

EMPIR Call Process

List 4: Checklist for Template 4

Document: P-CLL-LST-102
Approved: EMRP Programme Manager

Version: 1.2
2017-06-08



This checklist supplements [Guide 4: Writing Joint Research Projects \(JRPs\)](#) and [Template 4: JRP protocol](#). Its purpose is to allow proposers to review their completed JRP proposals and check that all necessary information is included prior to submission.

Overall checks	√
Ensure you are using the latest version of Template 4: JRP protocol and that all mandatory sections have been completed	
Ensure all partners have a PIC and have been validated in the European Commission's Beneficiary Register (previously known as the URF) or by EURAMET. This is particularly relevant for External Funded Partners and Unfunded Partners.	
Do NOT delete the automatic footers	
Define abbreviations the first time they are used. Include a Glossary if there are a lot of abbreviations	
Photographs should NOT be included. Diagrams should only be included if ABSOLUTELY necessary and limited to one or two schematic diagrams in Section B	
Lists of references should ONLY be included in Sections E and G	
Names of individuals should ONLY be included in Section E	
Potential collaborators should ONLY be listed in Section F	
Title page: includes the JRP number, short name, full title, requested start date, the coordinator's name and organisation. The data is consistent with the information in Template 5: Project Administrative Data	
Text lengths for Sections B1.a, B2.a, B2.b, B2.c, B2.d, B2.e and B3.a do not exceed the maximum limits	
Section A: Key Data	√
Section A1: the Coordinator (and Chief Stakeholder for Pre & Co-Normative proposals) contact details table(s) is/are consistent with the information in Template 5: Project Administrative Data	
Section A1: Participant details: all partners are listed in the correct order (Coordinator, Internal Funded Partners, External Funded Partners, Unfunded Partners) with the correct names and are consistent with Template 5: Project Administrative Data (see List: 1a).	
Section A2: Financial summary table is consistent with Template 5: Project Administrative Data . Any subcontracting is explained under the A2 table.	
Section A3: the Work packages summary table is consistent with the information in Section C and Template 5: Project Administrative Data . Only one partner is shown as leading each WP (shown in bold)	
Section A3: if your JRP includes a Linked Third Party the following sentence is included under the Work packages summary table " <i>Some of the staff working on the JRP at YYY are employed by the Linked Third Party NNN. NNN will provide N months of labour resource overall to this JRP in WPX, WPY and WPZ. This resource is included in the table above.</i> " with the number of person months the Linked Third Party will provide to each WP	
Section B1: Scientific and/or technical excellence	√
Section B1a: summarises sections B1.b, B1.d, and B1.e, is suitable for a non-specialist audience and excludes any confidential material or SRT references	
Section B1b: the scientific and technical objectives are clear and (where possible) quantitative. Each objective indicates which work package(s) (WP) it relates to.	
Section B1b: any divergence from the SRT objectives is identified and the reasons for this explained	
Section B1c: a maximum of 10 deliverables are included, 6-8 technical deliverables plus a mandatory deliverable for impact and a mandatory deliverable for the completion of the project's reporting	

Section B1c: the deliverables align with the scientific and technical objectives and are evidence of a tangible high-level project output, such as the key output of a WP	
Section B1c: the deliverable descriptions include parameters, ranges and target uncertainties (where appropriate) and the deliverable types are suitable for delivery to EURAMET and storage	
Section B1c: for each deliverable the number of the activity where the deliverable is delivered to EURAMET is included in the first column of the deliverable table under the objective number(s)	
Section B1d: explains a clear need for the project, including the background to the need and the key issues i.e. who needs the improved measurement capability and why do they need it	
Section B1d: identifies any European legislation (Directives and/or Regulations) and/or drivers from existing industrial or policy advisory committees that demonstrate the need for the project	
Section B1d: explains why it is appropriate for EMPIR to support this proposal if a commercial organisation stands to benefit	
Section B1e: describes the current state of the art and progress beyond for each of the scientific and technical objectives of the project. The current state of the art and the progress should be clearly differentiated. PLEASE NOTE in Research Potential projects this may be equivalent to the current capabilities and how they will be improved	
Section B1e: the current state of the art and the progress beyond is numerically quantified e.g. current/target ranges and uncertainties and the key problems/challenges are identified	
Section B1e: any relevant, existing or previous EMRP/EMPIR projects have been identified and how the proposal will build on them has been outlined	

Section B2: Potential outputs and impact from the project results	√
Section B2a: describes the direct impact of the project on relevant user communities, including details of who will benefit from this research, which aspects each stakeholder group will benefit from and how you will ensure the maximum benefits are achieved PLEASE NOTE This section may be less relevant for Fundamental projects	
Section B2b: describes the direct impact of the project on the metrological and scientific communities	
Section B2c: describes the direct impact of the project on relevant documentary standards, including the partners' representation on relevant standards committees PLEASE NOTE This section may be less relevant for Fundamental projects	
Sections B2a, B2b and B2c: the impact is consistent with the activities in the "Creating Impact" WP	
Section B2d: explains why your project is important and describes the wider (i.e. longer-term) impacts that your project will contribute to and the routes to facilitate them, including economic, social and environmental wider impacts (where possible quantitatively) and who will benefit from them	
Section B2e: explains the data management plan for the project and is consistent with the information in Template 5: Project Administrative Data . A clear statement indicating whether the project 'Opts in' or 'Opts out' of data management is included.	

Section B3: The quality and efficiency of the implementation	√
All partners are included on a partner by partner basis and their contribution to the project is explained	
Explains how the consortium makes the best use of the available capabilities	
Does NOT include collaborators or names of individuals	

Section C: Detailed Project Plans By Work Package	√
Contains: a maximum of 5 technical work packages, 1 "Creating Impact" WP (mandatory), 1 "Management and Coordination" WP (mandatory)	
Each technical WP and technical task has a title that describes the work to be done, has a stated aim which is clear and concise and includes targets uncertainties and ranges where appropriate	

Each technical WP description is a maximum of 0.5 of a page and includes an aim, overview of the background, key challenges and explains how the tasks fit together	
All activities are in the required table format as per Guide 4: Writing Joint Research Projects (JRPs) and only one partner is leading each activity (shown in bold)	
The partners involved in each activity have a clear description of their work, including how the work will be split between the various partners involved	
For each activity sufficient details are included to explain clearly the work to be done, e.g. the number or types of samples to be used, the selection criteria, parameters and target uncertainties are listed, etc.	
If an activity relies on input from another activity, the text includes a reference to that dependency (e.g. using input from A1.2.1)	
The end date of each activity is included in the first column under the activity number (these dates replace information previously included in the 'Summary list of all activities') Activities are be scheduled so that all necessary inputs will be available in time	
For each technical deliverable an activity is included for the submission of the deliverable to EURAMET	
If a task includes a subcontracted activity, the subcontracting is described in the relevant activity	
If your JRP includes a Linked Third Party, they are NOT mentioned in the activities, but a sentence similar to " <i>The Linked Third Party NNN will work with partner BBB on this task.</i> " is included under the activities table	
Creating Impact WP: includes activities for Knowledge transfer; Training and Uptake and exploitation. Knowledge transfer activities should include project website(s), peer-reviewed papers, trade articles, conference presentations, standards activities, project stakeholder committee/advisory group and Good/Best Practice Guides.	
Creating Impact WP: submission of peer reviewed papers includes target journals and (if appropriate) the number of papers that will be in addition to those identified in the technical WPs. Submission of conference presentations/papers includes target conferences and dates and locations (if known)	
Creating Impact WP: project workshops, training courses etc. describe their purpose, how they will be advertised, who the target audience is, the number of attendees, when will they be held and the duration	
Creating Impact WP: Research Potential proposals only An activity has been included in the Uptake and Exploitation Task for to identify measures that they will use to demonstrate that the project has narrowed the gap between the capabilities of their consortium and other NMI/DIs in Europe and to report the outcomes at midterm and at the end of the project.	
Creating Impact WP: the statement " <i>All IP and potential licencing/exploitation will be handled in accordance with the Grant Agreement and Consortium Agreement.</i> " is included under the Uptake and exploitation activity table	
Management and Coordination WP: includes activities for Project management; Project meetings (include the number of meetings and their frequency); and Project reporting	
Management and Coordination WP: the statement " <i>All formal reporting will be in line with EURAMET's requirements and will be submitted in accordance with the Reporting Guidelines.</i> " is included under the activity table for Project reporting	
Gantt Chart: each activity is shown as a separate line (see Guide 4: Writing Joint Research Projects (JRPs))	
Gantt Chart: does not include a list of the partners involved nor the full titles of WPs, tasks or activities	

Section D: Risk and Risk Mitigation	√
Each risk identifies: <ul style="list-style-type: none"> • What the risk is (including the Task or Activity they relate to) • What the likelihood is of the risk occurring and what impact this would have on the project • What you could do to decrease the likelihood of the risk occurring (mitigation) • What you could do if despite your mitigation the risk still occurs (contingency) 	
Specific risks are included where a collaborator is providing access to their facilities or equipment or a 'Linked Third Party' is included in your proposal	
Key challenges identified in the technical WPs have an associated risk	

Appropriate management risks are included, see Guide 4: Writing Joint Research Projects (JRPs) for examples	
Section D3 is left blank at proposal stage	

Section E: Operational Capacity	√
Partners are listed in the correct order as per Section A and Template 5: Project Administrative Data . Linked Third Parties are included at the end of Section E. Do NOT include collaborators	
Each partner's subsection is 0.5 page, with a maximum of 5 references per partner	
Any significant infrastructure and/or any major technical equipment, relevant to the project is included	
Evidence of the experience of the coordinator in managing similarly complex and large projects is included	