



EMPIR Reporting Guidelines

Part 8 – Writing a Final RMG Report

1 Introduction

EMPIR Reporting Guidelines Part 8 provides guidance on submitting the final report at the end of an EMPIR Researcher Mobility Grant. In addition, the researcher will also need to add relevant information to the parent JRP's output and impact report and to submit this to the coordinator (see Section 3 below).

2 Final RMG Report

This is the reporting required at the end of the Researcher Mobility Grant associated with the JRP. The report should provide information against each section of the Research Schedule (Annex 1 of the EMPIR Researcher Mobility Grant contract), showing clearly what was planned and what was achieved. Reporting Template 08 – Final RMG Report should be downloaded for the completion of this report.

The final RMG report should be sent to the MSU and copied to the coordinator.

2.1 Summary

Please provide a summary (max. 1000 characters) of progress, illustrating achievements and issues during the project. Include a statement of whether the Researcher Grant met its targets or not and mention outputs, impact and any uptake of the results.

2.2 Progress

Summarise the highlights and progress towards completing each task (max. 0.5 page per task). This should include the contribution of each partner and a description of any issues encountered in completing each task. If it was not possible to complete a task (or part of a task) please explain why. Ensure that the description of progress covers the full duration of the EMPIR Researcher Mobility Grant.

3 Output and Impact Report

All output and impact activities for the EMPIR Researcher Mobility Grant Researcher should be listed in the parent JRP's Reporting Template 04 – Output and Impact Report. Please contact your coordinator for a copy of the Output and Impact Report, which you should complete and return to the coordinator (see EMPIR Reporting Guidelines Part 3 for details of how to complete this report).