

IMERA-Plus JRP Final Reporting Guidelines

Version 1.0
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1. INTRODUCTION

These Final Reporting Guidelines form the reference document for final reporting for the JRPs in accordance with the relevant clauses of the JRP-.

These Final 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, templates are provided on the emrponline website to ensure that the reports are comprehensive and presented in a uniform manner (see <http://www.emrponline.eu/reporting/>). Please ensure that templates for the final reporting are downloaded from the website, do not reuse earlier templates or update previous versions of reports.

2. BACKGROUND

Within the iMERA-Plus Grant Agreement No. 217257 two levels of reporting are required:

- JRP consortia report at **JRP level** to EURAMET - via the iMERA-Plus Manager - as required by the JRP Contract (reporting addressed by these guidelines).
- Based on the information received from all of the JRPs, EURAMET has the obligation to assess and report to the European Commission at **programme level** under the EC Grant Agreement (reporting not addressed by these guidelines).

Thus, to enable EURAMET to meet its reporting obligations to the EC at programme level it is vital that JRP Consortia meet their **contractual obligations**, submitting reports to the iMERA-Plus Manager at the requested intervals and by the defined deadlines.

The JRP 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 the iMERA-Plus Manager to monitor progress of the JRP against its stated objectives
- providing specific information related to dissemination, knowledge transfer, impact and exploitation of the research
- providing the information needed to establish the appropriateness of the claimed resources for each individual JRP partner
- enabling EURAMET to meet its programme level reporting obligations
- enabling the Research Council, TP Guardians and TP Coordinators to undertake their reviews
- allowing for the collection of statistics when required by the European Commission

The iMERA-Plus Manager will check the submission of the technical deliverables and evaluate the contract reporting in accordance with Annex II.5 of the JRP Contract. The **approval** of the reports by the iMERA-Plus Manager is a prerequisite **for the final payments** to the JRP partners by EURAMET. Payments shall be only made after the iMERA-Plus Manager's acceptance of deliverables and approval of contract reports and will subject to availability of funds from the European Commission which depends on approval of reporting and financial claims from all JRPs. Delays in submission of acceptable reporting by individual JRP partners or organisations will result in delays in payments for all organisations participating in iMERA-Plus.

JRP-Coordinators can only meet their obligations if the other JRP partners fully discharge their reporting responsibilities.

3. FINAL REPORTING OBLIGATIONS

3.1 OVERVIEW

The requirements for the final reporting for the iMERA-Plus JRPs falls into 2 groups:

JRP level reporting

- **Final publishable report** is an external report addressing a wide audience including the general public. The report describes the rationale for the JRP, aims and objectives, JRP's key activities, achievements and impact (actual and potential) over its full lifetime of the JRP.
- **Final periodic report** (Clause 5.1 of the JRP Contract) reports progress, achievements, issues and impact and justifies the funding covering the final formal reporting period from 1 November 2010 to the end of the JRP.
- **Final partner activity report** summaries the work undertaken by each JRP partner during the final formal reporting period from 1 November 2010 to the end of the JRP.
- **Final publishable JRP summary** provides an overview of the JRP, its key achievements and impact over the entire lifetime of the JRP.
- **Use and dissemination of foreground report** is an Excel based report providing information on dissemination measurements eg publications, exploitable foreground and plans for exploitation eg patents.
- **Societal implications questionnaire** is an Excel based questionnaire which will enable each JRP to provide the necessary statistical information on their JRP to the iMERA-Plus Manager so that an iMERA-Plus programme level report on societal implications can be submitted to the Commission at part of the programme level reporting requirements.
- **JRP R&C statement and summary** provides detailed and summarised information about the costs claimed by each JRP partner for the final formal reporting period from 1 November 2010 to the end of the JRP.
- **JRP cost budget analysis table** summarises the JRP spend against budget
- **Self-declaration of the JRP-Coordinator**, covering the entire lifetime of the JRP

Organisational level reporting

- **Organisational R&C statement and summary** provides detailed and summarised information about the costs claimed for each JRP for the final formal reporting period from 1 November 2010 to the end of the JRP.
- **Form C** for the costs claimed by the organisation for all their JRPs for the final formal reporting period from 1 November 2010 to the end of the JRP
- **Certificate on the financial statement (audit report)**, plus the Letter of Engagement, including the Terms of Reference and the Letter of Representation.
- **Self-declaration by JRP partner organisations**

The JRP Consortium collectively, the individual JRP partners and JRP partner organisations shall submit the required contract reporting by the specified deadlines and in the required formats as defined in the table in 3.3.

Hard copies are obligatory in addition to a PDF where the document requires an original signature eg declarations, Form Cs, audit reports etc.

Electronic copies of reports/documents should be emailed to the EURAMET EMRP-MSU at emrp@npl.co.uk, whilst hard copies of documents should be sent to Fiona Redgrave, iMERA-Plus Manager, EMRP-MSU, National Physical Laboratory, Hampton Road, Teddington, Middlesex, UK, TW11 0LW.

3.2 GENERAL GUIDANCE

The JRP partners, the Work Package Leaders and/or Task Leaders 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 the iMERA-Plus Manager 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 Commission)

RE = Restricted to a group specified by the consortium (including EURAMET and the Commission)

CO = Confidential, only for members of the consortium (including EURAMET and the Commission)

Final periodic progress reports and final JRP partner activity reports shall bear the classification 'Confidential', financial reports and the JRP-Coordinator's self declaration will automatically be assumed to be 'Confidential'.

All reports submitted shall be in English of sufficient quality to enable meaningful review. Reports shall be of suitable quality to enable direct publication without additional editing. By submitting the publishable reports to the iMERA-Plus Manager, the JRP partners are also certifying that they include no confidential material.

Please ensure that all PDFs of scanned documents are of adequate but not high resolution (black and white is adequate for documents such as audit reports etc), to avoid transmitting large electronic files. All PDFs must be 'unsecured' and not password protected so that documents may be collated by the EMRP-MSU for submission to the EC.

3.3 SUMMARY OF SUBMISSIONS AND DEADLINES

WHO	WHAT	WHEN	HOW
By JRP partner to JRP-Coordinator	Individual JRP partner activity report	As required by JRP-Coordinator	Electronic (Word)
	Input to WP reports, periodic report, final publishable report (as required by JRP-Coordinator or WP Leader)	As required by JRP-Coordinator or WP Leader	Electronic (Word)
	Individual JRP partner R&C worksheet	+ 30 days after end of JRP	Electronic (XL)
By JRP-Coordinator to EMRP-MSU	Final publishable JRP report	+ 60 days after end of JRP	Electronic (PDF)
	Updated publishable JRP summary	+ 60 days after end of JRP	Electronic (PDF)
	Periodic progress report	+ 60 days after end of JRP	Electronic (PDF)
	Periodic JRP partner activity report	+ 60 days after end of JRP	Electronic (PDF)
	JRP R&C workbook including JRP summary	+ 60 days after end of JRP	Electronic (XL)
	Self-declaration by JRP-Coordinator	+ 60 days after end of JRP	Electronic (PDF) & signed hard copy
	Use and dissemination of foreground report	+ 60 days after end of JRP but can be updated further	Electronic (XL)
Societal implications questionnaire	+90 days after end of JRP	Electronic (XL)	

By each JRP partner organisation to EMRP-MSU	Organisational R&C statement and summary	+ 30 days after end of last JRP in which organisation is a JRP partner	Electronic (XL)
	Self-declaration by JRP partner organisations (updated in 2011)	+ 60 days after end of last JRP in which organisation is a JRP partner	Electronic (PDF) & signed hard copy
<u>Organisations in the Euro Zone</u> By each JRP partner organisation to EMRP-MSU	Financial Statement (Form C)	+ 90 days after end of last JRP in which organisation is a JRP partner	Electronic (PDF) & signed hard copy
	Audit Letter of Engagement (incl. ToR)	+ 90 days after end of last JRP in which organisation is a JRP partner	Electronic (PDF) & signed hard copy
	Final Audit Report	+ 90 days after end of last JRP in which organisation is a JRP partner	Electronic (PDF) & signed hard copy
	Letter of Representation to the Auditor	+ 90 days after end of last JRP in which organisation is a JRP partner	Electronic (PDF)
<u>Organisations not in the Euro Zone</u> By each JRP partner organisation to EMRP-MSU	Intermediate Audit Report	+ 90 days after end of last JRP in which organisation is a JRP partner	Electronic (PDF)
	Financial Statement (Form C)	15 June 2012	Electronic (PDF) & signed hard copy
	Audit Letter of Engagement (incl. ToR)	15 June 2012	Electronic (PDF) & signed hard copy
	Final Audit Report	15 June 2012	Electronic (PDF) & signed hard copy
	Letter of Representation to the Auditor	15 June 2012	Electronic (PDF)

3.4 NOTES ON VERSION NUMBERING OF DOCUMENTS

For all Excel reports (individual JRP partner R&C statement, JRP R&C summary work book, organisational R&C summary workbook, Use and exploitation of Foreground report, Societal Implications questionnaire) and for Word/PDF Reports (collated partner activity report, periodic progress report) the version is the version of the report/statement submitted. The first submitted version is V1.0 (versions worked on prior to submitting are draft versions). Further versions submitted will increase to V1.1, V1.2 etc.

For the Publishable Summary the document states the month and year issued in the footer but no version is given, so if a second submission is made for the same period the most recent submission is published.

For Declarations the version given on the declaration is the template version and not the declaration version. If the declaration is resubmitted for whatever reason the version should not be altered, but the declaration will bear a new signature date.

4. FINAL PUBLISHABLE JRP 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 (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, project logo, diagrams or photographs illustrating and promoting the work of the project, as well as the list of all beneficiaries 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 workpackages – 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.

5. UPDATED PUBLISHABLE JRP SUMMARY

The aim of the Publishable JRP Summary is to provide a brief summary of the JRP, its key achievements, dissemination and exploitation activities and the actual and expected impact, in a publicly available format. The document combines and replaces the previous Publishable JRP Summary and Publishable JRP Summary Report.

The Publishable JRP Summary shall be of suitable quality to enable direct publication by EURAMET (and where applicable the European Commission). The document will be made available on the EURAMET website and elsewhere 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. It will also provide a summary of the JRP for use by the TP Guardians, TP Coordinators, EURAMET Research Council and the EMRP-MSU.

The document should address the whole duration of the JRP. **The Publishable JRP Summary shall focus on scientific achievements, outputs and impact of interest to external stakeholders and not on internal aspects and operation of the JRP.**

Please ensure that it is set out and formatted so that it can be printed as a stand-alone paper document of not more than four pages.

The publishable summary should include all the elements described below:

- A summary description of JRP context and rationale, aims and objectives (this should set the scene for why the JRP is being undertaken and what it aims to achieve at a high level),
- A description of the main results and highlights achieved (This should be aimed at an external audience and should be clearly separated from the scene setting in the first section. This part should not refer to workpackages, tasks, management activities etc and should not be written in 'project management' terms or in highly technical language),
- The actual and potential impact, and use and exploitation of the results (including the socio-economic impact and the wider societal implications of the JRP so far), including engagement with external bodies and stakeholders
- The address of the project public website, if applicable
- A list of the JRP partners

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.

Please ensure the Publishable JRP Summary includes the most recent text acknowledging support from the European Commission "The research within this EURAMET joint research project receives funding from the European Union Seventh Framework Programme, ERA-NET Plus, under the iMERA-Plus Project – Grant Agreement No. 217257".

The Publishable JRP Summary should be submitted as PDF file, not exceeding 1.5 MB. EURAMET will publish the Publishable JRP Summaries on the EURAMET website.

6. SELF-DECLARATION BY THE JRP-COORDINATOR

The JRP-Coordinator (scientific representative) is required to make a formal declaration regarding the JRP, in which he/she declares that the periodic reports represent an accurate description of the work carried out in the JRP for the reporting period, and that to the best of the JRP-Coordinator's knowledge the financial statements and reports submitted as part of the periodic reporting are in line with the actual work carried out and are consistent with the reporting of the resources used for the JRP. Furthermore the JRP-Coordinator declares whether overall the JRP has fully, partially or failed to achieve its objectives and technical goals over the lifetime of the JRP and confirms that the JRP website (if one exists) is up to date. Period covered by the declaration is the start of the JRP to the end of the JRP.

7. PERIODIC PROGRESS REPORT

The Periodic Progress Report shall report the technical and scientific progress of the JRP during the reporting period (1 November 2010 to end of the JRP) against the stated objectives as laid down in the JRP Protocol, together with information on the management and coordination of the JRP.

The report shall consist of the sections described below:

7.1 JRP OVERVIEW

This section (typically 1-2 pages for JRPs, plus the "JRP deliverable status" table) should:

- Identify and provide an overview of the JRP objectives and aims for the reporting period, consistent with the JRP Protocol. These objectives are required so that this report is a stand-alone document;
- Identify the key achievements within the period;
- Comment on the overall progress of the work compared with the JRP Protocol.
 - Identify briefly the expected top-level progress in the reporting period for example "In this reporting period planned activity in WPs X, Y and Z included.....".
 - Describe the actual top-level progress in the period, any deviations and consequences.
 - Provide an overall statement on progress in the period such as "All planned tasks were active and overall progress was on schedule/ahead of schedule/ slightly behind schedule/with /all/most deliverables provided on time. – see the deliverable status table".
 - If deviations/delays exist, provide a clear statement indicating whether they "had no impact on other deliverables and the delivery of the JRP, affected/delayed the delivery of deliverables X Y, Z but the overall JRP was delivered on schedule and to budget, affected/delayed the delivery of deliverables X Y, Z and deliverables X and Y were not met; etc"
- Indicate whether or not all the deliverables and key objectives for the JRP were met
- Include the "JRP deliverable status" table showing cumulative deliverable status against JRP Protocol plan. Colour code all deliverables due by the end of the reporting period by highlighting the delivery dates in the "Delivery date as per Annex Ia" column, and reporting the JRP status at the end of the reporting period as follows: (Green: delivered on time, Yellow: delivered, but late, Red: overdue). Please ensure that the deliverable table reflects the most recent version of the JRP Protocol and that all deliverables are listed in numerical deliverable order and not date order.
- Comment on briefly deliverables compared with the JRP Protocol and identify any known issues;
 - Identify deviations and late deliverables using the "JRP deliverable status" table. The table should be supplemented with brief bulleted comments to explain exceptions from expected delivery for relevant deliverables (including issues, any consequences). Only an overview is required here, more detailed information should be provided under the relevant workpackage in the next section.

- Comment on the budget spent compared with the planned budget specified in the JRP Protocol and costing spreadsheet by stating the percentage of planned budget spent in the period. If the budget is over- or underspent provide a brief overview of the deviations, reasons and consequences. Include a brief statement of the causes of any significant deviations in spend;
- Briefly identify changes that have been agreed by the EMRP-MSU during the period (e.g. to the work schedule, deliverable delivery dates, JRP Protocol, JRP costing spreadsheet, consortium etc). If no changes are requested please include an explicit statement that there are no requests for changes.

7.2 WORK PROGRESS AND ACHIEVEMENTS DURING THE PERIOD

This section shall be collated by the JRP-Coordinator using input from the JRP partners, especially the Work Package and Task Leaders.

Please provide a concise overview of the progress of the work in line with the structure of Annex Ia of the JRP Contract, following the format below:

For each work package (except WP1 JRP Management and Coordination, which will be reported in the following section) please provide the following information (typically 1-3 pages per active work package for JRPs where there are no significant issues):

- A summary of the objectives for the Workpackage for the period (consistent with the JRP Protocol and any outstanding objectives from the previous period) and a statement of the planned activity for the reporting period, typically one to two paragraph
- A summary of progress towards those objectives relevant for the reporting period – including where appropriate each sub task. Also include an overall statement of progress for the WP eg “all objectives and deliverables for the period have been met”;
- Highlight clearly significant results and outcomes;
- Describe any links with collaborators or other bodies that are relevant to the work package;
- If applicable, explain the reasons for any deviations from Annex Ia, for failing to achieve critical objectives and/or not being on schedule and explain the impact on other tasks as well as on available resources (the explanations should be consistent with the declaration by the JRP-Coordinator);
- A brief statement on the use of resources, in particular highlighting and explaining deviations between actual and planned man-months per workpackage and per beneficiary in Annex Ia (Description of Work). There is no requirement to measure any variation (there was no requirement for JRPs to budget per year per WP and a cumulative budget per WP is not necessarily available). Rather an explanation should be provided if the JRP-Coordinator is aware that the cumulative months reported for a WP indicate that the total months required for this WP will vary from the value given in Annex Ia by an amount they consider significant.

For WP1 JRP Management and Coordination, please include the text “JRP Management and Coordination is reported in Section 3”.

7.3 JRP MANAGEMENT AND COORDINATION

This section should summarise management of the consortium activities during the period.). It should include the following information (typically 2-4 pages for JRPs that are on schedule with no significant changes planned):

- JRP Consortium management tasks and achievements (this should be sufficiently detailed to provide justification for the resources/costs claimed for this WP);
- Problems which have occurred and how they were solved or solutions envisaged;
- Impact at JRP level of possible deviations from the planned milestones
- Development of the JRP website, if applicable;
- List of project meetings, dates and venues;

- Identify any collaborators associated with the JRP;
- Explanation of the use of the resources;
- Any changes to the legal status of any of the JRP partners (including confirmation that the partner has informed the IMERA-Plus Manager directly);
- Changes in the JRP Consortium, if any;
- Identify and summarise all requests for changes that were agreed during the reporting period (eg to the work schedule, deliverable dates, deliverable content, JRP Protocol, JRP costing spreadsheet, consortium etc).

The explanation on the use of resources should include a summary of the overall % spent against planned budget for both the period and cumulative for the lifetime of the JRP (include copies of the Cost Budget Analysis table and the JRP R&C Summary in the Progress Report) plus a top-level justification of the costs incurred and of the resources deployed, linking them to activities implemented and justifying their necessity (all subcontracting however large or small requires an explanation and prior approval). Particular focus should be on any major non-labour costs incurred such as subcontracting, the purchase of important equipment, significant travel costs, large consumable items, etc. plus staff time over and above plan, linking them 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 partner vary by more than 10% from the cumulative budget and the variance is more than 2k€ - explanation of significant variances in the current period is not necessary if the cumulative view is within these boundaries,
- (b) if the cumulative resource (in months) to date for the JRP or an individual partner varies by more than 20% from the cumulative budget and the variance is more than 2 months
- (c) explanation of significant variances in the current period is not necessary if the cumulative view is within these boundaries.

This section should also provide short comments and information on noteworthy coordination activities during the period in question, plus any cooperation with other JRPs/projects/programmes or Collaborators etc.

7.4 IMPACT, EXPLOITATION, USE OF FOREGROUND AND DISSEMINATION ACTIVITIES

Whilst the activities, progress and achievements related to the specific deliverables in the last workpackage on "Dissemination, Exploitation and Knowledge Transfer activities" are discussed in section 2 of the Periodic Progress report, this section addresses the wider aspects of impact, exploitation and use of foreground knowledge generated by the JRP throughout its lifetime and beyond.

This section should;

- Explain the expected impact that the JRP will have/has had scientifically, describing how the knowledge and capabilities produced within the JRP are being put into wider working practise either at the NMIs/DIs or in the wider research and calibration community in Europe and beyond.
- Explain the expected impact that the JRP will have/has had in the wider world (financial, commercial, environmental, health, social).
- Explain how the JRP intends to ensure that the outputs from the JRP are exploited and the desired impact is realised.
- Identify the standardisation bodies/working groups which the consortium have linked to and worked with and identify documentary standards/technical guides which the JRP has fed into or has provided data/information for and how this information is/will be used.
- Describe the links and interactions with policy makers and regulators and the anticipated outcomes of this engagement.
- Describe how the JRP has engaged with stakeholders and end users and the anticipated outcomes.
- Describe the links and interactions with the European Commission Directorate Generals (DGs), people involved with Directives (development or implementation) and the anticipated outcomes.

- Explain what and how outcome/outputs from the JRP have already been embedded/incorporated into the outside world.
- Discuss the confidential foreground in terms of IP and plans for exploitation, including planned or actual patents and licences as appropriate. Include statements about how the IP is being protected where the JRP is actively disseminating JRP findings or having direct discussions with commercial organisations.
- Discuss how, beyond the end of the JRP, you expect the outputs from the JRP to be exploited and by whom.

Please include 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)

8. COLLATED JRP PARTNER ACTIVITY REPORT

The JRP Partner Activity Report describes the work undertaken by individual JRP partners and is used primarily to enable the resources claimed by a given partner (reported on the Form C and the resource and cost statement) to be cross checked against the declared activities of that partner. The individual partner activity reports are collated by the JRP-Coordinator into a single report (in the order partners are listed in the contract), but the contents of each section remains the responsibility of the submitting partner and should be of suitable quality and detail to require little or no editing by the JRP-Coordinator. This report, assembled from inputs from every JRP partner, provides an important input which helps the JRP-Coordinator make the judgement necessary to sign the Self Declaration, and provides the core information source to the iMERA-Plus Manager when checking financial claims.

The report is comprised of, for each JRP partner, a bulleted list of the activities work package by work package, task by task, carried out during the reporting period (typically 1-2 pages for active partners, depending on their level of involvement).

9. FINANCIAL REPORTING

9.1 OVERVIEW

Financial reporting is a requirement under the iMERA-Plus contract and the individual JRP Contracts and enables EURAMET to meet its programme level obligations to the European Commission. It also enables the JRP-Coordinator and the iMERA-Plus Manager to assess the JRP spend against progress and plan and to initiate corrective actions where required, and for the iMERA-Plus Manager to assess and report spend at the programme level.

Costs incurred shall be recorded and reported in accordance with the European Commission's FP7 rules on eligible costs (taking account of any exemptions or special requirements related to ERA-NET Plus contracts eg average personnel costs).

More details about financial reporting can be found in the "iMERA-Plus Financial Reporting Instructions".

9.2 EXCHANGE RATES

The final reporting cycles for the individual JRPs do not align with the final reporting for iMERA-Plus at a programme level.

For iMERA-Plus financial reporting those organisations that are not in the Euro zone the exchange rate that must be used are the European Central Bank (ECB) euro exchange rates for the first working day in June 2012. (The iMERA-Plus programme reporting period ends 31 May 2012).

However, in order for non-Euro zone JRP partners to be able to provide a good estimate of costs to the JRP Coordinator for inclusion within the JRP periodic report (JRP period ends at the time the JRP ends) the exchange rate of 1 March 2011 should be used. These rates are included in the financial templates.

The EMRP-MSU will adjust the exchange rate on the R&C summary workbook after 1 June 2012 in order to calculate the final value in Euro to be entered into the Form C. The final R&C statement will be agreed by the organisation prior to generation of the Form C. The updated R&C summary workbooks will be sent to JRP-Coordinators and Organisations.

9.3 RESOURCE AND COST STATEMENT

The resource and cost statement (R&C statement) provides information to the JRP-Coordinator, JRP partners and the EURAMET EMRP-MSU about the resources deployed on the JRP eg hours worked by people on the JRP and information about the non-labour expenditure that is required for the periodic progress report. JRP partners should provide an estimate of the percentage of the total effort that was employed on each workpackage during the reporting period on the R&C statement. The information in the resource and cost statement is not only required to effectively manage the JRP and to justify the costs but much of the data is also required by the financial auditor and also by the EMRP-MSU in order to generate the Form Cs. It also enables the JRP-Coordinator to complete part of the declaration in the Self Declaration by the JRP-Coordinator regarding the costs and use of resources.

Collated R&C statements are required on both a JRP and organisational basis.

Following the end of an individual JRP the financial contact should email the completed individual JRP R&C worksheet to the relevant JRP-Coordinator within 30 days of the end of the JRP. The period covered by the individual JRP R&C worksheet is 1 November 2010 to the end of the JRP, with the exception of the JRP-Coordinator where costs may be claimed up to 45 after the end of the JRP for writing the final reports. Please note that the sooner this information can be provided to the JRP-Coordinators the sooner they can undertake their analysis, ask for any clarification and write their reports. The JRP-Coordinators should email the completed collated JRP R&C workbook to the EMRP-MSU within 60 days of the end of the individual JRP.

Following the end of all the JRPs in which an organisation is active the financial contact should email the completed organisational R&C statement workbook directly to the EMRP-MSU (emrp@npl.co.uk) as an Excel file, within 30 days of the end of the last JRP. The period covered by the organisational R&C statement workbook is 1 November 2010 to the end of the last JRP in which the organisation is active, with the exception of the JRP-Coordinator where costs may be claimed up to 45 after the end of the JRP for writing the final reports. The number entered onto the Form C by the EMRP-MSU will be an organisation's total claimed costs for all JRPs taken from the organisational R&C summary. Please ensure that any updates/corrections are emailed to both the JRP-Coordinator and the EMRP-MSU.

JRP-Coordinators should incorporate the data from the individual JRP R&C worksheets into the collated JRP R&C workbook. Please 'cut and paste' the data – do not retype the data as this can cause typographical and rounding errors.

9.4 FINANCIAL STATEMENTS (FORMS C)

Each organisation receiving funding under iMERA-Plus is obliged to provide a signed FP7 Financial Statement (Form C) for each reporting period covering all the JRPs in which the organisation is participating. Signed Form Cs should therefore be provided on a per organisation basis not per JRP basis.

Under FP7 the financial data for the Form C for each organisation is entered into the Commission's on-line reporting tool, known as FORCE, which generates the Form C. The iMERA-Plus Manager is required to enter all the data for all organisations into FORCE, to produce the Form Cs, and then send a Form C to each organisation for signature. The Form C is automatically submitted electronically to the Commission by FORCE.

The dates on the Form Cs will be aligned with the reporting period dates for the top-level iMERA-Plus contract not the individual start and end dates of the JRPs. For the final JRP reporting periods the formal reporting period will extend beyond the lifetimes of individual JRPs. Only those costs incurred during the lifetime of an individual JRP may be claimed even if the reporting period extends beyond these dates.

See "iMERA-Plus Financial reporting instructions" for further information.

9.5 CERTIFICATE ON THE FINANCIAL STATEMENT (FINANCIAL AUDIT REPORTS)

For those organisations which exceeded the 375k€ EC funding threshold in October 2010 the audit period is 1 November 2010 to 31 May 2012 (and covers 1 Form C plus any amendment form Cs submitted this period).

For all other organisations the period to be audited is 1 February 2008 to 31 May 2012 (and covers all Form Cs plus any amendment form Cs). Please note that although EURAMET have governance audits already covering costs up to October 2009 it is necessary for this final audit, which may be required by the Commission, to cover all periods in one single report. (Where the same auditor is engaged we envisage that their records of the audit performed last year will enable them to only need to verify the costs claimed since the last audit in order to complete their report).

It should be noted that ERA-NET Plus projects do not follow all standard FP7 requirements regarding auditing and there is a specific template for the audit reports for iMERA-Plus. The template should be downloaded from emrponline and the use of this template is mandatory.

The Certificate on the Financial Statement (plus associated Letter of Engagement, Terms of Reference and Letter of Representation) should be submitted by the financial contact of the organisation directly to the iMERA-Plus Manager both as scanned pdfs and as hard copies ie not through the JRP-Coordinators. Any changes in claimed costs arising from the audit must be notified to the iMERA-Plus Manager immediately so that a replacement Form C with the correct costs can be produced from FORCE from signature.

Further information about auditing of iMERA-Plus JRPs can be found in “Auditing of iMERA-Plus Joint Research Projects” and the “iMERA-Plus Financial reporting instructions”.

9.6 COST BUDGET ANALYSIS TABLE

A cost budget analysis table providing an overview of the cumulative spend on the JRP compared to budget during the lifetime of the JRP must be included in the Periodic progress report and any significant variances (see 7.3) must be explained.

10. SELF-DECLARATION BY JRP PARTNER ORGANISATIONS

Organisations that receive funding under the ERA-NET Plus scheme are required to make a formal declaration annually that they comply with the requirements regarding eligible costs, that accurate and exhaustive accounts and records are kept, that any checks required are undertaken and documented, that on-the-spot checks and audits are performed as required, that documents are kept for at least the period specified and are accessible to European Court of Auditors, the Commission Services, OLAF and where appropriate the coordinating body of the ERA-NET Plus project, effective measures have been taken to avoid any double funding of projects from other European Community fund sources, rules on State Aid have been respected, that any funding unduly paid or subject to justified recovery is repaid on the terms and dates specified, the organisation’s legal status has been declared and verified and any changes notified to the URF and the iMERA-Plus Manager.

Each JRP partner organisation is therefore obliged to provide a signed declaration at each periodic reporting. The declaration is provided on a per organisation basis not per JRP and should cover all JRPs in which the organisation is active and should relate to the entire duration of the JRPs. The text of the declaration is mandatory and shall not be amended in any form without prior permission from the iMERA-Plus Manager.

The declaration should be signed by a representative with the appropriate authority, for example a legal or financial representative or a senior executive from within the organisation.

11. USE AND DISSEMINATION OF FOREGROUND REPORT

A plan for use and dissemination of foreground (including socio-economic impact and target groups for the results of the research) shall be established at the end of the JRP. It should, where appropriate, be an update of the initial plan in Annex I for use and dissemination of foreground and be consistent with the report on societal implications on the use and dissemination of foreground (see section 12).

The plan, 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.

Section A (public)

This section includes two worksheets

- Template A1: List of all scientific (peer reviewed) publications relating to the foreground of the project.
- Template 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.

TEMPLATE A1: LIST OF SCIENTIFIC (PEER REVIEWED) PUBLICATIONS, STARTING WITH THE MOST IMPORTANT ONES											
NO.	Title	Author(s) Main author to be listed first	Title of the periodical or the series	Number, date or frequency	Publisher	Place of publication	Year of publication	Relevant pages	Permanent identifiers ¹ (if available)	Is/Will open access ² provided to this publication? (Yes/No)	Submitted to EURAMET repository (Yes/No)
1	<i>Economic transformation in Hungary and Poland</i>		<i>European Economy</i>	<i>No 43, March 1990</i>	<i>Office for Official Publications of the European Communities</i>	<i>Brussels</i>	<i>1990</i>	<i>pp. 151 - 167</i>			
2											
3											

¹ A permanent identifier should be a persistent link to the published version full text if open access or abstract if article is pay per view) or to the final manuscript accepted for publication (link to article in repository).

² Open Access is defined as free of charge access for anyone via Internet. Please answer "yes" if the open access to the publication is already established and also if the embargo period for open access is not yet over but you intend to establish open access afterwards.

TEMPLATE A2: LIST OF DISSEMINATION ACTIVITIES								
NO.	Type of activities ³	Main leader	Title	Date	Place	Type of audience ⁴	Size of audience	Countries addressed
1	Conference		European Conference on Nanotechnologies	26 February 2010				
2								
3								

Section B (Confidential⁵ or public: confidential information to be marked clearly)

This section includes two worksheets

- Template B1: List of 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, 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.
- Template 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.

TEMPLATE B1: LIST OF APPLICATIONS FOR PATENTS, TRADEMARKS, REGISTERED DESIGNS, ETC.					
Type of IP Rights ⁶	Confidential Click on YES/NO	Foreseen embargo date dd/mm/yyyy	Application reference(s) (e.g. EP123456)	Subject or title of application	Applicant (s) (as on the application)

³ A drop down list allows choosing the dissemination activity: publications, conferences, workshops, web, press releases, technical or industry guides, flyers, articles published in the popular press, videos, media briefings, presentations, exhibitions, thesis, interviews, films, TV clips, posters, other.

⁴ A drop down list allows choosing the type of public: Scientific Community (higher education, Research), Industry, Civil Society, Policy makers, Medias ('multiple choices' is possible).

⁵ Not to be confused with the "EU CONFIDENTIAL" classification for some security research projects.

⁶ A drop down list allows choosing the type of IP rights: Patents, Trademarks, Registered designs, Utility models, Other.

TEMPLATE B2: LIST OF EXPLOITABLE FOREGROUND, ETC								
Type of Exploitable Foreground ⁷	Description of exploitable foreground	Confidential Click on YES/NO	Foreseen embargo date dd/mm/yyyy	Exploitable product(s) or measure(s)	Sector(s) of application ⁸	Timetable, commercial or any other use	Patents or other IPR exploitation (licences)	Owner & Other Beneficiary(s) involved
	<i>New super-conductive Nb-Ti alloy</i>			<i>MRI equipment</i>	<i>1. Medical 2. Industrial inspection</i>	<i>2008 2010</i>	<i>A materials patent is planned for 2006</i>	<i>Beneficiary X (owner) Beneficiary Y, Beneficiary Z, Poss. licensing to equipment manuf. ABC</i>

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)

12. SOCIETAL IMPLICATIONS QUESTIONNAIRE

The Societal Implications questionnaire is an Excel based questionnaire which will enable each JRP to provide the necessary statistical information on their JRP to the iMERA-Plus Manager so that an iMERA-Plus programme level report on societal implications can be submitted to the Commission at part of the programme level reporting requirements. The template is downloadable from [emrponline](#).

13. OTHER REPORTS

TP-Coordinators and TP-Guardians will jointly produce a review report for each TP following each reporting period. The reports will include information primarily taken from the individual JRP reports. JRP-Coordinators and JRP Partners should collaborate with the TP-Coordinators and TP-Guardians in providing any additional supporting information required.

¹⁹ A drop down list allows choosing the type of foreground: General advancement of knowledge, Commercial exploitation of R&D results, Exploitation of R&D results via standards, exploitation of results through EU policies, exploitation of results through (social) innovation.

⁸ A drop down list allows choosing the type sector (NACE nomenclature):
http://ec.europa.eu/competition/mergers/cases/index/nace_all.html