



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.



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?	
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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?	
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2.1.3 Auxiliary Personnel and other Support Staff



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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 _____ to _____ has been completed as accurately as the records of this establishment allow and with the best estimates in some instances.

Signature: _____
(if answered the paper version)

Date: _____