

Science, Innovation and Electronic Information Division

Survey of Business Incubation 2007

Confidential when completed

Si vous préférez ce questionnaire en français, veuillez nous appeler au (613) 951-6830

Correct as required Company name	
Establishment name	
C/O	
Address	
City	
Province/Territory	Postal code

INFORMATION FOR RESPONDENTS

Survey Objective

This survey collects data that are essential to assure the availability of pertinent statistical information to monitor science and technology related activities in Canada. Data will also be used to support the development of science and technology policies.

Confidentiality

Statistics Canada is prohibited from publishing any statistics that would divulge information obtained from this survey that relates to any identifiable business, institution or individual without the previous written consent of that business, institution or individual. The data reported on this question, and will be treated in confidence, used for statistical purposes and published in aggregate for a only. To enhance its usefulness, Statistics Canada will create a database combining individual responses from this survey with other information that Charlestos Canada has from other surveys of from administrative records. The confidentiality provisions of the Statistics Act are not affected by either the Access to Information Act or any other Logislation.

Authority

This survey is conducted under the Authority of the Statistics Act, 1985, c. S-19). Completion of this question airs is a legal requirement under the Statistics Act.

Fearral-Provincial Agreement

1.5 avoid duplication of inquiry, to reduce the cost of collection and to provide consistent statistics, an agreement has been made with the Institut de la statistique du Québec, under Section 11 of the Statistics Act, Revised Statutes of Canada, where data on firms located or operating in Québec will be transmitted to the Institut de la statistique du Québec. The Statistics Act of Québec includes the same provision for confidentiality and penalties for disclosure of information as the federal Statistics Act.

Assistance

If you have questions about this survey or require assistance to complete the questionnaire, please contact Rad Joseph at toll free 1-866-263-3840, 1-613-951-683, or email robert.joseph@statcan.ca

RESOURCE PERSON					
Name of person who completed questionnaire:	Position / Title:				
00001	00002				
Telephone number:	E-mail:				
00003	00004				
Name of parent organization:	Name of unit providing business incubator services:				
00005	00006				



Statistics Canada Statistique Canada



5-5300-525.1: 2008-11-25 STC/SAT-465-75397 SQC/SAT-645-75397

When completing the questionnaire, please report for your fiscal year ending during the 2006/2007 period.

Please specif	y the ending	month of	your fiscal	year:
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Month:		01000	Year			01001

Reporting unit(s)

Please complete a separate questionnaire for each **business unit** providing business or technology incubation services within your organization.

For a private company, a business unit generally corresponds to an establishment. For a public or non-profit organization such as a university, college, hospital or government department, a business unit may be any distinguishable office or program.

Definitions

Business incubation services include providing space, services, advice and support a signed to assist new and growing businesses to become established and profitable.

Technology incubation services include providing space, services, advice and support designed to assist businesses in developing new technologies.

Survey eligibility

This question establishes your requirements to complete the remainder of the questionnaire

			Yes	No 3
i)	Is providing business incubation services to companies one of the main activities of your business unit?	01010	0	0
ii)	Is providing technology incubation services to companies one of the main activities of your business unit?	01011	0	0

If the answer to <u>both questions</u> above is 'No", **do <u>NOT</u>** complete the remainder of the questionnaire. Please return the questionnaire in u. envelope provided within 10 working days. Thank you.

SECTION A: Affiliation of incubator

1a) This business unit is legally (Mark one only):
01100 O An incorporated private for-profit firm
01101 O Part of a larger incorporated private for-profit firm
01102 O An incorporated not-for-profit firm
01103 O Part of a university, college or hospital
01104 O Part of a federal government department or agency
01105 O Part of a provincial government department or agency
01106 O Part of a municipal or regional government department or agency
b) This business unit is co-located with (Mark all that apply):
01200 O A university, college or hospital
01201 O A federal government laboratory
01202 O An incorporated private for-profit firm
01203 O A larger incorporated private for-profit firm
01204 O An incorporated not-for-profit firm
01205 O A federal government department or agency
01206 O A provincial government department or agency
01207 O A municipal or regional government departn. າກເ or agency
01208 O Not co-located
c) Who are the main partners or stak sholders that participate in the operation of your business unit? (Mark all that apply)
01300 O Federal government
01301 O Provincial gover ment
01302 O Municip al a id/or Regional government
01303 O Un'vers. /
01304 Compunity college
01305 O Pri rate company (for profit)
01306 O Private non-profit organization
01307 O Lending institution
01308 O No partners or stakeholders
01309 Other, please specify 01309 txt:

SECTION B: Human resources
2 a) How many people were employed (paid or unpaid) to operate your business unit in 2006/2007?
i) Number full-time (30 or more hours/week): 02100
ii) Number part-time (fewer than 30 hours per week): 02101
b) How many professional staff (managers, scientists, senior technical advisors, mentors) were employed (paid or unpaid) by your business unit in 2006/2007?
i) Number full-time (30 or more hours/week): 02200
ii) Number part-time (fewer than 30 hours per week): 02201
c) Are there plans for more full-time employees in your business unit in 2007/2008? 0230.
O Yes 1 O No 3
SECTION C: Physical facilities
3 a) When did your unit begin providing incubation services? Year 03100
b) Does your incubation unit <u>rent space</u> to clients? 03200
O Yes 1 O No 3 (if your business unit does not rent space, please proceed to Section D on page 4)
c) When did your unit <u>begin</u> renting space to clients?
Year 03300
d) What was the total floor space a allable for rent to clients in 2006/2007?
Number of square meters: 03400
OR Number of squa. ? feet: 03401
e) What was the <u>maxin num</u> amount of space rented by clients during the reference year in 2006/2007?

Number o. square meters: | _ | _ | _ | _ 03500

OR Number of square feet: | _ | _ | _ | 03501

SECTION D: Sources of funds

4) Please specify the <u>sources of funds</u> for the incubation activities of your business unit during your fiscal year 2006/2007 (estimates are acceptable)

Sources of funds:		Canadian dollars (actual)
Federal government grants/contributions	04000	\$
Provincial government grants/contributions	04001	\$
Municipal or regional government grants/contributions	04002	\$
Operating funds from parent organization	04003	
University or college and hospital funds	04004	\$
Rent from clients	74005	\$
Fees from clients	4006	\$
Funds from private companies	04007	\$
Loans	04008	\$
Cashed-in equity from current or former clients	04009	\$
Other, please specify 04010 txt:	04010	\$

SECTION E: Objectives

5) Please rate the importance of the $\underline{\text{objectives}}$ of your program

		Degree of importance				
Goal	High 5	Medium 3	Low	Not applicable		
Creating jobs in the local community 05000	0	0	0	0		
Diversifying local economies 0500	0	0	0	0		
Creating international partnerships 05002	0	0	0	0		
Building or accelerating growth of a local industry 05003	0	0	0	0		
Retaining businesses in the community 05004	0	0	0	0		
Commercializing technologies 05008	C	0	0	0		
Generating complementary benefits for the sponsoring or partner organization (e.g., creating internship or joint research opportunities)		0	0	0		
Generating net income for the incubator, sponsoring organization or investors	0	0	0	0		
Fostering a community's entrepreneurial climate 05008	0	0	0	0		
Revitalizing a distressed neighborhood 05009	0	0	0	0		
Encouraging minority or women entrepreneurship 05010	0	0	0	0		
Moving people from social assistance to employment	0	0	0	0		
Other, please specif (05012 xt 05012	0	0	0	0		

SECTION F: Selection Process 6 a) Who is involved in your selection process to accept new applicants? 06100 One Manager 06102 O Committee of 1-3 people 06103 O Committee of 4+ people 06104 Other, please specify 06104 txt: _____ b) Please rate the importance of the criteria that you utilize in the selection process for applicants? Degree of importance Not Criteria High Medium Low applicable O Availability of financing 0 O 0 06200 0 0 0 A sound management team 06201 0 O 0 A good business plan 06202 0 0

06203

06204

06205

06206

06207

06208

A technology transfer or commercialization opportunity

The applicant is a spin-off from a stakeholder organization

The foreign applicant has a reference from its host country

Number of a olications: | ___| __ | 06300

e) Why were applicants not selected?

06500 O All applicants were selected

06501 O Did not meet selection criteria

Number of applicants selected: |___|__| 06400

A collaborative research opportunity

A good business opportunity

Other, please specify 06209 txt:

A working prototype

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f) In general, what length of time (in months) do tenants remain	n in your	business uni	t?	
Current range from 06600 to 06601 months				
Average length: months 06602				
06603 O Do not rent space				
g) Is there a maximum length of time tenants can stay in your b	ousiness	s unit? 06700		
O Yes 1 if <u>yes</u> , please specify number of months: _	06701			
O No 3 ,Do not rent space				
SECTION G: Graduation Process				
		/	1	
7 a) Indicate how often you use the following guidelines to dicta program	te a clie	nt's <u>graduatio</u>	<u>n</u> i. om :	your
Criteria	Most Often	Scretimes	Least Often	Not applicable
The client company has spent the maximum time allowable in the program 07100	0	0	0	0
The client company has outgrown space available at the incubator 0710	0>	0	0	0
The client company has achieved mutually agreed upon milestones (e.g., revenue levels, staff size and/or composition, market penetration, etc.)	0	0	0	0
No specific graduation policy 07103	0	0	0	0
Other, please specify 07104txt07104	0	0	0	0
b) Do you track the progress of your graduates? 07200				
O Yes 1 O No 3 O Sometimes				
c) Do graduates of you. program give advice to current clients	? 07300			
O Yes 1 O No 3 O Do not know				
SECTION H: Pricing policies				
8 a) What is your pricing policy for incubation services? (Mark o	ne only)			
08100 O All services are free (or included in the rent)				
08101 O Some services are free				
08102 O The cost of all services are fully recovered				

b) What is your pricing policy for rent? (Mark one only)
08200 O Rent is free
08201 O Rent is at market rates for a facility of this type
08202 O Rent is above market rate for a facility of this type
08203 O Rent is below market rates for a facility of this type
08204 O Rent is provided in exchange for equity in the company
08205 O Do not rent space
08206 O Other, specify 08206 txt:
c) Does the rent that you charge clients increase over the time of the contract? 08300
O Yes 1 O No 3 O Do not have tenants 0
SECTION I: Equity and royalties
9 a) Is your business unit allowed to hold equity in current or previous tenants? 09100
Yes 1 O No 3 O Do not have tenants 0
b) If 'yes', does your business unit hold equity? 0920
O Yes 1 O No 3 O Do not have conants 0
c) If 'yes', how many firms does your busi, ess unit hold equity in?
Number of firms: _ 09300 O Do not have tenants 09301
d) What was the total amount of equity your business unit held in current and previous tenants at the end of your 2006/2007 fiscal year? Please estimate the market value of the equity your business unit held in publicly-traded companies.
O Do not hold equitain clients 09400
Canadian do lars: (actual value) \$ 09401
e) Does your b siness unit receive <u>royalty payments</u> from current or previous tenants? 09500
O Yes 1 O No 3 O Do not have tenants 0

SECTION J: Clients and activities

06/2007?
revenues (including
mployed by the <u>client</u> unit)
e Scientific Research

SECTION K: Industry sectors served

11. Please specify the various sectors your business unit serves.

(Mark all that apply, but limit responses to those sectors that your business unit <u>actively</u> supports)

Industry group		Mark all that apply
Advanced materials (ceramics, films, polymers, etc.)	11000	
Aerospace	11001	
Arts	11002	
Bioscience – agriculture/plant	11003	
Bioscience – life sciences	11004	1
Computer hardware	11005	
Computer software	11006	
Construction	11007	
Defence and security	11008	
Electronics/microelectronics	11)09	
Energy (includes oil and gas)	11010	
Environmental	11011	
Fashion	11012	
Healthcare services	11013	
Healthcare technology	11014	
Information technology	11015	
Internet	11016	
Kitchen/food	11017	
Manufacturing	11018	
Media	11019	
Medical devices	11020	
Mining	11021	
Nanotechnology	11022	
Non-profit organizations	11023	
Retail	11024	
Services/professional	11025	
Technology (other)	11026	
Telecommunic, tion	11027	
Tourism	11028	
Wireless technology (RFID, Wi-Fi, etc.)	11029	
Wood/forestry technology	11030	
Other, please specify:11031txt:	11031	

SECTION L: Types of services provided

12) Indicate the services your business unit does offer at your site, either by in-house resources (offered) or through your network of service providers (offered externally); or does not currently offer (not offered).

Services provided to client firms		Offered In-House	Offered Externally	Not Offered
Help with business basics (developing business plan, refining business concept, etc.)	12000	0	0	Ö
Shared administrative or office services	12001	0	0	0
General legal services	12002	0	0	0
Marketing assistance (advertising, promotion, market research)	12003	0	0	0
Help with accounting or financial management	12004	0	0	0
Networking activities among incubation program clients	12005	0	0	0
High-speed Internet access	12006	(0)) 0	0
Specialized equipment or facilities (e.g., fume hood, computers, forklift, kitchen, etc.)	12007	73	0	0
Linkages to higher education resources (e.g., student interns, faculty access, specialized lab facilities, etc.)	1. 008	Ö	0	0
Human resources support or training (e.g., personnel development, etc.)	12009	0	0	0
Logistics / distribution support or training	12010	0	0	0
Management team identification	12011	0	0	0
Loaned executive to act in management capacity	12012	0	0	0
Shadow advisory board or members	12013	0	0	0
Access to angel investors or angel networks	12014	0	0	0
Access to venture capital investors	12015	0	0	0
In-house investment funds	12016	0	0	0
Help accessing commercial bank loans	12017	0	0	0
Help accessing specialized noncommercial loan ring or loan guarantee programs (involving loan funds, equity pools, micro-rans, receivables, financing, etc.)	12018	0	0	0
Intellectual property management	12019	0	0	0
Technology commercialization assistance	12020	0	0	0
Assistance with e-commerce	12021	0	0	0
Business management process, c istomer assessment service, inventory management (MIS)	12022	0	0	0
Linkages to strategic part, etc. (e.g., co-bidding, marketing collaborations, joint selling or distribution art. age ments, subcontract or co-provider arrangements, research and development contracts, etc.)	12023	0	0	0
Help with regulatory compliance	12024	0	0	0
Federal procurement assistance	12025	0	0	0
International trade assistance	12026	0	0	0
Assistance with manufacturing practices, processes and technology (CNC)	12027	0	0	0
Assistance with product design and development practices, processes and technology	12028	0	0	0
Comprehensive business training programs	12029	0	0	0
Economic literacy training	12030	0	0	0
Help with presentation skills	12031	0	0	0
Help with business etiquette	12032	0	0	0
Other, please specify:12033txt	12033	0	0	0

SECTION M: Tenant status and financial impact

- 13 a) What was the status, at the end of your fiscal year 2006/2007, of tenants who occupied your business unit during your fiscal year 2006/2007? 13000
 - O Do not have tenants 0

Status of tenant		Number #
Continuing tenants	13100	
Graduated	13101	
Closed	13102	
Merged or bought out	13103	ſ
Other, please specify: 13104txt	13104	\

b) How much money did your tenants raise during your 2006/2007 fiscal year? (Entimetes are acceptable)

O Do not have tenants o

Source of funds		Canadian dollars (actual)
Loans	13300	\$
Grants / Contributions	13301	\$
Angel funding	13302	\$
Venture capital	13303	\$
Other, please specify, e.g., strategic alliances: 13304tx	13304	\$

SECTION N: Challenges and barries

14 a) Please rate the significance of the following challenges and barriers facing the success of <u>your</u> business unit.

	Degree of importance			
Challenges/barriers	High 5	Medium 3	Low	Not applicable
Finding appropriate andicate clients 14100	0	0	0	0
Obtaining funding for incubator operation 14101	0	0	0	0
Candidate clients have no startup financing 14102	0	0	0	0
Insufficient business skills in local community 14103	0	0	0	0
Insufficient technical skills in local community 14104	0	0	0	0
Government regulations or paperwork 14105	0	0	0	0
Other, please specify: 14106txt: 14106	0	0	0	0

b) Please rate the importance of the following challenges and barriers facing the success of <u>your clients</u>?

Challenges/barriers:		Degree of importance			
		High	Medium	Low	Not applicable
Achieving self-sustaining business operation	14200	0	0	0	0
Competition from larger firms in Canada	14201	0	0	0	0
Competition from larger international firms	14202	0	0	0	0
Complying with government procedures to obtain support	14203	0	0	0	0
Complying with government regulations	14204	0	0	0	0
Entrepreneurs are unwilling to accept the incubator's advice	14205	0	0	C	0
Finding appropriate markets for product	14206	0	0 1	0	0
Finding or developing appropriate business skills	14207	0	0	O	0
Finding or developing appropriate technical or scientific skills	14208	0	0	0	0
Insufficient absorptive capacity of local business	14209	0	0	0	0
Insufficient customer acceptance	14210	0	0	0	0
Insufficient local skilled labour	14211	C	0	0	0
Obtaining financing	14212	C	0	0	0
Other, please specify: 14213txt	14213	0	0	0	0

How long did it take you to complete this questionnaire? Number of minutes: 15000
Comments: If you would like to offer advice to improve the questions (or have any other comments), please print them below.16000 txt

Please complete this questionnaire within 10 days of receipt and return it in the enclosed self-addressed envelope. It is advisable to retain a copy for your records. If the envelope is no longer available, mail the completed questionnaire to:

Survey of Business Incubation 2007 Science, Innovation and Electronic Information Division Attention: Rad Joseph R.H. Coats Building 7th floor, Section- Q Statistics Canada 150 Parkdale Avenue Ottawa, Ontario K1A 0T6

If you require help completing this survey or have any concerns about the confidentiality of your answers, please contact: Rad Joseph, Toll free: 1-866-263-3840 or email @ Robert.joseph@statcan.ca

Thank you for participating. Your response is appreciated