

# BONUS SCIENTIFIC REPORTING GUIDELINES

**EACH PROJECT HAS A SCHEDULE OF DELIVERABLES WHICH ACCORDING TO THE EEIG-NFI AGREEMENT HAS TO COMPRIZE A PART OF NFI-PARTICIPANT GRANT AGREEMENTS AND PROJECT CONSORTIUM AGREEMENTS**

**SCHEDULE OF DELIVERABLES: BONUS+ PROJECT BALTIC GAS**

WP No	Deliverable No	Deliverable title	Due month	Nature <sup>1</sup>	Publicity level <sup>2</sup>
1	1	BALTIC GAS web-page	8	WS	PU
1	2	Scientific reports (Y1, Y2, final)	13,25, 37	RS	PU
1	3	BALTIC GAS Workshops and meetings (reports)	2, 8, 20, 26, 32, 36	RT	PU
1	4	Submission of data to a common database	36	DB	PU
1	5	Research cruises	tbd	EV	CO
2	1	GIS-map of mined data	36	RS/RT	PU
2	2	GIS-map of methane flux and distribution in sediments	36	RS/RT	PU
2	3	GIS-map of hot-spots of present and future CH <sub>4</sub> -emission	36	RS/RT	PU
3	1	Mapping of shallow gas and physical characterisation of gas-bearing sediments (i.e. [identification of] zones of potential weakness under the external forcing of climate change and eutrophication for future	36	RS/RT	PU

<sup>1</sup> RS = scientific report; RT = technical report (e.g. cruise pt) PS = scientific publication; PP = popular publication; BK = book; WS = web-based source; DB = data base or data set; MD = model; PR = prototype tool (program or device); ED = educational material; EV = event.

<sup>2</sup> PU = public; PP = restricted to other programme participants (including national funding agencies, BONUS EEIG, EC services); CO = confidential, only for members of the project consortium (including national funding agencies, BONUS EEIG, EC services); CL restricted = classified as "Restrict UE"; CL confidential = classified as "Confidential UE"; CL secret =

## REPORTING SCHEDULE

WHAT?	WHEN?	WHO?	HOW?
Brief annual report: 1p/WP.	Month 13, Month 25	Coordinator	Upload to EPSS
Brief final report: 1/p/WP + Executive Summary	Month 37	Coordinator	Upload to EPSS
Cumulative input to BONUS progress statistics	At least 13th, 25th, 37th month,	Coordinator	Upload to EPSS
Information on deliverables	No rarer than 13th, 25th, and 37th month, encouraged to do more often	WP leader, approved by Coordinator	Upload to EPSS

## Reporting on deliverables - **at least once a year**

- Project acronym,
- WP
- Title of deliverable
- Nature of deliverable
- Publicity level of the deliverable
- [http:/](#) location of the deliverable
- BONUS countries that participated in production of the deliverable
- Relevance to the BONUS progress indicators
- Brief  $\frac{1}{2}$  page annotation of the deliverable

**ESTIMATED TIME CONSUMPTION TO REPORT ON 1 DELIVERABLE =  $\frac{3}{4}$   
- 1 h.**

**UPLOAD IS COMPLETE AFTER COORDINATOR'S APPROVAL**

## **Why it is a good idea to submit information on deliverables as soon as they are produced?**

- Amount of job does not change anyway.
- It is easier to describe a “fresh product”.
- Allows Project Coordinator to follow project performance in real time.
- Allows BONUS Secretariat always to be informed about progress in projects.
- Ensures up-to-date exchange across the projects.
- Helps timely dissemination of the findings to the users and broad public.



## SUBMITTING PROGRESS STATISTICS – AT LEAST ONCE PER YEAR

- ELECTRONIC SUBMISSION SYSTEM IS CURRENTLY BEING BUILT, IT WILL BE COMPLETED BEFORE THE FIRST DELIVERABLES ARE EXPECTED TO APPEAR
- DATA GATHERED IN EPSS WILL BE VISIBLE FOR THE BONUS NATIONAL FUNDING INSTITUTIONS
- DATA GATHERED IN EPSS WILL ALSO SERVE COORDINATORS AS PROJECT MANAGEMENT TOOL