

Scientific Activities of Provincial Research Organizations, 2013 Survey

Activities in the natural sciences and engineering

Confidential when completed.

This survey is collected under the authority of the *Statistics Act*, Revised Statutes of Canada, 1985, Chapter S19.

Completion of this questionnaire is a legal requirement under the *Statistics Act*.

Si vous préférez ce questionnaire en français, veuillez cocher

A - Introduction

Survey purpose

This survey collects the financial and operating data which are essential to assure the availability of pertinent statistical information to monitor science and technology related activities in Canada and to support the development of science and technology policy. The data collected are used by federal and provincial science policy analysts, and are also part of the gross domestic expenditures on research and development (GERD). Your information may also be used by Statistics Canada for other statistical and research purposes.

Confidentiality

Statistics Canada is prohibited by law from releasing any information it collects which could identify any person, business, or organization, unless consent has been given by the respondent or as permitted by the *Statistics Act*. Statistics Canada will use the information from this survey for statistical purposes.

Data-sharing agreements

To reduce respondent burden, Statistics Canada has entered into data-sharing agreements with provincial and territorial statistical agencies and other government organizations, which have agreed to keep the data confidential and use them only for statistical purposes.

Fax or e-mail transmission disclosure

Statistics Canada advises you that there could be a risk of disclosure during the transmission of information by facsimile or e-mail. However, upon receipt, Statistics Canada will provide the guaranteed level of protection afforded all information collected under the authority of the *Statistics Act*.

Information on data-sharing and record linkages can be found on page 5 of this questionnaire.

B - General Instructions

1. Please answer all questions. Your best estimates are satisfactory when precise figures are not available.
2. Additional forms and explanations of the terms used in the questions can be obtained from the Science and Technology Surveys Section: istd-dist.information@statcan.gc.ca.
3. Please enclose a copy of your latest published annual report with a completed copy of the questionnaire by the end of:

2 0 1 5

Year

0 1

Month

0 9

Day

and send to: **Capital Investments
Investment, Science and Technology Division
Statistics Canada, Main Building, Room 1306
150 Tunney's Pasture Driveway
Ottawa, Ontario K1A 0T6**

E-mail: istd-dist.information@statcan.gc.ca

I hereby authorize Statistics Canada to publish any or all portions of the data supplied on this questionnaire by this organization:

101 Yes

102 No

Name

Official Position

Signature

Date

100

103

104

105

I hereby authorize Statistics Canada to return this questionnaire for verification purposes by secure method:

107 Yes

108 No

Name

Official Position

Signature

Date

106

109

110

111

C - Person to whom enquiries are to be directed

Name 112		Official Position 113	
Business Address 114			Postal Code 115
Telephone No. 116		Fax No. 117	
E-Mail 118		Website 119	

Date of completion 120	Period covered by organization's fiscal year for 2013
2 0 1	From 2 0 To 2 0 1 4
Year Month Day	Year Month Day Year Month Day

1. Total scientific and technological expenditures by activity in the natural sciences and engineering

This question is requesting your expenditures on research and development (R&D) and related scientific activities (RSA).

A. Research and development (R&D) is defined as creative work undertaken on a systematic basis in order to increase the stock of knowledge, and the use of this stock of knowledge to devise new applications. The basic criterion for distinguishing R&D from related activities is the presence in R&D of an appreciable element of novelty and the resolution of scientific and/or technological uncertainty.

Intramural (internal) R&D is defined as all expenditures for R&D performed within your organization by your personnel during a specific period, whatever the source of funds. It also includes capital expenditures for the purpose of the organization's intramural R&D activities.

	R&D expenditures in thousands of dollars	
	2013/2014 Actual	2014/2015 Preliminary
Current expenditures related to Intramural (internal) R&D Include expenditures related to wages and salaries of in-house personnel; materials and supplies; contract payments to contractors working on-site within your organization's premises; as well as costs for personnel engaged in the administration of extramural (external) R&D contracts, grants and contributions.	123	124
Capital expenditures related to Intramural (internal) R&D Include purchases of land, buildings, machinery and equipment which will be amortized.	125	126
Extramural (external) R&D payments Include expenditures for R&D projects or programs paid to other organizations e.g., business enterprises or higher education institutions to perform R&D on behalf of your organization. Include contract payments, grants and contributions.	127	128
Sub-total Research and development expenditures (R&D)	129	130

B. Related scientific activities (RSA) include activities such as scientific data collection, information services and special services and studies.

Intramural (internal) RSA is defined as all expenditures for RSA performed within your organization by your personnel during a specific period, whatever the source of funds. It also includes capital expenditures for the purpose of the organization's intramural RSA activities.

	RSA expenditures in thousands of dollars	
	2013/2014 Actual	2014/2015 Preliminary
Current expenditures related to Intramural (internal) RSA Include expenditures related to wages and salaries of in-house personnel; materials and supplies; contract payments to contractors working on-site within your organization's premises; as well as costs for personnel engaged in the administration of extramural (external) RSA contracts, grants and contributions.	131	132
Capital expenditures related to Intramural (internal) RSA Include purchases of land, buildings, machinery and equipment which will be amortized.	133	134
Extramural (external) RSA payments Include expenditures for RSA projects or programs paid to other organizations e.g., business enterprises or higher education institutions to perform RSA on behalf of your organization. Include contract payments, grants and contributions.	135	136
Sub-total Related scientific activities (RSA)	137	138
C. Total science and technology (S&T) expenditures (addition of sub-totals A + B or cells 129 and 137, as well as cells 130 and 138)	139	140

2. Source of funds for intramural (internal) research and development (R&D) in the natural sciences and engineering

The purpose of this question is to determine the source of expenditures on R&D performed by your organization. Source of funds (financing)	Intramural R&D expenditures in thousands of dollars	
	2013/2014 Actual	
R&D budget of the provincial research organization (operating capital, grants and contributions)	141	
Federal government	142	
Provincial/Territorial government Including provincial government boards and municipal governments. Consider provincial corporations providing commercial services (e.g. power, railroad, subway, bus) as part of the Canadian business enterprise sector.	143	
Canadian business enterprises	144	
Other Canadian sources	145	
Foreign sources	146	
Total (equals the sum of cells 123 and 125)	147	

3. Personnel in full-time equivalent (FTE) engaged in scientific and technological activities in the natural sciences and engineering

The purpose of this question is to measure the number of personnel within your organization devoted to research and development and/or related scientific activities.

	2013/2014 Actual ¹	
	Personnel engaged in R&D	Personnel engaged in RSA
	Full-time equivalent ²	
Scientific and professional personnel Scientists, engineers, researchers, managers, administrators and executives	148 <input type="text"/>	149 <input type="text"/>
Supporting personnel Technicians and technologists	150 <input type="text"/>	151 <input type="text"/>
Other (include clerical, secretarial, administrative and operational)	152 <input type="text"/>	153 <input type="text"/>
Total personnel	154 <input type="text"/>	155 <input type="text"/>

1. On the last day of your fiscal year.

2. Full-time equivalent (FTE) – a measure of the time actually devoted to the conduct of scientific activities.

Example calculation: an employee who is engaged in scientific activities for half a year has a full-time equivalence of 0.5.

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: $FTE = 1 + \frac{1}{4} + \frac{1}{4} + \frac{1}{4} + \frac{1}{4} = 2.0$

Note: Personnel data reported should be consistent with expenditure data in question 1. For example, if intramural R&D or RSA expenditures are reported in question 1, then there should be personnel reported for each activity (R&D and/or RSA) in this question.

Comments:

Reasons for major changes in reported expenditures and personnel - In order to eliminate the necessity to verify discrepancies between this report and your last return (2012), please explain any significant changes.

General Information

Data-sharing agreements

To reduce respondent burden, Statistics Canada has entered into data-sharing agreements with provincial and territorial statistical agencies and other government organizations, which have agreed to keep the data confidential and use them only for statistical purposes. Statistics Canada will only share data from this survey with those organizations that have demonstrated a requirement to use the data.

Section 11 of the *Statistics Act* provides for the sharing of information with provincial and territorial statistical agencies that meet certain conditions. These agencies must have the legislative authority to collect the same information, on a mandatory basis, and the legislation must provide substantially the same provisions for confidentiality and penalties for disclosure of confidential information as the *Statistics Act*. Because these agencies have the legal authority to compel businesses to provide the same information, consent is not requested and businesses may not object to the sharing of the data.

For this survey, there are **Section 11** agreements with the provincial and territorial statistical agencies of New Brunswick, Quebec, Manitoba, Saskatchewan and the Yukon.

The shared data will be limited to information pertaining to business establishments located within the jurisdiction of the respective province or territory.

Section 12 of the *Statistics Act* provides for the sharing of information with federal, provincial or territorial government organizations. Under **Section 12**, you may refuse to share your information with any of these organizations by writing a letter of objection to the Chief Statistician and returning it with the completed questionnaire. Please specify the organizations with which you do not want to share your data.

For this survey, there are **Section 12** agreements with the statistical agencies of the Northwest Territories and Nunavut. For agreements with provincial and territorial government organizations, the shared data will be limited to information pertaining to business establishments located within the jurisdiction of the respective province or territory.

Record linkages

To enhance the data from this survey and to minimize the reporting burden, Statistics Canada may combine it with information from other surveys or from administrative sources.

INFORMATION COPY
DO NOT USE TO REPORT

Thank you for completing this questionnaire.

Please retain a copy for your records.

Please forward the completed questionnaire by January 9, 2015 to:

**Capital Investments
Investment, Science and Technology Division
Statistics Canada
Main Building, Room 1306
150 Tunney's Pasture Driveway
Ottawa, Ontario K1A 0T6**

For advice or assistance, please contact us at:

Email: istd-dist.information@statcan.gc.ca