

EMPIR Contracts - Reporting Guidelines
Part 7 – Writing a Final Publishable Report

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1 JRP Final Publishable Report

Reporting Template 6 – Final Publishable Report for JRPs should be downloaded for the completion of this report. Example Final Publishable Reports can be found on the EURAMET website: <http://www.euramet.org/research-innovation/emrp/emrp-calls-and-projects/>

1.1 Overview of the report

Purpose

The final publishable report is designed to be a comprehensive public document that explains the purpose, results and impact of the project to a wide audience. The main difference, when compared with the final publishable summary, is that there is a much longer section to describe the scientific and technical activities and outputs / conclusions. The final publishable report is also targeted at a more technically literate audience within the business, policy-making and standards communities than the final publishable summary. The final publishable report is for people who seek to understand the project in greater depth, understand its relevance to their work and who might as a result go on to read the project's other publications and outputs (see below). The final publishable report should be a standalone and self-contained document that can be read and understood by the target audience without reading any of the previous outputs or documentation from the project.

Distribution / target audience

Final publishable reports will be publicly available via the EURAMET website hence they should be aimed at a non-specialist audience. Text from the final publishable reports will be used by EURAMET to create material for promoting EMPIR funded projects, in particular to the EC. The main target audience for the final publishable report is EMPIR funders: the EC and national funding bodies. Other audiences include members of relevant standards committees (not already communicated with), scientific experts not directly involved in the project, accredited (or potentially accredited) calibration or testing laboratories (not already communicated with), policy-makers – both as potential users of the project's outputs and the funding bodies to understand the use and impact of their funding. There will of course be other potential users / beneficiaries of the research outputs as well. The final publishable report should be of suitable quality to enable direct publication by EURAMET and the EC.

Scope

The final publishable report should include all of the work undertaken in the JRP and it should cover the full duration of the project. *See the sections that follow for more detail on what the report should contain.*

When required

The final publishable report should be submitted to EURAMET 60 days after the end of the project.

Length / structure

The whole report, excluding the list of publications, should be no more than 40 pages. Final publishable reports should be printable as stand-alone paper documents.

Format / language

The font for the final publishable report is Arial 10 for the main body, with headings in bold. Sub-headings can be used as appropriate. A project logo, diagrams or photographs illustrating and promoting the work of the project may be included. The final publishable report should make minimal use of terms such as 'JRP' etc. in the descriptive text. For example it can refer to the work as 'the project', but it should not refer to Work Packages, tasks, management activities etc. and it should not be written in 'project management' terms or in very technical language. It should be written for a non-specialist audience and acronyms should be avoided where possible - if they are necessary please explain them the first time they are used. The final publishable report should be submitted to the MSU as a word file.

1.2 Completing the Final Publishable Report (JRP)

Before you start drafting the report please ensure you are using the correct template and that you write the report for the target audience as described in section 1.1.

Section	Content
<p>Executive summary (no more than 1 page)</p>	<p>The executive summary should be clearly laid out and provide a succinct overview of the whole project in terms of the needs it was addressing, the key research findings and their impact. This section should be written in a language and style suitable for a non-technical audience.</p> <p>The structure should be as follows:</p> <p>Introduction This should be a 2-3 sentence long paragraph that succinctly summarises the importance of your research. Keep it short and attention-grabbing, emphasising the impact of your research, not the scientific details. What has your research enabled that was not possible when the project started? Who is using this ability? How do they benefit from this? e.g.: 'This project has made a significant contribution to.....' 'Our research will save the EU millions of pounds. We have developed the regulatory framework for.....'</p> <p>The Problem This needs a paragraph or two to explain why the research project was undertaken. What specific problem(s) were you trying to solve? What framework/service/knowledge was missing that you are now providing? What were the difficulties that the lack of a sufficient metrology infrastructure caused and why did this problem need to be solved? e.g.: <i>Sentence 1:</i> 'The EU faces an urgent need to reduce its dependency on fossil fuels...' <i>Sentence 2:</i> 'The problem is that the pipeline system was designed for relatively uniform natural gas'</p> <p>The Solution Write a few sentences to explain what you set out to do and why and what was achieved. Do not focus on the niche intricacies of the science; just summarise the key research outputs and conclusions without going into too much detail. e.g. 'We set out to solve this problem by doing A, B and C.....' 'X, Y and Z (e.g. uncertainties, new measurement capabilities, methods etc.) are now available' 'We found that....'</p> <p>Impact This section should be at least a third of a page because the impact of your research is very important. Please describe who is already using your research outputs (early impacts) and what this will lead to in the longer term (i.e. longer-term impacts)? What is the relevance? Will it save money and for whom? Will it revolutionise the current system? Does it provide the basics that will enable others to progress/develop? e.g.: 'X and Y are utilising our research outputs to do Z' 'The accomplishment of Objective A will enable B to do C....'</p>
<p>Need for the project (up to 4 pages)</p>	<p>This section should explain why the project was undertaken. (It should be an extended version of the 'Need' section in the final publishable summary).</p> <p>Your description should follow a logical flow from the high-level needs (e.g. to contribute to mitigating climate change, improve productivity in sector X), through to the specific</p>

	<p>metrological user needs (problems in specific types of companies or public agencies) that needed to be addressed via improved measurement capabilities at NMIs/DIs.</p> <p>If your project continued the work undertaken in a previous JRP please summarise why the work needed to be continued. Where relevant, refer to the European legislation, documentary standards, technology roadmaps etc. that need to be addressed.</p> <p>This explanation should link clearly to the project’s scientific and technical objectives and explain the need for each of them i.e. it should be clear to the reader why the project, with its particular objectives, needed to be conducted.</p>
<p>Objectives (up to 1 page)</p>	<p>This section presents the scientific and technical objectives (including the impact objective) for the project.</p> <p>To give some context for the objectives, first state the overall goal of the project in one simple sentence (using non-technical language). Then present the scientific and technical objectives of the project exactly as presented in Section B1.b of the Annex 1.</p> <p>If the objectives are written in technical language, they should be summarised briefly in non-technical language (after the overall goal). If necessary, to help explain the reason for investigating these objectives, this section may need to briefly explain why each specific area is to be investigated.</p>
<p>Results (up to 25 pages)</p>	<p>This section should present the project’s technical outputs (i.e. results and conclusions) against each of the project’s objectives (except the impact objective) i.e. it should be structured on an objective by objective basis. It should make clear that the objective has been achieved (or to what extent the objective has been achieved).</p> <p>There should be a sub-section for each objective. It should present a clear and logical account of how the research undertaken contributed to achieving the scientific and technical objective and the key results and conclusions achieved. Each objective sub-section should:</p> <ul style="list-style-type: none"> • Describe why that scientific / technical area was being researched i.e. why that area is relevant to the project’s need and objectives (if this has not already been clearly described in the opening sections or if more detail is needed to aid the reader in understanding the relevance of the research) • Describe the research undertaken (the scientific and technical progress beyond the state of the art should be made clear) • Each sub-section (for each objective) should end with a summary of the key research outputs and conclusions (these should be described in terms of the achievement of the project’s scientific and technical objectives) <p>The ‘Results’ section should end with an overall results summary, in bullet-point form, of the key results and conclusions of the research undertaken in the project (i.e. across all objectives). It should cover, for example</p> <ul style="list-style-type: none"> • New measurement capabilities at NMIs and DIs (and other partners). Make clear that new parameters can now be measured, that measurement ranges have been extended or uncertainties reduced. Where relevant make clear if these new capabilities are ‘first in the world’ or ‘first in Europe’ • New reference materials, reference methods, procedures developed. Make clear if these are intended for use by NMIs/DIs and/or for use in the calibration sector, wider industry (or other organisations such as hospitals or public agencies) • Key technical insights gained i.e. important new knowledge developed • Plus, how the collaborative approach produced added value that individual partners could not achieve by themselves <p>As this report will be in the public domain, any confidential results (e.g. that relate to patent applications) should not be included.</p>

<p>Impact (at least 5 pages and no more than 10 pages)</p>	<p>This section should state the impact objective and describe how the project has made, and is making, a tangible contribution to addressing the specific user needs identified in the 'Need for the project' section and how that will in turn contribute to the high-level aims of the project. (It should be an extended version of the 'Impact' section in the final publishable summary).</p> <ul style="list-style-type: none"> • It should provide a summary of the dissemination activities undertaken by the project (including those undertaken under the impact objective) (no more than 2 pages). <i>However, please note that the 'Impacts' section must not solely be a description of dissemination activities</i> • It should provide details of 'early impacts' i.e. project results and outputs that are currently being used (see below for examples of early impacts). These should be described so that it is clear how they relate to the specific metrological user needs described in the 'Need for the project' section. So, where possible, reference the objectives (i.e. 'the device developed in objective 3 is being used...'). Explain who is using them, and what they are being used for. <i>(The contents of the output and impact report will be useful for completing this section)</i> • If early impacts are confidential the impact should either be anonymised (e.g. "a company has tested their equipment on the facilities developed by the project...") or left out. (If they are left out they should be reported in the period 2 technical report (progress) and recorded in the output and impact report). It should describe how the early (and potential) impacts will contribute to wider and longer-term socio-economic and policy impacts • If any wider longer-term impacts (socio-economic, policy impacts) have already been achieved, these should also be described e.g. if a new/improved standard or innovation has contributed to socio-economic effects <p>The impacts should be presented in terms of:</p> <p><i>Impact on industrial and other user communities</i> i.e. the adoption / use / exploitation of the project's outputs by the relevant user communities e.g. in industry and in the public sector and how this will lead to wider economic, social and environmental impacts.</p> <p><i>Impact on the metrology and scientific communities</i> i.e. the direct effect of the project on the metrological and scientific communities e.g. significant advances in the SI system, important inputs to high-level metrology committees and / or changes (or proposed changes) to NMI/DI CMCs, significant or widespread use of the project's outputs by the scientific research community.</p> <p><i>Impact on relevant standards</i> i.e. the adoption / use / exploitation of the project outputs by the standards community (CEN, ISO, etc.) in terms of new or updated documentary standards and how these standards will support the creation of the wider economic, social and environmental impacts.</p>
<p>List of publications (no word limit)</p>	<p>The list should only include published publications in the public domain and it should be the same as in the list of publications presented in the final publishable summary.</p>
<p>Website address and contact details</p>	<p>Website address (where applicable) and contact details.</p>

The table below provides examples of early impacts.

Category	Examples
Standards and regulation	<p>Tangible developments in standards and regulations such as:</p> <ul style="list-style-type: none"> • A new or updated standard (or regulation) published with clear inputs from the project • A draft of a new or updated standard (or regulation) with clear inputs from the project (planned publication dates should be provided) • Significant (and tangible) progression in the development of standards (or regulations) such as a key piece of validation work being undertaken as a result of the project's outputs or a new Working Group established as a result of the project's outputs, or invitations to contribute inputs to policy-making
User uptake	<p>Uptake of project outputs / findings by organisations in the private and public sectors, such as:</p> <ul style="list-style-type: none"> • Companies (or other organisations) implementing new devices, procedures, methods, or protocols developed by the project in support of (or to support) the development or implementation of new and / or improved products, processes or services • 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 • Invitations to present the findings of the project (privately) to companies (or other potential user organisations) • New accredited calibration / test services available (or soon to be available if the accreditation process is still in progress) at NMI/DIs or other organisations (e.g. calibration / test labs) based on the new measurement capabilities resulting from the project • Further joint research projects undertaken in collaboration with potential users (industry / public sector agencies). This does not include follow-on EMPIR projects but refers to collaborative activities undertaken by any EMRP partner with users that builds on the project's outputs • Exploitation of IP generated by the project (patents and other forms of IP) e.g. licensing (or significant interest in exploiting IP) • <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>
Scientific uptake and impact	<p>Uptake and impact among the wider scientific community and among the NMI/DI community.</p> <ul style="list-style-type: none"> • Actual or planned changes to the NMI/DI CMC statements and projected timescales for the changes • Significant advances in the SI system • 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) • Further significant collaborations within the NMI/DI community (outside of those in the consortium)

2 SIP Final Publishable Report

Reporting Template 6 – Final Publishable Report for SIPs should be downloaded for the completion of this report.

2.1 Overview of the report

Purpose

The final publishable report is designed to be a comprehensive public document that explains the purpose, results and impact of the project to a wide audience. The main difference, when compared with the final publishable summary, is that it is longer and therefore more detail should be provided on the project. The final publishable report is also targeted at a wide audience within the business, policy-making and standards communities. The final publishable report should be a standalone and self-contained document that can be read and understood by the target audience without reading any of the previous outputs or documentation from the project.

Distribution / target audience

Final publishable reports will be publicly available via the EURAMET website hence they should be aimed at a non-specialist audience. Text from the final publishable reports will be used by EURAMET to create material for promoting EMPIR funded projects, in particular to the EC. The main target audience for the final publishable report is EMPIR funders: the EC and national funding bodies. Other audiences include members of relevant standards committees (not already communicated with), scientific experts not directly involved in the project, accredited (or potentially accredited) calibration or testing laboratories (not already communicated with), policy-makers – both as potential users of the project's outputs and the funding bodies to understand the use and impact of their funding. There will of course be other potential users / beneficiaries of the research outputs as well. The final publishable report should be of suitable quality to enable direct publication by EURAMET and the EC.

Scope

The final publishable report should include all of the work undertaken in the SIP and it should cover the full duration of the project. *See the sections that follow for more detail on what the report should contain.*

When required

The final publishable report should be submitted to EURAMET 60 days after the end of the project.

Length / structure

The whole report, excluding the list of publications, should be no more than 15 pages. Final publishable reports should be printable as stand-alone paper documents.

Format / language

The font for the final publishable report is Arial 10 for the main body, with headings in bold. Sub-headings can be used as appropriate. A project logo, diagrams or photographs illustrating and promoting the work of the project may be included. The final publishable report should make minimal use of terms such as 'SIP' etc. in the descriptive text. For example it can refer to the work as 'the project', but it should not refer to Work Packages, tasks, management activities etc. and it should not be written in 'project management' terms or in very technical language. It should be written for a non-specialist audience and acronyms should be avoided where possible - if they are necessary please explain them the first time they are used. The final publishable report should be submitted to the MSU as a word file.

2.2 Completing the Final Publishable Report (SIP)

Before you start drafting the report please ensure you are using the correct template and that you write the report for the target audience as described in section 2.1.

Section	Content
<p>Executive summary (no more than 1 page)</p>	<p>The executive summary should be clearly laid out and provide a succinct overview of the whole project in terms of the need it was addressing and its impact. This section should be written in a language and style suitable for a non-technical audience.</p> <p>The structure should be as follows:</p> <p>Introduction This should be a 2-3 sentence long paragraph that succinctly summarises the importance of your project. Keep it short and attention-grabbing, emphasising the impact of your project. What has your project enabled that it was not possible to do at the start? Who is using this ability? How do they benefit from this? e.g.: 'This project has made a significant contribution to.....' 'Our project will save the EU millions of pounds. We have developed the regulatory framework for.....'</p> <p>The Problem This needs a paragraph to clearly and briefly explain why the SIP was undertaken. It should clearly state the external needs of the Primary Supporter (and who they are) and how these relate to the adoption of specific JRP outputs covered by the SIP. It should also explain how the needs of the primary supporter relate to wider needs in their sector or community. Where relevant, refer to European legislation, documentary standards, technology roadmaps etc. e.g.: <i>Sentence 1:</i> 'The EU faces an urgent need to reduce its dependency on fossil fuels...' <i>Sentence 2:</i> 'The problem is that the pipeline system was designed for relatively uniform natural gas'</p> <p>The Solution Write a few sentences to explain what you set out to do, why and what was achieved in the project. Do not focus on the niche intricacies of the activities undertaken; just summarise the key outputs without going into too much detail.</p> <p>Impact This section should be at least a third of a page because the impact is the reason for a SIP. Briefly explain the use of the SIP outputs by the Primary Supporter and the benefits they are experiencing as a result. Also explain how the impacts are spreading (or will spread) beyond the Primary Supporter to the wider community to create wider and longer-term economic, social and environmental impacts.</p>
<p>Need for the project (up to 2 pages)</p>	<p>This section should explain why the project needed to be undertaken. It should clearly state the external needs of the Primary Supporter (and who they are) and how they relate to the adoption of specific JRP outputs covered by the SIP. It should also explain how the needs of the primary supporter relate to the wider needs in their sector or community. Where relevant, refer to European legislation, documentary standards, and technology roadmaps.</p>
<p>Objectives (up to 1 page)</p>	<p>Please describe the objectives of the project exactly as presented in Section B1.b of the Annex 1. If necessary, to help explain the need for the project, this section may briefly explain why each specific area was to be investigated.</p>
<p>Results (up to 4 pages)</p>	<p>This section should present a clear and logical account of the outputs delivered against each of the project's objectives.</p> <p>As this report will be in the public domain, any confidential results (e.g. that relate to patent applications) should not be included.</p>

<p>Impact (4-10 pages)</p>	<p>This section should describe the tangible impact the project has generated to date and the future impact it will lead to.</p> <p>To do this it should explain how the outputs of the project are being used (have been used) by the Primary Supporter and benefits they are experiencing as a result. It should also explain how the impacts will spread beyond the Primary Supporter to the wider community to create wider and longer-term economic, social or environmental impacts (described in the ‘Need’ section) and what the impacts are expected to be.</p> <p>For SIPs focused on standards this section should make clear what standards have been contributed to and what stage of the process has been reached (e.g. published standard, a draft standard going through the formal approval process). If not yet published, the expected publication date of the standard should be reported. It should also describe why the standard is important, who will use it and how this will lead to wider economic, social or environmental impacts.</p> <p>For SIPs focused on industrial uptake this section should describe how the Primary Supporter is using the technical outputs transferred to them and what benefits they have achieved as a result and/or what they expect to achieve. This should be described in terms of: the development of new or improved products, processes or services; increased sales (or projected sales) of new or improved products or services as a result of the SIP; improved efficiency as a result of the SIP. These benefits should be quantified. It should also describe how these impacts will spread to the wider community to create wider and longer-term economic, social or environmental impacts.</p>
<p>Website address and contact details</p>	<p>Website address (where applicable) and contact details.</p>