

# EMRP Contracts

## Checklist for RG Reporting

Document: P-CON-LST-003  
Approved: EMRP Programme Manager

Version: 1.0  
2014-12-05



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

### TEMPLATES 15 AND 16: RESEARCHER GRANT: SHORT-TERM AND FINAL REPORTS

<b>Overall checks</b>	√
Check that you are using the latest version of Template 15 or Template 16 from the EMRP downloads webpage	
<b>Cover page checks</b>	√
Ensure that the correct EMRP Researcher Grant Reference, Parent JRP number and short name, and the Parent JRP full title have been entered and the header and footer are correct	
Ensure that the period covered by the report is correct	
<b>Section 1 Summary of EMRP Grant Researcher's activities checks</b>	√
Ensure that the summary includes a description of the technical work by deliverables, the impact and management activities and any issues or delays	
<b>Section 2 'Deliverables Status' table and progress checks</b>	√
Ensure that the deliverable numbers, deliverable descriptions, participants, and delivery dates match those listed in the latest issued version of the Annex 1	
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 reporting period	
Ensure that the correct status statement is included for each deliverable (see examples in Reporting 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 knock-on effects	
Ensure that the description of the work undertaken corresponds with what was promised in the Annex 1. If not, explain and justify any deviations from the workplan	
<b>Section 3 Changes requested (NB only applies to RG Short-Term Reports) checks</b>	√
Describe and justify any deviations from Annex 1 and their impact on other deliverables and on the RG / JRP as appropriate (NB the JRP-Coordinator should agree to the proposed changes (on behalf of the JRP-Consortium))	
For RG Short-Term Reports ensure that the changes requested match the delays stated in Section 2	
<b>Section 4 EMRP Grant Researcher's Declaration (NB Section 3 in RG Final Reports) checks</b>	√
Ensure that only one response is included for to each multiple choice statement and the statement is not modified from the options given	

