

**Federal Science Expenditures and Personnel
2003/2004**

**GUIDE TO THE COLLECTION OF
PAYMENTS TO EXTRAMURAL PERFORMERS
FOR SCIENTIFIC ACTIVITIES**

2001/2002

FOR INFORMATION ONLY

Introduction

The following guide is intended to provide definitions of and explanatory notes on natural sciences, social sciences, scientific and technological activities, performance sectors and other relevant terms. We hope these provisions will aid in the accurate completion of the "**Payments to Extramural Performers for Scientific Activities Survey**".

Part 1 Science Type

- 1.1 The **natural sciences** consist of disciplines concerned with understanding, exploring, developing or utilizing the natural world. Included are the engineering, mathematical, life and physical sciences.
- 1.2 The term **social sciences** is to be regarded as synonymous with social sciences and humanities and thus embraces all disciplines involving the study of human actions and conditions and the social, economic and institutional mechanisms affecting humans. Included are such disciplines as anthropology, business administration and commerce, communications, criminology, demography, economics, geography, history, languages, literature and linguistics, law, library science, philosophy, political science, psychology, religious studies, social work, sociology, and urban and regional studies.

Part 2 Activities

- 2.1 Scientific and technological (S&T) activities are required for the generation, dissemination or initial application of the new S&T knowledge. The central activity is scientific **research and experimental development (R&D)**. R&D comprise creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of humans their culture and society and the use of this stock of knowledge to devise new applications.
- 2.2 In addition, there are a number of activities closely related to R&D, and are termed **related scientific activities (RSA)**. Those identified as being appropriate for the federal government in the **natural sciences** are: scientific data collection, information services (testing and standardization, feasibility studies), special services and studies, education support, and museum services. Those identified as being appropriate for the federal government in the **social sciences** are: general purpose data collection, information services (economic and feasibility studies, operations and policy studies), education support, and museum services.

Part 3 Payment Type

- 3.1 **Contracts** - payments to organizations or individuals outside the federal government for the conduct of S&T by the recipient. The administration of contracts is an intramural cost as are support or service contracts and should therefore not be included in this exercise.
- 3.2 **Grants and contributions** - awards to organizations or individuals for the conduct of S&T and intended to benefit the recipients rather than provide the program with goods, services or information. Contributions and Fellowships should be considered as grants. The administration of grants and contributions is an intramural cost and should therefore not be included in this exercise.

Part 4 Performers

The performer is equivalent to the sector in which the scientific activity is conducted. The basic distinction is between intramural and extramural performance. Only extramural payments are requested in this exercise. The appropriate extramural performers are Business enterprise, Higher education, Canadian non-profit institutions, Canadian provincial and municipal governments, foreign performers, and other performers.

- 4.1 **Business enterprise** - business and government enterprises including public utilities and government-owned firms. Incorporated consultants providing scientific and engineering services are also included. Industrial research institutes located at Canadian universities are considered to be in the university sector.
- 4.2 **Higher education** - including affiliated institutes owned, administered or staffed by universities
- 4.3 **Canadian non-profit institutions** - charitable foundations, voluntary health organizations, scientific and professional societies, and other organizations not established to earn profits. Non-profit institutions primarily serving or controlled by another sector should be included in the controlling sector (e.g. the Pulp and Paper Research Institute is in Canadian industry).
- 4.4 **Canadian provincial and municipal governments** - departments and agencies of these governments. Government enterprises, such as provincial utilities are included in the Canadian industry sector, and hospitals in the Canadian non-profit institutions sector.
- 4.5 **Foreign performers** - all foreign government agencies, foreign companies (including foreign subsidiaries of Canadian firms), international organizations, non-resident foreign nationals and Canadians studying or teaching abroad.
- 4.6 **Other Canadian performers** - include provincial research councils, and individuals or organizations in Canada not belonging to any of the above sectors.

Please contact **Lloyd Lizotte** at (613) 951-2183 with any problems or inquiries pertaining to the definitions, or the survey.

Payments to extramural performers for scientific activities 2001/2002

Departments and agencies of the federal government are asked to identify the recipients of their scientific payments. We are requesting a detailed listing of the recipients of federal payments made in connection with a scientific activity.

Please provide us with a list of 2001/2002 science payments, including:

- (1) name and address of the organization or individual receiving the payment;
- (2) amount in (\$'000) ; Please see note (1) of guidelines on next page.
- (3) field of science: natural or social;
- (4) type of payment: grant, contract or contribution;
- (5) activity carried out by the performer: Research and Development (R&D) or a Related Scientific Activity (RSA);
- (6) performing sectors: business enterprise, higher education, Canadian non-profit institutions, provincial and municipal governments, foreign performers, other Canadian performers;
- (7) name of program (if applicable) - e.g. Technology Outreach Program (TOP).

A suggested format is given below:

Name and Address	Amount (\$'000)	Science	Activity	Payment Type	Performer
XXX Company Limited 123 First Street Regina, Saskatchewan S5R 6R8	123	Natural	R&D	Contract	Business enterprise
YYY Company Limited 345 Second Street Vancouver, British Columbia V5A 2T5	350	Natural	R&D	Grant	Business enterprise

Lists containing the required data in some other format including tapes or diskettes are acceptable.

Expenditures reported on this submission should be equal to the 2001/2002 extramural expenditures, by sector and activity, reported on the 2003/2004 Federal science expenditures and personnel (FSEP).

For further clarification of terms and definitions, please refer to the enclosed guide.

This information is being collected jointly on behalf of Statistics Canada and Industry Canada under Section 12 of the Statistics Act which states:

"The Minister may enter into an agreement with any department of any municipal or other corporation for the exchange of information collected jointly with such department or corporation from a respondent and for subsequent tabulation or publication based on such information."

Included in this section of the act is the following provision:

"The agreement shall not apply in respect of any respondent who gives notice in writing to the Chief Statistician that he/she objects to the sharing of the information between Statistics Canada and the department or corporation as the case may be."

Statistics Canada and Industry Canada have such an agreement for sharing information gathered in this exercise. The joint agreement shall not apply to data provided by a department or agency which has given the required notice to the office of the Chief Statistician.

When such notice has been given, such specified data will be held by Statistics Canada alone, as provided for in the Statistics Act. Industry Canada and Statistics Canada will maintain as confidential, data obtained under this agreement.

Please forward the completed list by January 17, 2003 directly to:

Science, Innovation and Electronic Information Division
Statistics Canada
7th Floor, Section O, R.H.-Coats Building
Tunney's Pasture
Ottawa, Ontario
K1A 0T6

For advice or assistance, please call **Lloyd Lizotte** at (613) 951-2188.

SOME GUIDELINES:

(1) **Small Contracts**

Special attention should be given to contracts under \$50,000. It has been found that the majority of these contracts are for services or in support of in-house research projects, (i.e. does not qualify as an extramural payment).

Support or service contracts should **not** be included with extramural payments. They are defined as contracts to an outside institution or individual to provide goods or services necessary to support in-house R&D programs and should be reported intramurally as supporting contracts on the FSEP. Examples are contracts with data processing firms for computing services, maintenance contracts for R&D facilities, or procurement contracts for specialized equipment which is not considered capital.

Whenever possible, true R&D contracts of less than \$50,000 can be aggregated and reported by science, activity and payment type, region and performing sector.

(2) **Recipients of payments to be classified as "other Canadian performers"**

Grants to universities on behalf of individuals can be included with the institution in the "Higher education" sector, while those made directly to the student without any indicated university affiliation should be included with "other Canadian performers".

Payments to Provincial Research Organizations or Councils should always be included with "other Canadian performers".

(3) **Discrepancies**

Reasons for large discrepancies in expenditures reported on this form and the actual year in the 2003/2004 FSEP should be explained in your covering letter.