Purpose of Collection
The Research and Experimental Development (R&D) surveys provide comprehensive data on Australia’s R&D effort and are used by government and advisers to government, international organisations such as the Organisation for Economic Co-operation and Development, businesses, economists and others.

Collection Authority
The information asked for is collected under the authority of the Census and Statistics Act 1905. Your co-operation is sought in completing and returning this form by the due date. The Act provides me with the power, if needed, to direct you to provide the information sought.

Confidentiality
Your completed form remains confidential to the Australian Bureau of Statistics.

Due Date
Please complete this form and return it in the reply paid envelope to the Australian Bureau of Statistics by 5 November 2004.

Help Available
If you have problems in completing this form, or feel that you may have difficulties meeting the due date, please contact the Australian Bureau of Statistics by:

Dennis Trewin
Australian Statistician

Person we should contact if any queries arise regarding this form

Name
Position or Title
Signature

Telephone Number
Facsimile Number
Date

© Commonwealth of Australia
Australian Government Statistical Clearing House Approval Number: 00223-04
Please read this first

**Important:** This form will be read using electronic equipment.

- Use **black** pen when completing this form.
- Keep each number or tick within the data entry boxes provided, for example

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- Leave answer boxes blank where you have no response or data to enter, for example

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</table>

- Do not use ‘nil’, ‘n/a’ or ‘-’
- Information reported on this form should comply with Australian accounting standards.
- Only the Australian-based activities (including imports and exports) of the business shown on the label should be included on this form. Include details of the business’s participation in any unincorporated joint ventures.
- Report all expense items inclusive of **Goods and Services Tax (GST)** where this is recoverable as an input tax credit.
- If exact figures are not available, please provide careful estimates.
- Please report all monetary values in **thousands of dollars** ($,000), e.g. report $20,000 as 20. Where a value in this business’s accounts is not expressed in thousands of dollars, round the value up or down to the nearest thousand dollars.
- The items listed under **Including** and **Excluding** are examples and should not be taken as a complete list of items to be included or excluded.

Part 1 – General Information

Part 2 – R&D carried out by this business

--- Human resources and financial information

Part 3 – Classification of research

Part 4 – Expected expenditure

Part 5 – Biotechnology R&D

--- Financial information

--- Sources and distribution of activity

--- Adverse factors

Part 6 – Time taken and comments
**What is business Research and Experimental Development (R&D)?**

The R&D performed by businesses is generally investigative work which is of actual or potential use in the development of new or enhanced materials, products, devices, processes or services. R&D directed towards duplicating work already developed by others should only be included if the knowledge or technology required for development is not available to this business.

**Examples of R&D**

- Design, construction and operation of prototypes where the main objective is technical testing or to make further improvements.
- Construction and operation of pilot plants not operated or intended to be operated as commercial units.
- Research and development of new computer software or substantial modifications to existing computer software. This includes developments which lead to technological or scientific advances in:
  - theoretical computer sciences
  - operating systems e.g.:
    - improvement in resource or interface management, a truly new operating system or the conversion of an operating system to a significantly different hardware environment
  - programming languages e.g.:
    - new languages, significant extension of an existing language or new or significantly different language translator
  - applications if a significant technological advance is achieved
- ‘Feedback R&D’ directed at solving problems occurring beyond the original R&D phase, for example technical problems arising during initial production runs.
- Research work in the social sciences and humanities.
- R&D into, or utilising, biotechnology such as:
  - bioinformatics
  - genetic modification
  - marker assisted selection.

**R&D excluded (except where used primarily for the support of, or as part of, R&D projects)**

- Scientific and technical information services.
- Policy related studies, management studies, efficiency studies.
- Consumer surveys, advertising, market research.
- Routine quality control and testing.
- Pre-production activities such as demonstration of commercial viability, tooling up and trial production runs.
- Prospecting, exploring or drilling for minerals, petroleum or natural gas.
- Cosmetic modifications or style changes to existing products.
- General purpose or routine data collection.
- Routine computer programming, systems maintenance or software applications.
- Operations research and mathematical or statistical analysis.
- Commercial, legal and administrative aspects of patenting, copyrighting or licensing activities.
- Activities associated with standards compliance.
- Specialised routine medical care, for example routine pathology services.

**Where does R&D end?**

R&D ends when the work is no longer experimental and pre-production begins.

If the primary objective is to make further technical improvements then the work comes within the definition of R&D.

However, if the material, product etc. is substantially developed and the primary objective is to develop markets, to do pre-production planning or to get production or control systems working smoothly, then the work is no longer considered to be R&D.

**Differences from the Tax Concession Scheme and competitive grants for industry R&D**

In terms of definition and scope, the ABS survey of business R&D is different to both schemes. The main differences of the ABS survey are:

- the collection of data on R&D performed by all types of businesses irrespective of the amount of R&D expenditure and the source of R&D funding.
- the collection of computer software irrespective of its development for own use or multiple sale.
- the inclusion of nonspecific R&D expenditure that is indirectly attributable to R&D, such as a proportion of general overhead expenditure.
- the inclusion of research into the social sciences, arts and humanities.
Part 1 – General information

1. Is the Australian Business Number (ABN) printed on the front of the form correct for this business's main activity?
   - No [☐]
   - Yes [☐] Go to Question 3

2. What is the Australian Business Number (ABN) for this business's main activity?
   
   Note
   • Please attach a list if you wish to report more than one ABN.

3. Number of persons working for this business during the last pay period ending in June 2004
   
   Including
   • Persons paid a retainer, wage or salary
   • Full-time and part-time employees
   • Permanent, temporary and casual employees
   • Managerial and executive employees
   • Employees absent on paid or prepaid leave
   • Working proprietors and partners
   • Employees on workers’ compensation who continue to be paid through the payroll
   
   Excluding
   • Persons paid by commission only
   • Non-salaried directors
   • Self-employed persons such as consultants and contractors
   • Volunteers

4. Please describe the activity from which this business derives its main income (e.g., manufacture of photographic goods, computer programming service)
5  Period covered by this form

Note
- This form is for the financial year ended 30 June 2004.
- If this business has a different financial year, please report for a 12 month period which ends between 1 October 2003 and 30 September 2004 (e.g. a financial year ending 31 December 2003).

Please indicate the period covered by this form

From

To

If the period covered by this form is not 12 months, please explain below

Part 2 – R&D carried out by this business

Note
- This part of the form seeks details of R&D carried out by this business on its own behalf or on behalf of others.

Including
- R&D carried out as a participant in any unincorporated joint venture, including participation in any unincorporated Cooperative Research Centre (CRC)
- R&D projects carried out on contract for other legal entities (such as other businesses or incorporated CRCs)
- Contracted out analytical work, engineering or other specialised services which are in support of R&D projects carried out by this business

Excluding
- R&D projects funded by this business but carried out by others using their own facilities
- Contributions to any incorporated CRC
- Provision of specialised services for other organisations’ R&D projects

6  Did this business carry out any R&D during the year ended 30 June 2004?

No  Go to Question 14

Yes
Report the person years of effort on R&D by this business for the year ended 30 June 2004 by the following categories

**Note**
- Report for all employees for whom this business paid a retainer, wage or salary.
- For the purpose of this survey, a person can only work one person year each year. For example, a full time employee spending 40% of his/her time on R&D during half of the survey year would contribute 0.4 persons x 0.5 years = 0.2 person years to the R&D effort, even if his/her average time per week were, say 60 hours. A part time employee working 40% of a full time week doing only R&D, would contribute 0.4 person years to the R&D effort.

(a) Researchers

**Including**
- Staff working on the conception and/or creation of new knowledge/products
- Executives and directors involved in the planning or management of scientific and technical aspects of R&D projects
- Software developers/programmers

**Excluding**
- Executives and directors concerned primarily with budgets and human resources, rather than project content [include in Question 7(d)]

(b) Technicians directly supporting R&D

**Note**
- Report persons doing technical tasks in support of R&D, normally under the direction and supervision of a researcher.
- Typical activities include preparation for experiments, taking records, preparation of charts and graphs and coding data.

(c) Other staff directly supporting R&D

**Including**
- Skilled and unskilled craftspersons
- Secretarial and clerical staff working on, or directly associated with, R&D activity

**Excluding**
- The proportion of the effort of administrative and general services personnel (e.g. cleaners, canteen workers) that indirectly supports R&D [include in Question 7(d)]

(d) Other staff providing indirect services to R&D

**Note**
- Report the part of the effort that is attributable to the indirect support of R&D, e.g. personnel officers, canteen staff, janitors whose work indirectly supports R&D.

**Including**
- Executives and directors concerned primarily with budgets and human resources, rather than project content

(e) Total
How much did this business spend on R&D for the year ended 30 June 2004 against the following categories?

(a) Capital expenditure

**Note**
- If the asset has been/will be used for more than one activity, include only an estimate of the portion used for R&D.

**Including**
- Expenditure on fixed assets used in the R&D projects of this business
- Acquisition of computer software expected to be used for more than one year
- Purchase of computer databases expected to be used for more than one year
- Capitalised computer software licence fees

**Excluding**
- Repair and maintenance expenses [include in Question 8(c)]
- Depreciation provisions
- Capitalised assets resulting from R&D projects (the component costs of these projects should be recorded in this question where appropriate)
- Software for own account produced as part of R&D [include in Question 8(c)]

(i) Land, buildings and other structures

(ii) Vehicles, plant, machinery and equipment

(b) Labour costs

**Note**
- Report wages, salaries and associated labour costs for the total person years of effort reported in Question 7.

**Including**
- Gross earnings before taxation and other deductions
- Overtime earnings, penalty payments and shift allowances
- Employer contributions into superannuation (including salary sacrifice)
- Fringe benefits tax and payroll tax
- Payments to contract staff on the payroll of this business
- Severance, terminations and redundancies
- Workers’ compensation premiums/costs
- Provisions for employee entitlements
- Salaries and fees of directors and executives
- Retainers and commissions of persons who received a retainer
- Bonuses
- Annual and other types of leave

$\ldots,\ldots,\ldots,000$

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8 How much did this business spend on R&D for the year ended 30 June 2004 against the following categories? – (continued)

(c) Other current expenditure

<table>
<thead>
<tr>
<th>Including</th>
<th>Excluding</th>
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<tbody>
<tr>
<td>Materials, fuels and other inputs</td>
<td>Contract R&amp;D expenses where the research project is carried out</td>
</tr>
<tr>
<td>Rent, leasing and hiring expenses</td>
<td>elsewhere by others on behalf of this business</td>
</tr>
<tr>
<td>Repair and maintenance expenses</td>
<td>Payments for purchases of technical know-how</td>
</tr>
<tr>
<td>Payments to outside organisations</td>
<td>Payments for patent searches</td>
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<tr>
<td>for use of specialised testing facilities</td>
<td>Depreciation provisions</td>
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<td>Payments to outside organisations</td>
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<tr>
<td>for analytical work, engineering or</td>
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<td>other specialised services in support of</td>
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<tr>
<td>R&amp;D projects carried out by this business</td>
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<tr>
<td>Commission and consultant expenses for</td>
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<tr>
<td>research projects carried out by this business</td>
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<tr>
<td>except wages, salaries and other labour costs</td>
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<tr>
<td>for contract staff on this business’s payroll</td>
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<tr>
<td>Software for own account produced as part of</td>
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<tr>
<td>R&amp;D</td>
<td></td>
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<tr>
<td>Other R&amp;D expenses not classified in Question</td>
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<tr>
<td>8(a) or 8(b)</td>
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</table>

(d) Total [Sum of Questions 8(a), 8(b), 8(c)] ……………………

$…………………………………………………………000

$…………………………………………………………000
Please provide a dissection of the R&D expenditure reported in Question 8 by the location(s) in which this business carried out R&D for the year ended 30 June 2004:

<table>
<thead>
<tr>
<th>Location</th>
<th>$000</th>
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<tbody>
<tr>
<td>(a) New South Wales</td>
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<tr>
<td>(b) Victoria</td>
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<tr>
<td>(c) Queensland</td>
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<td>(d) South Australia</td>
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<td>(e) Western Australia</td>
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<td>(f) Tasmania</td>
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<td>(g) Northern Territory</td>
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<td>(h) Australian Capital Territory</td>
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<tr>
<td>(i) Australian External Territories</td>
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<td>(j) Overseas</td>
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<tr>
<td>(k) <strong>Total</strong> (to agree with total in Question 8)</td>
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</tbody>
</table>
10 Please provide a dissection of the R&D expenditure reported in Question 8 by the sources of funding for R&D

**Note**
- Sources should be the original sources providing funds. Funds received from intermediary sources which are funded from several sources should be reported in ‘Other Australian sources’.

<table>
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<tr>
<th>Including</th>
<th>Excluding</th>
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<tr>
<td>• Funding from grants, contracts etc.</td>
<td>• The value of taxation concessions for R&amp;D</td>
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</tbody>
</table>

(a) Business

(i) Own funds (including equity, borrowings and retained earnings)

(ii) Other business

(b) Government

(i) Commonwealth government

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<th>Including</th>
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<tr>
<td>• Grants made under the R&amp;D Start program</td>
</tr>
<tr>
<td>• All other funding for R&amp;D received from the Commonwealth government</td>
</tr>
</tbody>
</table>

(ii) State and local government

(c) Joint government/business (i.e. funds provided by levies)

(d) Universities

(e) Private non-profit organisations

(f) Donations and bequests from private individuals

(g) Other Australian sources (please specify)

(h) Overseas sources (please specify)

(i) Total (to agree with total in Question 8)
Part 3 – Classification of research

11 Please give a brief description of this business’s R&D projects (e.g. software development, pharmaceutical production, waste disposal)

Please specify extra RFCD codes and percentage splits if there is not enough space above

12 Please classify this business’s R&D projects to the most appropriate Research Fields, Courses and Disciplines (RFCD) code(s) (shown on pages 2 and 3 of the attachment) and express their associated expenditure as a percentage of total R&D expenditure

**Definition**
- The RFCD classification is based primarily on recognised academic disciplines and evolving areas of study. It is used to describe the nature of the research being performed.

**Note**
- More than one RFCD code may be provided if relevant, together with an associated percentage split.
- A more detailed classification is provided on pages 4 to 10 of the attachment to assist you in selecting the most appropriate code(s).

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Please specify extra RFCD codes and percentage splits if there is not enough space above
13 Please classify your R&D projects to the most appropriate Socio-Economic Objective (SEO) code(s) (shown on pages 11 and 12 of the attachment) and express their associated expenditure as a percentage of total R&D expenditure

**Definition**
- The SEO classification allows R&D to be categorised according to the purpose of the R&D. It is used to describe the purpose of the research being performed.

**Note**
- More than one SEO code may be provided if relevant, together with an associated percentage split.
- A more detailed classification is provided on pages 4 to 10 of the attachment to assist you in selecting the most appropriate code(s).

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Please specify extra SEO codes and percentage splits if there is not enough space above
Part 4 – Expected expenditure

14 How much is expected to be spent on R&D carried out by this business during the year ending 30 June 2005?  

Part 5 – Biotechnology R&D

15 Did this business carry out or pay another organisation to carry out R&D attributable to biotechnology during the year ended 30 June 2004?

**Definition**

- **Biotechnology** is the application of science and engineering principles to living organisms as well as parts, products and models thereof, to alter living or non-living materials for the production of knowledge, goods and services.

List of biotechnologies as an interpretive guideline:

- **DNA technology**: genomics, gene expression, pharmaco-genetics, gene probes, DNA sequencing/synthesis/amplification, genetic engineering, genetic marker technologies.

- **Proteins and molecules**: protein/peptide sequencing/synthesis, protein targeting, lipid/protein glyco engineering, proteomics, hormones and growth factors, cell receptors/signalling/pheromones.

- **Cell and tissue culture and engineering**: cell/tissue culture, tissue engineering, hybridisation, cellular fusion, vaccine/immune stimulants, embryo manipulation, assisted reproductive technologies.

- **Process biotechnologies**: bioreactors, fermentation, bioprocessing, bioremediation, biofiltration, biomining.

- **Other biological processes**: gene therapy, viral vectors, bacterial vectors.

Whilst not a comprehensive list, the following specific activities should be noted as being within the scope of biotechnology:

- Bioinformatics
- Platform technologies
- Biomonitoring/biosensing
- Bioprospecting/biodiscovery
- Biological control (e.g. immunocontraception, biopesticides)
- Biological waste management technologies
- Marker assisted selection

No  ☐  Go to Question 26

Yes  ☐
16 In the year ended 30 June 2004, did this business carry out biotechnology related R&D?

<table>
<thead>
<tr>
<th>Including</th>
<th>Excluding</th>
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<tbody>
<tr>
<td>• R&amp;D carried out by this business on its own behalf or on the behalf of others</td>
<td>• R&amp;D projects funded by this business but carried out by other organisations or individuals using their own facilities</td>
</tr>
</tbody>
</table>

No [ ] Yes [ ] Go to Question 18

17 Of the total R&D expenditure reported in Question 8, how much was related to biotechnology R&D carried out by this business?

(a) For own purposes ...........................................

(b) For another organisation ...................................

(c) Total ...........................................................

$[ ]000

18 In the year ended 30 June 2004, did this business pay another organisation to carry out biotechnology related R&D?

<table>
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<tr>
<th>Including</th>
<th>Excluding</th>
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</thead>
<tbody>
<tr>
<td>• R&amp;D projects funded by this business but carried out by other organisations or individuals using their own facilities</td>
<td>• R&amp;D carried out by this business on its own behalf or on the behalf of others</td>
</tr>
</tbody>
</table>

No [ ] Yes [ ] Go to Question 23

19 Please provide details of payments to other organisations for the conduct of biotechnology related R&D

(a) For organisations located within Australia ........................................

(b) For organisations located overseas ..................................................

(c) Total ..........................................................
20 Please indicate the type of Australian organisations paid to carry out biotechnology related R&D

(a) Universities or other higher education institutions
(b) CSIRO
(c) Other government or private non-profit research institute
(d) Business:
   - Contract Research Organisation (CRO)
   - Other (please specify)

21 Please specify the overseas countries in which this business paid others to carry out biotechnology related R&D

(a) USA
(b) Canada
(c) Singapore
(d) India
(e) Israel
(f) Other (please specify)

22 Please specify why another organisation was paid to carry out the biotechnology related R&D activity

(a) Lack of technical skill/expertise
(b) Not core business
(c) Cost effectiveness
(d) To diversify risk (risk management)
(e) Third party validation
(f) Timeliness
(g) Other (please specify)
23 Please classify this business’s biotechnology related R&D projects to the appropriate bio-industry sector(s) and express their associated expenditure as a percentage of total biotechnology R&D expenditure

**Note**
- More than one bio-industry sector may be selected if relevant, together with an associated percentage split.
- Percentage splits should be based on expenditure

<table>
<thead>
<tr>
<th>R&amp;D performed by this business</th>
<th>Payments for R&amp;D carried out by another organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>For own purposes &amp; For another organisation</td>
<td></td>
</tr>
</tbody>
</table>

(a) Human health
- Diagnostics (e.g. biosensors, gene probes, polymerase chain reaction amplification)
- Therapeutics (e.g. biopharmaceuticals, vaccines, gene therapy)

(b) Bioinformatics (e.g. databases on genomes, protein sequences; modelling complex biological processes)

(c) Agricultural biotechnology
- Plant (e.g. genetic markers, tissue culture, genetic engineering)
- Animal (e.g. diagnostics, therapeutics, genetic markers, genetic engineering)
- Aquaculture (e.g. broodstock genetics)

(d) Industrial processing
- Food processing (e.g. bioprocessing, functional foods/nutraceuticals)
- Speciality chemicals (e.g. enzymes)
- Other industrial activity (e.g. chemical feedstocks, commodity chemicals, lubricants, fuel, biopulping, biobleaching, plastics)

(e) Natural resource recovery (e.g. microbiologically enhanced recovery, bioprocessing)
- Energy
- Minerals

(f) Environment (e.g. bioremediation, biofiltration, diagnostics, waste management)

(g) Other (please specify)

(h) Total

<table>
<thead>
<tr>
<th></th>
<th>For own purposes</th>
<th>For another organisation</th>
<th>by another organisation</th>
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<tr>
<td>(h)</td>
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</tbody>
</table>
For the year ended 30 June 2004, please indicate any factors which adversely affected the advancement of biotechnology R&D undertaken by this business

**Note**
- Tick one box per row.

<table>
<thead>
<tr>
<th>Factor</th>
<th>Not applicable</th>
<th>No effect</th>
<th>Some effect</th>
<th>Severe effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Access to capital</td>
<td></td>
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<td></td>
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<tr>
<td>(b) Access to Intellectual Property (IP)</td>
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<tr>
<td>(c) Australian/foreign regulations</td>
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<tr>
<td>(d) Patent fees and approval processes</td>
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<td>(e) Access to suitably trained scientific/technical staff</td>
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<td>(f) Australian taxation environment</td>
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<td>(g) Public acceptance and ethical considerations</td>
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<td>(h) Access to grants</td>
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<tr>
<td>(i) Access to ‘networks’</td>
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<td>(j) Access to specialist facilities</td>
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<tr>
<td>(k) Unsuccessful R&amp;D</td>
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<tr>
<td>(l) Other (please specify)</td>
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</table>
For the year ended 30 June 2004, please indicate any factors which adversely affected the advancement of biotechnology product commercialisation undertaken by this business.

**Note**
- Tick one box per row.

<table>
<thead>
<tr>
<th>Factor</th>
<th>Not applicable</th>
<th>No effect</th>
<th>Some effect</th>
<th>Severe effect</th>
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<tbody>
<tr>
<td>(a) Access to capital</td>
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<tr>
<td>(b) Access to Intellectual Property (IP)</td>
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<tr>
<td>(c) Size of market</td>
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<td>(d) Australian/foreign regulations</td>
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<td>(e) Access to international market</td>
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<td>(f) Patent fees and approval processes</td>
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<td>(g) Access to Contract Research Organisations (CROs)</td>
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<tr>
<td>(h) Access to manufacturing facilities</td>
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<td>(i) Access to specialist infrastructure (e.g. toxicology testing)</td>
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<tr>
<td>(j) Product liability insurance</td>
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<tr>
<td>(k) Public acceptance and ethical considerations</td>
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<td>(l) Lack of commercial management skills</td>
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<td>(m) Access to grants</td>
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<td>(n) Access to ‘networks’</td>
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<td>(q) Lack of commercial management skills</td>
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<td>(s) Access to ‘networks’</td>
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</table>

Sample only
Part 6 – Time taken and comments

26 If this business is the sole or major contributor to a statistical cell in this survey, do you consent to the release, within statistical tables, of the data?

Note
• Under the Census and Statistics Act 1905 the name of your business would remain confidential.

No ☐

Yes ☐ Please complete the enclosed Instrument of Consent

27 For the financial year reported, were there any unusual factors affecting R&D within this business? If so, please specify

Including
• Large increases or decreases from previously reported data
• Changes in reporting procedure
• Changes in your accounting period
• Company restructuring

28 Please provide an estimate of the time taken to complete this form

Including
• The time actually spent reading the instructions, working on the questions and obtaining the information
• The time spent by all employees in collecting and providing this information

hrs mins
□ □

29 Please provide comments
– on any of the information you have supplied on this form
– on any questions which caused problems
– if you would like to suggest improvements to this form

Thank you for completing this form