EMPIR Reporting Guidelines
Part 5 – Submitting deliverables and ethics reports

EURAMET MSU, Hampton Road, Teddington, Middlesex, TW11 0LW, UK
Phone: +44 20 8943 6666 Email: msu@npl.co.uk
msu.euramet.org

The EMPIR initiative is co-funded by the European Union's Horizon 2020 research and innovation programme and the EMPIR Participating States

1 Introduction

EMPIR Reporting Guidelines Part 5 provides guidance for the submission of the deliverables and ethics reports produced by Joint Research Projects (JRPs) and Support for Impact Projects (SIPs). No Reporting Templates are linked to this part of the EMPIR Reporting Guidelines.

2 Deliverables

A project deliverable is a verifiable output of the project which should be able to be sent to EURAMET and stored (NB there is no page limit for deliverables). Deliverables must be approved by the whole consortium before being submitted electronically by e-mail to your EURAMET project officer. The coordinator should send the JRP or SIP's deliverables to EURAMET (as required by Article 19 of the EMPIR Grant Agreement) by the delivery dates stated in the Annex 1 to the EMPIR Grant Agreement. In any case, it is expected that all deliverables* shall have been provided to EURAMET within 60 days of the end of the project. The formal receipt of deliverables by EURAMET forms part of the reporting process.

* - please note that the deliverable titled 'Delivery of all technical and financial reporting documents as required by EURAMET' shall only be submitted to EURAMET as part of the normal reporting process and not as a separate deliverable.

EURAMET does not provide a template for deliverables, however, please include the following information on a separate cover sheet for each deliverable:

- EMPIR Grant Agreement number
- Project short name
- Deliverable reference number and title
- Organisation name of lead partner for the deliverable
- Due date of the deliverable
- Actual submission date of the deliverable

Any delay in the submission of a deliverable to EURAMET must be reported in the technical report (progress) in the '*Deliverables status and progress towards objectives'* table, where both the delivery date as per Annex 1 and the actual delivery date (or the foreseen date, if the deliverable is not yet submitted) are reported.

3 Ethics reports

All EMPIR projects undergo an ethical review by independent ethical experts and projects must comply with the EMPIR Grant Agreement. The outcome from the ethical review is communicated to coordinators as part of the project's review conference evaluation report. As an outcome from the ethical review, the ethical reviewers sometimes request that ethics reports are prepared on a specified ethical issue. The project reporting task in the Annex 1 to the EMPIR Grant Agreement will state if your project is required to prepare an ethics report. It will also state the topic of the ethics report, which is described in more detail in Section D3 (NB there is no page limit for ethics reports). Once approved by the whole consortium, the coordinator should e-mail the ethics report to EURAMET within 60 days after its due date. The formal receipt of ethics reports by EURAMET forms part of the reporting process.

EURAMET does not provide a template for ethics reports, however, please include the following information on a separate cover sheet:

- EMPIR Grant Agreement number
- Project short name
- Report title (e.g. a report on the assessment of the potential for dual use applications of the results and outcomes of the project and where applicable how dual use risks can be mitigated)
- Organisation name of the lead partner for the report