



INSTRUCTION GUIDE

Please answer all questions. Since the required information cannot normally be readily extracted from available records, your best estimates will be quite satisfactory. This survey was carried out in 2003; you may have a file copy of your return which will help you now.

Additional forms and explanations of the terms used in the questions can be obtained from Lorraine Chapman, Science, Innovation and Electronic Information Division: call collect (613) 951-0047 or 951-9662.

Please return the completed questionnaire within 30 days of receipt. If you are unable to do so, please inform us of the expected completion date. If you receive more than one copy of this survey questionnaire for the same organization, please complete one and attach and return the duplicate(s). If you require assistance in the completion of this questionnaire or have any questions regarding the survey please address all enquiries to:

**Science and Technology Section
Science, Innovation and Electronic Information
Division
Statistics Canada
Ottawa, Ontario
K1A 0T6**

**Telephone (call collect) (613) 951-9662
Fax (613) 951-9920**

Definitions

Research and development (R&D) is creative work in the natural and social sciences and humanities undertaken on a systematic basis to increase the stock of knowledge or discover new applications for existing knowledge. New knowledge involves the integration of newly acquired information into existing hypotheses, the formulation and testing of new hypotheses or the re-evaluation of existing observations.

NOTE: Exclude all non R&D activities (such as *investigative studies, medical care, social services, education and training, dissemination of information, etc.*), which your organization undertakes or funds.

To illustrate the distinction between R&D and investigative studies: the developing and testing of new methods for treating a neurosis is research. A study of psychiatric services in a region to suggest changes is an investigative study.

Major fields of R&D

- a) Natural sciences and engineering:
- Medical sciences include medicine, dentistry, pharmacy, etc.
 - Other sciences include all disciplines in the natural sciences except the medical sciences (*e.g. mathematics, physics, chemistry, biology and engineering*).
- b) Social sciences and humanities include all disciplines involving the study of human actions and conditions, and the social, economic and institutional mechanisms affecting humans (*e.g. economics, history, sociology*).

Expenditures

Current expenditures are expenditures on items used up within a relatively short time period or costing relatively little. They include wages, salaries and related costs; materials and supplies used; necessary background literature; minor scientific equipment and associated administrative overhead costs.

Capital expenditures are expenditures on facilities such as buildings, equipment, machinery and land. **Exclude capital depreciation.**