

Metrics Reporting Guide

Product Demonstration

On an annual basis, the Contractor shall submit, to NYSERDA's Project Manager, a prepared analysis and summary of metrics addressing the anticipated energy, environmental and economic benefits that are realized by the project. All estimates shall reference credible sources and estimating procedures, and all assumptions shall be documented.

Reporting shall commence the first calendar year after the contract was executed. Reports shall be submitted by January 31st for the previous calendar years activities (i.e. reporting period). Reports shall continue to be submitted for **five** consecutive calendar years after commissioning or acceptance of equipment. The Contractor shall make every effort to quantify and document benefits and incorporate them into the Final Report and technology transfer activities as required in this agreement.

A form will be provided to you to submit the following metrics:

Site Metrics

Installation Status	<i>Current status of system installation (e.g. Design, Installed & Commissioning, Operational, etc.)</i>
Expected Duration	<i>Number of years equipment is expected to be installed</i>
Replication of System	<i>Additional installations of a similar system as a result of the NYSERDA project</i>
Jobs	<i>Jobs created/retained as a result of a NYSERDA project</i>

Information Dissemination

Name of Presentation or Event	<i>Names of the presentation or event where information was communicated about the product, company or research</i>
Organization that hosted the event	<i>Name of the organization that hosted the event</i>
Type of event	<i>The type of event where information was communicated about your company, product or research (e.g. conference, workshop, media event, etc.)</i>

Publications

Publication Date	<i>Date information is published (month & year)</i>
Publication Title	<i>Name of publication written as a result of research performed under contract with NYSERDA</i>
Publication Type	<i>Examples: Citation, Final/Technical Report, Newsletter, Trade Publication etc.</i>
Periodical Name	<i>Name of periodical the publication appeared in (if applicable)</i>
Policy Development	<i>State if this publication been cited in government policy development</i>
Names of Authors	<i>Author First & Last Names</i>

Resources Saved			
<input data-bbox="142 701 168 735" type="button" value="+"/>	<i>Add Metric</i>		
<input data-bbox="142 743 168 777" type="button" value="x"/>	General Resource Type	Specific Resource Type	Unit of Measurement
	<input data-bbox="178 785 574 835" type="text"/>	<input data-bbox="581 785 1029 835" type="text"/>	<input data-bbox="1036 785 1360 835" type="text"/>
	Basis of Calculations <input data-bbox="386 844 1360 894" type="text"/>		
Resources Used			
<input data-bbox="142 982 168 1016" type="button" value="+"/>	<i>Add Metric</i>		
<input data-bbox="142 1024 168 1058" type="button" value="x"/>	General Resource Type	Specific Resource Type	Unit of Measurement
	<input data-bbox="178 1066 574 1117" type="text"/>	<input data-bbox="581 1066 1029 1117" type="text"/>	<input data-bbox="1036 1066 1360 1117" type="text"/>
	Basis of Calculations <input data-bbox="386 1125 1360 1176" type="text"/>		

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