

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

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EMPIR Reporting Guidelines
Part 7 – Writing a Final Publishable Report

1 Final Publishable Report for JRPs, SIPs and JNPs

Reporting Template [06 - Final publishable report template](#) is required for the completion of this report.

Previous examples of Final Publishable Reports can be found on the EURAMET website at

<http://www.euramet.org/research-innovation/emrp/emrp-calls-and-projects/>

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1.1 Overview of the report

Purpose

The final publishable report is designed to be a comprehensive document that explains the purpose, results and impact of the project. The main difference, when compared with the final Publishable Summary, is that there is a much longer section to describe the results. 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 outputs and/or publications.

The final publishable report should be a standalone document that can be understood without reading any of the previous documentation from the project.

Distribution

Text from the final publishable reports may be used by EURAMET to create material for promoting EMPIR funded projects, in particular to the EC. Therefore, the final publishable report should be of suitable quality to enable direct publication by EURAMET.

Scope

The final publishable report should include all of the work undertaken in the JRP, SIP or JNP and it should cover the full duration of the project.

Format

The final publishable report should be submitted to the EURAMET MSU as a word file.

The font for the final publishable report is Arial 10 for the main body, with headings in bold (sub-headings may 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, SIP, JNP, Work Packages or Tasks etc. For example, it should refer to the work as 'the project'. Acronyms should be avoided where possible – if they are necessary please explain them the first time they are used.

Deadline

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

1.2 Completing the Final Publishable Report

Section	Content
Overview	(Not to be completed until the final Publishable Summary is approved by the EURAMET MSU) This should be the same as the overview in the final Publishable Summary.
Need	(Not to be completed until the final Publishable Summary is approved by the EURAMET MSU) This should be the same as the need in the final Publishable Summary.
Objectives	(Not to be completed until the final Publishable Summary is approved by the EURAMET MSU) This should be the same as the objectives in the final Publishable Summary and in Section B1.b of the Annex 1.
Results (up to 5 pages per technical work package for JRPs), (up to 5 pages per impact or network work package for SIPs and JNPs respectively)	<p>This section should present a clear and logical account of the project's outputs delivered against each of the project's objectives. <i>(For JRPs, please exclude the impact objective).</i></p> <p>There should be a sub-section (heading) for each objective (NB do not complete this section on a work package by work package basis – use the objectives). Each sub-section should present a clear and logical account of how the work undertaken contributed to achieving the objective and the key results and conclusions achieved. Each objective sub-section should:</p> <ul style="list-style-type: none"> • Describe why the work was relevant to the project's needs and objectives (if this has not already been clearly described). • Describe the work undertaken (including the progress beyond the state of the art (if appropriate)). • End each sub-section (for each objective) with a summary of the key outputs and conclusions. Please ensure that it is clear whether the objective was achieved (or to what extent the objective was achieved). <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>
Impact	(Not to be completed until the final Publishable Summary is approved by the EURAMET MSU) This should be the same as the impact in the final Publishable Summary.
List of publications	(Not to be completed until the final Publishable Summary is approved by the EURAMET MSU) This should be the same as the list of publications in the final Publishable Summary. It should only include peer-reviewed publications that are open access and published in the public domain.
Contact details (optional)	If required, additional contact details can be included e.g. contact details for work package leaders or alternative contact details for the coordinator if he / she is no longer contactable.