

In correspondence, please quote this number ▼

Australian Business Number

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Please correct
any errors

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:

Telephone
1800 818 909
(Freecall)

Facsimile
1300 303 813

Mail
Reply Paid 76746
Sydney NSW 2000

Dennis Trewin
Australian Statistician

Person we should contact if any queries arise regarding this form

Name		Telephone Number							
Position or Title		Facsimile Number							
Signature		Date		/		/			

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

or

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

- Do not use 'nil', 'n/a' or '-'
- Information reported on this form should comply with Australian accounting standards.
- Report on an accruals basis as recorded in this business's Statement of Financial Performance and Statement of Financial Position.

- 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 **exclusive of Goods and Services Tax (GST)** which are 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). For example, report \$20,000 as 20. Where the 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 the business
 - Human resource and financial information
- Part 3 – Classification of research
- Part 4 – Expected expenditure
- Part 5 – Biotechnology R&D
- Part 6 – Taxation and comments

Definitions

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 standard 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, technology such as:
 - bioinformatics
 - genetic modification
 - marker assisted selection

R&D activities that are not used primarily for the support of, or a 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 program updates maintenance or software applications
- Operations research and mathematical or statistical analysis
- Commercial, legal and administrative aspects of patenting, consulting or licensing activities
- Activities associated with standards compliance
- Specialised routine medical care, for example routine pathology service

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.

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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

Number

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

<p>.....</p> <p>.....</p> <p>.....</p>
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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).

From

To

Please indicate the period covered by this form

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

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.....

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

7 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)]

Person years
(round to one decimal place)

(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.

Person years
(round to one decimal place)

(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)]

Person years
(round to one decimal place)

(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

Person years
(round to one decimal place)

(e) Total

9 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

(a) New South Wales	\$	<input type="text"/>	,	<input type="text"/>	,000
(b) Victoria	\$	<input type="text"/>	,	<input type="text"/>	,000
(c) Queensland	\$	<input type="text"/>	,	<input type="text"/>	,000
(d) South Australia	\$	<input type="text"/>	,	<input type="text"/>	,000
(e) Western Australia	\$	<input type="text"/>	,	<input type="text"/>	,000
(f) Tasmania	\$	<input type="text"/>	,	<input type="text"/>	,000
(g) Northern Territory	\$	<input type="text"/>	,	<input type="text"/>	,000
(h) Australian Capital Territory	\$	<input type="text"/>	,	<input type="text"/>	,000
(i) Australian External Territories	\$	<input type="text"/>	,	<input type="text"/>	,000
(j) Overseas	\$	<input type="text"/>	,	<input type="text"/>	,000
(k) Total (to agree with total in Question 8)	\$	<input type="text"/>	,	<input type="text"/>	,000

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)**

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- 12 Please classify your 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).

code	%
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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

.....

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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).

code	%
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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

.....

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Part 6 – Time taken and comments

16 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**

17 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

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18 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

19 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

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Thank you for completing this form

