|  |  |  |  |
| --- | --- | --- | --- |
| 1 **Title of project** | | | |
| 2 **Status** agreed/starting later  agreed/starting now | | | |
| 3 **Subject field** Wählen Sie ein Element aus. Wählen Sie ein Element aus. | | | |
| 4 **Type of collaboration** Wählen Sie ein Element aus. | | | |
| 4A **In the case of a comparison**  Key comparison (KC)  Supplementary comparison (SC)  Pilot study (PS)  Hybrid Comparisons (HC) | | KCDB identifier in case of KC/SC: | |
| 5 **Description** | | | |
| 6 **Coordinator**  Institute/Country:  Name:  Phone:  E-mail: | | | |
| 7 **Participating partners**  7A EURAMET members or associates (Institute’s standard acronym with country code in brackets) as registered on EURAMET website.    7B Institutes not being EURAMET members or associates (Institute’s full name and country in brackets) | | | |
| 8 **Additional information** (e.g. external funding available, pilot laboratory different to coordinator in case of comparisons, who acts as Third Party in the case of an HC, etc.) | | | |
| 9 **Starting date** | 10 **Expected completion date** | | 11 **Date** |

EURAMET’s data privacy policy is available online under: <https://www.euramet.org/meta-menu/privacy-policy/>

*Notes for completion of the form overleaf*

**NOTES FOR THE COMPLETION OF THE FORM (numbers refer to boxes overleaf)**

This form is filled by the coordinator and sent to the TC Chair. The TC Chair arranges a proper information of the TC Contact Persons.

All TC projects need to be approved by the TC.

If the project is approved, the TC Chair shall forward the completed form to the Secretariat ([secretariat@euramet.org](mailto:secretariat@euramet.org)) for registration of the project in the TC project database.

**1 Title of project**

The project shall have a clear title formulated in a concise way. The title of comparison projects shall clearly state whether it is a Key Comparison, Supplementary Comparison, a Pilot Study or a Hybrid Comparison.

**2 Status**

If the project is going to start soon after the transmission of this form, it will be registered in the TC project database with the status ‘in progress’.

If it is going to start significantly later than the sending of the form, it shall be registered with the status ‘agreed’.

**3 Subject field:** Projects can be related to one or more Technical Committees.

Arrangements for onsite visits for review of QMS should be registered only under the TC for Quality.

**4 Type of collaboration**

The types of collaboration can be:

* Cooperation in research
* Comparison of measurement standards
* Consultation on facilities

Note: For ‘Traceability’ projects please use the specific form ‘EURAMET Project Form: Traceability’.

**4A** In case of Key or Supplementary Comparisons (KC or SC) to be registered in the KCDB, the coordinator should be aware that the protocol must be sent to the appropriate CC WG for approval (KC) or information (SC). As soon as the KCDB identifier is available, the project form shall be forwarded to the Secretariat for publication of the project in the TC project database.

**5 Description:** A description of the collaboration shall be given.

**6 Coordinator:** The full details of the person who is proposing the collaboration and will be piloting

the project.

**8 Additional information:** This box provides the opportunity to add any further information relevant to the proposed collaborative project (e.g. previous collaborations, external funding available, in the case of a Hybrid Comparison (HC), who acts as Third Party, etc.).

The information given in this field will be published in the TC project database. This field shall not be used for confidential information.

**10 Expected completion date:** An expected completion date must be given. For permanent agreements (e.g. TC-Q arrangements for onsite visits) "ONGOING" should be entered.

**11 Date:** of filling the form.