

## Attachment E: Sample Metrics Reporting Guide

### 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

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

#### Publications

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

## Publications

|                           |  |
|---------------------------|--|
| <b>Publication Date</b>   | <i>Date information is published (month &amp; year)</i>  |
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| <b>Periodical Name</b>    | <i>Name of periodical the publication appeared in (if applicable)</i>                            |
| <b>Policy Development</b> | <i>State if this publication been cited in government policy development</i>                     |
| <b>Names of Authors</b>   | <i>Author First &amp; Last Names</i>   |

## Resources Saved

|                          |                       |                        |                      |
|--------------------------|-----------------------|------------------------|----------------------|
| <input type="checkbox"/> | <i>Add Metric</i>     |                        |                      |
|                          | General Resource Type | Specific Resource Type | Unit of Measurement  |
| <input type="checkbox"/> | <input type="text"/>  | <input type="text"/>   | <input type="text"/> |

## Resources Used

|                          |                       |                        |                      |
|--------------------------|-----------------------|------------------------|----------------------|
| <input type="checkbox"/> | <i>Add Metric</i>     |                        |                      |
|                          | General Resource Type | Specific Resource Type | Unit of Measurement  |
| <input type="checkbox"/> | <input type="text"/>  | <input type="text"/>   | <input type="text"/> |

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