



CARBOCHANGE Project Office
University of Bergen, Geophysical Institute and Bjerknes Centre for
Climate Research
Allégaten 70
5007 Bergen
Norway

CARBOCHANGE

Project Coordinator: Christoph Heinze
Project Manager: Stefanie Meyer
Email: Stefanie.Meyer@gfi.uib.no
T: +47 555 820 88
www.carbochange.eu

Guidelines

Final report: 01 Mar 2011 – 28 Feb 2015

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1. Important dates

Deadline Dissemination reports (PIs)	30.01.2015
Deadline Scientific Publications (PIs)	30.01.2015
Deadline Societal Implications Questionnaire (PIs)	30.01.2015
Deadline Publishable Summary* (CT & WP leaders)	01.04.2015
Submission deadline to the Commission	29.04.2015

*including exploitable foregrounds

2. General information

In addition to the last periodic report, the project also has to deliver a final report, which consists of three main parts:

- a) a publishable summary (max. 40 pages, see point 3 on page 2)
- b) a plan for use and dissemination of foreground (see points 4 & 5 on page 3)
- c) a report covering the wider societal implications of the project (see point 6 on page 4)

The Project Office has prepared templates to help you fill out the required information and will contact the responsible persons in due time.

A web page dedicated to final reporting can be found on the CarboChange web site: <http://carbochange.b.uib.no/final-reporting-2015/> (password: oceanCO2). It contains the present document, the CarboChange DoW (Annex I), the WP tables, the current list of Deliverables, template documents and some other useful information.

Contact person at the Project Office:

Stefanie (Stefanie.Meyer@gfi.uib.no)

3. Publishable summary (ref. also point 5)

According to the EC rules, the publishable summary must be of suitable quality to enable direct publication by the Commission and should preferably not exceed 40 pages. This report should address a wide audience, including the general public.

The publishable summary has to include 5 distinct parts described below:

- An executive summary (not exceeding 1 page).
- A summary description of project context and objectives (not exceeding 4 pages).
- **A description of the main S&T results/foregrounds** (not exceeding 25 pages).
- The potential impact (including the socio-economic 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.

Core Theme and work package leaders will be asked to assist with S&T results/foregrounds (for foregrounds: see point 5) and should hand in their contributions no later than **01 April 2015**. Detailed instructions are given in the respective template.

→ **Files “Final_Publishable_summary_CTX” and “Final_Publishable_summary_WPX”.**

4. Dissemination report & publications

The final report shall include a plan for use and dissemination of foreground (including socio-economic impact and target groups for the results of the research). It should, where appropriate, be an update of the initial plan in Annex I and be consistent with the report on societal implications on the use and dissemination of foreground.

Technically, this involves generating **a table with all dissemination activities** conducted during the course of the project (months 1-48) as well as **listing all publications acknowledging CarboChange** (months 1-48). These tables/lists have already been started by the Project Office in the EC Participant Portal by entering the available information for the previous reporting periods online.

The following actions are needed from the consortium:

- a) PIs are asked to fill out the table on dissemination activities for the last period of the project (months 37-48) following the given formatting. These activities are then added by the Project Office to the table for the final report.
- b) PIs are asked to list all publications that have not yet been sent to the CarboChange Project Office. In addition, we also need to know which publications have been deposited in open-access repositories.

The deadline for sending this information to the Project Office is **30 January 2015**. Do not forget to send electronic versions of press releases, media coverage, publications, and abstracts for talks and posters to the project office for filing. There will be the possibility to send information on publications also after the deadline, however, we ask all PIs to respect the first deadline at the end of January to give us the possibility to finish a large part of this reporting before the following deadlines (periodic and final report February-April 2015).

→ See file “[Dissemination_Publications_CarboChange](#)”.

5. Exploitable foreground (ref. also point 3)

As mentioned under point 4, the final report shall include a plan for use and dissemination of foreground (including socio-economic impact and target groups for the results of the research). It should, where appropriate, be an update of the initial plan in Annex I and be consistent with the report on societal implications and the use and dissemination of foreground.

If applicable, this involves generating **tables** with information on exploitable foregrounds (patents, trademarks, designs, general advancement of knowledge, exploitation of results through EU policies etc.), **as well as providing explanatory information in text form**. The text will contribute to the final publishable summary.

We would like to ask the CT and WP leaders to help us with the following:

- a) If applicable, include CarboChange exploitable foregrounds in the publishable summary text. Examples are given in the template file. In addition, the DoW should be consulted for guidance/reference on that topic (pages 147-148).

- b) If applicable, fill in the tables provided along with the template for the publishable summary. Our project officer in Brussels, though, is aware of the fact that CarboChange does not necessarily fulfill the requirements laid out for projects producing commercially exploitable outcomes.

Detailed instructions are given in the respective templates, which should be sent back to the Project Office no later than **01 April 2015**.

→ Files “**Final_Publishable_summary_CTX**” and “**Final_Publishable_summary_WPX**”.

6. Societal Implications Questionnaire

For the final report, the coordinator is asked to answer a few questions with regard to societal implications. According to the EC, this will assist the Commission to obtain statistics and indicators on societal and socio-economic issues addressed by projects. The questions are arranged in a number of key themes. As well as producing certain statistics, the replies will also help identify those projects that have shown a real engagement with wider societal issues, and thereby identify interesting approaches to these issues and best practices. The replies for individual projects will not be made public.

To fulfill this task, the beneficiaries’ PIs need to fill out a questionnaire, a summary of which will then be provided to the EC by the project office. The deadline for sending the questionnaire back to the Project Office is **30 January 2015**.

→ File “**Final_Societal_Implications**”.