Questionnaire

Please note that you need to respond to each and every question in the questionnaire below in order to get a response from our evaluation system. If any field is left blank the form will not be processed. If you do not have the information to complete any question or if the question is not applicable to your situation, please enter one of the following codes which would apply. To assist you in filling this questionnaire, explanation on various acronyms and meanings of most words are provided at the end of the questionnaire.

Code	Explanation
NA	Not applicable
NS	Not sure of the answer
NP	Not at present
MI	Do not understand the question. Please provide us with more information to enable us to answer
CU	Please contact us directly for the answer

Where requested for more details, you may provide detailed information in the comments section and quote the reference of the Questions No.

	Question	Response
Q 1.	Please complete the required information	Your First Name:_____ Last Name: _____ Company Name: _____ Address: _____ Postal Code: _____ Telephone Number: _____ Email Address: _____ Internet Address: www._____
Q 2.	How many employees in total are presently on your company payroll?	
Q 3.	Have you submitted an SR&ED claim before? If "Yes", please give brief details of your claim including date and outcome.	• No • Yes • Do not know
Q 4.	Have you completed or intend to complete any project that involves new technology[1]? If "Yes", please give details.	• No • Yes
Q 5.	Did you (or do you) have a hypothesis or premise before you started your project? If "Yes", please elaborate.	• No • Yes
Q 6.	What is the timeframe for your project?	• 3 months • 6 months • 1 year • Other: _____
Q 7.	Include enough detail to show that your project involves solving problems that are not routine.	

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Q 8.	Are the projects you have completed or intend to complete, scientific (=connected with, used in, science; guided by the rules of science), or technological in nature? If "Yes", please elaborate.	• No • Yes
Q 9.	Would your work improve any field of technology or technology in general? If "Yes", please give details. For example, explain the advance being sought from the perspective of the current technology or scientific knowledge that is available to your company. If your work was to create new, or improve existing materials, devices, products, or processes, what characteristics or capabilities not previously existing or available have been incorporated into a new or existing process or product that enhance their performance as a result of your work. (In other words, please explain how the work you are doing has not been attempted before and will improve or add value to a field of technology)	• No • Yes
Q 10	Does your project entail uncertainty (i.e. on the basis of normally available scientific or technological knowledge or experience, is it known if or how a given objective can be achieved)? If "Yes" please explain what scientific or technological uncertainty (=something that you were not sure would happen or not happen) you have to resolve to achieve the advancement in the above question.	
Q 11	Please select the area which your project would come under (you may select more than one if applicable)	• Electronics • Computer Sciences • Food Sciences • Agriculture • Plastics • Aerospace • Other: _____
Q 12	Please indicate whether your project would come under any of the following --→ (you may select more than one if applicable)	• Social Sciences or Humanities (i.e. dealing with people) • Market research or sales promotion • Quality Control • Routine testing, data collection, engineering or design • Style changes • Commercial production or use • Prospecting, exploring, drilling for or producing minerals, petroleum or natural gas
Q 13	What does your product do or offer to do, that has not been done before?	
Q 14	Have you carried out or intend to carry out systematic investigation (i.e. hypothesis → testing by experimentation or analysis → statement of conclusion) of your product? If "Yes", please provide details	• No • Yes

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Q 15	If contractors performed all or part of the work that you are claiming, describe what work the contractors performed and include a copy of the statement of work from the contract.	
Q 16	Can you provide dated documentation of the above process and the results?	• No • Yes
Q 17	Select which of the following documentation and evidence you have available for the SR&ED project relating to your product.	• Dated reports, notebooks, lab books, drawings or charts • Analysis of problems, test data and results • Prototypes • Previous versions of software • Records showing what was done by the personnel who are part of the claim • Original technological goals • Conclusions reached • Other: _____
Q 18	Can you provide evidence that the personnel carrying on the SR&ED work are qualified with suitable experience?	• No • Yes
Your response to the following questions will enable us to understand your project better and offer you assistance:		
Q 19	Have you applied for patent registration as part of your SR&ED project? If "Yes", please provide details.	• No • Yes
Q 20	Have you submitted an NRC/IRAP[5] /TPC[1] funding application? ? If "Yes", please provide details.	• No • Yes
Q 21	Have you submitted an R&D[4] funding application?	• No • Yes
Q 22	If you have applied for any of these registrations, please select the appropriate box/es?	• ISO[6] 9000:2000 • AS9000/9100 registration • NADCAP[9] registration • Other: _____
Q 23	If you have prepared any of the following for your project/s kindly select the appropriate boxes.	• Project Definition Statement • Process Flowcharts • Business Requirements / Functional Specifications • ISO[6] 9000:2000 documentation
Q 24	If you received funding under the Industrial Research Assistance Program (IRAP), please indicate the amount received and when you received it.	
Q 25	Have you carried out or intend to carry out Industrial research, Pre-competitive development, Studies, or Research and Development (R&D) work in any of the following areas:	• Environmental Technologies • Enabling Technologies • Aerospace and Defence See below** for details on each of the above.

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Q 26	Have you carried out or intend to carry out any of the following projects:	• Projects that advance environmental technologies • Projects that are innovative and sustainable • Projects that offer cost efficiencies over traditional methods • Projects where early and broad adoption in Canada promises tangible environmental benefits • Other: _____
Q 27	What is the value of your R&D project/s?	• Under $15,000 • $15,000 to $350,000 • $350,000 to $1,000,000 • Over $1,000,000
Q 28	Please select the type of activities your project involves:	• Technical feasibility studies, small-scale R&D, subcontracted or in-house • Short-term or small-scale technical assistance by an organization external to the company • Technical analysis and problem solving by consultants and subcontractors • Projects or problem-solving, utilizing a university or college level engineering or science student • Visits to government department laboratories, or to provincial research organizations or university laboratories
Comments:		

Thank you for completing the form. Your responses will enable us to determine your eligibility for various government and other programs. We will contact you shortly to explain your options. Please ensure that you have provided all contact information including your email address and secondary phone numbers for urgent contact.
If you have a Business Plan, please attach when responding to this questionnaire.

[1]TPC = Technology Partnerships Canada
[2]SR&ED = Scientific Research and Experimental Development
[3]CRA = Canada Revenue Agency (previously known as Revenue Canada)
[4]R&D = Research and Development
[5]NRC/IRAP = National Research Council Canada / Industrial Research Assistance Program
[6]ISO = International Organization for Standardization
[7]RFP = Request for Proposal
[8]ADR = Alternative Dispute Resolution
[9]NADCAP = National Aerospace and Defense Contractors Accreditation Program

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Term	Meaning
Analysis	Careful scrutiny of constituent parts in order to thoroughly understand the whole
Confidential	Denoting secrecy or confidence
Early and broad adoption	Carrying out a process or putting into place in advance
Environmental	The sum of surrounding objects, influences, and conditions; surroundings
Evidence	The basis for belief; that which constitutes proof of something
Experimentation	The act, process, or practice of running tests, trials, or experiments.
Hypothesis	An idea or suggestion, put forward as a starting-point for reasoning or explanation
Industrial research	Systematic investigation and study to obtain and analyze information, as about a theory, event, intellectual discipline, or the like
Patent	A government grant to an inventor, giving for a specified period the exclusive right to make, use, or sell an invented device, process, or the like
Pre-competitive	Prior to contending against others to win a desired goal or achieve a desired result.
Science	Knowledge arranged in an orderly manner, especially knowledge obtained by observation and testing of facts.
Studies	The act or process of using the mind to gain knowledge
Suitable experience	Qualified to work on the project e.g. job description
Technology/technological	Study, mastery and utilization of manufacturing and industrial methods; systematic application of knowledge to practical tasks in industry.
Tangible	Capable of being touched or perceived by touch
Testing	To undergo examination

Environmental Technologies:
Environmental technologies include sustainable resource management technologies, pollution prevention and control technologies, remediation technologies, and monitoring and assessment technologies. Examples of environmental technologies are:

- Development of sustainable alternatives (better conservation of energy, water and non-renewable resources)
- Pollution prevention through the development of clean process technologies (including clean car technologies)
- Pollution abatement (technologies that reduce waste or harmful emissions)
- Pollution remediation (clean-up and restoration technologies which address environmental degradation)

Enabling Technologies:
Enabling technologies are technologies that have the potential to significantly improve the performance and productivity of a wide range of Canadian industries. These include the following:

Advanced materials processes and applications - including innovations in ceramics, plastics, metals and metal alloys used in the design and development of new materials or improved materials, leading to real cost savings and superior performance;

Advanced manufacturing and processing technologies, such as laser applications, vision systems, advanced manufacturing technologies including computer-assisted design and engineering, and other innovative automation systems. These technologies are transforming major industries across Canada;

Applications of biotechnology are an innovation driver in agriculture and agri-food, aquaculture, mining and energy, forestry, and health care;

Applications of selected information technologies are the world's fastest growing sector, accounting for more than a third of Canada's industrial R&D expenditures. These include access technologies, such as telehealth and diagnostic imaging; advanced software technologies, such as electronic commerce and Internet software; microelectronic and optical technologies; and advanced infrastructure technologies, such as broadband network software and advanced wireless technologies.

Aerospace and Defence: (including defence conversion) focus on technologies in:

- Advanced avionics and electronics
- Aircraft engines and engine components
- Aircraft structures, components, systems and materials
- Simulation and modelling
- Space systems and components, including communications technologies.