EMRP Contracts
Checklist for JRP Final Reporting

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This checklist supplements the JRP Reporting Guidelines and templates. Its purpose it to allow JRP-Coordinators and Project Managers to ensure that all necessary information is included and in a format that will enable reports to be reviewed by the EURAMET MSU with minimal changes being required.

Overall checks	√
Ensure that you are using the latest version of templates from the EMRP downloads webpage	

TEMPLATE 2: FINAL PUBLISHABLE JRP SUMMARY

Final Publishable JRP Summary checks	√
Ensure that the summary is suitable for a non-technical audience. Do not use overly technical language or mention JRP work packages / EMRP Terminology	
Check that the whole report, excluding the list of publications, is no more than 4 pages in length and that the first three sections are no more than 1.5 pages in total.	
Ensure that the final results / conclusions / findings are included and that they are presented against the JRP objectives (e.g. use each objective as a subheading) to help show what has been achieved	
Ensure that the actual and potential impact section describes how the project is making a tangible contribution to addressing the specific end user needs (problems) and how that will contribute to the aims of the JRP. This section should be at least 1 page in length.	
Ensure that the list of publications is up-to-date and matches the Final Publishable JRP Report and JRP Output and Impact Report	
Ensure that the 'table of JRP information' is up-to-date and that the JRP website address is included	
Ensure that no confidential information is included	

TEMPLATE 3: JRP INTERIM / PERIODIC PROGRESS REPORT

Cover page checks	√
Ensure that the correct JRP-Contract number, JRP short name and JRP full title have been entered and the header and footer are correct	
Ensure that the version numbers of the Annex Ia and Annex Ib are correct (i.e. the latest issued versions)	
Ensure that the period covered by the report is correct	
Check that the 'table of JRP information' and its contents are correct and that it matches that in the Final Publishable JRP Summary	
Section 1: Summary checks	**√**
Note the suggested word limits for each sub-section. This section should be a maximum of 2-3 pages	
Check that all sub-sections have been updated to reflect the work done during the reporting period	
1.1.1: Ensure that the main highlights of the work are clearly described	
1.1.2: Ensure that any potential Good News Stories are included	
1.1.3: Ensure that the impact of any issues is adequately quantified (i.e. why is this an issue and are there any knock-on effects on the rest of the project)	
1.1.4: If financial issues are included ensure that these match Section 2 and Section 4 (if changes are requested)	
1.2.1: Ensure that examples are included of the cooperation between the JRP-Partners and Researcher Grants	
1.2.2: Ensure that examples are included of the JRP's results that could not be achieved by single JRP-Partners	

1.3.1: Ensure that progress beyond the state of the art is updated	
1.3.2: Ensure that the standard sentence on publications, presentations and patents only includes published papers, presentations given, and patents granted and matches the JRP Output and Impact Report	
1.4.1: Ensure that examples of stakeholder engagement are included and that they match the JRP Output and Impact Report	
1.4.2: Ensure that examples are included of JRP-Partner's interactions with standards bodies etc. and that they match the JRP Output and Impact Report	
1.4.2: Ensure that examples are included of uptake by end users and that they match the JRP Output and Impact Report	
1.4.3: Ensure that the impact beyond the end of the JRP is updated and relates to the expected impact of the JRP in the Annex Ia	
Section 2: Use of Resources and Financial Spend checks	√
Include the JRP Cost Budget Analysis Table and ensure that it matches the excel version	
Include a brief explanation of the use of resources, and a summary of the overall % spent against the planned budget	
Explain all significant (flagged) financial and/or person month deviations for each JRP-Partner	
Section 3: JRP 'deliverables status' table and progress checks	√
Ensure that the deliverable numbers, titles, JRP-Participants, and delivery dates match those listed in the latest issued version of the Annex Ia	
Ensure that the colour of each highlighted deliverable is correct (see the guidance under the table in the reporting template)	
Do not include 'actual delivery dates' which occur after the end of the project	
Ensure that the correct status statement is included for each deliverable (see examples in Template 3a)	
Do not include a description, other than the status statement, for those deliverables that were completed in a previous reporting period	
Ensure that there is a description of the work done in the 'status and activity' column for all deliverables that were active in the reporting period and that the contribution made by each JRP-Participant is included for each deliverable	
For delayed deliverables ensure that you describe the cause(s) of the delays and any effects that these had	
Ensure that the description of the work undertaken corresponds with what was promised in the Annex Ia. If not, explain and justify any deviations from the workplan	
Section 4: Changes requested checks	√
There should be no changes requested as this is the final periodic report	
Section 5: Commentary on EMRP Grant Researcher's input checks	√
Ensure <u>each</u> Researcher Grant which is active in the reporting period has a summary that describes the progress for the technical work by deliverable, the impact and management activities and any issues or delays	
Ensure that the JRP-Coordinator has commented on the work of the EMRP Grant Researcher(s) including whether they are happy with the progress of the Researcher Grant	
Section 6: Management summary checks	√
Ensure that only one response is included for each multiple choice statement and that the statement is not modified from the options given	
Ensure that your JRP website is up-to-date	
Check that all publications have been sent to the EURAMET publications repository	

TEMPLATE 5: FINAL PUBLISHABLE JRP REPORT

Overall checks	√
Ensure that the report is suitable for a wide technical, but not necessarily a metrological, audience. Do not mention JRP work packages or use EMRP Terminology	
Check that the whole report, excluding the list of publications, is <u>no more than 40 pages in length</u>. Note the suggested page limits for each sub-section	
Ensure that no confidential information is included	
Cover page checks	√
Ensure that the JRP-Contract number, JRP short name and title, and the header and footer are correct	
Ensure that the version numbers of the Annex Ia and Annex Ib and the list of JRP-Participants are correct	
Ensure that the period covered by the report is correct	
Section 1: Executive Summary checks	√
Ensure that the executive summary summarises the JRP as a whole and includes the following sub-sections: Introduction, The problem, The solution, and Impact	
Section 2: Project context, rationale and objectives checks	√
Ensure that there is a clear description of project context, rationale and objectives. The objectives must match those in Annex Ia and the Final Publishable JRP Summary	
Section 3: Research results checks	√
Ensure the work is clearly described and presented against each of the JRP's objectives. Check that each subsection provides (i) a clear introduction (why this particular research was carried out) and (ii) a summary of the research results/conclusions that demonstrates how the work met the JRP objective(s) the work is linked to	
Check that the contribution made by each JRP-Partner and by each EMRP Grant Researcher(s) is included	
Check that research collaborations between the JRP-Participants show added value (i.e. it should be clear why individual JRP-Participants could not have achieved these results by themselves)	
Check that that you have include how the JRP results went beyond the state of the art	
Section 4: Actual and potential impact checks	√
Check that this section matches what is reported in the JRP Output and Impact Report	
Ensure that any progress by the JRP with standards bodies, directives and policy is included	
Ensure that stakeholder engagement by the JRP is referred to	
Ensure that up take of the project's outputs by end users are included	
Ensure that conferences / workshops attended or trade Journals / events contributed to / attended are listed	
Ensure that any IP exploitation by the JRP is included	
Section 5: Website address and contact details checks	√
Check that the JRP website address and relevant contact details are included	
Section 6: List of publications checks	√
Check that the list of all publicly available publications from the JRP is included and up-to-date. Check that this matches with the Final Publishable JRP Summary and with the JRP Output and Impact Report	

TEMPLATE 7: JRP OUTPUT AND IMPACT REPORT

	√
Overall checks	√
Include all completed impact/output activities/deliverables as per the Impact WP in Annex Ia	
1. Standards and Regulatory activities worksheet checks	√
Check that you have included the full titles, names and numbers of the Technical Committees (TC) / Working Groups (WG) / Sub-Committees (SC), and Standards Organisations (ISO, CEN, DIN, etc.). Also check that any links with policymakers like the EC's Directorate Generals (DGs) and Directives are recorded as well as contributions to metrology committees like BIPM and EURAMET. Check (e.g. against other reports) that any contributions to new or updated standards (or draft standards) have been included.	
2. Scientific (Peer Reviewed) Journal Publications worksheet checks	√
Check that this section contains peer-reviewed journal; published proceedings; technical reports; good practice guides; books; contribution to books; Masters and PhD theses. Check that the 'Repository' field (column P) has been filled in. If the answer in this field is 'no' ask why.	
Check that the full reference or DOI has been included	
3. Conference Presentations and Posters worksheet checks	√
Check that only national/international conference and workshop presentations and posters are included	
Check that, where possible, links have been included to the related written paper or abstract	
4. Training worksheet checks	√
Check that you have included examples of training where appropriate; this should include training of end users/stakeholders and training between JRP-Partners and with EMRP Researcher Grants. For each training example specify what type of training was involved and how many people were trained	
5. Other dissemination worksheet checks	√
Check that the examples you have given are the correct type (i.e. web, press releases, technical or industry guides, flyers, interviews, articles published in the popular press, videos, media briefings, exhibitions, theses, films, TV clips, non-peer reviewed publications, in-house or JRP meeting presentations)	
Check that, where possible, links have been included for each item of other dissemination	
6. Follow-on Collaborations worksheet checks	√
Ensure that any follow-on collaborations have been included	
7. End-User Uptake and Exploitation worksheet checks	√
Ensure that all end user uptake of the JRP's results (e.g. procedures, guides, devices etc.) has been included	
Do not include IP applications on this sheet – these should be entered in worksheet 9	
8. Collaborators and Stakeholders worksheet checks	√
Remember to update the list of collaborators and stakeholders with those that joined in the last 6 months. Check that the 'MSU intend to contact…' field (column O) has been filled in. If the answer in this field is 'no' ask why.	
9. Applications for Patents, Trademarks, Registered Designs etc. worksheet checks	√
Ensure that the following are included: all applications for patents, trademarks, registered designs, etc. The list should specify at least one unique identifier e.g. European Patent application reference. For patent applications any contributions to standards should be specified	
Ensure that you state whether the information included is confidential or not	
10. Exploitable Foreground etc. worksheet checks	√
Ensure that you have included all exploitable Foreground that has been generated during the project (e.g. technology, devices, software, procedures, methods, protocols developed by the project). If the Foreground is already being used it should also be included in worksheet 7	
Ensure that you state whether the information included is confidential or not	

11. Upcoming Events worksheet checks	√
Check that you have included all 'Upcoming Events' (NB previously called 'Events due in the next 6 months')	

TEMPLATE 8: JRP REPORTING QUESTIONNAIRE

JRP Reporting Questionnaire Checks	√
Check that the questions on workforce statistics have been answered	