

## Identification of the university

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

University name \_\_\_\_\_ NIF \_\_\_\_\_

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

Postal code \_\_\_\_\_ Municipality \_\_\_\_\_

Province \_\_\_\_\_ Code Province \_\_\_\_\_ 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 universities 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 legal entities 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 regulation, 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 university whose identification data appears on the front cover. The data requested refers to all of the schools, institutes, etc., of the university in Spain, which shall be included in a single questionnaire.

**Reference period**: The data must refer to the target year of the statistics, otherwise to the 2011-2012 academic year.

**Structure of the questionnaire**: the questionnaire consists of six sections:

1. General data for the university
2. Staff employed in internal R&D activities in 2012
3. Expenditure on R&D activities in 2012
4. Activities based on biological sciences and technologies in 2012
5. In 2012, did the organisation carry out any internal R&D activity using or containing free software?
6. How long did it take to complete this questionnaire?

**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.

## 1. General data for the university

### 1.1 Please list the research centres, foundations and university institutes (their own, attached, mixed or interuniversity) whose research data is in this questionnaire

Please enter the name and Tax Identification Number (NIF)

1		21	
2		22	
3		23	
4		24	
5		25	
6		26	
7		27	
8		28	
9		29	
10		30	
11		31	
12		32	
13		33	
14		34	
15		35	
16		36	
17		37	
18		38	

19 _____ 20 _____	39 _____ 40 _____
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## 1.2 Please list the rest of the research centres dependent on the university whose research data is not 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	_____
11	_____
12	_____
13	_____
14	_____

## 1.3 Budget of the university

	Amount (euros without decimals)
Budget paid in 2012 _____	_____

## 1.4 General university expenditure in 2012

	Amount (euros without decimals)
Budget paid in 2012 _____	_____
1. Expenditure on teaching staff _____	1 _____
2. Expenditure on non-teaching staff _____	2 _____
3. Expenditure on goods and services _____	3 _____
4. Investment in equipment and instruments _____	4 _____
5. Investment in land and buildings _____	5 _____
6. Other expenses _____	6 _____
<b>TOTAL (1+2+3+4+5+6)</b> _____	_____

## 2. Staff employed in internal R&D activities in 2012

### 2.1 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 instruction sheet attached).

Occupation	Total	Women	Total on FTE * (1 decimal)	Women on FTE* (1 decimal)
1. Researchers (including interns in research) _____	_____	_____	.	.
2. Technicians _____	_____	_____	.	.
3. Assistants _____	_____	_____	.	.
<b>TOTAL STAFF (1+2+3)</b> _____	_____	_____	.	.
<b>Out of the researchers from point 1, please indicate the interns in research</b> _____	_____	_____	.	.

### Hiring of external consultants to carry out internal R&D activities in 2012

Out of the TOTAL STAFF, please indicate the number of external consultants working "in situ" (if any)	_____
Out of the TOTAL FTE STAFF, please indicate the number of external consultants working "in situ" (if any)	_____

## 2.2 Staff employed in internal R&D, according to qualification

Qualification	Staff in R&D			Researchers (including interns)		
	Total	Women	Total on FTE * (1 decimal)	Total	Women	Total on FTE * (1 decimal)
1. University doctorate-holders			.			.
2. University graduates,degrees, 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 qualifications and the like			.			.
6. Other studies			.			.
<b>TOTAL (1+2+3+4+5+6)</b>			.			.

## 2.3. Distribution of staff in internal R&D, by Autonomous Cities and Communities in which the university carries out R&D activities in 2012

Autonomous Cities and Communities	Staff in R&D				Researchers (including interns)			
	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			.	.			.	.
<b>TOTAL</b>			.	.			.	.

(\*) FTE: Full-time equivalent.

**2.4 Researchers, by sex and age group** (including interns 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 researchers							
Of them, women							

**2.5 Researchers by nationality and sex** (including interns in research)

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

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

## 2.6 Staff dedicated to internal R&D activities, by scientific field or discipline and category

		Staff in R&D		Researchers (including interns)	
		Total	Women	Total	Women
<b>1. Exact and natural sciences</b>	1. University professors and emeritus professors				
	2. Lecturers, university school professors and visiting lecturers				
	3. Doctoral assistants and hired doctorate-holders				
	4. University school degree-holders, associates, assistants, collaborators, workshops supervisors, etc.				
	5. Other				
<b>2. Engineering and technology</b>	1. University professors and emeritus professors				
	Lecturers, university school professors and visiting lecturers				
	3. Doctoral assistants and hired doctorate-holders				
	4. University school degree-holders, associates, assistants, collaborators, workshops supervisors,				
	5. Other				
<b>3. Medical sciences</b>	1. University professors and emeritus professors				
	2. Lecturers, university school professors and visiting lecturers				
	3. Doctoral assistants and hired doctorate-holders				
	4. University school degree-holders, associates, assistants, collaborators, workshops supervisors,				
	5. Other				
<b>4. Agrarian sciences</b>	1. University professors and emeritus professors				
	2. Lecturers, university school professors and visiting lecturers				
	3. Doctoral assistants and hired doctorate-holders				
	4. University school degree-holders, associates, assistants, collaborators, workshops supervisors,				
	5. Other				
<b>5. Social sciences</b>	1. University professors and emeritus professors				
	2. Lecturers, university school professors and visiting lecturers				
	3. Doctoral assistants and hired doctorate-holders				
	4. University school degree-holders, associates, assistants, collaborators, workshops supervisors,				
	5. Other				
<b>6. Humanities</b>	1. University professors and emeritus professors				
	2. Lecturers, university school professors and visiting lecturers				
	3. Doctoral assistants and hired doctorate-holders				
	4. University school degree-holders, associates, assistants, collaborators, workshops supervisors,				
	5. Other				
<b>TOTAL (1+2+3+4+5+6)</b>					

## 3. Expenditure on R&D activities in 2012

### 3.1 Expenditure on internal R&D activities in 2012

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 2.1. For the rest of the parts, 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)	1
2. Remunerations of technicians and assistants	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	
<b>A. Total current expenditure on R&amp;D (1+2+3)</b>	<b>A</b>

4. Equipment and instruments (without VAT)	4	
5. Land and buildings (without VAT)	5	
6. Acquisition of specific software for R&D (including licences) (without VAT)	6	
<b>B. Total capital expenses on R&amp;D (4+5+6)</b>	<b>B</b>	
<b>C. Total internal expenditure on R&amp;D (A+B)</b>	<b>C</b>	

### 3.2 Financing of internal R&D expenditure in 2012

Breakdown of the total internal expenditure on R&D according to the original source of the funds received for R&D. A distinction should be made between **general university funds** (that is, the part earmarked by the university for R&D of the general subsidy received from the General Administration of the State (Ministry of Education, Social Policy and Sport) or from the Autonomous Administrations, **own funds** generated by the university (from allocation income, share and asset portfolios, as well as income stemming from the sale of services that are not R&D, such as academic fees, magazine subscriptions, sale of serum or agricultural products, etc., as well as refundable loans) and **specific funds** received for carrying out R&D. In the case of specific funds from public organisations for carrying out R&D, a distinction will be made between subsidies (including non-refundable loans) and contracts (including R&D purchases).

Source of the funds	Amount (euros without decimals)	
<b>1. General university funds earmarked for R&amp;D</b>		
- General subsidy received from the General Administration of the State (Ministry of Education, etc.)	1	
- General subsidy received from the Autonomous Administration	2	
<b>2. Own funds</b> (including refundable loans, and the sale of goods and services other than R&D)		
<b>3. Specific funds for carrying out R&amp;D</b>		
<b>A. Public financing</b>		
- R&D subsidies from the State Administration and Social Security	1	
- R&D contracts with the State Administration and Social Security	2	
- R&D subsidies with the Autonomous Administrations	3	
- R&D contracts with the Autonomous Administrations	4	
- Subsidies for R&D from the Local Administrations	5	
- Contracts for R&D from the Local Administrations	6	
<b>B. Other domestic sources to carry out R&amp;D</b>		
- From public companies	1	
- From private companies and research associations	2	
- From other public universities	3	
- From other private universities	4	
- From Private Non-Profit Institutions	5	
<b>C. Funds from abroad for carrying out R&amp;D</b>		
- 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	
<b>Total internal expenditure on R&amp;D</b> (this must coincide with 3.1.C)		

### 3.3 Expenditure on internal R&D by Autonomous Cities and Communities in 2012

Please distribute the total internal expenditure on R&D indicated in question 3.1, according to the Autonomous City and Community in which the R&D activities have been carried out.

Autonomous Cities and Communities	Amount (euros without decimals)	
1. Andalucía	1	
2. Aragón	2	
3. Asturias, Principado de	3	
4. Balears, Illes	4	
5. Canarias	5	
6. Cantabria	6	
7. Castilla y León	7	
8. Castilla – La Mancha	8	
9. Cataluña	9	
10. Comunitat Valenciana	10	
11. Extremadura	11	
12. Galicia	12	
13. Madrid, Comunidad de	13	
14. Murcia, Región de	14	
15. Navarra, Comunidad Foral de	15	

16. País Vasco	16	
17. Rioja, La	17	
18. Ceuta	18	
19. Melilla	19	
<b>Total internal expenditure on R&amp;D</b> (this must coincide with 3.1.C)		

3.4 Socio-economic objective

Please break down, as a percentage, the internal expenditure on R&D that the university has incurred in 2012, according to the socio-economic purpose or objective of the research (do not write decimals), and check that the sum of the 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			%
<b>TOTAL</b>		1	0	0 %

3.5 Research expenditure on the protection and improvement of human health

If in the previous question (3.4 Socio-economic objective) there is a percentage of internal 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 Cities and Communities	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	
<b>Total expenditure on research in the protection and improvement of human health</b>	

3.6 Research grants

Please estimate the total value of the grants received in the year 2012 by the research interns listed in section 2.1, irregardless of the type of grant and the organisation that has granted it to them. This figure must be included in the remuneration of researchers from question 3.1.

	Amount (euros without decimals)
1. Research grants	1

### 3.7 Type of research

Please break down, as a percentage, the CURRENT internal expenditure that the university has incurred in 2012, 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	<table><tr><td> </td><td> </td><td> </td></tr></table>				%
2. Applied research	_____	2	<table><tr><td> </td><td> </td><td> </td></tr></table>				%
3. Experimental research	_____	3	<table><tr><td> </td><td> </td><td> </td></tr></table>				%
<b>TOTAL</b>			<table><tr><td>1</td><td>0</td><td>0</td></tr></table>	1	0	0	%
1	0	0					

### 3.8 Internal R&D activities anticipated for 2013

	Staff in R&D, on FTE* (1 decimal)	Internal expenditure on R&D (euros with no decimals)
Resources anticipated for the year 2013	_____	_____

(\*) FTE: Full time equivalent.

### 3.9 Purchase of external R&D services in 2012

This is caused by the acquisition of R&D services outside of the university, via contract, agreement, etc. Please do not include institutional fees to finance other public or private, or international bodies, etc. not implying a direct purchase of R&D.

	Amount (euros without decimals)
<b>A. Purchase of R&amp;D services in Spain (without VAT)</b>	
- From companies	1 _____
- From Public Administration bodies	2 _____
- From universities	3 _____
- From Private Non-Profit Institutions	4 _____
<b>B. Purchase of R&amp;D services abroad (without taxes)</b>	
- 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 _____
<b>C. Total purchase of R&amp;D services (A+B)</b>	_____

### 4. Activities based on biological sciences and technologies in 2012

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 **5**

↓

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:	_____	_____	_____	_____	_____

### 5. In 2012, did the university 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. How long did it take to complete this questionnaire?

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

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 Hours

### Observations

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