

TECHNOLOGICAL HIVE OF REGIONAL INNOVATION FOR A VIBRANT ECOSYSTEM Regional Inclusive Innovation Center

DATA SHEET

Name of Institution	
Name of Respondent	
Designation	
Email Address	
Contact Number	

General instructions:

This data sheet uses a questionnaire that is best accomplished when self-administered by the person who is most knowledgeable of your institution's research and development (R&D) laboratories and facilities. It mainly gathers information on the core/line service, machineries and equipment, and personnel involved in the R&D facilities of your institution. Hence, implementing a centralized monitoring system of your R&D laboratories and facilities should make it easier for you to complete the form. We request that all fields be answered completely, but if data from your institution is unavailable, please indicate the estimated information.



TECHNOLOGICAL HIVE OF REGIONAL INNOVATION FOR A VIBRANT ECOSYSTEM Regional Inclusive Innovation Center

PART 1. R&D FACILITY GENERAL INFORMATION

1.1 Kindly provide the general information of your institution's facility and laboratory used in R&D engagements.

R&D Facility/Laboratory	Core/Line Service	Generic Office/Center Email Address	Office/Email Landline Number

PART 2. IN-HOUSE R&D PERSONNEL

R&D PERSONNEL

- Report all personnel providing direct R&D services/support.
- Please include permanent, temporary, full-time, part-time and contract staff.
- Do not count any staff NOT supporting research and personnel indirectly supporting R&D. Typical examples are transportation, storage, cleaning, repair, maintenance and security activities as well as administration and clerical activities undertaken not exclusively for R&D, such as the activities of central finance and personnel departments.
- 2.1 Headcount of all R&D personnel according to Occupation
 (See definition of terms section for some examples of differentiating the task of each occupation)

2.1.1 Researchers

Researchers are professionals engaged in the conception or creation of new knowledge. They conduct research and improve or develop concepts, theories, models, techniques instrumentation, software or operational methods. The common job titles for this position are university researcher, research associate, senior research associate, principal research associate, director of research, science research analyst, project officer, science research specialist, information systems researcher and information systems analyst.

How many researchers does your institution's R&D labs and facilities have?

2.1.2 Technicians

Technicians and equivalent staff are persons whose main tasks require technical knowledge and experience in one or more fields of engineering, the physical and life sciences, or the social sciences, humanities and the arts. They participate in R&D by performing scientific and technical tasks involving the application of concepts and operational methods and the use of research equipment, normally under the supervision of researchers. The common job titles for this position are research assistant, project assistant, project development assistant, aide, technician, inspector, technologist and programmer.

How many technicians does your institution's R&D labs and facilities have?

2.1.3 Auxiliary Personnel and other Support Staff



TECHNOLOGICAL HIVE OF REGIONAL INNOVATION FOR A VIBRANT ECOSYSTEM Regional Inclusive Innovation Center

Other supporting staff includes skilled and unskilled craftsmen, and administrative, secretarial and clerical staff participating in R&D projects or directly associated with such projects. Managers and administrators dealing mainly with financial and personnel matters and general administration, insofar as their activities are a direct service to R&D, are included as "other supporting staff". The common job titles are administrative assistant, administrative coordinator, receptionist, clerk, bookkeeper, auditor, laborer, utility worker and computer operator.

How many auxiliary personnel and other support staff does your institution's R&D labs and facilities have??

PART 3. IN-HOUSE MACHINERY AND EQUIPMENT USED IN R&D

R&D Machinery and Equipment

Machinery refers to the collection of machines that operate together in order to accomplish a single task. A machine is an appliance that is used to manufacture something in order to fulfill the orders. **Equipment** refers to the tools that are used while performing the task in order to complete it. Machinery and equipment does not include property with a useful life of less than one year. Machinery and equipment is integral to an R&D operation if R&D cannot be accomplished without such machinery and equipment.

3.1 Kindly list all the machinery and equipment which are integral in the R&D operation and currently operational

Unit General Function		



TECHNOLOGICAL HIVE OF REGIONAL INNOVATION FOR A VIBRANT ECOSYSTEM Regional Inclusive Innovation Center

PART 4. R&D FACILITY PERFORMANCE AND OTHER ACTIVITY

Accomplish the required information which are applicable to your core/line service

Name of Program or Project Activity	Program or Project Activity Description
dly list all the services offered/provided by yo	our institution's R&D facility to the industry
Service Provided	Brief description of the service provided
dly list all the products generated by your ins	titution's R&D facility
dly list all the products generated by your ins	titution's R&D facility Research Product Status
dly list all the products generated by your ins	



TECHNOLOGICAL HIVE OF REGIONAL INNOVATION FOR A VIBRANT ECOSYSTEM Regional Inclusive Innovation Center

PART 5. Comments and Suggestions

5.1 Please provide your suggestions on how we can further improve this data sheet:			
5.2 Length of time to accomplish the data sheet (in days, hours, minutes):			
Thank you very much for your time and effort in answering this form.			
CERTIFICATION			
I hereby certify that this report for the period			
Signature: Date: (if answered the paper version)			