

Identification of the organisation or centre

Amendments to the identification particulars (Complete only those sections subject to variation)

Name of the organisation or centre

NIF

Registered address (street, square, avenue, etc.)

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Postal code

Municipality

Province

Provincial code

Telephone

Fax

E-mail

Details of the person to be contacted, if necessary, for queries, clarifications or modifications regarding this questionnaire.

SIGNATURE OR SEAL

Mr./Ms.: _____

Post held: _____

Telephone _____ Fax: _____

E-mail: _____

Website: _____

Nature, characteristics and purpose

These statistics are within the framework of the General plan for statistics on science and technology promoted by the Statistics Office of the European Union (Eurostat). They have the main objective of ascertaining the resources that research organisations and centres spend on R&D, for the purpose of estimating the national effort in research.

They are conducted following recommendations of the OECD (Frascati Manual).

Statistical Legislation of compulsory compliance

Statistical Secrecy

The personal information obtained by the statistical services, both directly from the informants and from administrative sources, shall be subject to protection, and covered by **statistical secrecy** (article 13.1 of the Law on Public Statistical Services, of 9 May 1989, (LFEP)). All statistical staff will be obliged to maintain statistical secrecy (article 17.1 of the LFEP).

Obligation to provide data

Laws 4/1990 and 13/1996 establish the **obligation to provide the data** that is requested for the compilation of these Statistics.

The statistical services may request data from all individuals and companies, regardless of whether they are Spanish or foreign, resident in Spain (Article 10.1 of the LFEP).

All individuals and companies that provide data, regardless of whether their collaboration is compulsory or voluntary, **must respond in a true, exact and comprehensive manner within the stipulated deadline** to the questions outlined in due form by the statistical services (art. 10.2 of the LFEP).

In order to monitor compliance with these regulations, the LFEP (art. 48) grants the INE sanctioning capacity.

Failure to comply with the obligations envisaged in this Law, as related to statistics for state purposes, **shall be sanctioned** in accordance with the terms established in the regulations contained in this Heading (art. 48.1 of the LFEP).

Very serious infringements shall be sanctioned with fines ranging from **3,005.07 to 30,050.61 euros**. Serious infringements shall be sanctioned with fines ranging from **300.52 to 3,005.06 euros**. Minor infringements shall be sanctioned with fines ranging from **60.10 to 300.51 euros** (art. 51.1, 51.2 and 51.3 of the LFEP).

General considerations

For the purposes of these statistics, **the following are regarded as R&D activities:** *the group of creative activities undertaken systematically, in order to increase the flow of scientific and technical knowledge and use them to introduce new applications. This activity comprises basic research, applied research and experimental development. The latter leads to new devices, products, materials, processes, services or systems.*

The following are not included as R&D activities: education, scientific and technical information, collection of data of a general nature, routine trials, everyday standardisation work or other technological activities relating to production or use of known products or processes. Mineral exploration is not included either, when it is aimed at discovering exploitable reserves and not essentially an increase in basic geological knowledge.

The criterion distinguishing R&D from other activities is the presence or lack of a notable degree of creativity or innovation.

General instructions

Information unit: The information that is requested in this questionnaire refers to the unit, organisation or centre whose identification data appears on the front cover. The data requested refers to all of the units dependent on this.

Reference period: Data must refer to the target year of the statistics.

Form of recording the data: Write down the data clearly. Please do not write in the shaded areas. The financial data is requested in **euros with no decimals**.

Consignment term: This questionnaire, duly completed with the required information, must be returned within a term not exceeding **15 days** from time of receipt.

Please carefully read the annex before completing this questionnaire.

1. General data for the organisation or centre

1.1 List of centres whose research data is included in this questionnaire

Please enter the name, Tax Identification Number (NIF) and full address

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

1.2 Type of Administration on which it depends

Please mark where appropriate with an 'X':

State Administration	<input type="checkbox"/>	5
Autonomous	<input type="checkbox"/>	6
Local Administration (Regional Council,	<input type="checkbox"/>	7
PNPI* mainly controlled and/or financed by the	<input type="checkbox"/>	8

(*) PNPI: Private Non-Profit Institutions.

1.3 Institution type

Please mark where appropriate with an 'X':

Administrative service (of a ministry, department, regional council, municipal council, etc.)	<input type="checkbox"/>	1
Administrative autonomous organisation	<input type="checkbox"/>	2
Trade, industrial, financial or similar autonomous organisation	<input type="checkbox"/>	3
Other	<input type="checkbox"/>	4

1.4 Administrative unit immediately above, to which it responds

Please write the full name of the administrative unit immediately above

1.5 Functional dependency of health establishments

Only answer this question where the research body or centre identified on the cover of the questionnaire is a health establishment (hospital, clinic, sanatorium, hospital complex, etc.). Please mark the dependency of the centre with an 'X'.

I	<input type="checkbox"/>	1
Health Service of the Autonomous Community	<input type="checkbox"/>	2
Regional or Municipal Council (including Insular Council, Inter-	<input type="checkbox"/>	3
Other State Administration and Social Security units	<input type="checkbox"/>	4
Other	<input type="checkbox"/>	5
Another entity	<input type="checkbox"/>	6

(Please specify: other jointly-managed public bodies, private charitable, private non-charitable, foundations,

1.6 General expenditure of the institution or centre in 2013

Expenditure budget liquidated in 2013 _____

Total amount (euros without decimals) _____

2. Activities based on biological sciences and technologies in 2013

Biotechnology is the application of science and technology to living organisms, as well as to their parts, products or models, in order to alter living or inert material, for the purpose of producing knowledge, goods and/or services.

1. Does the centre carry out any activity based on science and technology applied to living organisms or compounds obtained from them, for the purpose of obtaining valuable knowledge or products? (Including biocomputing and nanobiotechnology)

YES ☐ NO ☐ → Go to section



3

If the answer is YES, please complete the Biotechnology Use Module

2. Please indicate the resources dedicated to activities based on biological sciences and technologies

The full-time equivalent (FTE) is the sum of the staff that works full-time and the fractions of time that the part-time staff works on activities based on biological sciences and technologies.

	Staff		Staff on FTE (1 decimal)		Total expenditure (euros without decimals)
	Total	Women	Total	Women	
Resources used:	_____	_____	_____	_____	_____

3. Staff employed in internal R&D activities in 2013

3.1 Staff employed in internal R&D, according to occupation

The full-time equivalent (FTE) is the sum of the staff that works full-time and the fractions of time that the part-time staff works on R&D activities. (See annex at the end of the questionnaire).

	Total	Women	Total on FTE (1 decimal)	Women on FTE (1 decimal)
Occupation				
1. Researchers (including interns in research/RPT*)	_____	_____	_____	_____
2. Technicians	_____	_____	_____	_____
3. Assistants	_____	_____	_____	_____
TOTAL STAFF (1+2+3)	_____	_____	_____	_____

Out of the researchers from point 1, please indicate the interns/RPT (*) in research

Hiring of external consultants to carry out internal R&D activities in 2013

Out of the **TOTAL STAFF**, please indicate the number of external consultants working "in situ" (if

Out of the **TOTAL FTE STAFF**, please indicate the number of external consultants working "in situ"

(*) RPT: Research Personnel in Training

3.2 Staff employed in internal R&D, according to qualification

Qualification	Staff in R&D			Researchers (including interns/RPT)		
	Total	Women	Total on FTE (1 decimal)	Total	Women	Total on FTE (1 decimal)
1. University doctorate-holders	_____	_____	_____	_____	_____	_____
2. University graduates, architects, engineers and the like	_____	_____	_____	_____	_____	_____
3. Diploma students, technical architects and engineers and the like	_____	_____	_____	_____	_____	_____
4. Advanced training cycles (Specific Vocational Training)	_____	_____	_____	_____	_____	_____
5. Intermediate training cycles, Post-Secondary qualification and the like	_____	_____	_____	_____	_____	_____
6. Other studies	_____	_____	_____	_____	_____	_____
TOTAL (1+2+3+4+5+6)	_____	_____	_____	_____	_____	_____

3.3 Distribution of staff in internal R&D, by Autonomous City and Community in which the organisation or centre carries out R&D activities in 2013

Autonomous City and Community	Staff in R&D				Researchers (including interns/RPT)			
	Total	Women	Total on FTE * (1 decimal)	Women on FTE* (1 decimal)	Total	Women	Total on FTE * (1 decimal)	Women on FTE* (1 decimal)
1. Andalucía		
2. Aragón		
3. Asturias, Principado de		
4. Balears, Illes		
5. Canarias		
6. Cantabria		
7. Castilla y León		
8. Castilla-La Mancha		
9. Cataluña		
10. Comunitat Valenciana		
11. Extremadura		
12. Galicia		
13. Madrid, Comunidad de		
14. Murcia, Región de		
15. Navarra, Comunidad Foral de		
16. País Vasco		
17. Rioja, La		
18. Ceuta		
19. Melilla		
TOTAL		

(*) FTE: Full-time equivalent.

3.4 Researchers, by sex and age group (including interns/RPT in research)

	All ages	Under 25 years of age	25 to 34 years old	35 to 44 years old	45 to 54 years old	55 to 64 years old	65 years old or over
Total							
Of them, women							

3.5 Researchers, by nationality and sex (including interns/RPT in research)

	Total researchers	Of them, women
Spain		
Rest of the EU ¹		
Other European countries		
North America		
Central America		
South America		
Asia		
Africa		
Oceania		
TOTAL		

¹ Rest of the European Union: Germany, Austria, Belgium, Bulgaria, Croatia, Cyprus, Denmark, Slovakia, Slovenia, Estonia, Finland, France, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, the United Kingdom, the Czech Republic, Romania and Sweden.

3.6 Staff dedicated to internal R&D activities, by scientific field or discipline

	Staff in R&D		Researchers (including interns/RPT)	
	Total	Women	Total	Women
1. Exact and natural sciences				
2. Engineering and technology				
3. Medical sciences				
4. Agrarian sciences				
5. Social sciences				
6. Humanities				
TOTAL				

4. Expenditure on R&D activities in 2013

4.1 Expenditure on internal R&D activities in 2013

Expenditure on remunerations shall be those corresponding to the total paid to the researchers on FTE and the total technicians and assistants on FTE specified in 3.1. For the rest of the parts of this section, expenditure shall be calculated as a percentage of the part that corresponds to R&D.

	Amount (euros without decimals)
1. Remunerations of researchers on FTE (including the remuneration of interns/RPT)	1
2. Remunerations of technicians and assistants on FTE	2
3. Other current expenses (without VAT or amortizations)	3
3.1 Out of the previous figure, please indicate the total cost of the hiring of external consultants working "in situ" to carry out internal R&D activities	
A. Total current expenditure on R&D (1+2+3) (1+2+3) (1+2+3)	A
- Equipment and instruments (without VAT)	4
- Land and buildings (without VAT)	5
- Acquisition of specific software for R&D (including licences) (without VAT)	6
B Total capital expenditure on R&D (4+5+6)	B
C. Total internal expenditure on R&D (A+B)	C

4.2 Financing of internal R&D expenditure in 2013

Breakdown of the total internal expenditure on R&D from question 4.1, according to the original source of the funds received for R&D. In section B. Public financing should differentiate between the origin of funds, by type of Financing Administration, including within it the budgetary resources of the organisation, subsidies, loans, contracts, etc., according to the type of administration on which it depends.

Source of the funds	Amount (euros without decimals)
A. Financed by the actual organisation or centre	
- (This includes inheritance income, refundable loans and income from sales or provision of services)	1
B. Public financing	
- From the State Administration and its Autonomous Institutions (AI)	1
- From the State Administration to which it belongs (where appropriate) and its AI	2
- From other Autonomous administrations and their AI	3
- From local administrations	4
C. Other domestic sources to carry out R&D	
- From public companies	1
- From private companies and research associations	2
- From public universities	3
- From private universities	4
- Private Non-Profit Institutions	5
D. Funds from abroad for carrying out R&D	
- From foreign companies	1
- From European Union programmes	2
- From foreign public administrations	3
- From foreign universities	4
- From foreign Private Non-Profit Institutions	5
- From other international organisations	6
Total internal expenditure on R&D (this must coincide with 4.1.C)	

4.3 Expenditure in internal R&D, by Autonomous City and Community in 2013

Please distribute the total internal expenditure on R&D indicated in question 4.1, according to the Autonomous City and Community in which the R&D activities have been carried out.

Autonomous City and Community		Amount (euros without decimals)
	1	
1. Andalucía	2	
2. Aragón	3	
3. Asturias, Principado de	4	
4. Balears, Illes	5	
5. Canarias	6	
6. Cantabria	7	
7. Castilla y León	8	
8. Castilla-La Mancha	9	
9. Cataluña	10	
10. Comunitat Valenciana	11	
11. Extremadura	12	
12. Galicia	13	
13. Madrid, Comunidad de	14	
14. Murcia, Región de	15	
15. Navarra, Comunidad Foral de	16	
16. País Vasco	17	
17. Rioja, La	18	
18. Ceuta	19	
19. Melilla		
Total internal expenditure on R&D (this must coincide with 4.1.C)		

4.4 Socio-economic objective

Please break down, as a percentage, the R&D expenditure that the organisation or centre has incurred in 2013, according to the socio-economic purpose or objective of the research (do not write decimals), and check that the sum of percentages is 100%.

		%			
1. Exploration and exploitation of the land media and of the atmosphere	1				%
2. Control and care of the environment	2				%
3. Exploration and exploitation of space	3				%
4.1 Transport and telecommunications systems	4.1				%
4.2 Other infrastructures	4.2				%
5. Production, distribution and rational use of energy	5				%
6. Industrial production and technology	6				%
7. Protection and improvement of human health	7				%
8. Development of agriculture, livestock breeding, forestry and fishing	8				%
9. Education	9				%
10. Culture, leisure, religion and communication	10				%
11. Political and social systems, structures and processes	11				%
12. Unguided research	12				%
13. Defence	13				%
TOTAL		1	0	0	%

4.5 Research expenditure on the protection and improvement of human health

If in the previous question (4.4 Socio-economic objective) there is a percentage of expenditure on R&D in point 7. Protection and improvement of human health, please indicate the expenditure, according to the Autonomous City and Community in which the health research is carried out.
(The percentage from point 7. Protection and improvement of human health, multiplied by the total research expenditure of the centre, must be equal to the expenditure on research in the protection and improvement of human health)

Autonomous Community	Amount (euros without decimals)
1. Andalucía	
2. Aragón	
3. Asturias, Principado de	
4. Balears, Illes	
5. Canarias	
6. Cantabria	
7. Castilla y León	
8. Castilla-La Mancha	
9. Cataluña	
10. Comunitat Valenciana	
11. Extremadura	
12. Galicia	
13. Madrid, Comunidad de	
14. Murcia, Región de	
15. Navarra, Comunidad Foral de	
16. País Vasco	
17. Rioja, La	
18. Ceuta	
19. Melilla	
Total expenditure on research in the protection and improvement of human health	

4.6 Research predoctoral contracts and grants

Please estimate the total value of the research predoctoral contracts and grants received in the year 2013 by the research personnel in training (RPT) and interns listed in section 3.1. This figure must be included in the remuneration of researchers from question 4.1.

	Amount (euros without decimals)
1. Research predoctoral contracts and grants	

4.7 Type of research

Please break down, as a percentage, the CURRENT internal expenditure on R&D that the organisation or centre has incurred in 2013, according to the following classification (do not write decimals, and check that the sum of the column is 100%).

1. Fundamental or basic research	1				%
2. Applied research	2				%
3. Experimental research	3				%
TOTAL		1	0	0	%

4.8 Internal R&D activities anticipated for 2014

	Staff on FTE* (1 decimal)	Internal expenditure on R&D (euros without decimals)
Resources anticipated for the year 2014		
(*) FTE: Full-time equivalent.		

4.9 Purchase of external R&D services in 2013

This is caused by the acquisition of R&D services outside of the organisation or centre, via contract, agreement, etc. It does not include institutional quotas for financing other public or private organisations, ... not implying a direct purchase of R&D.

	Amount (euros without decimals)
A. Purchase of R&D services in Spain (without VAT)	
- From companies	1
- From Public Administration bodies	2
- From universities	3
- From Private Non-Profit Institutions	4
B. Purchase of R&D services abroad (without taxes)	
- From foreign companies	1
- From foreign public administrations	2
- From foreign universities	3
- From foreign Private Non-Profit Institutions	4
- From other international organisations	5
C. Total purchase of R&D services (A+B)	

5. In 2013, did the organisation carry out any internal R&D activity using or containing free software?

Free software refers to that software that respects the freedom of users over the acquired product, and therefore, once obtained, it can be freely used, copied, studied, exchanged and redistributed.

YES ☐

NO ☐

6. Innovation in the 2011-2013 period

Innovation is the implementation of a **new or significantly improved** product (good or service) or process. The minimum requirement for an innovation being considered as such is that the good, service or process is new (or significantly improved) for the centre.

6.1 Innovation in products (goods or services)

Innovation in products is the implementation of a good or service which is **new or significantly improved** in its features or in its potential uses. **Examples:** education innovation projects, development of massive open online courses (MOOC), elearning courses, Open Course Ware, systems of scoring and assessment improvement, use of Moodle platform...

6.1.1 During the 2011-2013 period, did the university implement any...

	<u>YES</u>	<u>NO</u>
... innovation in goods? (new or significantly improved goods)	<input type="checkbox"/>	<input type="checkbox"/>
... innovation in services? (new or significantly improved services)	<input type="checkbox"/>	<input type="checkbox"/>

6.1.2 Brief description of the most important product innovation

6.2 Innovation in processes

Innovation in processes consists on the implementation of production processes (for data, for medical diagnosis,...), distribution methods or support activities for their goods and services, which are **new or make a significant improvement**. Innovations which are solely organizational are excluded. **Examples:** new ICT-supported teaching methods, implementation of social networks as a support for training, implementation of the virtual classroom...

6.2.1 During the 2011-2013 period, did the university implement any...

	<u>YES</u>	<u>NO</u>
... good or service production method that was new or significantly improved?	<input type="checkbox"/>	<input type="checkbox"/>
... logistical system or delivery or distribution method for its supplies, goods or services, which was new or significantly improved?	<input type="checkbox"/>	<input type="checkbox"/>
... support activity for its processes, such as purchase or accounting maintenance systems or computing operations, which was new or significantly improved?	<input type="checkbox"/>	<input type="checkbox"/>

6.2.2 Brief description of the most important process innovation

7. How long did it take to complete this questionnaire?

Including the time required to collect the information necessary to do so

Hours

Observations

The National Statistics Institute would like to thank you for your cooperation