

Guidance on EMPIR Reporting and Impact

EURAMET EMPIR MSU

EMPIR.msu@euramet.org

Contents: Creating impact



- **What is impact?**
- **Why is it important?**
- **How is evidence gathered?**
- **How to maximise impact?**

Tools for this include:

Communication strategy
Exploitation plan



What is impact and why is it important?



€1b investment in EURAMET EMPIR and EMRP programmes.

Requirement to demonstrate value for money

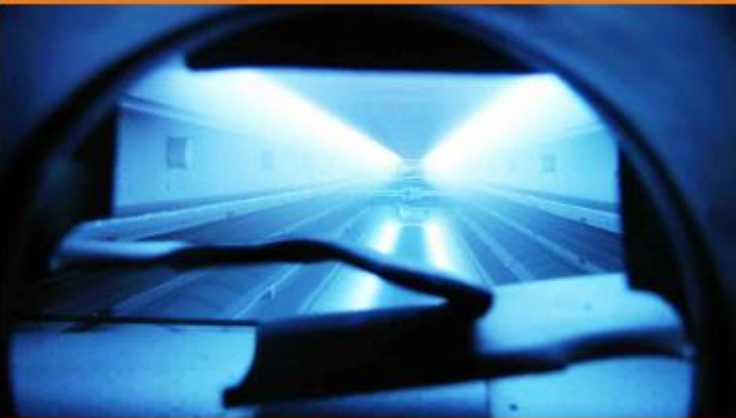

Impact = benefit that metrology research provides to the user community

Example of impact case studies:

Title: Faster vacuums = faster production

Project: EMRP IND12 Vacuum

European Metrology Research Programme
Delivering Impact



Faster vacuums = faster production

Vacuum chambers are an important tool during the manufacture of many high-tech and high-value products, such as semiconductors, photovoltaics and LED lighting. Fast, accurate pressure measurements play an important role in process control as product quality and process efficiency depend on how quickly and how consistently a vacuum can be applied. Improved vacuum measurements will support Europe's precision manufacturing industries to develop more cost effective products and processes.

Europe's National Measurement Institutes working together
The European Metrology Research Programme (EMRP) brings together National Measurement Institutes in 22 countries to address key measurement challenges at a European level. It supports collaborative research to ensure that measurement science meets the future needs of industry and wider society.

How is evidence gathered?

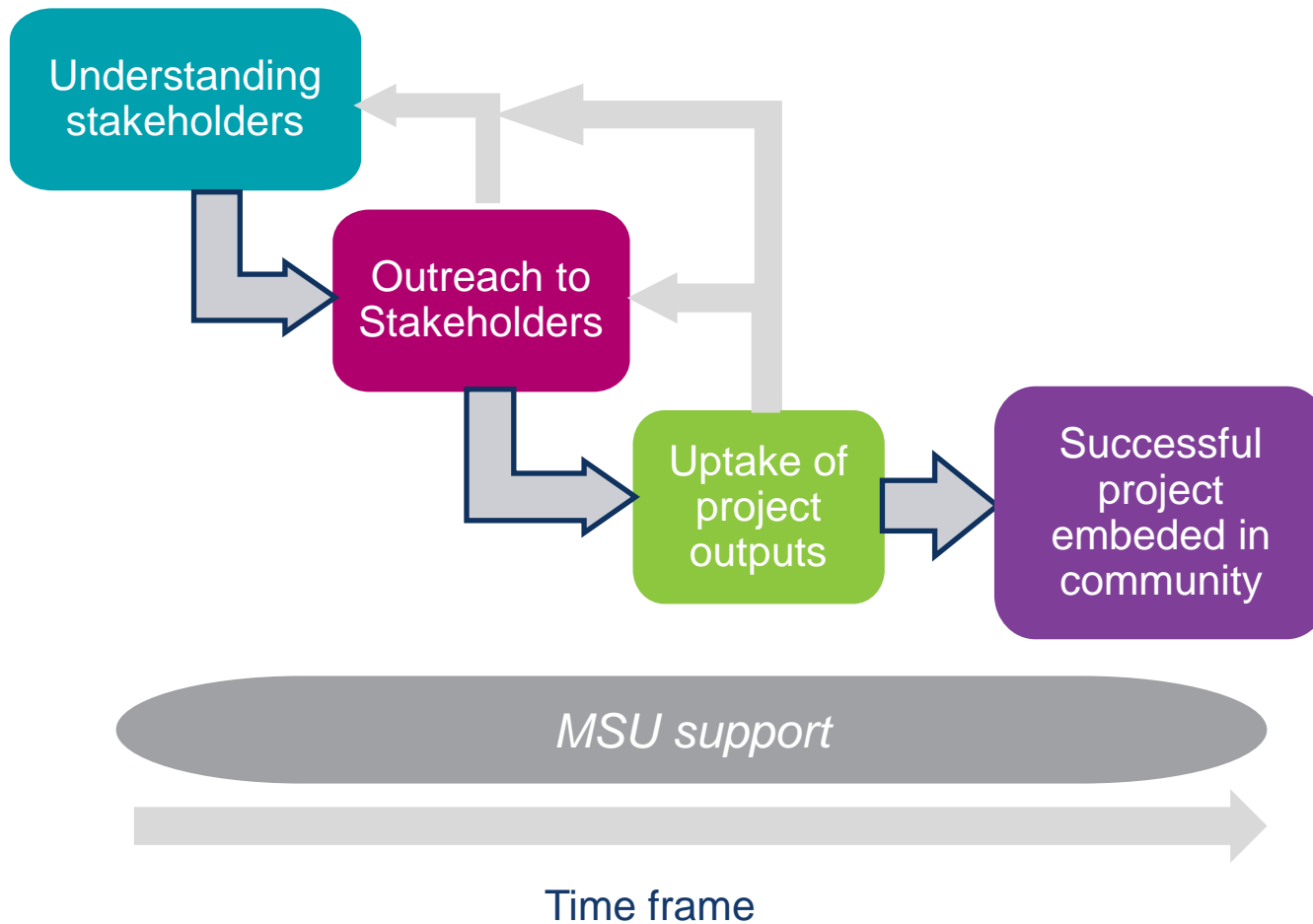


Output and Impact Report - enables capture, collation and reporting of **outputs at programme level**

It provides:

- Information to identify potential **impact case studies** (e.g. examples of uptake, contributions to standards)
- Data to analyse contributions to the standards community
- Examples of on-going collaboration and coordination
- Data for bibliometrics (e.g. citation analysis)

How can you maximise impact?

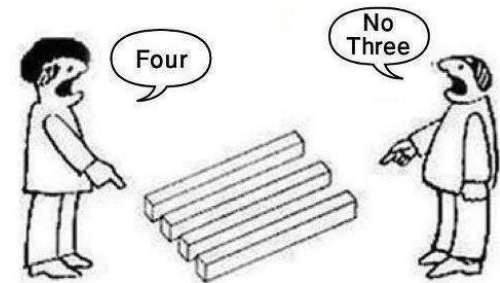


Understanding stakeholders



As a **consortium**:




- Question and analyse your stakeholders - assumptions may be wrong
- Think outside the box
- Prioritise efforts
- Plan early – update at regular intervals



Understanding stakeholders



Stakeholder analysis example:

STAKEHOLDER	INTERESTS	INFLUENCE	NEEDS
			
Academia	Funding & recognition	New research fields New standards	New metrology to support ground-breaking research
Industry	More sales	Acceptance of new technology	Better products, competitive edge
Regulators e.g. EU	Improve citizens' lives, support innovation	Political recognition for role of metrology	Evidence that EMPIR funding is having impact

Outreach to stakeholders



As a **consortium**:

- Develop a stakeholder communication strategy
- Include findings from stakeholder analysis
- Define the message(s) to be conveyed
- Choose content to match the audience's understanding / interest

Activity	Message	Channel	Action	Who	When	Progress	Next step

Outreach to stakeholders



Messaging example:

Power transformer manufacturers: *“our measurement tools allow you to unambiguously prove that your products meet the EU regulation requirements of the Ecodesign Directive”*

Standardisation, utilities, manufacturers: *“our test guidance and calibration best practice will realise EU-wide uniformity and trust in power transformer efficiency tests”*

Instrument manufacturers: *“our reference facilities support sales of your instrumentation, by proving its accuracy and reliability”*

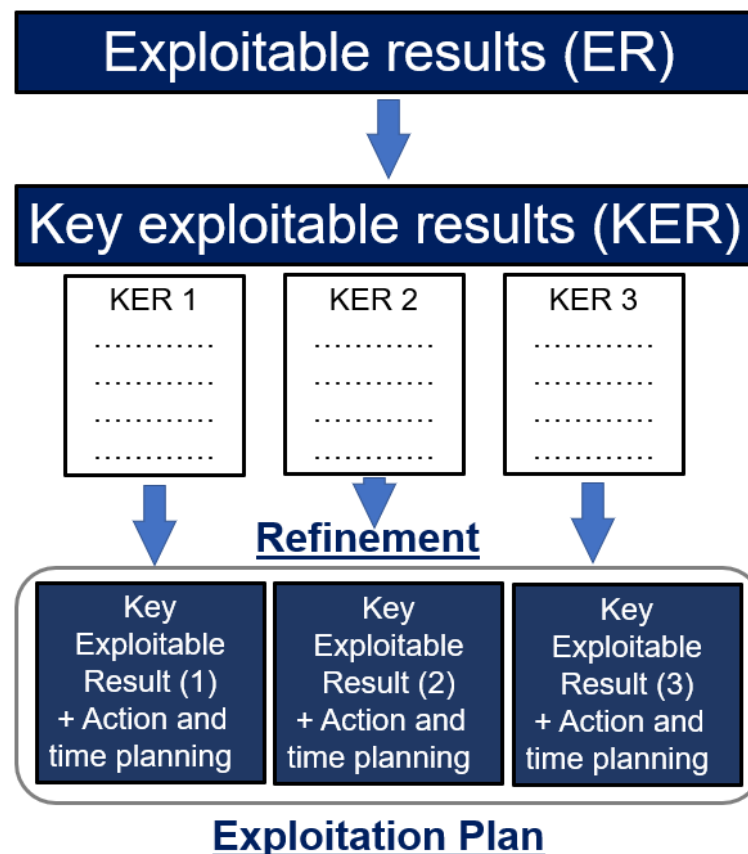
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Uptake of project outputs

As a **consortium**:

- Discuss expected results and select the most important key exploitable results (KER)
- Describe each KER and generate a plan for its promotion to and uptake by stakeholders
- Refine and optimise the plan throughout the project, identifying who, how, and resource requirements



Uptake of project outputs



Exploitation plan example activities:

Individually consider:

- **Stakeholder engagement:** e.g. influencing via electronic methods (social media, YouTube, webinars)
- **Standards:** e.g. attendance at meetings, presence on committees
- **Skills:** e.g. training end users on new techniques
- **Dissemination:** e.g. papers, conferences
- **Additional items:** e.g. anything that isn't covered above

Summary



As a **consortium**:



Results ready

Prepare your project results in a user friendly and understandable way

Keep them updated



Identify the right one

Identify the right information for the right stakeholder

Customise if necessary



Calculate the benefit

Define the specific benefit per stakeholder

Customise, no general statement



Create Impact

Sell your results in the best way to generate uptake and impact

Stakeholder benefits:
increased sales/
new market opportunities/
collaborations

Any Questions?



Reporting

Contents



Reporting

- Introduction to EMPIR reporting
- Technical reporting
- Financial reporting
- Amendments



Introduction to EMPIR reporting



Why Reporting?

- To monitor project progress and obtain information related to dissemination, knowledge transfer, impact & exploitation
- For EURAMET to meet its programme level reporting obligations
- For mid-term reviewers to evaluate the potential outcomes and their uptake by stakeholders
- To establish the appropriateness of the claimed costs for each individual partner

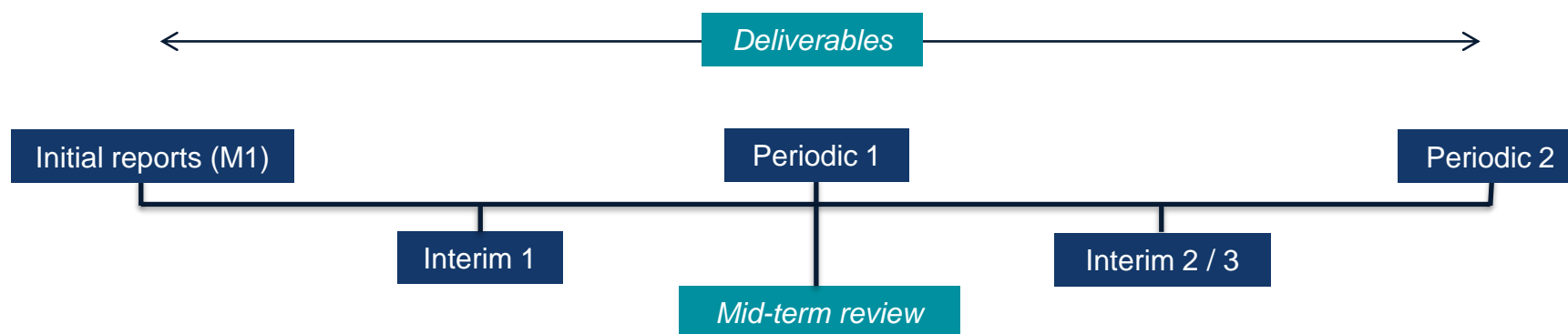


Introduction to EMPIR reporting



Part 0 - Guide to the parts - *General guidance about EMPIR reporting*

See <https://msu.euramet.org/downloads/#reporting>



Consortium

- Initial reports – month 1
- Interim reports – max 45 days to submit
- Periodic reports – max 60 days to submit



Sanctions process:
GA Art.20.8 after a 30 day delay EURAMET can cancel the agreement

MSU

- Periodic reports – max 90 “clock” days to pay (“clock” only ticks when the reports are with MSU)

Introduction to EMPIR reporting



Initial reports (month 1) End of June

- Publishable summary
- Data management plan (*if Opt-In*)
- Ethics report (*in agreement with Annex 1*)

Interim reports

- Publishable summary
- Output & impact report
- Technical report (progress)

VS

Periodic reports - **Payment**

- Publishable summary
- Output & impact report
- Technical report (progress)
- Technical report (financial)
- Data management plan (*if Opt-In*)
- Horizon 2020 questionnaire
- Ethics report (*in agreement with Annex 1*)
- Final publishable report

Other reports

- Deliverables
- Self-assessment for mid-term review
- Researcher mobility grant (RMG) report
- Small collaborative project (SCP) progress report

Technical Reporting



- **Publishable Summary**

- ✓ Key communication tool for non-technical audience
- ✓ All publications listed must include clickable links to the open access papers (with no registration required) and they must be in the EURAMET repository link

- **Data Management Plan**

- ✓ Obligatory if opt-in
- ✓ Best practice is provided in the example DMPs
- ✓ Further information is available in this presentation:
https://msu.euramet.org/downloads/documents/Data_Management_presentation_coordinates2.mp4

- **Deliverables**

- ✓ Impact and reporting deliverables are not required as separate deliverables



Technical Reporting



Scientific publications

- Open access within 6 months is mandatory for all peer-reviewed publications (see Clause 29.2 of the grant agreement).
- Joint publications (between different countries)
- <https://www.euramet.org/repository/>

Meta data

- ✓ Funder name: European Metrology Programme for Innovation and Research
- ✓ Funder ID: 10.13039/100014132
- ✓ Grant number: EMPIR 20IND06 PROMETH2O

Acknowledgements

- Use the EMPIR logo
- If not possible, use the following text - "This project (EMPIR 20IND06 PROMETH2O) has received funding from the EMPIR programme co-financed by the Participating States and from the European Union's Horizon 2020 research and innovation programme."

Technical Reporting



Report	Issue	How to avoid this
Publishable Summary	Results: section not updated	Results: Cumulatively summarise the most important project outputs/results
	Publications: List does not match the EURAMET repository link	Publications: Submit the links to the papers to the EURAMET repository link
O&I report	Publications: Non-open access!	Publication: Ensure open-access to all peer-reviewed publications (mandatory)
	Standards: Missing titles, publication dates and numbers of normative documents/regulations	Standards: Include details as required (see guidance)
	Dissemination activities do not match the Annex 1	Include all of the dissemination activities that you have undertaken, including those listed in the Annex 1
Technical report	Deliverables: Contribution of each partner is not explained	Deliverables: Describe the work undertaken by each listed partner
	Deliverables: Active deliverables are shown as inactive and lack a description	Deliverables: Describe the work done for the linked task (i.e. even if the activity delivering the deliverable has not started)
	The new delivery date is not included where the status is 'delayed'	Indicate when the deliverable/task will be completed
	Knock-on effects of delays is not addressed	Describe the cause of the delay and any knock-on effects
Data Management Plan (DMP)	Not updated before being submitted	Once there are papers and data is deposited in repositories, consider updating questions 1, 2, 4, 5, 8, 15, 16, 17, 18, 29, 30 and 31 (see guidance)
	Data deposited in the project's website rather than in a repository	Project websites are not open access repositories. You must use an open access repository e.g. Zenodo

Financial Reporting



- Report *all* costs
- <https://msu.euramet.org/downloads/#reporting>
- Full financial rules - Horizon 2020 AGA:
https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf
- Prepared by someone familiar with Horizon 2020 finance rules and approved (checked and signed) by an authorised signatory.
- For eligible costs, see Grant Agreement, article 6.
- Costs must be incurred by the beneficiary, in the project period, and clearly related to and necessary for the actions indicated in Annex 1.

Financial Reporting



Issue or error	Consequence (leading to a delay in payment)	How to avoid this
Wrong exchange rate	New signed statement required	Read GA, Article 20, subsection 6
Costs for an activity are outside of the project's duration	Reduction in the cost claim; new signed statement required	Read GA, Article 6, subsection 1
Insufficient item description	Cannot assess eligibility. Partner must provide more detail by email	<input checked="" type="checkbox"/> Mr. Rogers, flight <input checked="" type="checkbox"/> Mr. Rogers, return air fare, for presentation at METRO conference, Delhi, 18-21 May 2021
Cost report: no date, no period number, no version number, no currency indication, no authorisation	Revised cost report and new signed statement required	Ensure EURAMET guidance Part 2b is followed and all cells populated in the cost report and statement.
Statements submitted to MSU are copies, not originals*	New signed statement required	Statements should be hand signed by an authorised signatory
Slow response to MSU queries	No partners can be paid until all items have been resolved	Respond quickly to the MSU

* During Covid-19 if it is not possible for you to submit original statements, please contact the MSU at empir.msu@euramet.org

Amendments



Does not need an amendment / cannot be amended

A request for additional funding i.e. an increase in the total funded costs

Requests for changes to the standard clauses of the GA

Amendment requests made after the end of the GA

Minor adjustments (e.g. the design of new experiments or changes to delivery dates)

Spelling, formatting and typographic errors, unless material to the contract

Transfer of budget between categories (e.g. from labour to travel), such that the total budget for a given partner is unchanged

Incorrect labour type recorded in Annex 2

Needs an amendment

Change of contact details of i) coordinator, ii) chief stakeholder, iii) primary supporter

Changes to partners (non-accession / new partners (GA Article 56), withdrawal, name change, change of partner type) or LTPs

Addition / deletion or significant changes in work packages, tasks and deliverables

Significant changes to the partners leading or participating in work packages, tasks and deliverables

Changes to the wording or targets in objectives and deliverables

New subcontracts (and any associated changes to partner budgets)

A budget redistribution between partners

Modification of bank details / Addition of bank details

If in doubt, ask your Project Officer

Any Questions?

