

EMRP Contracts
JRP Reporting Guidelines

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JRP Reporting Guidelines



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

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1 Introduction

These Reporting Guidelines form the reference document for reporting for JRPs and the EMRP Researcher Grants in accordance with the relevant clauses of the JRP-Contract and the EMRP Researcher Grant Contract.

These Reporting Guidelines identify the required reports and provide the JRP-Consortium with information on their purpose, give details of their timing, preparation and content, and define responsibilities for submission. In addition, Reporting Templates are provided to ensure that the reports are comprehensive and presented in a uniform manner.

2 Background

Reporting serves a number of functions, specifically:

- providing the JRP-Coordinator with the information necessary to manage the project
- enabling the JRP-Coordinator to make a formal declaration regarding the JRP progress
- allowing EURAMET to monitor progress of the JRP and EMRP Researcher Grants against their stated objectives
- providing specific information related to dissemination, knowledge transfer, impact and exploitation of the research to EURAMET for promotion of the EMRP as a whole
- providing the information needed to establish the appropriateness of the claimed resources for each individual JRP-Partner
- allowing for the collection of statistics required by the European Commission
- enabling EURAMET to meet its programme level reporting obligations.

EURAMET will check and evaluate the reports. Progress reports will also be reviewed by the appointed TP-Guardian and by the EMRP Committee. TP-Guardians will contact JRP-Coordinators directly if they need clarification or if they require high-level improvements to be made to the reports or to the JRPs themselves. The TP-Guardians will ensure that the JRPs achieve their high level objectives. The **approval** of the reports by EURAMET is a prerequisite **for the periodic and final payments** to the JRP-Partners and EMRP Researcher Grant Beneficiaries by EURAMET. Payments will only be made after EURAMET's approval of contract reports. Delays in submission of acceptable reports by individual JRP-Partners or organisations will result in delays in payment for all funded JRP-Partners and EMRP Researcher Grant Beneficiaries.

JRP-Coordinators can only meet their obligations if the other JRP-Partners and the EMRP Grant Researchers fully discharge their reporting responsibilities.

3 Reporting Requirements

3.1 Joint Research Projects (JRPs)

The JRP Reporting requirement (Clause 6 of the JRP-Contract) falls into four groups:

- **First Publishable JRP Summary** - this provides a brief overview of the JRP and shall initially be provided to EURAMET 30 days after signature of the JRP-Contract.
- **Interim reporting** - this summarises progress in the periods 1 - 6 months, 7 - 12 months, 19 – 24 months and 25 - 30 months. Each Interim Report shall be provided to EURAMET within 45 days of the end of the period.
- **Periodic reporting** - this reports progress, achievements, issues and impact and justifies the funding covering each successive formal period (Period 1: 1 - 18 months and Period 2: 19 - 36 months). Each Periodic Report shall be provided to EURAMET within 60 days of the end of the period.

- **Final reporting** – is additional to the Period 2 Periodic Reports. The Final Reports summarise the JRP's activities, achievements and impact over the full duration of the JRP. Final Reports shall be provided to EURAMET within 60 days of the end of the project.

These reports shall summarise the performance of the JRP and/or EMRP Researcher Grant (see Section 3.2) during the period in the context of the original research plan and schedule of deliverables defined in the JRP-Protocol (JRP) and Research Schedule (EMRP Researcher Grant), covering the main deliverables produced and milestones passed, discussing issues encountered, and the solutions found. If any deviations from the research plan and schedule of deliverables have occurred or are expected to occur in the next period, these shall be explained in the relevant report. The EMRP Grant Researcher contributes to each required report by providing the necessary information on the progress of his/her Research Activities to the JRP-Coordinator through EMRP Researcher Grant Short-Term Reports (see Section 5).

The JRP-Coordinator is responsible for compiling these reports in cooperation with the JRP-Partners and the EMRP Grant Researchers, and the delivery of the reports to EURAMET.

EURAMET recommends that the JRP-Coordinator informs the JRP-Partners and EMRP Grant Researchers at an early stage about the contents and deadlines of the required reports and sets clear assignments and responsibilities within the JRP-Consortium and others taking account of:

- What information has to be passed within the JRP-Consortium for each JRP-Partner and EMRP Grant Researcher to fulfil his/her obligations
- The overall timescale for the generation of the various reports
- The time taken to obtain a Financial Audit Report.

3.2 EMRP Researcher Grants

The EMRP Researcher Grant related reporting falls into two streams:

- **EMRP Grant Researcher** – report via the JRP-Coordinator to EURAMET describing the progress on the Research Activities, and on training and knowledge transfer activities undertaken. This will be aligned with the JRP reporting.
- The **Home Organisation** (for a REG) and **Employing Organisation / Guestworking Organisation** (for a RMG or ESRMG) will also provide a simple report directly to EURAMET.

3.3 General Guidance

The JRP-Partners, the Work Package Leaders and/or Task Leaders as well as the EMRP Grant Researchers as appropriate, shall provide all required information to the JRP-Coordinator, and support the JRP-Coordinator in drafting/writing the reports. Please ensure that any acronyms used in reports are clearly explained.

Every report submitted to EURAMET shall indicate the confidentiality status on the front cover, using the EC classification below:

- PU** = Public
- PP** = Restricted to other FP7 Cooperation Programme participants (including EURAMET and the European Commission Services)
- RE** = Restricted to a group specified by the JRP-Consortium (including EURAMET and the European Commission Services)
- CO** = Confidential, only for members of the JRP-Consortium (including EURAMET and the European Commission Services)

Interim and periodic progress reports, JRP-Partner activity reports and EMRP Researcher Grant Short-Term Reports shall bear the classification 'Confidential', financial reports will automatically be assumed to be 'Confidential'.

All reports submitted shall be in English and of sufficient quality to enable a meaningful review. Additionally reports intended for publication shall be of suitable quality to enable direct publication without additional editing. By submitting the publishable reports to EURAMET, the JRP-Partners (and EMRP Grant Researcher as appropriate) are also certifying that they include no confidential material.

Please ensure that all pdfs of scanned documents are of adequate but not too high resolution to avoid transmitting large electronic files (black and white is adequate for documents such as Financial Audit Reports etc). All pdfs should be 'unsecured' and not password protected so that documents may be collated by EURAMET.

A summary of the reports to be provided at each period and the period covered by each report is detailed in Section 7 and Section 8 of these guidelines.

Electronic copies of reports/documents should be emailed to EURAMET at emrpA169@npl.co.uk, whilst hard copies of documents should be sent to the relevant EMRP-MSU Project Officer, EURAMET EMRP-MSU, National Physical Laboratory, Hampton Road, Teddington, Middlesex, UK, TW11 0LW.

If you wish to submit a report confidentially (eg encrypted) to EURAMET EMRP-MSU then please telephone the EMRP helpline, or your EMRP-MSU Project Officer, on +44 20 8943 6666 to discuss an appropriate method.

Submission by the JRP-Consortium

Except where identified below, the JRP-Consortium shall transmit the reports through the JRP-Coordinator to EURAMET electronically as pdf files, or (where indicated) excel or word files.

Submission by the participating organisations

All inputs to reporting from participating organisations should be submitted to the JRP-Coordinator using the format agreed with the JRP-Coordinator.

Except where identified below, the JRP-Consortium shall transmit the reports through the JRP-Coordinator to EURAMET electronically as pdf files, or where indicated as excel or word files, or in some cases as hard copies (see Section 7).

4 JRP Reporting

4.1 Publishable JRP Summary

Reporting Template 1 – Publishable JRP Summary should be downloaded for the completion of this report.

The first Publishable JRP Summary shall initially be provided to EURAMET 30 days after signature of the JRP-Contract. The Publishable JRP Summary shall be updated every six months at each period (Interim, Periodic and Final). JRP-Consortia may, in addition, choose to update their Publishable JRP Summary at other times, for example when a major outcome has been reached or prior to a workshop or conference. EURAMET reserves the right to request an updated Publishable JRP Summary at other times if necessary to meet European Commission or other external requirements.

The Publishable JRP Summary shall be of suitable quality to enable direct publication by EURAMET. The document will be made available on the EURAMET website and should be freely used by the JRP-Partners to promote the activities and achievements of the JRP, in particular with groups outside the core research community such as policy makers, standards bodies, regulators etc.

The document is "cumulative", ie it is intended to capture the entire lifetime of the JRP, not just the activities of the prior six months. Please ensure that it is set out and formatted so that it can be printed as a stand-alone paper document of initially, approximately two pages. As the JRP progresses the document may expand, but to not more than approximately four pages in total.

The recommended font is Arial 10 for the main body, with headings in bold.

The Publishable JRP Summary should include all the elements described below:

- A summary description of the JRP context and rationale, aims and objectives (this should be at a high level and set the scene for why the JRP is being undertaken and what it aims to achieve),

- A description of the work performed since the beginning of the JRP and the main results and highlights achieved so far (this should be aimed at an external audience and should be clearly separated from the scene setting in the first section. It should not refer to Work Packages, tasks, management activities etc and should not be written in 'project management' terms or in very technical language),
- The expected final results and their potential or actual impact and use (including the socio-economic impact, engagement with external bodies and stakeholders and the wider societal implications of the JRP so far). See Section 4.2.2.4 for details of some of the information to be covered in the impact commentary. Note the declaration should not be included in the Publishable JRP Summary. Please also note that confidential IP information should NOT be included,
- The address of the JRP public website, if applicable,
- Complete the Publishable JRP Summary datasheet (included in Reporting Template 1 - Publishable JRP Summary, which should be downloaded for completion) on the final page of the document. This includes a list of the JRP-Partners, and details about the REG-Researcher(s) (associated Home Organisation).

Note: at the beginning and during the early life of the JRP, the focus of the Publishable JRP Summary will be on the work planned and its expected impact rather than the work performed and actual impact.

Subheadings may be used if desired, and diagrams or photographs illustrating and promoting the work of the project may be included, however there is a limit on the overall file size.

The Publishable JRP Summary should be submitted as both a pdf file (the file size should not exceed 1.5 MB) and as a separate word file.

4.2 JRP Interim Reporting (months 6, 12, 24 & 30)

The JRP-Consortium shall provide Interim Reports summarising progress in the periods 1 - 6 months, 7 - 12 months, 19 - 24 months and 25 - 30 months. **Each Interim Report shall be provided to EURAMET within 45 days of the end of the period.** Interim reporting gives the JRP-Consortium the opportunity for a brief review of progress specifically indicating whether the JRP is on target, identifying any issues, consequences and remedial actions and updates the Publishable JRP Summary (see Section 4.1). It also includes a brief progress report from the EMRP Grant Researcher.

Interim reporting comprises:

- Updated Publishable JRP Summary,
- Interim Progress Report,
- JRP Publications, Dissemination and Foreground Report.

4.2.1 Updated Publishable JRP Summary

The Publishable JRP Summary shall be updated as part of the Interim Reporting following the format given in Reporting Template 1 - Publishable JRP Summary.

4.2.2 Interim Progress Report

Reporting Template 3 - JRP Interim Progress Report should be downloaded for the completion of this report.

4.2.2.1 Section I: JRP and Work Package progress and achievements during the last six months

Please provide an introductory paragraph summarising the progress of the whole JRP. Please also provide a short paragraph outlining overall progress expected in the next six months.

Provide a brief summary of progress, achievements and issues during the last six months for each Work Package (bulleted by deliverable) (a maximum of 1-2 pages per Work Package). Please refer to the tasks and deliverables in the JRP-Protocol and summarise the outcome of each task and deliverable for the period. Highlight collaborations between JRP-Participants and how the collaborative approach is producing added value that individual participants could not achieve by themselves.

Write a paragraph for each Work Package describing expected WP progress in the next six-month period against the JRP-Protocol. Please outline any events you expect to attend in the next six months or further ahead. Provide more detail, including any changes requested, at deliverable level in Section 2.

Provide a description for each Work Package (1 paragraph per Work Package) describing WP progress beyond the state of the art and how innovation has been stimulated by metrological developments in the project.

4.2.2.2 Section 2: JRP 'deliverable status' table

Use the "JRP deliverable status" table to show cumulative deliverable status against the JRP-Protocol (Annex Ia of the JRP-Contract). This table should be set up by the JRP-Coordinator at the beginning of the JRP, and then maintained as each deliverable is delivered. Deliverables should be listed in numerical order and not in chronological order. Guidance for completing the "JRP deliverable status" table is included in Annex A of these Guidelines.

The table should identify any deviations and late deliverables. It should be supplemented with brief bulleted comments below the table to explain highlights, issues and exceptions from expected delivery for relevant deliverables. Section 3 should be used to notify EURAMET of any requested changes.

Please comment on deliverable issues, delays or highlights, listed by deliverable number. As a minimum this should include commenting on:

- All "overdue" deliverables, including providing an explanation and a revised delivery date.
- All deliverables that have been delivered during the period, where the delay was more than 1 month.
- Any known or likely delays looking forward into the next period, particularly if on a critical path.

4.2.2.3 Section 3: Changes requested

Where any changes are required (eg deliverable content, scheduling, finance, JRP-Partners, activities etc) give full details of the requested changes and reasons in this section, listed by deliverable in deliverable number order. Please also comment on the impact of changes to the critical path of the JRP and its deliverables and the overall impact.

4.2.2.4 Section 4: Impact

The Impact/Dissemination table shown below and included in Reporting Template 3 - JRP Interim Progress Report should be completed for each Interim Progress Report.

The EURAMET Open Access Repository is an electronic storage space for public documents published by JRP-Partners. It is not yet directly available to JRP-Coordinators (see Annex C).

| | | |
|---|---|--------|
| A | The Publishable JRP Summary is up to date | Yes/No |
| B | The website is up to date (if applicable) | Yes/No |
| C | All publications and conferences are on schedule and are included or listed in the EURAMET Open Access Repository | Yes/No |
| D | All standards, policy and EC's Directorate General (DG) activities are on schedule | Yes/No |
| E | Details of all meetings / impact activities / networking / stakeholder activities are being captured | Yes/No |
| F | Promotional activities are underway covering both this JRP and the EMRP as a whole | Yes/No |

A summary of actions and their outcomes for this period should be included, and some examples are included below:

- The expected impact that the JRP will have/has had scientifically, including how the knowledge and capabilities produced within the JRP are being adopted either at the NMIs/DIs or in the wider research and calibration community in Europe and beyond.

- The expected impact that the JRP will have/has had in the wider world (financial, commercial, environmental, health, social).
- How the JRP-Consortium intends to ensure that the outputs from the project are exploited to realise the desired impact.
- Identifying the standardisation bodies/working groups, which the JRP-Consortium will or has linked to and worked with.
- Identifying documentary standards, which the JRP has fed into or has provided data/information for and how this information is/will be used.
- Links and interactions with policy makers and regulators and the anticipated outcomes of this engagement.
- Links and interactions with the European Commission's Directorate Generals (DGs), people involved with Directives (development or implementation) and the anticipated outcomes.
- How the JRP has engaged with stakeholders and end users and the anticipated/realised outcomes. Describe how the results match the needs of the stakeholders and end users.
- Listing any new Collaborators that have joined the JRP in the period.
- Describe any early measures being taken to enhance uptake of results by stakeholders and end users. Also describe what results from the JRP have already been embedded/incorporated into the outside world and how these developments arose.
- Foreground IP and plans for exploitation, including planned or actual patents and licences as appropriate. Include statements about how the Intellectual Property (IP) is being protected where the JRP is actively disseminating JRP findings or having direct discussions with commercial organisations.
- How, beyond the end of the JRP, you expect the outputs from the JRP to be exploited and by whom.

Information about publications from the JRP is included in the JRP Publications, Dissemination and Foreground Report (see Section 4.2.3).

4.2.2.5 Section 5: Commentary on EMRP Grant Researcher's input

The 1000 character summary(ies) from Section 1 of the EMRP Grant Researcher('s)' Short-Term, or Final, Report(s) will be pasted into this Section by the JRP-Coordinator. The JRP-Coordinator should also provide further comments on the work of the EMRP Grant Researcher(s) if required.

4.2.2.6 Section 6: Management summary

The management declaration table shown below and included in Reporting Template 3 - JRP Interim Progress Report should be completed for each Interim Progress Report, deleting those statements that do not apply. This will provide EURAMET with a statement of the project and financial progress of the JRP at the top level. Financial reporting is not required as part of the interim reporting process.

| | |
|---------------------------------|---|
| Project progress against plan | This JRP is proceeding according to plan described in the current version of the JRP-Protocol / This JRP is at variance with the plan described in the current version of the JRP-Protocol but the variance is recoverable / This JRP is at variance with the plan described in the current version of the JRP-Protocol and a change is requested in Section 3 of this report |
| Financial progress against plan | This JRP is proceeding according to plan described in the current version of the JRP-Protocol / JRP Costing Worksheet / This JRP is at variance with the plan described in the current version of the JRP-Protocol / JRP Costing Worksheet but the variance is recoverable / This JRP is at variance with the plan described in the current version of the JRP-Protocol / JRP Costing Worksheet and a change is requested in Section 3 of this report |

| | |
|-------------------------------------|--|
| Contract and consortium performance | All JRP-Participants* are delivering to their contractual obligations / There are issues with one or more JRP-Participants* which are recoverable without change requests / There are issues with one or more JRP-Participants* and a change is requested in Section 3 of this report. |
|-------------------------------------|--|

Note * 'Participants' includes:

JRP-Partners (funded/unfunded), REG-Researcher, associated Home Organisations, Linked Third Parties.

In the case of the Interim Reporting, it is important that EURAMET knows that the JRP-Coordinator and JRP-Consortium are monitoring the JRP and have an overview of the JRP progress (technically and financially) against plan, as well as of the associated EMRP Researcher Grant if applicable.

Please include a free text commentary on issues not covered elsewhere in the report.

Please also list existing, and any new, collaborators formally associated with the JRP.

4.2.3 JRP Publications, Dissemination and Foreground Report (formerly the Publications Report)

The JRP Publications, Dissemination and Foreground Report, which is submitted in the form of an excel workbook, comprises:

- Section A, which should describe the dissemination measures, including any scientific publications relating to foreground. Its content will be made available in the public domain thus demonstrating the added-value and positive impact of the project on the European Union.
- Section B, which should specify the exploitable foreground and provide the plans for exploitation. All these data can be public or confidential; the report must clearly mark non-publishable (confidential) parts that will be treated as such by the Commission and EURAMET. Information under Section B that is not marked as confidential will be made available in the public domain thus demonstrating the added-value and positive impact of the JRP on the European Union.

For Interim Reporting only Section A should be completed. Please list details of all the publications and dissemination activities to date (for all JRP-Partners and EMRP Grant Researchers) using Reporting Template 7 - JRP Publications, Dissemination and Foreground Report, which should be downloaded for the completion of this report.

Section A (public)

This section includes two worksheets

- Worksheet A1: List of all scientific (peer reviewed) publications relating to the foreground of the project.
- Worksheet A2: List of all dissemination activities (publications, conferences, workshops, web sites/applications, press releases, technical or industry guides, flyers, articles published in the popular press, videos, media briefings, presentations, exhibitions, thesis, interviews, films, TV clips, posters).

These tables are cumulative, which means that they should always show all publications and activities from the beginning until after the end of the project. Updates are possible at any time.

4.3 JRP Periodic Reporting (months 18 and 36)

The JRP-Consortium shall provide Periodic Reports covering progress in Period 1 (1 - 18 months) and Period 2 (19 - 36 months). **Each set of Periodic Reports shall be provided to EURAMET within 60 days of the end of the period.** Periodic reporting provides a review of progress, which can be passed to EURAMET, specifically indicating whether the JRP is on target, analysing financial activity to date, identifying any issues, consequences and remedial actions required. The Publishable JRP Summary will also be updated (see Section 4.1). It also includes a progress report from the EMRP Grant Researcher. Downloadable Reporting Templates are available for these reports.

Periodic reporting comprises:

- Updated Publishable JRP Summary,
- Periodic Progress Report,
- JRP Publications, Dissemination and Foreground Report,
- JRP-Participants Activity Report,
- Financial Reporting.

4.3.1 Updated Publishable JRP Summary

The Publishable JRP Summary shall be updated as part of the Periodic Reporting following the format given in Reporting Template 1 - Publishable JRP Summary (see Section 4.1).

4.3.2 Periodic Progress Report

Reporting Template 4 - JRP Periodic Progress Report should be downloaded for the completion of this report.

4.3.2.1 Section I: JRP and Work Package progress and achievements during the eighteen-month period

Please provide an introductory paragraph summarising the progress of the whole JRP. Please also provide a short paragraph outlining overall progress expected in the next six months.

Provide a brief summary (5 pages per Work Package) of key progress, achievements and issues during the last eighteen months for each Work Package (including Management), including a statement of whether the Work Package is on target or not. Highlight collaborations between JRP-Participants and how the collaborative approach is producing added value that individual participants could not achieve by themselves. Commentary should include a summary of actions and their outcomes for the period, and any updates to risk analyses.

Also give a paragraph for each Work Package estimating and describing overall expected JRP progress in the next six-month period against the JRP-Protocol. Please outline any events you expect to attend in the next six months or further ahead.

Provide detail of any changes requested at deliverable level in Section 2.

Provide a description for each Work Package (1 paragraph per Work Package) describing WP progress beyond the state of the art and how innovation has been stimulated by metrological developments in the project.

Provide a summary for the overall JRP budget and number of months planned vs actual spend with details and justification for significant over- or under-spend. The explanation for the use of resources should include a summary of the overall % spent against the planned budget for both the period and cumulatively for the lifetime of the JRP (include a copy of the JRP Cost Budget Analysis table, Reporting Template 9 – JRP- Coordinators Financial Workbook should be downloaded for the completion of this table) plus a top-level justification of the costs incurred and of the resources deployed, linking them to activities and outputs (all subcontracting, except minor tasks, requires prior approval). Particular focus should be on any major non-labour costs such as subcontracting, the purchase of important equipment, significant travel costs, large consumable items, etc. plus staff time over and above plan, linked to Work Packages. Explanations are required where the JRP's spend or an individual JRP-Partner's spend is significantly different to plan. Specifically:

- a) if the cumulative costs to date for the JRP or an individual JRP-Partner vary by more than 10 % from the cumulative budget and the variance is more than 5 k€ then these variances should be explained,
- b) if the cumulative resource (in months) to date for the JRP or an individual JRP-Partner varies by more than 20 % from the cumulative budget and the variance is more than 3 months then these variances should be explained.

The section should include an analysis of the future consequences of any deviations, for example if the % spend deviations are due to phasing this should be stated even though you expect it to be resolved in the

next period. If the JRP is significantly overspent you should state how the JRP will be completed with the remaining available resources.

4.3.2.2 Section 2: JRP 'deliverable status' table

Please complete the 'deliverable status' table as described in Section 4.2.2.2.

4.3.2.3 Section 3: Changes requested

Please complete the Changes requested section as described in Section 4.2.2.3.

4.3.2.4 Section 4: Impact

Please complete the Impact/Dissemination table as described in Section 4.2.2.4.

4.3.2.5 Section 5: Commentary on EMRP Grant Researcher's input

Please complete this section as described in Section 4.2.2.5.

4.3.2.6 Section 6: Management and Coordination

Detailed reports on the Management and Coordination Work Packages and deliverables will be covered in Sections 1 and 2 of this report.

Detailed financial reporting requirements are explained in Section 4.3.6.

It is important that EURAMET has confidence that the JRP-Coordinator and JRP-Consortium are monitoring the JRP and have an overview of the JRP progress (technically and financially) against plan, as well as of the associated EMRP Researcher Grant if applicable.

Please include a free text commentary on issues not covered elsewhere in the report, such as:

- Any changes to the legal status of any of the JRP-Partners (including confirmation that the JRP-Coordinator has informed EURAMET (via the EURAMET EMRP-MSU)).
- Any changes in the JRP-Consortium.
- A list of collaborators formally associated with the JRP.

4.3.3 JRP Publications, Dissemination and Foreground Report

Please complete the JRP Publications, Dissemination and Foreground Report as described in Section 4.2.3.

For Periodic Reporting Section A and Section B should both be completed. Section B includes information on 'applications for patents, trademarks, registered Designs, etc.' and on 'exploitable foreground, etc.'.

Please update the same excel worksheet (Reporting Template 7 - JRP Publications, Dissemination and Foreground Report) that you have been using throughout the project.

Section B (Confidential or public: confidential information to be marked clearly)

This section includes two excel worksheets:

- Worksheet B1: List of all applications for patents, trademarks, registered designs, etc. The list should, specify at least one unique identifier eg European Patent application reference. For patent applications, only if applicable, contributions to standards should be specified. This table is cumulative, which means that it should always show all applications from the beginning until after the end of the JRP.
- Worksheet B2: Details the exploitable foreground generated by the JRP.

These tables are cumulative, which means that they should always show information from the beginning until after the end of the JRP. Updates are possible at any time.

In addition to the table, please provide text to explain the exploitable foreground, in particular:

- Its purpose
- How the foreground might be exploited, when and by whom
- IPR exploitable measures taken or intended
- Further research necessary, if any
- Potential/expected impact (quantify where possible).

4.3.4 JRP-Participants Activity Report

Note * 'Participants' includes:

JRP-Partners (funded/unfunded), REG-Researcher, associated Home Organisations, Linked Third Parties.

Reporting Template 6 – JRP-Participants Activity Report should be downloaded for the completion of this report.

The JRP-Coordinator will obtain reports from each JRP-Participant. This will be used to justify their costs and to enable EURAMET to judge whether the amount claimed is reasonable. For each task please describe the activity done, who was collaborated with, and its outcome. There should also be a self-assessment of their contribution to the overall JRP, commentary on any changes to budget or man months in the period and a justification of those changes. Collaborators and unfunded JRP-Partners should describe the benefit that involvement in the JRP has brought them and outline the contribution they have made to the project.

This section should also include a summary of any comments, highlights or issues on inputs by any EMRP Grant Researchers involved in the JRP, together with a short description of their progress in the period.

4.3.5 Financial Reporting Overview

Financial Reporting is part of the Periodic Reporting process. Period 1 Financial Reports cover months 1-18 of the JRP and Period 2 Financial Reports cover months 19-36 of the JRP. Costs incurred shall be recorded and reported in accordance with the EMRP Contracts Financial Guidelines (<http://www.emrponline.eu>), which are based on the European Commission's FP7 rules on eligible costs.

A summary of the financial reporting documents is given in the table below (and also in the summaries in Sections 7 and 8). Guidance on these documents is given in Sections 4.3.6-4.3.10.

| <u>Reporting Template</u> | <u>Report</u> | <u>To be completed by</u> | <u>Format required</u> |
|---|---|---|---------------------------|
| 10 – Funded JRP-Partner's Financial Workbook or 11 – Linked Third Party's Financial Workbook | Resource and Cost worksheet | Funded JRP-Partner / Linked Third Party | Electronic format (excel) |
| 10 – Funded JRP-Partner's Financial Workbook or 11 – Linked Third Party's Financial Workbook | <i>Financial Statement¹</i> | <i>Funded JRP-Partner / Linked Third Party</i> | <i>Hard copy</i> |
| 10 – Funded JRP-Partner's Financial Workbook or 11 – Linked Third Party's Financial Workbook 12 – Terms of Reference 13 – Independent Report of Factual Findings | Financial Audit Report: A) Financial Statement B) Terms of Reference C) Independent Report of Factual Findings | Funded JRP-Partner / Linked Third Party Auditor and funded JRP-Partner / Auditor and Linked Third Party Auditor | Hard copy |

¹ The Financial Statement is only required as a separate report when a Financial Audit Report is not required (see Section 4.3.8).

| | | | |
|--|--------------------------------|---|---|
| 14 – Letter of Representation | D) Letter of Representation | Funded JRP-Partner / Linked Third Party | |
| 9 – JRP-Coordinator’s Financial Workbook | JRP Resource and Cost Summary | JRP-Coordinator | Electronic format (excel) |
| 9 – JRP-Coordinator’s Financial Workbook | JRP Cost Budget Analysis Table | JRP-Coordinator | Electronic format (excel) and within the Periodic Progress Report (pdf) |

Downloadable Reporting Templates are available for each of these reports. A full list of all Reporting Templates is given in Annex B.

4.3.6 Resource and Cost worksheet

The Resource and Cost worksheet provides information about the resources deployed by the JRP, eg hours worked by people on the JRP and information about the non-labour expenditure. It also provides an estimate of the percentage of the total effort that was employed on each Work Package.

Each funded JRP-Partner and each Linked Third Party will generate a Resource and Cost worksheet using either Reporting Template 10 - Funded JRP-Partner’s Financial Workbook or Reporting Template 11 - Linked Third Party’s Financial Workbook, and submit it electronically to the JRP-Coordinator (for collation into the JRP Resource and Cost Summary using Reporting Template 9 – JRP-Coordinator’s Financial Workbook).

All eligible costs recorded against the JRP in the JRP-Partners’ and Linked Third Parties accounts should be reported in the Resource and Cost worksheet regardless of whether the costs over the lifetime of the JRP are different from the budgeted costs in the Annex Ib of the JRP-Contract.

Data should only be entered in the yellow cells. Some details of how the data is entered are given below. However for full details regarding eligibility of costs within each cost category please refer to the Financial Guidelines (<http://www.emrponline.eu>).

- Exchange rate

Costs shall be reported in Euro. JRP-Partners with accounts in currencies other than the Euro shall report costs by using, either

- a) the conversion rate published by the European Central Bank applicable on the first day of the month following the end of the period (in this situation local currency costs and this conversion rate are entered into the worksheet) or
- b) the conversion rate published by the European Central Bank that would have applied on the date that the actual costs were incurred (in this situation the costs converted into Euro and an exchange rate of “1” are entered into the worksheet)

JRP-Partners with accounts in Euro shall convert costs incurred in other currencies according to their usual accounting practice (as in JRP-Contract Clause 6.7 // Footnote 5).

The ECB rates are available on the ECB website:

<http://www.ecb.int/stats/exchange/eurofxref/html/index.en.html>

- Labour

Please note that although the hours worked by each person should be recorded in the worksheet, only the total labour cost is required (and not the labour cost per individual – where the cells have been greyed out).

The name of each member of staff working on the JRP for whom labour costs are charged should be included in the ‘Labour’ table, and the hours worked by each member of staff should be declared. The total labour costs for the hours worked on the project (excluding overheads) should be entered in the yellow cell in the labour table. Under ‘Category of staff’ a description, eg senior researcher, Unit head, PhD student, etc, should be given.

If reporting any paid overtime please enter this on a separate line and include ‘Overtime’ in the description.

Note that the 'Labour' table includes a conversion from actual recorded hours to months. This is an estimation based on 7.5 hours per day and 21.75 days per month and is provided so that an approximate cross check can be undertaken against the budgeted number of months in Annex Ia and where necessary across JRPs and organisations. It is an estimate only and it is accepted that for many organisations the actual number of months will vary slightly from this figure. This calculation does not affect the actual costs claimed.

- Travel and subsistence

If more than one person attends a meeting then each person must be listed (they can all be listed on the same line), but the total costs for all the people attending that meeting may be added together and a single total given for the meeting. Ideally all the travel and subsistence for a person for a particular meeting should be grouped together.

If travel costs are included within your organisation's overhead, then the 'Travel and Subsistence' table should always be completed with either the details of the travel / costs for each meeting or 'no Travel and Subsistence incurred' as appropriate with zero cost entered in the appropriate cell.

- All other cost categories

Under all the other direct cost category headings (Equipment, Consumables, Other Costs, Subcontract and Linked Third Party), the costs claimed should be listed (note the EMRP A169 National Cash Contributions are not eligible costs, conference fees are 'other costs' and financial auditing is normally 'subcontracts'). Where there are only a few unique items, a description per item should be given. Where there are many similar items, or items that could be grouped, these items should be summarised into one or more lines.

The description should not simply repeat the category heading ie under 'consumables' the description should be more detailed than 'consumables'. (Examples of acceptable descriptions for consumables are electrical components, reagent chemicals, high purity gases, thermal insulation materials, radionuclide samples etc). Significant costs however require a more detailed description.

- Overheads

Please select the appropriate overhead methodology from the drop down list and enter the overhead % for the labour and non-labour costs. If the overhead % has changed during the year please work out the total costs for the labour and non-labour overhead based on the combination of costs and overhead %s for the period. Calculate the overhead %s that should be entered in order to give the correct costs.

If it is the normal practice of the organisation to calculate the overheads as an absolute value rather than a % please calculate and enter the appropriate % that should be applied to labour costs in order to give the required absolute costs.

- Work Package details

In the Section 'Breakdown of effort by Work Package' please provide an estimate of the % of time spent on each WP during the period (ensuring that the total % effort adds up to 100%!).

Where the JRP-Partner claims costs under the category 'Linked Third Party' (identified in the Special Clause 7.3 of the JRP-Contract) the JRP-Partner should include a single entry in their Resource and Cost worksheet to cover the costs and the Linked Third Party should submit a separate Resource and Cost worksheet to give the details of these costs.

4.3.6.1 Amendments/corrections

In the event that any amendments or corrections need to be made to the Period 1 Resource and Cost worksheet after EURAMET have approved the Period 1 costs then these should be submitted alongside the Period 2 Resource and Cost worksheet. (A revised Financial Statement will also be required).

There will be no opportunity to amend the Period 2 costs after they have been approved by EURAMET.

4.3.7 Financial Statement

The Financial Statement is a document to confirm the total costs for each category that are reported in the Resource and Cost worksheet. However the Financial Statement does not include the category "Linked Third Party" and any costs reported in the category "Linked Third Party" in the Resource and Cost worksheet will

automatically be excluded from the JRP-Partner's Financial Statement. These Linked Third Party costs shall be confirmed via the Linked Third Party's own Financial Statement.

Each funded JRP-Partner and Linked Third Party will prepare a Financial Statement, using either Reporting Template 10 - Funded JRP-Partner's Financial Workbook or Template 11 - Linked Third Party's Financial Workbook, and submit it to the auditor in hard copy with an original signature (photocopies are not acceptable), in order to be included in the Financial Audit Report.

In the event that a Financial Audit Report is not required (see Section 4.3.8) the Financial Statement should be submitted with an original signature (photocopies are not acceptable) directly to the JRP-Coordinator.

Amendments/corrections

In the event that at Period 2 reporting there are changes being reported to Period 1 then an updated Period 1 Financial Statement should also be submitted to the auditor.

4.3.8 Financial Audit Report

The Financial Audit Report is prepared by an independent financial auditor to confirm the costs of the Financial Statement.

Any JRP-Partner with a lifetime budgeted EURAMET financial contribution of less than EUR 50 000 may opt not to supply a Financial Audit Report at Period 1. They may however opt to submit a Financial Audit Report voluntarily at Period 1 and the costs of this report will be considered eligible. Any Linked Third Party must take the same option as the JRP-Partner that they are linked to (irrespective of the budget of the Linked Third Party).

If the JRP-Partner opts not to submit a Financial Audit Report at Period 1 then a Financial Audit Report covering the full 36 months (and two Financial Statements) should be submitted at Period 2. The same is required for any Linked Third Parties of the JRP-Partner.

The funded JRP-Partner / Linked Third Party should appoint their own independent auditor using Reporting Template 12 - Terms of Reference.

The funded JRP-Partner / Linked Third Party should prepare a Financial Statement (see Section 4.3.7) and submit this to the auditor.

The auditor should report their findings using Reporting Template 13 - Independent Report of Factual Findings.

The funded JRP-Partner / Linked Third Party should use Reporting Template 14 - Letter of Representation, to confirm specific facts that their auditor has relied upon, and submit this to their auditor.

Once the audit process is complete the funded JRP-Partner / Linked Third Party shall submit to the JRP-Coordinator hard copies of the Financial Audit Report comprising:

Part A) Financial Statement(s) (*original signature(s), photocopies are not acceptable*),

Part B) Terms of Reference (*original signature(s), photocopies are not acceptable*),

Part C) Independent Report of Factual Findings (*original signature(s), photocopies are not acceptable*), and

Part D) Letter of Representation (*a copy is acceptable (the original is for the auditor)*).

The JRP-Coordinator should check that all parts of the Financial Audit Report, as listed above, are correctly signed, dated and stamped, where appropriate, and send all to EURAMET EMRP-MSU, National Physical Laboratory, Hampton Road, Teddington, Middlesex, UK, TW11 0LW along with all other hard copy documents required (see Sections 7 and 8).

For further guidance on Financial Audit Reporting please refer to the Financial Audit Guidelines (<http://www.emrponline.eu>). This document should be provided to the auditor along with Reporting Templates 13 and 14.

Amendments/corrections

In the event that at Period 2 reporting there are changes being reported to Period 1, a Financial Audit Report submitted covering the full 36 months (and the latest two Financial Statements) must be submitted at Period 2.

4.3.9 JRP Resource and Cost Summary

This report summarises the costs of all funded JRP-Partners.

The JRP-Coordinator should enter the data from the individual Resource and Cost worksheets into Reporting Template 9 - JRP-Coordinator's Financial Workbook, which is designed to enable the copy and pasting of whole Resource and Cost worksheets. The workbook automatically transfers the data to the 'Summary' worksheet and also to the JRP Cost Budget Analysis Table.

In the case of a Linked Third Party, the Resource and Cost worksheet details should be entered into the workbook in the specified worksheet, however the costs do not add into the summary (as they are already included in the JRP-Partner's Linked Third Party costs).

Amendments/corrections

In the event that a JRP-Partner submits a revised Period 1 Resource and Cost Worksheet after EURAMET have approved the Period 1 costs then a revised version of the Period 1 JRP Resource and Cost Summary should be submitted by the JRP-Coordinator at the time of Period 2 reporting.

4.3.10 JRP Cost Budget Analysis Table

The JRP Cost Budget Analysis Table, which is generated within Reporting Template 9 - JRP-Coordinator's Financial Workbook, provides an overview of the cumulative costs and labour months of each funded JRP-Partner in comparison with the budget. This table should be included in the Periodic Progress Report and any significant variances (ie those automatically indicated in the table) should be explained (see Section 4.3.2.1).

4.4 JRP Final Reporting (month 36)

The JRP-Consortium shall provide a set of final reports covering all progress during the contract period. **The Final Reports shall be provided to EURAMET within 60 days of the end of the period.**

The final reports include a full set of Period 2 (months 19-36) JRP Periodic Reports, as listed below, and described in Section 4.3. The Publishable JRP Summary will be updated for a final time and will become the Final Publishable JRP Summary. In addition, a Final Publishable JRP Report, a JRP Publications, Dissemination and Foreground Report and a JRP Reporting Questionnaire are required at month 36. These three final reports will cover the full 36-month duration of the JRP. Downloadable Reporting Templates are available for these reports.

Period 2 (months 19-36) JRP Periodic Reports:

- Final Publishable JRP Summary (a final updated version) (*cumulative: months 1 - 36*) – Reporting Template 2,
- Periodic Progress Report (*months 19 - 36*) - Reporting Template 4,
- JRP Publications, Dissemination and Foreground Report (*cumulative: months 1 - 36*) - Reporting Template 7,
- JRP-Participants Activity Report (*months 19 - 36*) - Reporting Template 6,
- Financial Reporting (*months 19 - 36*) - Reporting Templates 9-14.

Final JRP Reports (*months 1 - 36*):

- Final Publishable JRP Report - Reporting Template 5,
- JRP Reporting Questionnaire - Reporting Template 8.

4.4.1 Final Publishable JRP Summary

Reporting Template 2 – Final Publishable JRP Summary should be downloaded for the completion of this report.

The Final Publishable JRP Summary should include all the elements described below:

- A summary description of JRP context and rationale, aims and objectives (this should be at a high level and should set the scene for why the JRP is being undertaken and what it aimed to achieve),
- A summary of the work performed during the JRP (this should be expressed at a high level) and a description of the main results and highlights achieved. Inputs from the EMRP Grant Researcher(s) should be included. The text should be aimed at an external audience and should be clearly separated from the scene setting in the first section. The text should not refer to Work Packages, tasks, management activities etc and should not be written in 'project management' terms or in highly technical language,
- The final results from the JRP,
- Engagement with external bodies and stakeholders,
- A list of all publicly available publications from the JRP,
- The impact of the JRP and exploitation of the outputs (including the socio-economic impact and the wider societal implications of the JRP so far). Refer to Section 4.2.2.4 for more details about the information to be included (confidential IP information should NOT be included),
- The address of the project public website, if applicable,
- A list of the JRP partners.

4.4.2 Final Publishable JRP Report

Reporting Template 5 – Final Publishable JRP Report should be downloaded for the completion of this report.

The Final Publishable JRP Report is the key report from the JRP, and should address a wide audience, including the general public. This report is an external report that will be made publicly available and should cover the entire duration of the JRP.

The report must be of suitable quality to enable direct publication by EURAMET and the Commission and should preferably not exceed 40 pages.

The Final Publishable JRP Report should include 5 distinct parts described below:

- An executive summary (not exceeding 1 page).
- A summary description of project context, rationale and objectives (not exceeding 4 pages).
- A description of the main scientific and technological results/foreground generated by the JRP. Highlight collaborations between JRP-Participants, how the collaborative approach produced added value that individual participants could not achieve by themselves, progress beyond the state of the art and how innovation was stimulated by metrological developments in the project (not exceeding 25 pages),
- The actual and potential impact (including the scientific impact, socio-economic/policy impact and the wider societal implications of the project so far) and the main dissemination activities and exploitation of results (not exceeding 10 pages),
- The address of the project public website, if applicable, as well as relevant contact details.

Furthermore, a project logo, diagrams or photographs illustrating and promoting the work of the project, as well as the list of all participants with the corresponding contact names can be included without any restriction.

Sub-headings should be used as appropriate.

Information about project management, JRP project management meetings etc should not be included in the report and do not refer to Work Packages – at least not by WP number.

As the report will be public, please ensure that no confidential information is included. Please remember that this is a stand-alone report and so should be self-explanatory.

4.4.3 JRP Reporting Questionnaire

The JRP Reporting Questionnaire is an excel based questionnaire which will enable each JRP to provide the necessary statistical information on their JRP to EURAMET so that an A169 programme level report can be submitted to the Commission as part of the programme level reporting requirements. Reporting Template 8 - JRP Reporting Questionnaire should be downloaded for the completion of this report.

The JRP-Coordinator will prepare the JRP Reporting Questionnaire based upon input received from all of the JRP-Partners (include funded and unfunded partners).

5 EMRP Researcher Grant Reporting (REG, RMG and ESRMG)

Each EMRP Researcher Grant is associated with a JRP. EMRP Researcher Grant Beneficiaries are required to provide two types of reporting:

Short-Term Reports: These reports are aligned to the JRP reporting requirements (see Section 4).

Final Report: This report is to be provided within **30 days after the end of the EMRP Researcher Grant**. Only when this has been received and approved by EURAMET will the final 10% payment be released.

The Home Organisation (for a REG) and the Employing Organisation / Guestworking Organisation (for a RMG/ESRMG) are also required to report directly to EURAMET.

5.1 Report by Home / Employing / Guestworking Organisation

The Home Organisation (for a REG) and Employing Organisation / Guestworking Organisation (for a RMG or ESRMG) will provide a separate report directly to EURAMET as part of their Payment Request Form (Reporting Template 17 – Payment Request Form should be downloaded for the completion of this report).

5.2 Short-Term Reporting (REG and RMG/ESRMG)

Reporting Template 15 – Researcher Grant Short-Term Report should be downloaded for the completion of this report.

The reporting from the EMRP Researcher Grants must feed into the JRP reporting. The actual reporting dates for the EMRP Researcher Grants must coincide with every relevant JRP Interim or Periodic Report during the lifetime of the grant – the JRP-Coordinator will advise Researchers of these dates.

Note that Short-Term Reports will in general cover a six-month period (excluding the first and last period, where alignment with the JRP reporting may require a report covering a lesser period).

EMRP-MSU will not review all Short-Term Reports as they are sent directly to JRP-Coordinators. However the MSU will perform spot check reviews on a randomly selected number of Short-Term Reports every six months by requesting copies of reports from JRP-Coordinators.

5.2.1 Short-Term Reports

5.2.1.1 Section 1: Summary of EMRP Grant Researcher's activities (Max. 1000 characters)

Please provide a free text summary (max. 1000 characters) of overall progress, achievements and issues during the last six months. Including a statement of whether the Researcher Grant is on target or not.

This 1000 character summary will be copied into Section 5 of the Interim or Periodic Reports by the JRP-Coordinator.

5.2.1.2 Section 2:

EMRP Researcher Grant Overall and Task progress and achievements during the last six months

Provide a summary of progress, achievements and issues during the last six months for each task, including a statement of whether the task is on target or not. Commentary should include a summary of activities and their outcomes for the period.

Provide more detail at deliverable level in Section 3.

5.2.1.3 Section 3: Deliverable Status report

Use the “deliverable status” table to show cumulative deliverable status against the agreed Research Schedule in Annex 1 of the EMRP Researcher Grant Contract. This table should be set up at the beginning of the EMRP Researcher Grant, and then maintained as each deliverable is delivered. Deliverables should be listed in numerical order and not in chronological order. Guidance for completing the “deliverable status” table is included in Annex A of these Guidelines.

The table should identify deviations and late deliverables. It should be supplemented with brief bulleted comments below the table to explain highlights, issues and exceptions from expected delivery for the relevant deliverables.

5.2.1.4 Section 4: Changes requested

Where any changes are required (eg deliverable content, scheduling, finance, activities etc) give full details of the requested changes and reasons in this section, listed by deliverable in deliverable number order. Please also comment on the impact of changes to the critical path of the EMRP Researcher Grant and the JRP and the overall impact of the changes.

5.2.1.5 Section 5: Impact

The Impact/Dissemination table shown below and included in Reporting Template 15 – Researcher Grant Short-Term Report should be completed for each Researcher Grant Short-Term Report. The table provides confirmation that all publications and conferences are on schedule and are being stored in the EURAMET Open Access Repository and that all standards, policy and activities related to the European Commission’s Directorate General (DG) are on schedule. It also asks for confirmation that promotional activity, exploitation and impact generation are on track and being recorded for use in later reports.

| | | |
|---|---|--------|
| a | All publications and conferences are on schedule and are included or listed in the EURAMET Open Access Repository | Yes/No |
| b | All standards, policy and EC’s Directorate General (DG) activities are on schedule | Yes/No |
| c | Details of all meetings / impact activities / networking / stakeholder activities are being captured | Yes/No |
| d | Promotional activities are underway for this REG/RMG/ESRMG | Yes/No |

A free text summary of actions and their outcomes for the period should also be provided.

See Section 4.2.2.4 for a summary of some of the activities/outcomes that are covered by the term ‘impact’.

5.2.1.6 Section 6: Expected EMRP Researcher Grant Progress in the next six month period

A paragraph estimating and describing overall expected Researcher Grant progress in the next six-month period against the Research Schedule should be provided.

5.2.1.7 Section 7: EMRP Grant Researcher’s Declaration

The EMRP Grant Researcher’s Declaration shown below and included in Reporting Template 15 – Researcher Grant Short-Term Report should be completed for each Researcher Grant Short-Term Report,

deleting those statements/answers that do not apply. This will provide EURAMET with a statement of the overall scientific and technical delivery and the integration progress of the EMRP Researcher Grant.

| | | |
|-----------------------------------|--|--------|
| Scientific and Technical Delivery | I am on schedule for delivery of my contractual obligations | Yes/No |
| Integration of Metrology | I am interfacing with the JRP-Consortium. I am learning from metrology organisations, and sharing information & best practice with them. | Yes/No |

5.2.2 Publications, Dissemination and Foreground Report

List of all publications and dissemination activities to date for the EMRP Grant Researcher using Reporting Template 7 – Publications, Dissemination and Foreground Report, which should be downloaded for the completion of this report. The JRP-Coordinator will incorporate this information into the JRP Publications, Dissemination and Foreground Report (see Section 4.2.3 for further details).

Section B the ‘List of applications for patents, trademarks, registered Designs, etc.’ and the ‘List of exploitable foreground, etc.’ should only be completed by the EMRP Grant Researcher as part of the EMRP Researcher Grant Final Report.

5.3 EMRP Researcher Grant Final Reporting

5.3.1 Final Report

This is the reporting required at the end of the EMRP Researcher Grant associated with the JRP. The report should provide information against each section of the Research Schedule (Annex 1a of the EMRP Researcher Grant contract), showing clearly what was planned and what was achieved. Reporting Template 16 – Researcher Grant Final Report should be downloaded for the completion of this report. The report follows a similar format to the Researcher Grant Short-Term Report, but commentary will cover the complete project.

5.3.1.1 Section 1: Summary of EMRP Grant Researcher’s activities (Max. 1000 characters)

Please provide a free text summary (max. 1000 characters) of overall progress, achievements and issues during the life of the Researcher Grant. Including a statement of whether the Researcher Grant met its targets or not.

This 1000 character summary will be copied into Section 5 of the appropriate Interim or Periodic Report by the JRP-Coordinator.

5.3.1.2 Section 2:

EMRP Researcher Grant Overall and Task progress and achievements during the Grant Period

Provide a summary of progress on each task, including a statement of whether the task met its target or not. Commentary should include a summary of actions and their outcomes.

Provide more detail at deliverable level in Section 3.

5.3.1.3 Section 3: Deliverable Status report

Use the “deliverable status” table to show final deliverable status against the agreed Research Schedule in Annex 1 of EMRP Researcher Grant Contract. This table should have been set up at the beginning of the EMRP Researcher Grant, and then maintained as each deliverable is delivered. Deliverables should be listed in numerical order and not in chronological order. Guidance for completing the “deliverable status” table is included in Annex A of these Guidelines.

The table should identify deviations and late deliverables. It should be supplemented with brief bulleted comments below the table to explain highlights, issues and exceptions from expected delivery for the relevant deliverables.

5.3.1.4 Section 4: Financial Commentary

Report on any substantial deviations (+/- 20%) from the planned consumables/travel allowance. The commentary should quantify the deviations and justify them.

5.3.1.5 Section 5: Impact

The Impact/Dissemination table shown below and included in Reporting Template 16 – Researcher Grant Final Report should be completed. The table provides confirmation that all publications and conferences are complete and are stored in the EURAMET Open Access Repository and that all standards, policy and European Commission’s Directorate General (DG) activities are complete. It also asks for confirmation that promotional activity and impact generation is complete and has been recorded.

| | | |
|---|--|--------|
| a | All publications and conferences are included or listed in the EURAMET Open Access Repository | Yes/No |
| b | All standards, policy and EC’s Directorate General (DG) activities are complete | Yes/No |
| c | Details of all meetings / impact activities / networking / stakeholder activities have been captured | Yes/No |
| d | Promotional activities are complete for this REG/RMG/ESRMG | Yes/No |

A free text summary of major actions and their outcomes should also be provided.

See Section 4.2.2.4 for a summary of some of the activities/outcomes that are covered by the term ‘impact’.

4.3.1.6 Section 6: EMRP Grant Researcher’s Declaration

The EMRP Grant Researcher’s Declaration shown below and included in Reporting Template 16 – Researcher Grant Final Report should be completed, deleting those statements/answers that do not apply. This will provide EURAMET with a statement of the overall scientific and technical delivery and the integration contribution of the EMRP Researcher Grant.

| | | |
|-----------------------------------|---|--------|
| Scientific and Technical Delivery | I have completed delivery of my contractual obligations | Yes/No |
| Integration of Metrology | I have interfaced with the JRP-Consortium. I have learnt from metrology organisations, and shared information & best practice with them | Yes/No |

5.3.2 Publications, Dissemination and Foreground Report

Please complete the Publications, Dissemination and Foreground Report as described in Section 5.2.2. For the EMRP Researcher Grant Final Report the Sections titled ‘List of applications for patents, trademarks, registered Designs, etc.’ and ‘List of exploitable foreground, etc.’ should also be completed.

Please update the same excel worksheet that you have been using throughout the project.

6 Requests for amendments or suspension arising outside the reporting activities

Requests for amendments to the JRP-Contract and/or suspension to the JRP (or to the EMRP Researcher Grant Contract / EMRP Researcher Grant) should be made in accordance with Clause 20 and Clause 18 of the JRP-Contract (Clause 14 and Clause 12 of the EMRP Researcher Grant Contract).

Requests for changes might include:

- Revised delivery dates, particularly those that change periods and/or require re-planning of labour and budgets or redistribution of activities between JRP-Partners in the case of the JRP.
- Optimising work plans and therefore redefining deliverables, whilst retaining JRP or EMRP Researcher Grant targets.
- Modifying the target of deliverables due to technical challenges or external factors.
- Modifications to the JRP-Consortium or EMRP Researcher Grant.

6.1 Changes in implementation

If any changes are needed to the implementation of the JRP and/or EMRP Researcher Grant (eg deliverables, research plan, JRP-Coordinator etc.), the changes must be approved by EURAMET in advance and in writing. Please contact EURAMET in writing as soon as possible once the need for change is identified to gain approval before implementation.

6.2 Changes in budget

If a significant change in the budget distribution between JRP-Partners is needed, the relevant JRP-Partner(s) should contact EURAMET through the JRP-Coordinator and submit a written and signed request in good time before the change is needed. Please note that it is rare for additional funding to be available for a JRP.

6.3 Change requests content

Any change request submitted to EURAMET should describe at least the following:

- change requested;
- reason and justification for the change;
- implications for achieving the promised results and deliverables;
- an indication of any changes to the budget distribution.

7 Reporting Responsibilities

| WHO | WHAT | WHEN | HOW |
|---|---|--|-------------------------------|
| By JRP-Coordinator: | Publishable JRP Summary / Final Publishable JRP Summary | Initial: Month 1 + 30 days from contract signature Interim: Month 6, 12, 24, 30 + 45 days after end of period Periodic/Final: Month 18, 36 + 60 days after end of period | Electronically (pdf and word) |
| | Interim Report (incorporating Short-Term Report) | Month 6, 12, 24, 30; + 45 days after end of period | Electronically (pdf and word) |
| | Periodic Progress Report (incorporating Short-Term Report or EMRP Researcher Grant Final Report as appropriate) | Period 1: Month 1-18; Period 2: Month 19-36; + 60 days after end of period | Electronically (pdf and word) |
| | Periodic JRP-Participants Activity Report | Period 1: Month 1-18; Period 2: Month 19-36; + 60 days after end of period | Electronically (pdf and word) |
| | Final Publishable Report (incorporating EMRP Researcher Grant Final Report) | + 60 days after end of JRP | Electronically (pdf and word) |
| | JRP Resource and Cost Summary | Periodic Report 1: Month 1-18; Periodic Report 2: Month 19-36; + 60 days after end of period | Electronically (excel) |
| | JRP Cost Budget Analysis Table | Periodic Report 1: Month 1-18; Periodic Report 2: Month 19-36; + 60 days after end of period | Electronically (excel) |
| | JRP Publications, Dissemination and Foreground Report | Interim: Month 6, 12, 24, 30 + 45 days after end of period Periodic: Month 18, 36 + 60 days after end of period | Electronically (excel) |
| By each JRP-Partner, including JRP-Coordinator and by each Linked Third Party: | Financial Audit Report 1) Financial Statement 2) Terms of Reference 3) Independent Report of Factual Findings 4) Letter of Representation | Periodic: Month 18 ² , 36 + 60 days after end of period | Signed hard copy |
| | Resource and Cost worksheet | Periodic: Month 18, 36 + 60 days after end of period | Submit to JRP-Coordinator |
| | JRP Reporting questionnaire | Periodic: Month 36 + 60 days after end of period | Electronically (excel) |

² If the JRP-partner's budgeted lifetime EURAMET financial contribution is less than EUR 50,000 the JRP-Partner may opt not to submit at Month 18

| | | | |
|----------------------------------|--|---|---|
| By EMRP Grant Researcher: | Short-Term Report | To support delivery of Project's Interim and Periodic reports | Electronically as required by JRP-Coordinator |
| | Final Report | At end of EMRP Researcher Grant | Electronically as required by JRP-Coordinator. Also pdf and word copies to EMRP-MSU |
| Home Organisation | Statement on payments and EMRP Grant REG reporting obligations (incorporated on REG Payment Request form) | One month before the next 6-month advance payment is due | Electronically |
| Guestworking Organisation | Statement on payments and EMRP Grant RMG reporting obligations (incorporated on RMG Payment Request form) | One month before the next 6-month advance payment is due | Electronically |

8 Reporting Timetable

The 'Month' deadline refers to the JRP timeline months not the EMRP Researcher Grant timeline. The timeline below assumes a 36-month EMRP Researcher Grant, if an EMRP Researcher Grant is of shorter duration the dates of the first and last scheduled EMRP Researcher Grant reports will shift, but all Short-Term Reports will align with the JRP reporting.

| Month | | Report | Prepared by | Submitted by/to |
|----------|-----------|--|---------------------------------------|--|
| Month 1 | + 30 days | Publishable JRP Summary | JRP-Coordinator | JRP-Coordinator to EURAMET |
| Month 6 | + 45 days | Interim Report (IR) 1, Updated Publishable JRP Summary, JRP Publications, Dissemination & Foreground Report | JRP-Coordinator | JRP-Coordinator to EURAMET |
| Month 6 | | Short-Term Report 1 | EMRP Grant Researcher (REG/RMG/ESRMG) | EMRP Grant Researcher to JRP-Coordinator |
| Month 6 | | JRP-Partner input to IR1 | JRP-Partners | JRP-Partners to JRP-Coordinator |
| Month 12 | + 45 days | Interim Report (IR) 2, Updated Publishable JRP Summary, Updated JRP Publications, Dissemination & Foreground Report | JRP-Coordinator | JRP-Coordinator to EURAMET |
| Month 12 | | Short-Term Report 2 | EMRP Grant Researcher (REG/RMG/ESRMG) | EMRP Grant Researcher to JRP-Coordinator |
| Month 12 | | JRP-Partner input to IR2 | JRP-Partners | JRP-Partners to JRP-Coordinator |
| Month 18 | + 60 days | Periodic Report (PR) 1, JRP-Partner Activity Report 1 Updated Publishable JRP Summary, Updated JRP Publications, Dissemination & Foreground Report, JRP Cost Budget Analysis Table 1, JRP Resource and Cost Summary 1 | JRP-Coordinator | JRP-Coordinator to EURAMET |
| Month 18 | | Short-Term Report 3 | EMRP Grant Researcher (REG/RMG/ESRMG) | EMRP Grant Researcher to JRP-Coordinator |
| Month 18 | | JRP-Partner input to PR1 | JRP-Partners | JRP-Partners to JRP-Coordinator |

| | | | | |
|----------|-----------|---|---|--|
| Month 18 | | Individual JRP-Partner Activity Report 1 | JRP-Partners | JRP-Partners to JRP-Coordinator |
| Month 18 | | Individual JRP-Partner Resource and Cost Statement 1 | Funded JRP-Partners and Linked Third Parties | Linked Third Parties to JRP-Partner/ JRP-Partners to JRP-Coordinator |
| Month 18 | + 60 days | Financial Audit Report 1 (as required) 1) Financial Statement 1 2) Terms of Reference 1 3) Independent Report of Factual Findings 1 4) Letter of Representation 1 | Funded JRP-Partners and Linked Third Parties and their auditors | Linked Third Parties to funded JRP-Partner / Funded JRP-Partners to JRP-Coordinator / JRP-Coordinator to EURAMET |
| Month 24 | + 45 days | Interim Report (IR) 3, Updated Publishable JRP Summary, Updated JRP Publications, Dissemination & Foreground Report | JRP-Coordinator | JRP-Coordinator to EURAMET |
| Month 24 | | Short-Term Report 4 | EMRP Grant Researcher (REG/RMG/ESRMG) | EMRP Grant Researcher to JRP-Coordinator |
| Month 24 | | JRP-Partner input to IR3 | JRP-Partners | JRP-Partners to JRP-Coordinator |
| Month 30 | + 45 days | Interim Report (IR) 4, Updated Publishable JRP Summary, Updated JRP Publications, Dissemination & Foreground Report | JRP-Coordinator | JRP-Coordinator to EURAMET |
| Month 30 | | Short-Term Report 5 | EMRP Grant Researcher (REG/RMG/ESRMG) | EMRP Grant Researcher to JRP-Coordinator |
| Month 30 | | JRP-Partner input to IR4 | JRP-Partners | JRP-Partners to JRP-Coordinator |
| Month 36 | + 60 days | Periodic Report (PR) 2, JRP-Partner Activity Report 2, Updated Publishable JRP Summary, Updated JRP Publications, Dissemination & Foreground Report, JRP Cost Budget Analysis Table 2, JRP Resource and Cost Summary 2 | JRP-Coordinator | JRP-Coordinator to EURAMET |
| Month 36 | | Short-Term Report 6 | EMRP Grant Researcher (REG/RMG/ESRMG) | EMRP Grant Researcher to JRP-Coordinator |
| Month 36 | | JRP-Partner input to PR 2 | JRP-Partners | JRP-Partners to JRP-Coordinator |
| Month 36 | | Individual JRP-Partner Activity Report 2 | JRP-Partners | JRP-Partners to JRP-Coordinator |

9 Annexes

9.1 Annex A: Completing the ‘deliverable status’ table

This guidance covers both the “JRP deliverable status” table and the “EMRP Researcher Grant deliverable status” table.

Deliverables table – deliverables should be listed in deliverable number order and not chronological order. Dates should be given as Month Year eg April 2011. The headings of the fourth and sixth columns should be amended as appropriate for a JRP or an EMRP Researcher Grant e.g. JRP-Protocol or Research Schedule.

The Deliverables table should have the following properties:

- - Table - Repeat heading
- - Table - Do not split row over page break
- - Table – Cell – Align vertically centred

| Deliverable number | Deliverable description | Lead Partner | Delivery date as per Annex 1a or Research Schedule | Actual Delivery date | Changes requested (full details in Section 3) |
|--------------------|-------------------------|--------------|--|----------------------|---|
| | | | | | |
| | | | | | |

Colour code ‘delivery date as per Annex 1a/Annex 1’ column as follows:

- Green** – on time, no technical issues
- Yellow** – delivered late (by more than one month), or at moderate risk of late delivery, or technical difficulties
- Red** – overdue, or at high risk of late delivery, or major technical problems
- Pink** – deliverables on the critical path that are not yet started which will be affected by issues arising within this or earlier periods
- No colour – those deliverables not yet started

Maintaining the “Deliverable status” table:

- During the life of the JRP or EMRP Researcher Grant as each deliverable is delivered note the date (Month and year eg – Aug 2011) in “Actual delivery date “ column.
- If a deliverable has changed (added, amended, deleted) including a change to the delivery date, and the amendment has been accepted by EURAMET but the approved Annex 1a (JRP-Protocol) or Annex 1 (Researcher Schedule) has not yet been updated, amend the table accordingly and include a footnote to advise that the change was accepted, stating when this change was requested (if appropriate) and the date of acceptance. Only changes to deliverables so authorised may be included.

Reporting using the “Deliverable status” table:

- Ensure the “Deliverable status” table is up to date to the end of the period
- For any deliverable overdue at the end of the period add “overdue” in bold in the “Actual delivery date” column
- Colour code all deliverables due by the end of the period by highlighting the delivery dates in the “Delivery date as per Annex 1a / Annex 1” column as described above and reporting the JRP status at the end of the period

- Below the table please comment on deliverable issues, delays or highlights, listed by deliverable number. As a minimum this should include commenting on:
 - All “overdue” deliverables, including providing an explanation and a revised delivery date.
 - All deliverables that have been delivered during the period, where the delay was more than 1 month.
 - Any known or likely delays looking forward into the next period forward particularly if on a critical path.

Please note that for the JRP Periodic, Interim and Final reporting the allowed delivery time for the reports (e.g. 45 days for Interim reporting and 60 days for Periodic and Final reporting) should be taken into account when colour coding the deliverables associated with the reporting required under the JRP-Contract / EMRP Researcher Grant Contract.

9.2 Annex B: List of EMRP Contracts Reporting Templates

The following Reporting Templates should be downloaded from: www.emrponline.eu.

9.2.1 JRP Reporting Templates

- | | |
|--------------------|--|
| Template 1 | Publishable JRP Summary |
| Template 2 | Final Publishable JRP Summary |
| Template 3 | JRP Interim Progress Report |
| Template 4 | JRP Periodic Progress Report |
| Template 5 | Final Publishable JRP Report |
| Template 6 | JRP-Participants Activity Report |
| Template 7 | JRP Publications, Dissemination and Foreground Report |
| Template 8 | JRP Reporting Questionnaire |
| Template 9 | JRP-Coordinator’s Financial Workbook (Generates the JRP Resource and Cost Summary and the JRP Cost Budget Analysis Table) |
| Template 10 | Funded JRP-Partner’s Financial Workbook (Generates the Resource and Cost worksheet and the Financial Statement (which forms the Financial Audit Report part A)) |
| Template 11 | Linked Third Party’s Financial Workbook (Generates the Resource and Cost worksheet and the Financial Statement (which forms the <i>Financial Audit Report part A</i>)) |
| Template 12 | <i>Financial Audit Report part B: Terms of Reference</i> |
| Template 13 | <i>Financial Audit Report part C: Independent Report of Factual Findings</i> (including a table of the Procedures performed by the Auditor) |
| Template 14 | <i>Financial Audit Report part D: Letter of Representation</i> |

9.2.2 EMRP Researcher Grant Reporting Templates

- | | |
|--------------------|--|
| Template 15 | Researcher Grant Short-Term Report |
| Template 16 | Researcher Grant Final Report |
| Template 17 | Payment Request Form (EMRP Researcher Grant Beneficiaries) |

9.3 Annex C – Submission of documents to the EMRP Open Access Repository

At present JRP-Coordinators do not have direct access to the EMRP Open Access Repository. Therefore, all public documents published by JRP-Partners for addition to the Repository should be sent to: secretariat@euramet.org. Website: <http://www.euramet.org>