

Metrics Reporting Guide

Information Dissemination

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 **two** consecutive calendar years after the project is completed. 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:

Information Dissemination

Name of Presentation or Event

Names of the presentation or event where information was communicated about the product, company or research

Organization that hosted the event

Name of the organization that hosted the event

Type of event

The type of event where information was communicated about your company, product or research (e.g. conference, workshop, media event, etc.)

Publications

Publication Date

Date information is published (month & year)

Publication Title

Name of publication written as a result of research performed under contract with NYSERDA

Publication Type

Examples: Citation, Final/Technical Report, Newsletter, Trade Publication etc.

Periodical Name

Name of periodical the publication appeared in (if applicable)

Policy Development

State if this publication been cited in government policy development

Names of Authors

Author First & Last Names