



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 excel based Horizon 2020 questionnaire enables each JRP/SIP/JNP to provide EURAMET with the additional statistical information that is required by the Commission as part of programme level reporting. This questionnaire covers issues related to the implementation of the project and the aspects of the project's economic and societal impact, which are not included in the Output and Impact report e.g. the project's impact on SMEs, and the gender of the participants who worked on the project. Reporting Template 7 – Horizon 2020 Questionnaire should be downloaded and completed by the coordinator using input received from all of the partners (Internal Funded Partners, External Funded Partners and Unfunded Partners). Section 1 should **only include the number of participants who worked on the project** (only very occasionally will this be the entire workforce i.e. only for very small organisations where everyone worked on the project).

Please note that 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).

An example of a completed Horizon 2020 questionnaire is provided below:

Example: Horizon 2020 questionnaire						
Project ref 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 77773777					
Coordinator Email:	Bob.Stefani@aaa.com					
Gender of participants involved in the project						
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	2	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
Total	33	29	10	8	43	37
2 Does the project include a gender dimension in research content? <input type="text" value="NO"/>						
Impact on SMEs [For all projects with an SME]						
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		