Guide 12: Writing Small Collaborative Projects (SCPs)

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

CONTENTS

If you require further help or guidance after reading this document, please contact the helpdesk

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1 Scope

This document explains how to write a Small Collaborative Project (SCP) proposal. It includes information on how to complete the templates and submit your proposal, and examples to help you write your proposal.

It does not include information on:

- resourcing and costing a proposal, this is described in Guide 5: Submitting Administrative Data for EMPIR Projects (although please see Section 6 of this Guide for additional guidance).

2 Admissibility and Eligibility

The admissibility and eligibility criteria are the minimum conditions that an application must fulfil if it is to be evaluated. EURAMET will check the eligibility of each application and only eligible applications will be evaluated. Where eligibility is not met, the application will be rejected, and the proposers informed. If ineligibility is discovered later during the evaluation process, the application will be rejected.

Where there is a doubt on the eligibility of an application, EURAMET reserves the right to proceed with the evaluation, pending a final decision on eligibility. The fact that an application is evaluated in such circumstances does not constitute proof of its eligibility.

2.1 Admissibility

To be considered admissible, a submission must be:

- submitted following the instructions given on https://msu.euramet.org/ before the deadline specified;
- readable, accessible and printable;

Incomplete proposals may be considered inadmissible. A complete proposal includes the completed SCP Project Administrative Data workbook and the SCP protocol.

2.2 Eligibility criteria

Partners	EURAMET NMIs and DIs only (see List 1a) – irrespective of whether they are from an EMPIR contributing country or not
Number of partners	At least 2 (and ideally at least 3) emerging NMIs/DIs and 1 highly developed NMI/DI
Project type	Support action, not research action
Scope of proposed work	In accordance with the published SCP call scope
Project budget	Up to 150 k€
Project duration	Up to 18 months
Legal entity validation	All partners in an SCP project must be a legal entity to be able to sign a Grant Agreement with EURAMET. While EURAMET is responsible for validating the legal status of organisations, it also requires them to register in the European Commission's Funding and Tenders Portal (https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register). Any organisation can register in the European Commission's Participant Register, which immediately allocates a PIC (Participant Identification Code) number. The PIC does not have to be "validated" by the European Commission Services, but if it is then EURAMET will take this into account in its own validation process.

3 Submission

You should submit your SCP proposal electronically via the Call webpages https://msu.euramet.org/calls.html before the Call deadline. For each complete proposal, the following documents must be combined as a single ZIP file and submitted:

1. Template 12: SCP protocol (required)
2. Template 13: SCP Project Administrative Data (required)

This document includes page limits for some sections of your SCP proposal, the reviewers will be instructed to ignore any text over these limits.

If you wish to make corrections or amendments, you should resubmit a complete set of documents as a new ZIP file via the online submission system, indicating the original submission reference number.

Proposers should note that no other documents should be submitted, and any that are, will not be passed to the reviewers by EURAMET.

4 Participants

SCPs may include two types of project participant

1. SCP Funded Partners
2. And rarely, Linked Third Parties

If you think you will need to include a Linked Third Party, please email EMPIR.msu@euramet.org or contact the EURAMET Management Support Unit (MSU) for advice.

The eligibility criteria are described in Section 2.2. EURAMET will undertake further checks to establish eligibility prior to issuing grant agreements.

5 Completing the SCP protocol

All sections of Template 12: SCP protocol, are mandatory, unless otherwise stated, and should be completed as detailed in the sections below.

The page limits given for a section MUST be adhered to using Arial font size 10. If the page limits are exceeded (for a section) then reviewers will be asked to disregard the text/information that is over the page limit. The mandatory page limits are summarised in the table below:

Section or sub-section	**Maximum length**
B1.a: Summary of the project	2 pages
B2.a: Projected early impact on user communities	1 page
B2.b: Projected wider impact of the project	0.5 page
B3.a: Overview of the consortium	1 page

5.1 Title page

Please complete and remove the <>, and ensure that the data is consistent with that in Template 13: SCP Project Administrative Data. If your proposal is selected for funding it will be issued with a SCP number. You should include a proposed short name/acronym (a maximum of 13 characters including spaces) and title for your SCP and ensure that the proposed short name is consistent between Template 12: SCP protocol and Template 13: SCP Project Administrative Data.

Please do **not** delete the automatic footers from Template 12: SCP protocol.

5.2 Glossary

A Glossary is optional and, if required, should be included before the table of contents.

5.3 Section A: Key data

5.3.1 Section A1: Project data summary and Section A2: Financial summary

In order to help proposers capture the necessary data, reduce duplication of data, and minimise errors, EURAMET have created Template 13: SCP Project Administrative Data (an Excel workbook). The data entered in Template 13: SCP Project Administrative Data automatically populates a number of worksheets containing tables that you should copy and paste into Section A1 and Section A2 in Template 12: SCP protocol.

Pasting tables from Template 13 into Section A1 and Section A2 in Template 12: SCP protocol		
Template 13 Worksheet	**Template 12: SCP protocol Section A tables**	**Notes**
A	Section A1 Coordinator contact details	Select the right hand column inside the table and copy. Ctrl V or Paste Special as "Formatted Text". Do not paste as "Picture".
B	Section A1 Participant details	Select the area inside the table and copy (excluding the column and row headings). Ctrl V or Paste Special as "Formatted Text". Do not paste as "Picture". Please delete any empty rows in the tables. If your project does not include Linked Third Parties then "table b. Linked Third Parties" should be deleted.
C	Section A2 Financial summary	Select the area inside the table and copy (excluding the column and row headings). Ctrl V or Paste Special as "Formatted Text" those cells that include data. Do not paste as "Picture" or re-paste the column or row headings. If your proposal includes any subcontracting, include one or two sentences under the A2 table explaining what will be subcontracted and why.

5.3.2 Section A3: Work packages summary

The information should be consistent with the work packages in Section C of Template 12: SCP protocol and the "WP months data entry" worksheet in Template 13: SCP Project Administrative Data.

If your project includes a Linked Third Party you must include the following sentence under the work packages summary table "Some of the staff working on the project at YYY are employed by the Linked Third Party NNN. NNN will provide N months of labour resource overall to this project in WPX, WPY and WPZ. This resource is included in the table above." and you must identify the number of person months the Linked Third Party will provide to each WP.

5.4 Section B: Overview

Section B should be used to explain how your project addresses each of the 3 evaluation criteria ("Excellence", "Impact" and "Quality and Efficiency of the Implementation"). Proposers should therefore take note of the evaluation criteria (see Section 7.1).

Section B should tell a coherent story about the proposed project which should follow a logical flow from the stakeholders' and end users' needs that need to be addressed, through into the objectives of the project and the project outputs, then explain how the project's outputs will be used to generate the early impacts addressing the stakeholders' needs.

Please do not include any photographs in Section B. Diagrams should only be included if absolutely necessary and should be limited to one or two schematic diagrams.

5.5 Section B1: Excellence

5.5.1 Section B1.a: Summary of the project

This section should be aimed at a non-specialist audience and must cover the need for the project, its objectives, its key outputs (what it will achieve), and the wider benefits to end users and society (who will be using the outputs). The summary of the project should be a standalone and self-contained summary that can be read and understood without reading any other sections from the proposal.

The summary of the project should be no more than 2 pages in length and should have the following subsections with subheadings:

Subsection	Content
Overview (50-100 words)	This section should explain in two or three sentences the purpose of the project. It should state a high-level overview of the project including the overall need and how the project will address this need and its measurement related challenge(s).
Need (150-300 words)	This section should explain why the project is being undertaken. It should clearly explain (to a non-specialist audience) the external needs, including the needs for end users and the wider needs. Where relevant, refer to European legislation, documentary standards etc.
Objective(s) (100-200 words)	This section presents the objective(s) for the project. To provide some context for the objective(s), please begin with the overall goal of the project in one simple sentence.
Results (≤ 400 words)	This section should describe the expected final outputs of the project on an objective by objective basis (i.e. use each objective as a subheading). It should not contain detailed descriptions of the project's activities.
Impact (≤ 500 words)	This section should describe the impact the project is expected to have and the route to impact. To do this please explain how the outputs of the project will be used and the benefits to end users, including impact on the European metrology infrastructure. It should also explain how the impacts may spread to the wider community to create wider and longer-term economic, social and environmental impacts and what the impacts are expected to be. It can be based on the text from Section B2.

5.5.2 Section B1.b: Overview of the objective(s)

This section should describe the objective(s) of your project and it should be approximately a quarter of a page. A numbered list is required for your objective(s) and you should indicate which work package(s) address each objective. The list of specific objective(s) should be preceded by a sentence at the start of the section describing the overall aim of the project. The description of the objective(s) should align with those in Section B1.a.

B1.b: Overview of the objective(s)

The overall objective of this project is to enable smart specialisation in dimensional metrology between countries A, B and C to ensure that appropriate measurement services are available to stakeholders in this region.

The specific objective of the project is:

1. To develop a strategy and mechanisms to support smart-specialisation in dimensional metrology through the coordination and sharing of resources and services across national borders including (i) identifying stakeholders' high level needs for dimensional metrology in the region, (ii) reviewing the metrology services provided or planned by NMIs/DIs in the region, (iii) identifying any barriers to smart specialisation and (iv) developing a strategy, mechanisms and a plan for implementation to enable smart-specialisation in dimensional metrology. (WP1, WP2)

5.5.3 Section B1.c: List of deliverables

You should list your deliverables in the table provided in Template 12: SCP protocol. The deliverables should align with the project's technical objectives in Section B1.b. There should be a maximum of 4 deliverables including a mandatory deliverable for the completion of the project's reporting.

Deliverable descriptions should provide evidence of a tangible high-level project output, such as the key output of a work package. Please remember that each deliverable should be able to be sent to EURAMET and stored, and hence must be of a suitable format e.g. not a piece of equipment etc. Each deliverable must have been reviewed and approved by the whole consortium before being submitted to EURAMET by the coordinator.

Each partner should be included in at least one deliverable (in addition to the mandatory reporting deliverable where all partners are required).

For each deliverable you should also include the number of the activity (e.g. A1.4.5) where the deliverable is delivered to EURAMET in the first column of the deliverable table under the objective number(s).

B1.c: List of deliverables

Relevant objective (Activity delivering the deliverable)	Deliverable number	Deliverable description	Deliverable type	Partners (Lead in bold)	Delivery date
1 (A1.3.2)	D1	Report detailing stakeholders' high-level needs for dimensional metrology in the region, metrology services provided or planned by NMIs/DIs and analysis of alignment between the needs and services	Report	**BBB,** AAA, CCC, DDD	M05
1 (A2.1.4)	D2	Summary report identifying potential barriers (technical, logistical, legal and financial) to smart specialisation to be overcome	Summary report	**DDD**, AAA, BBB, CCC	M08
1 (A2.2.5)	D3	Strategy and implementation plan for smart specialisation in dimensional metrology in the region	Strategy and implementation plan	**AAA**, BBB, CCC, DDD	M18
n/a	D4	Delivery of all technical and financial reporting documents as required by EURAMET	Reporting documents	**AAA**, all partners	M18 + 60 days

5.5.4 Section B1.d: Need for the project

This section must explain a clear need for the project i.e. why the project is being undertaken. It should be approximately 1 page in length and should explain the background to the need for the project, i.e. what the issue is, why it needs to be addressed and who needs the solution.

The explanation of the need for the project should link clearly to the project's objective(s) and to the scope of SCP projects in terms of their support for targeted activities for emerging NMIs/DIs.

The description of the need should follow a logical flow from any high-level needs, through to the specific user needs (problems encountered in specific types of organisations e.g. companies, public agencies or NMIs/DIs) that needed to be addressed. Where relevant, you should refer to the European legislation etc. that needs to be addressed.

For most proposals the need for the project extends beyond the metrology community, so you should clearly identify the potential stakeholder and user groups. Finally, you should explain why bringing together a critical mass of European expertise, will enable progress in this area; and why a non-collaborative approach would be less successful.

5.6 Section B2: Potential outputs and impact from the project results

This section is made up of two sub-sections; Sections B2.a and B2.b should provide details of the **early impacts on user communities** and the **wider economic, social and environmental impacts** that your project will contribute to and the routes to facilitate them.

You should describe how your project will make a positive difference to Europe and to emerging NMIs/DIs by addressing the needs described in Section B1.d. This should not be a statement of what your project will do, but a statement of the benefits the project will bring to those who make direct use of the project's outputs (**early impact**) and how these early impacts will contribute to the wider economic and societal benefits (**wider impacts**). You should also ensure that the impact you describe can realistically be achieved by your project, and the early impacts and benefits you describe should be specifically attributable to the outputs and aims of the project.

5.6.1 Section B2.a: Projected early impact on user communities

This section is mandatory and should be a maximum of 1 page. It should describe the direct effect your project will have on user communities, including emerging NMIs/DIs. The early impacts described in this section should relate to the uptake, exploitation and use of project outputs by the early users of the project's outputs.

These impacts will begin in the short-term, (towards the end of the project and very soon after its completion). The beneficiaries are expected to be the people and organisations in the target user community, with which the project has direct interactions, including NMIs/DIs and stakeholders.

You should describe your expected early impacts including: (i) details of who the organisations are (specific organisations and types of organisations) that will benefit; (ii) which project outputs will benefit the different types of beneficiaries; and (iii) how you will ensure the maximum benefits are achieved.

5.6.2 Section B2.b: Projected wider impact of the project

This section should help the reviewers understand why your project is important and it should be a maximum of 0.5 pages. You should describe the wider (i.e. longer-term) impacts that your project will contribute to and the routes to facilitate them (i.e. the links between the early impacts and the wider impacts).

For the wider impacts, please explain the **economic, social and environmental** impact that your project will make across Europe (and internationally). Where possible quantify each of the impacts numerically. You should also provide details of who will benefit from the project, and which aspects of the project each stakeholder group will benefit from.

Finally, describe how you will ensure that the maximum benefits and impact is achieved by your project.

5.7 Section B3: The quality and efficiency of the implementation

5.7.1 Section B3.a: Overview of the consortium

This section should be a maximum of 1 page and should explain how the consortium brings a balance of skills and high quality experience to the project. You should explain how your consortium makes the best use of the available capabilities, including those of the experienced NMI/DI and those of the emerging NMIs/DIs and if there are any duplicated skills or facilities between your partners, you must justify this.

You must explain the contribution of all partners on a partner by partner basis, even if they have a small role in the project. If the proposal includes a linked third party, please include details at the end of the information about the partners. Please do not name individual people.

Example: Section B3.a: Overview of the consortium

The consortium brings together one experienced NMI and three emerging NMIs with expertise in the field of dimensional metrology.

- **AAA** the NMI in UUU is responsible for the development and maintenance of national standards for length metrology and has a background and expertise in interferometry length measurements, CMMs, and gauge blocks. AAA has participated in a number of EMRP and EMPIR projects and coordinated 16RPT15 HowLong. The coordinator also has experience of coordinating a range of national technical and capacity building projects.
- **BBB** is the NMI in XXX and is responsible for the development of the national standards and provision of calibrations for dimensional measurements, namely for laser length standards, linear gauge blocks, interferometry length measurements, angle measurements, surface texture and form measurements. The length laboratory has participated in several European and length international comparisons and has 15 CMCs published in the field of length measurements.
- **CCC** is a DI in YYY and is responsible for the development and maintenance of national standards for length metrology. CCC has facilities for gauge blocks and tape benches and is currently taking the first steps towards establishing capabilities for interferometry. CCC participated in an EMPIR JRP for the first time in 16RPT15 HowLong, including the comparison of gauge blocks carried out in the project.
- **DDD** the NMI in ZZZ has significant long-term expertise in dimensional metrology, including interferometry, optical frequency metrology, CMMs, geometric measurements, angle and roughness. Whilst DDD's capabilities and facilities encompass a wide range of length metrology expertise, DDD also has experience in jointly establishing a smart specialisation scheme between DDD and another NMI FFF to address gauge blocks, tape benches, and angle measurements and this background will be especially useful for the project. DDD has long been an active member of both CCL and EURAMET TC-L. DDD has participated in many EMRP and EMPIR projects and has coordinated a number of dimensional JRPs including IND73 Long, 14IND21 TeenyCMM and 18SIB24 Tiny.

5.8 Section C: Detailed project plans by work package

This section should describe the work planned to meet the objectives described in Section B1.b and to deliver the summary list of deliverables in Section B1.c.

Your proposal must contain:

- At least 1 technical work package (mandatory)

- 1 “Creating impact” work package (mandatory)
- 1 “Management and coordination” work package (mandatory).

PLEASE NOTE that each work package should have a clear aim, be suitably challenging, and demonstrate that the project is collaborative, and therefore should usually have a good balance of partners. In addition, unless stated, it is expected that the activities within the work packages will be carried out using the facilities available at the partners and under their supervision.

Please do NOT include any photographs, diagrams or lists of references in Section C.

5.8.1 Section C1: Technical work package

You should choose a suitable and concise title that describes the work in the work package. Then provide a brief overview of the work package, which is a maximum of half a page and includes;

- The aim of the work package
- A brief overview of the background for the work package and tasks, including the proposed collaboration between partners
- How the tasks of the work package fit together, and the task aims. PLEASE NOTE that the task aims must match those stated in each task.

5.8.2 Section C1.a: Technical tasks

You should choose a suitable and concise task title that describes the work/aim of the task. Then describe the aim of the task. This should be a maximum of 2 short paragraphs ONLY.

For each task use the activity table format in Template 12: SCP protocol. Using this table, describe the activities that will be undertaken and the role of each partner in the activity, including the collaboration between partners. Where an activity relies on input from another activity, the text should include reference to that dependency. You should also include the end date of each activity e.g. M15, under the activity number in the first column. Activities should be scheduled so that all necessary inputs will be available in time. All partners involved in the activity should be mentioned in the activity text and listed in the appropriate column, with the lead partner in bold text.

For each deliverable in Section B1.c you need to include an activity for the submission of the completed deliverable to EURAMET (see the examples for guidance).

Finally, if a Linked Third Party is included in your project, they should not be mentioned in the activities. Instead, a sentence similar to “The Linked Third Party NNN will work with partner BBB on this task.” should be included under the activities table.

Example 1: Technical tasks

Task 1.1: Identification of stakeholders’ high-level needs for dimensional metrology in the region

The aim of this task is to survey and identify the high-level needs for dimensional metrology of the stakeholders in the region, before beginning to develop the strategy for smart specialisation in later tasks.

Activity number	Activity description	Partners (Lead in bold)
A1.1.1 M01	AAA, BBB, CCC and DDD will agree on the key types of stakeholders for dimensional metrology that need to be contacted as a minimum. Taking this information into account and also based on their knowledge of stakeholders in their own countries, AAA, BBB and CCC will compile their own lists of stakeholders that they will contact in their own country.	**CCC**, AAA, BBB, DDD
A1.1.2 M01	DDD, AAA, BBB and CCC will identify the key questions and topics that should be addressed in the questionnaire to survey stakeholders about their high-level needs related to dimensional metrology. Based on this information, DDD will draft the questionnaire, taking GDPR issues into consideration as appropriate. The draft questionnaire will then be reviewed by AAA, BBB and CCC. The proposed amendments will be discussed by the consortium, and the ones to be incorporated approved. DDD will then produce the final version of the questionnaire.	**DDD**, AAA, BBB, CCC
A1.1.3 M02	AAA, BBB and CCC will either circulate the questionnaire drafted in A1.1.2 to the stakeholders identified in A1.1.1 or will alternatively contact them directly to obtain the requested information. AAA, BBB and CCC will then send the completed questionnaires to DDD.	**AAA**, BBB, CCC

A1.1.4 M03	BBB, with input AAA and CCC and advice from DDD, will collate and analyse the completed questionnaires on stakeholders' needs related to dimensional metrology from A1.1.3.	**BBB**, AAA, CCC, DDD

Task 1.3: Analysis of alignment between the stakeholders' high-level needs for dimensional metrology and the services currently available at NMIs/DIs or planned in the region

The aim of this task is to analyse the information from Task 1.1 on stakeholders' needs and Task 1.2 on metrology services to alignment.

Activity number	Activity description	Partners (Lead in bold)
A1.3.1 M04	Using the analysis of the stakeholders needs related to dimensional metrology from A1.1.4 and the review of dimensional metrology services currently available or planned at NMIs/DIs in the region from A1.2.4, BBB with input from AAA, CCC and DDD will analyse in which technical areas there are currently unfulfilled stakeholder needs, and in which areas metrology services are available but where the demand is relatively low or where services are available from many NMIs/DIs. In addition, the consortium will identify which, if any, of the relatively low demand services provide key underpinning traceability to key industries or end users.	**BBB**, AAA, CCC, DDD
A1.3.2 M05	Based on results of the gap / alignment analysis undertaken in A1.3.1, BBB with input from AAA, CCC and DDD will write a report detailing stakeholders' high level needs for dimensional metrology in the region, metrology services provided or planned by NMIs/DIs and analysis of alignment between the needs and services. The report will then be reviewed by AAA, CCC and DDD and amendments incorporated as appropriate. Once the report has been agreed by the consortium, the coordinator on behalf of BBB, AAA, CCC and DDD will then submit them to EURAMET as **D1**: '*Report detailing stakeholders' high level needs for dimensional metrology in the region, metrology services provided or planned by NMIs/DIs and analysis of alignment between the needs and services'*.	**BBB**, AAA, CCC, DDD

5.8.3 Section CN-1: Creating impact

This work package should include all partners in a range of activities to disseminate the outputs of the project and to particularly encourage their uptake by end-users. These activities should not duplicate those in the previous work packages but can link and use input from them. You should ensure the work package includes adequate and appropriate links with the end-user community, including NMIs/DIs and stakeholders.

It is recommended that you structure your work package into 1 task:

Task N-1.1 **Knowledge transfer, training, uptake and exploitation** This task should include a range of activities such as website (optional), articles in the popular press, presentations at national/regional events, workshops or training courses organised and delivered by the project including web or e-based training and modules developed within the project and training provided to the emerging NMIs/DIs, and should describe your plans to proactively encourage and facilitate the uptake and use of the project's outputs by relevant users in the metrology, industrial and public service communities.

Example: WPN-1: Creating impact tasks

Task N-1.1: Knowledge transfer, training, uptake and exploitation

Activity number	Activity description	Partners (Lead in bold)
AN-1.1.1 M18	A project webpage will be created on BBB website with public access and a part restricted for partners only (see AN.1.4). The webpage will be regularly updated with information such as project reports, papers published by the partners, project meetings.	**BBB, all partners**
AN-1.1.2 M18	An exploitation plan will be created at the beginning of the project by CCC with support from all partners and reviewed and updated at least at each project meeting.	**CCC**, all partners
AN-1.1.3 M18	The partners plan to present the project and its outcomes, and to seek feedback from stakeholders at various national or regional events and workshops.	**CCC**, all partners
AN-1.1.4 M18	To enable other stakeholders to understand and have access to the results of the projects at least one article will be submitted to the popular press or trade journals such as Dimensional Monthly and Manufacturing Today.	**CCC**, all partners
AN-1.1.5 M01	At the beginning of the project DDD will organise and lead a half day training and discussion session for the project partners on the issues identified and lessons learnt from their previous experience to establishing a smart specialisation scheme.	**DDD**, all partners

AN-1.1.6 M16	A one-day workshop for stakeholders will be organised and held during the project. Accredited laboratories, instrument manufacturers and industrial organisations will be specially invited. The workshop will be promoted directly to stakeholders and also on the project website. The target number of delegates will be approx. 20.	**BBB**, all partners
AN-1.1.7 M16	A half-day training course will be organised and held on the day preceding the stakeholder workshop in M16, probably at CCC. The training course will be targeted at stakeholders (industrial, national authorities etc.). The training course will be promoted directly to stakeholders and also on the project website. The target number of delegates is between 8 and 15.	**CCC**, all partners
AN-1.1.8 M18	AAA, with input from all other partners, will develop a plan to communicate the smart specialisation strategy and its implications to stakeholders.	**AAA**, all partners

All IP and potential licencing/exploitation will be handled in accordance with the Grant Agreement and the Consortium Agreement.

5.8.4 Section CN: Management and coordination

This work package must involve all partners as each has to contribute to project reporting and should attend project meetings. It is recommended that you structure your work package into 3 tasks:

Task N.1 Project management

Task N.2 Project meetings

Task N.3 Project reporting The dates for the submission of reporting documents will depend upon the duration of the SCP. For projects of duration 12 months or less there will be 1 reporting period only, for projects of more than 12 months duration there will be 2 reporting periods. Therefore, for an 18 month long SCP reporting documents must be submitted at months 9 and 18 (+ 60 days), whilst for 12 month long projects they must be submitted at month 12 (+ 60 days). Note: the actual reporting documents to be submitted are still to be confirmed.

Under the activity table you should include the sentence “Formal reporting will be in line with EURAMET’s requirements and will be submitted in accordance with the Reporting Guidelines.”

Example: WPN: Management and coordination

Task N.1: Project management

Activity number	Activity description	Partners (Lead in bold)
AN.1.1 M18	The project will be managed by the coordinator from AAA, who will be supported by the work package leaders. The coordinator, with support from the work package leaders will guide the project, schedule and organise the progress meetings at their local institutes and call additional meetings if needed to ensure the overall project’s success.	**AAA**, all partners
AN.1.2 M18	The work package leaders will report on the on-going progress of the project to the coordinator by e-mail and telephone conferences.	**AAA**, BBB, CCC
AN.1.3 M18	The coordinator, with support from the partners, will manage the project’s risks to ensure timely and effective delivery of the scientific and technical objectives and deliverables.	**AAA**, all partners
AN.1.4 M18	AAA will establish a SharePoint site with access restricted to the partners, which will be dedicated to exchange information and reports throughout the project. It will also include a digital archive of all presentations, reports and papers from the project.	**AAA**, all partners

Task N.2 Project meetings

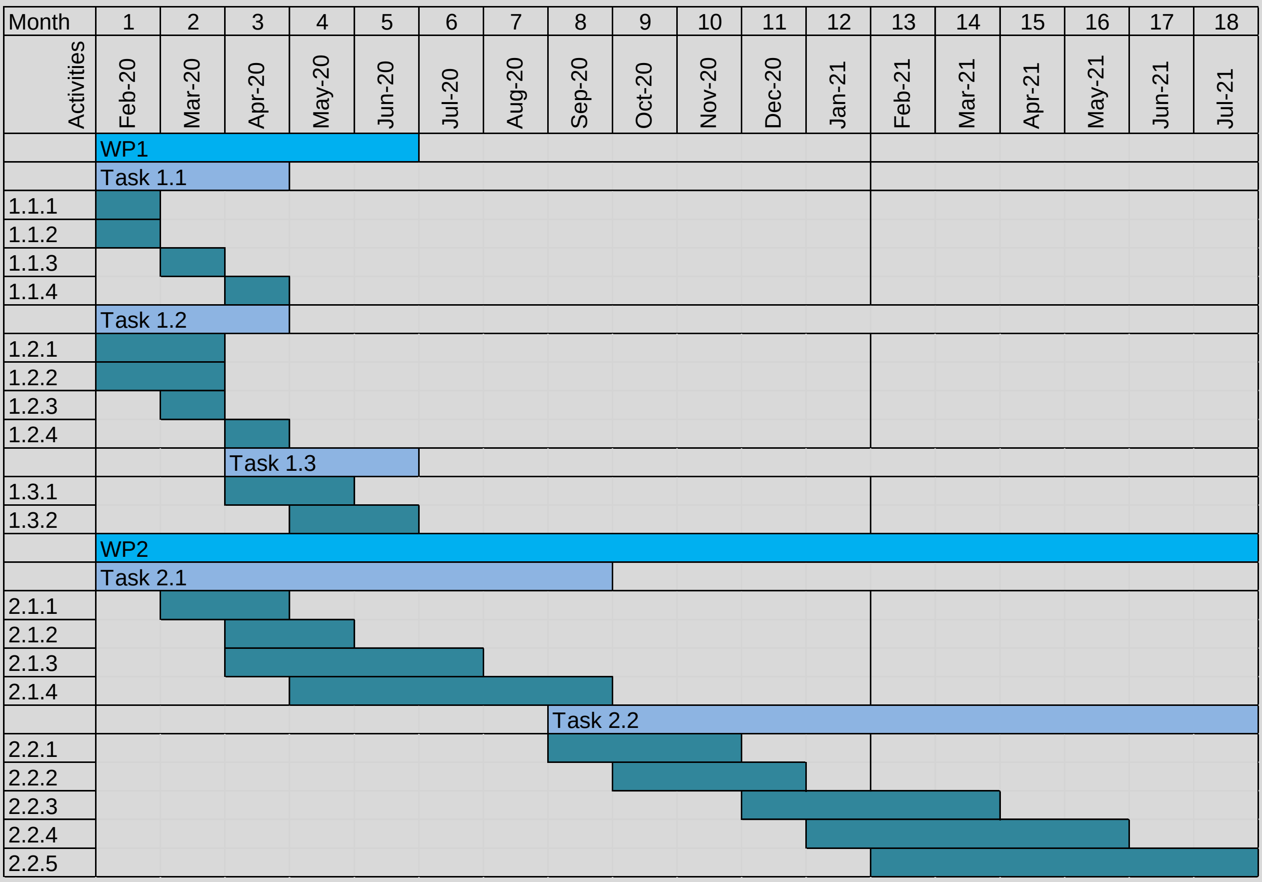
Activity number	Activity description	Partners (Lead in bold)
AN.2.1 M2	The kick-off meeting involving all partners will be held approximately one month after the start of the project, at AAA.	**AAA**, all partners
AN.2.2 M18	There will be 3 formal project meetings. These meetings include the kick-off, mid-term (around M9) and final meeting (around M18). The meetings will be held prior to reporting. The meetings will review progress and will be used to ensure partners are clear as to their role for the next period. The location of the meetings will rotate among the partners.	**AAA**, all partners
AN.2.3 M18	In addition, technical meetings of work package groups may be held whenever necessary and will be arranged on an ad-hoc basis.	**AAA**, all partners

Task N.3 Project reporting		
Activity number	**Activity description**	**Partners (Lead in bold)**
AN.3.1 M1	One month after the start of the project a publishable summary will be produced and submitted to EURAMET.	**AAA**, all partners
AN.3.2 M18 +60 days	Information reporting progress on the project will be submitted to EURAMET, in accordance with the procedures issued by them. • Progress reports will be submitted at months 9, 18 (+ 60 days). • Financial reports will be submitted at months 9, 18 (+ 60 days) All partners will provide input to these reports and the coordinator will provide these and an updated publishable summary to EURAMET.	**AAA**, all partners
Formal reporting will be in line with EURAMET's requirements and will be submitted in accordance with the Reporting Guidelines.		

5.9 Section CN+1: Gantt chart

The Gantt chart can be produced using MS Excel (preferable) but it must show the duration of each work package, task, and activity (by month). Please do NOT include lists of partners involved or the title for work packages or tasks.

Example: CN+1: Gantt Chart



5.10 Section D: Risks and risk mitigation

This section should be completed using the tables in Template 12: SCP protocol. You should separate your risks into 2 categories:

Section D1 **Technical risks** (problems related to the work being performed)

Section D2 **Management risks** (problems with staff, IP etc)

PLEASE NOTE that where a 'Linked Third Party' is included in your proposal you should include specific risks associated with their involvement.

Technical risks should be considered on a task by task basis, although some tasks may be grouped for identical or similar risks. For each risk, you should identify:

- What the risk is
- What is the likelihood of the risk occurring and what impact this would have on the project (a description of the actual impact and not the level of the impact)
- What the consortium could do to decrease the likelihood of the risk occurring (mitigation)
- What the consortium could do if despite the mitigation the risk still occurs (contingency)

Example: Section D1 Technical risks

Risks (description)	**Likelihood and impact of occurrence**	**Mitigation** i.e. what the consortium will do to decrease the likelihood of the risk occurring	**Contingency** i.e. what the consortium will do if despite the mitigation the risk still occurs
Task 1.1: Unable to identify an adequate list of key stakeholders to be contacted about their needs in dimensional metrology	Likelihood without mitigation: Low Impact: The number of stakeholders consulted will be lower than planned and may not cover the complete spectrum. Likelihood after mitigation: Very low	The partners already have a good knowledge of their stakeholders. The joint activity by the consortium to agree on key types of stakeholders will help where there is limited knowledge in a particular country.	Use information from other partners to try to expand the list for a particular country. Even if the list of stakeholders is limited, when all partner countries are taken into account there should be sufficient information for the purpose.
Task 1.1: Consortium cannot agree on the topics/questions to be included in the questionnaire	Likelihood without mitigation: Low Impact: Lack of agreement on what stakeholders should be consulted on. Delays and issues likely for the rest of the project. Likelihood after mitigation: Very low	All partners are keen to ensure that smart specialisation can be established for dimensional metrology in the region, so it is unlikely that there will be significant disagreement on the topics/questions.	The partners will work together to try to ensure that agreement is reached. If an agreement is not reached either the coordinator could have a casting vote, or it could be agreed that some questions are optional.
Task 1.1: Not enough questionnaires are completed by stakeholders or the results from the questionnaires are insufficient for proper analysis	Likelihood without mitigation: Medium Impact: Questionnaire input cannot be used to determine stakeholder needs or analysis is only partial. Likelihood after mitigation: Low	At the start of the project the partners will aim to identify enough stakeholders to be contacted and determine how to contact them, with the aim of ensuring that a sufficient number of responses and a good quality of answers are received.	Partners will contact non-responsive stakeholders directly with the aim of obtaining answers to at least some of the questions. If possible, more stakeholders will be identified, possibly from similar fields / industries to those originally contacted. Information on stakeholders' needs will be obtained from other sources that are available to the consortium. The available information, even if limited, will be used to provide information on the stakeholders' needs.
Task 1.2: Information about NMIs/DIs measurement services not provided on schedule	Likelihood without mitigation: Low Impact: Analysis of alignment and gaps between stakeholder needs and metrology services available will be delayed. Likelihood after mitigation: Very low	All partners are aware of the need to provide this information promptly early in the project in order to enable other activities / tasks to proceed. The task leader will remind them of this obligation and ask them to flag up any issues at the start of the problem.	The partner who has not provided the information will be chased. If the information is not forthcoming the analysis will proceed without that country's data.

Task 1.3: Analysis of alignment / gap between stakeholders' needs and metrology services available is difficult to perform due to very different formats or gaps in the information provided	Likelihood without mitigation: Low Impact: Analysis of alignment and gaps between stakeholder needs and metrology services available will be delayed, incomplete or unreliable. Likelihood after mitigation: Very low	Early in the project the partners will agree the questionnaire on need that will be addressed to the stakeholders and the format for the information about metrology services. This should help to ensure that the data is collected in a compatible format and can readily be compared.	The partner concerned will be asked to provide the information in a different format or to seek additional information or clarification from the relevant stakeholder. In the event that information cannot be obtained in a suitable format, analysis will proceed with the information available as far as possible.
Task 2.1: Key technical, logistical, legal and financial barriers to smart specialisation identified	Likelihood without mitigation: Medium Impact: It will be difficult to develop a strategy and mechanism for smart specialisation. Likelihood after mitigation: Low	Early in the project the partners will identify any key barriers or challenges that they are already aware of, so that the whole consortium is aware of the issues and work can start early on identifying possible routes to overcome the issues.	The consortium will work to resolve some or all of the issues if possible. If this is not possible, the consortium will identify those technical areas / countries where barriers either do not exist or can be overcome and these will be used to develop the strategy.
Task 2.2 and overall: Unable to develop strategies for smart specialisation in dimensional metrology in the region due to lack of information, lack of interest, lack of agreement or insurmountable technical, logistical, legal and financial barriers	Likelihood without mitigation: Medium Impact: It will not be possible to develop strategies for smart specialisation in dimensional metrology and hence to develop dimensional metrology capabilities across the region in a coordinated and effective manner. Likelihood after mitigation: Low	All the partners have an interest in developing a successful specialisation strategy and will work together to ensure that all necessary information is available and that barriers are overcome, where feasible.	The partners will consider developing a smart specialisation strategy that is more limited in scope e.g. only some technical areas or some countries.

Example: Section D2 Management risks

Risks (description)	**Likelihood and impact of occurrence**	**Mitigation** i.e. what the consortium will do to decrease the likelihood of the risk occurring	**Contingency** i.e. what the consortium will do if despite the mitigation the risk still occurs
Key personnel are lost to the project	Likelihood without mitigation: Low Impact: The loss of key team members would create difficulties in delivering the project, or specific tasks or deliverables. Likelihood after mitigation: Very low	None of the team members are planning to leave or retire within the project. The grouping of experts within the consortium should minimise the areas where knowledge is held by a single person. All the partners will identify backups for key workers wherever possible to reduce the overall risk to the project. Project plans will be shared within the consortium and results and methodology will be documented.	If a key member leaves the project, then the partner concerned will be responsible for appointing a replacement. However, this may still lead to a delay in delivery.
Inadequate communication between partners	Likelihood without mitigation: Low Impact: Duplication of work or work not undertaken due to a failure to communicate findings. Likelihood after mitigation: Very low	Activity leaders will be asked to provide regular reports to the coordinator of results relating to their work. This information will be shared with all other partners via the project's website. If appropriate, additional virtual meetings will be held.	The efficiency of the project's work programme may be affected by inadequate communication, but final deliverables will not be affected.

Delays in deliverables or reporting activities	Likelihood without mitigation: Medium Impact: Related tasks will be delayed and the project falls behind schedule: Likelihood after mitigation: Low	All partners have participated in previous EMRP/EMPIR projects and are fully aware of necessity to adhere to the project's timetable. Formal project meetings, as well as frequent informal meetings via teleconference will be used to set firm target dates and to monitor progress towards these dates.	The responsibility for the activity will be transferred to another partner, in full consultation with EURAMET.
Increasing loss of interest in the project from partners due to emerging commitments and responsibilities in new/other projects in the future	Likelihood without mitigation: Medium Impact: Delays in delivery, delays in related tasks, project falls behind schedule. Likelihood after mitigation: Low	All partners are aware of the necessity to adhere to the project's timetable. Project meetings, and frequent informal meetings via teleconference will be used to monitor progress of the activities.	The partners will be asked to include their colleagues in the project and transfer some of their responsibilities and workloads to those colleagues by maintaining total man/hour commitments.
Inter-dependencies between activities and tasks are too complex	Likelihood without mitigation: Low Impact: Tasks are delayed, or it is not possible to deliver them. Likelihood after mitigation: Very low	Technical meetings run by WP leaders will be scheduled to ensure proper sharing of knowledge. The interdependencies between tasks will be considered at meetings to ensure that this is addressed properly in the planning of the work.	In most cases, activities on the critical path have some overlap in time and thus a delay in the output of one deliverable does not necessarily cause an immediate delay in another.
The Linked Third Party does not deliver their key parts of the work	Likelihood without mitigation: Low Impact: Parts of the project may not be delivered effectively. Likelihood after mitigation: Very low	Under the terms of the grant agreement partner YYY would be liable for the relevant parts of the project if the Linked Third Party defaults.	If partner YYY also defaults on their obligations, then the other partners become liable. The tasks affected would have to be reassigned or re-scoped in agreement with EURAMET.

6 Completing Template 13: SCP Project Administrative Data

Proposers should follow the guidance for resourcing and costing a proposal as described in Guide 5: Submitting Administrative Data for EMPIR Projects, however they should take note of the exceptions detailed below when completing Template 13: SCP Project Administrative Data.

- References to 'Template 5' should be read as 'Template 13', and references to 'Templates 4, 7 or 11' should be read as 'Template 12'.
- 'EU funding' or 'EU contribution' should be taken to mean 'EURAMET contribution'.
- The budget for the call is given in the SCP Call Scope.
- There is only one partner type for small collaborative projects – SCP Funded Partner.
- On the 'Top Level Data' sheet sections C, D and F as referred to in Guide 5 do not exist in Template 13.
- As SCPs are support actions, Equipment or LRI costs are not expected.
- The indirect cost rate is 5 % for all partners.
- On the 'Participant data' worksheet there are no External Partners Declarations to be completed.

7 Evaluation

7.1 Evaluation criteria

The evaluation criteria for the proposals are:

1. Excellence.
2. Impact.

3. The quality and efficiency of the implementation.

Due to the limited time EURAMET has between announcing the selection of projects and contract signature, opportunities for negotiation will be limited and therefore reviewers will evaluate each proposal as submitted and not on its potential if certain changes were to be made.

If the reviewers identify shortcomings (other than minor ones and obvious clerical errors) in the proposal, they will reflect these in a lower score for the relevant criterion.

Proposals with significant weaknesses that prevent the project from achieving its objectives or with resources being seriously over-estimated will not receive above-threshold scores.

Each evaluation criterion will be marked out of 5 (see table below); half marks may be given.

0	**Fail:** the proposal fails to address the criterion or cannot be assessed due to missing or incomplete information (unless the result of an 'obvious clerical error')
1	**Poor:** the criterion is inadequately addressed or there are serious inherent weaknesses
2	**Fair:** the proposal broadly addresses the criterion but there are significant weaknesses
3	**Good:** the proposal addresses the criterion well but with a number of shortcomings
4	**Very Good:** the proposal addresses the criterion very well but with a small number of shortcomings
5	**Excellent:** the proposal successfully addresses all relevant aspects of the criterion; any shortcomings are minor

- The threshold for individual evaluation criteria will be 3 and the overall threshold, applying to the sum of the three individual scores will be 10. If a proposal has scored less than this, it cannot be funded. All thresholds apply to unweighted scores.
- The scores for each evaluation criteria will then be weighted as follows:
    - Excellence 1.5, Impact 1.25, Implementation 1.25
- Projects will be ranked according to their total weighted scores
- Consensus comments will be given by the reviewers to support the marks given and provide feedback to the consortia.

7.2 Evaluation process

The SCP proposals will be evaluated by the EMPIR sub-committee Capacity Building (SC-CB), who will be provided with access to the proposals by the MSU. Each sub-committee member will review all the proposals and submit their pre-evaluations to the MSU, who will collate the pre-evaluations and provide the collated information to the EMPIR SC-CB.

The EMPIR SC-CB will meet (in person or virtually) and will agree a consensus on the marks and comments for each evaluation criterion and complete one Form 6d: SIP Evaluation for each proposal.

A "draft ranked list" of all proposals will be formed based on the consensus reviewer's marks and the weightings given in Section 7.1. Where two or more proposals receive the same weighted mark, the reviewers will attempt to separate them in the "draft ranked list" through discussion and a vote.

The EMPIR Committee will then decide where on the ranked list the budget line will be drawn, based on the budget available, and hence which projects will be funded.

8 Contractual requirements after selection

If your proposal is selected for funding you will be invited to take part in grant preparation; this may cover any scientific, legal or financial aspects of the proposal, based on the comments of the reviewers or other issues. EURAMET has the right to cancel negotiations and grant agreements for SCPs where the associated project negotiations or grant agreements fail.