	Jul 2018	Austria	AT	Predominantly industry	10-25	
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 EMPIR Guide 3 for more information on what should and shouldn't be recorded here - http://msu.euramet.org/downloads/#reporting					
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 EMPIR Guide 3 for more information on what should and shouldn't be recorded here - http://msu.euramet.org/downloads/#reporting				
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	Calibration using new facilities at VSL to measure parameter X to validate new instrumentation	ABC Ltd	John Smith, NPL			
2	Measurement protocol developed under WP1 incorporated in public agency guidelines	Agency X	Jane Smith, INRIM			
3	Reference materials purchased by company Y to calibrate on-line processes	XYZ GmbH	Jack Smith, PTB			

Worksheet 8: COLL

COLLABORATORS & STAKEHOLDERS:		See EMPIR Guide 3 for more information on what should and shouldn't be recorded here - http://msu.euramet.org/downloads/#reporting							
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 EMPIR Guide 3 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 EMPIR Guide 3 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	Widget XYZ for improved ABC	Yes	Jun 2019	Device, equipment, technology	Automotive	Patent to be applied for	NPL		
2	Commercial exploitation of R&D	Analysis software	Yes	Jan 2019	Software	Instrumentation sector & aerospace	Commercial confidentiality	PTB		

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 msu@npl.co.uk	
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 	
See EMPIR Guide 3 for more information on what should and shouldn't be e-mailed to the MSU - http://msu.euramet.org/downloads/#reporting	

Worksheet 12: DATA

OPEN RESEARCH DATA:		See EMPIR Guide 3 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	