

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

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

1.1 Overview of the report

Purpose

The final publishable report is designed to be a publicly available document that explains the purpose, results and impact of the project to those who seek further information and who may, as a result, go on to read its publications. The main difference from the final Publishable Summary, is that it has a more extensive results section that describes project developments in detail.

The final publishable report should be a standalone document that can be understood, by those with a technical interest, 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 the non-confidential results and work undertaken in the JRP, SIP or JNP and it should cover the full duration of the project. The short names of the partner organisations that worked on the project should be mentioned to support inter-NMI/DI collaborations, which are a key feature of the EMPIR programme. Outputs from any RMGs associated with the project should also be included in the appropriate place(s) in the results section.

Format

The final publishable report should be submitted to the EURAMET MSU as a word file. Please note that email may not be suitable for submitting final publishable reports with a large file size to the EURAMET MSU. In such cases, alternative file sharing methods may be used e.g. Sharepoint or One Drive.

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).

The project logo and diagrams or photographs illustrating and promoting the work of the project may be included. The final publishable report should not use terms such as JRP, SIP, JNP, Work Packages or Tasks etc. For example, it should refer to the work as 'the project'. In addition, 'the consortium' and/or partner organisation short names should be referred to throughout. Technical 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 at the same time as the other final reports. Please complete the Results section and if necessary the optional Contact details section. The Overview, Need, Objectives, Impact and List of publications sections should be left blank in the initial submitted version of this report as these sections will subsequently be completed by the EURAMET MSU using text from the final publishable summary.

Submissions to the EURAMET Repository Link

Each partner must ensure open access (free of charge, online access for any user) to all peer-reviewed scientific publications relating to its results and also to all relevant data if your project has “opted in” to data management in accordance with Article 29 of the EMPIR Grant Agreement.

Coordinators should make submissions of links to their publications and data to the EURAMET Repository link by completing the online form: <https://msu.euramet.org/cgi-bin/be-submit.pl>

Authors can find information about this here: http://msu.euramet.org/downloads/documents/MSU_repository_instructions.pdf

1.2 Completing the Final Publishable Report

Section	Content
Overview	Please leave this section blank. This section will be completed by the EURAMET MSU using text from the final Publishable Summary. (please submit the Final Publishable report at the same time as the other reports)
Need	Please leave this section blank. This section will be completed by the EURAMET MSU using text from the final Publishable Summary. (please submit the Final Publishable report at the same time as the other reports)
Objectives	Please leave this section blank. This section will be completed by the EURAMET MSU using text from the final Publishable Summary. (please submit the Final Publishable report at the same time as the other reports)
Results (up to 5 pages per objective for JRPs, SIPs and JNPs)	<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, clearly mentioning the partners / RMGs that undertook the work (including the progress beyond the state of the art (if appropriate)). • Highlight collaborations between the partners / RMGs and how the collaborative approach produced added value beyond that achievable by individual partners. • End with a summary of the key outputs and conclusions, ensuring that it is clear whether the objective was achieved / or to what extent it was achieved. <p>As this report will be in the public domain, any confidential results (e.g. those relating to patent applications) should not be included.</p>
Impact	Please leave this section blank. This section will be completed by the EURAMET MSU using text from the final Publishable Summary. (please submit the Final Publishable report at the same time as the other reports)
List of publications	Please leave this section blank. This section will be completed by the EURAMET MSU using text from the final Publishable Summary. (please submit the Final Publishable report at the same time as the other reports)

Contact details (optional)	If required, provide alternative contact details for the coordinator if he / she is no longer contactable. Please <u>do not</u> include contact details for anyone else (e.g. work package leaders etc.).
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