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INSTRUCTION GUIDE

Generally speaking, industrial R&D is intended to result in an invention which may subsequently become a technological innovation. An essential requirement is that the outcome of the work is uncertain, i.e., that the attainment of a given technical objective cannot be known in advance on the basis of current knowledge or experience. Hence much of the work done by scientists and engineering inciples their work is not directed towards the discovery of new knowledge or the development of new production, and inciples their work is not directed towards the discovery of new knowledge or the development of new products and processes. However, work elements which are not considered R&D by themselves but which directly support R&D programming, and secretarial work.

R&D Alliance - Agreement where two or more firms or organizations engage in a joint R&D project.

Full-Time Equivalent (FTE) – R&D may be carried out by persons who work solely on R&D projects or by persons who devote only part of their time to R&D, and the balance to other activities such as testing, quality control and production engineering. To arrive at the total effort devoted to R&D in terms of manpower, it is necessary to estimate the full-time equivalent of these persons working only part-time in R&D.

FTE = Number of persons who work solely on R&D projects + the estimate of time of persons working only part of their time on R&D.

Example calculation: If out of five scientists engaged in R&D work, one works solely on R&D projects and the remaining four devote only one quarter of their working time to R&D, then: FTE = 1 + 1/4 + 1/4 + 1/4 + 1/4 = 2 scientists.

Supporting Staff

Technicians and technologists – Technically trained personnel who assists scientists and engineers in R&D, e.g. chemical technicians, draftspersons. They may be certified by either provincial educational authorities or by provincial or national scientific or engineering associations.

Others – Personnel directly engaged in the R&D program, e.g. machinists and electricians in construction of prototypes, or clerks, typists, accountants and storekeepers engaged in the administration or clerical support of R&D units.

Software Development – Software refers to the encoded instructions executed by electronic devices including computers for performing operations and functions. See Revenue Canada's Information Circular 97-1 "Administrative Guidelines for Software Development".

Biotechnology – Biotechnology is defined as the direct or indirect use of living organisms or parts of organisms in their natural or madified forms for creating new or significantly improved products or processes. "Biotechnology's multidisciplinary nature encompasses a range of techniques/dealing with recombinant DNA (Deoxyribonucleic Acid), cell fusion, plant and animal cell cloning, monoclonal antibodies, tissue-outlive, and bioprocess engineering. What distinguishes the new biotechnology from the one used to make bread, beer or cheese is the enormous expansion of our power to manipulate biological agents through the transfer modification, and control of genetic material". (Science Council of Canada, rnabling Technologies, p. 12).

Environmental Protection – Environmental protection is defined as the field of work devoted to the reduction of elimination of pollutants and wastes (including prevention, treatment and reuse of pollutants and wastes, and reduction of material and energy use). Expenditures made in order to improve employee health and workplace safety are excluded.

Environmental benefits – Environmental benefits include potential energy savings and the reduction in Taw materials use or waste generation either from increased efficiency, recycling or closed-loop systems. They can also include design changes resulting in products that are less damaging to the environment in their use or disposal.

R&D in advanced materials – R&D in advanced materials is defined as the systematic investigation carried out in the natural and engineering sciences by means of experiment or analysis in order to gain new knowledge and orgate new or significantly improved products or processes which use advanced materials such as metals (including superalloys or high purity metals), ceramise and zarbon (including optoelectronics such as optical fibres and carbon and graphite products) and polymers (including high performance ventor certain other high performance polymers).

			GEN	ERAL DAT	A (question	s 1 an	d 2)				
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a) Made in 1999	FORMED BY OTHER ORG	ANIZATIONS (thousands of dollars)	1	03	8
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,				04	0
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b) Universities (Please prin	nt full name and attach additi	ional sheet if necessary)			$\langle \cdot \rangle$
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	/)) × 4		- ◀-
		al to figure entered in (6)			
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COMMENTS
Reasons for Major Changes in Reported Expenditures and Personnel – In order to eliminate the necessity to verify discrepancies between the second sec
this report and your last return (1999) please explain any significant changes which might be misconstrued as an error in reporting.
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The results of this survey will be published in "Industrial Research and Development" (Cat. No. 88-202-XIB) and "Science Statistics" (Cat. No. 88-001-XIB).
http://www.statcan.ca/english/IPS/Data/88-202-XIB.htm
http://www.statcan.ca/english/IPS/Data/88-001-XIB.htm
THANK YOU FOR YOUR CO-OPERATION

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