

**EMPIR Contracts - Reporting Guidelines**  
**Part 4 – Completing the Questionnaire**

Document: P-CON-GUI-104  
Approved: Programme Manager

Version: 2.0  
2019-04-11

---



**EMPIR Reporting Guidelines**  
**Part 4 – Completing the Questionnaire**

## 1 Introduction

EMPIR Reporting Guidelines Part 4 provides guidance on the Horizon 2020 questionnaire which is to be completed as part of periodic reporting by Joint Research Projects (JRPs), Support for Impact Projects (SIPs) and Joint Network Projects (JNPs). Reporting Template 7 is linked to this part of the EMPIR Reporting Guidelines.

## 2 Horizon 2020 Questionnaire

The Horizon 2020 questionnaire is an excel based questionnaire which will enable each JRP/SIP/JNP to provide additional statistical information required by the Commission on their JRP/SIP/JNP as part of the programme level reporting requirements. The Horizon 2020 questionnaire covers issues related to the action implementation and the economic and societal impact, notably in the context of the key performance indicators and monitoring requirements of Horizon 2020 and EMPIR Programmes that are not included in the output and impact report e.g. impact on SMEs, and gender of R&D participants involved in the project. Reporting Template 7 – Horizon 2020 Questionnaire should be downloaded for the completion of this report.

The coordinator will prepare the Horizon 2020 questionnaire based upon input received from all of the partners (include internal funded, external funded and unfunded partners). An example of a completed Horizon 2020 questionnaire is provided below:

Example: Horizon 2020 questionnaire						
Project number	14IND99					
Project short name	MetroShine					
Project full name	Metrological approaches for improving the cost efficiency of machine polishing processes in industry					
Coordinator name	Prof. Dr. Ing Bob Stefani					
Coordinator address	AAA Ltd, Swan Lane, Bakersfield, Stanton, SN99 1AB Middleshire, UK					
Coordinator Tel:	+89 652 7773777					
Coordinator Email:	Bob.Stefani@aaa.com					
<b>Gender of participants involved in the project</b>						
1 Please indicate in the table below the number of participants who worked on the project (on a headcount basis):						
Partner number	Number of female researchers including third parties (if appropriate)	Number of male researchers including third parties (if appropriate)	Number of females in the workforce other than researchers including third parties (if appropriate)	Number of males in the workforce other than researchers including third parties (if appropriate)	Total number of females in the workforce	Total number of males in the workforce
1	3	5	1	0	4	5
2	1	2	0	2	1	4
3	2	2	1	0	3	2
4	5	2	2	1	7	3
5	4	1	0	0	4	1
6	6	3	0	2	6	5
7	2	4	0	1	2	5
8	0	2	0	2	0	4
9	1	2	1	0	3	2
10	1	1	2	0	3	1
11	5	0	1	0	6	0
12	2	5	2	0	4	5
13					0	0
14					0	0
15					0	0
16					0	0
17					0	0
18					0	0
19					0	0
20					0	0
21					0	0
22					0	0
23					0	0
24					0	0
25					0	0
26					0	0
27					0	0
28					0	0
29					0	0
30					0	0
<b>Total</b>	<b>33</b>	<b>29</b>	<b>10</b>	<b>8</b>	<b>43</b>	<b>37</b>
2 Does the project include a gender dimension in research content? <input type="text" value="NO"/>						
* Gender dimension in research content means taking into account as relevant the biological characteristics and the social and cultural features of women and men in the content of the research itself. It does not refer to the gender balance of the research team participating in the research project.						
<b>Impact on SMEs [For all projects with an SME]</b>						
3 Each SME in your project should complete this table:						
SME Name	Turnover of the company at the beginning of the project/most recent accountability period from the beginning of the project	Number of employees at the beginning of the project/most recent accountability period from the beginning of the project	Turnover of the company at the most recent accountability period	Number of employees at the most recent accountability period		
MBB	€ 890,000	24	€ 970,000	25		
NCC	€ 2,500,000	56	€ 2,600,000	53		

The answer to Question 2 will be 'NO' unless there are gender differences connected to your research subject (e.g. males with colour blindness perceive colour differently to females in colour vision tests, or in other situations where the experimental results differ when male or female subjects are used).