

Questionnaires (translated)**Confidential**

Fundamental Statistics

**2024 Survey of Research
and Development**

This survey is conducted under the auspices of the Statistics Act. This Act ensures confidentiality; you are therefore requested to furnish valid information.

Questionnaire A-II (for business enterprises)**As of June 1st, 2024**Statistics Bureau
Ministry of Internal Affairs and Communications

Location and name of the business enterprise

[*] Enter the Corporate Number (13 digits)

Person representing the business enterprise	(Title) (Name)
Person responding to the questionnaire	(Section name) (Name)
Telephone	

- ☐ Please refer to the instruction when you fill in the questionnaire.
- ☐ Unit of this survey is business enterprise. Please report information of business enterprise, even if your business enterprise adopts consolidated accounts.
- ☐ Even if your business enterprise is not conducting R&D activities at all, you are kindly asked to answer the questions on pages 1 through 3 (i.e., from question [1] (present status of the business enterprise) through question [3] (yes/no of R&D activities)). If your company is conducting R&D activities (including the case of paying R&D expenses to outside), also answer question [4] (persons employed in R&D) on Page 3, and the rest of the questions through Page 8.
- ☐ Give information as of June 1st, 2024, about capital, as of March 31st, 2024, about employees, and for the year ending on the latest settling day prior to March 31st, 2024, about financial status.

[1] Fill in the present status of the business enterprise.

Capital (as of June 1st)
001 (million yen)

Description of business (2023 fiscal year)	Products or type of business (in decreasing order of sales)		
002	003	004	005

Total sales (2023 fiscal year)	Total number of persons employed (as of March 31st)
006 (million yen)	007 (persons)

[2] Yes or no of technology balance of payments (Fill in the circle for 'Yes' or 'No').

- ☐ "Technology balance of payments" means exchange of technology with abroad in relation to or in the form of patents, know-how and technical guidance.

008

Yes
☐

No
☐

If 'Yes', answer the following question.



Technology exports	Country or territory of destination or origin	Amount (10 thousand yen)	Affiliated companies
	009 Total	010	011

Technology imports	Country or territory of destination or origin	Amount (10 thousand yen)	Affiliated companies
	012 Total	013	014

[3] Yes/no of R&D activities

Research and Development

- ☐ In the case of companies: R&D refers to systematic studies and creative efforts in science and technology which are undertaken for the acquisition of new knowledge of materials, functions, natural phenomena, etc., and for the new application of the storage of knowledge.
- ☐ In the case of R&D activities at companies, development and technical improvements on the product or production process are also included in the category of R&D.

015

(Fill in the circle for the appropriate choice below)

1. Intramural R&D ☐ → to [4]~[12]
(Even if your company is not conducting R&D, if you have employees who are conducting R&D outside, include such employees. In this case, answer the questions from [7] through [12] on pages 5 and the rest.)
2. Extramural R&D only ☐ → to [11], [12]
3. Not conducting R&D ☐ → End of the questionnaire



- ☐ Fill in research laboratories, research divisions, sections, etc., of the company.

[4] Fill in number of persons employed in R&D (as of March 31st)

- ☐ Include transferees, etc., from outside and who are engaged in R&D at the company.

	Head-counts*5 (persons)				Ratio of persons engaged in R&D*5 (persons)	
		Female	Dispatched workers under the Worker Dispatching Act			
				Female		
Total (017, 020~022)(024, 027~029) (031, 034~036) (038, 041~043)	016	023	030	037	—	
Researchers*1	017	024	031	038	—	
Persons solely engaged in R&D	018	025	032	039	—	
Persons partly engaged in R&D	019	026	033	040	044	
Assistant research workers*2	020	027	034	041	045	
Technicians*3	021	028	035	042	046	
Clerical and other supporting personnel*4	022	029	036	043	047	
Researchers who hold a Ph.D.	048		049			

***1.Researchers:** Persons who hold a university degree (or persons who have equivalent or greater knowledge of specialty), who are engaged in research activities of their own chosen subject.

"Persons solely engaged in R&D" mean those engaged in R&D activities all the time.

"Persons partly engaged in R&D" mean those engaged in R&D activities, but not all the time.

***2.Assistant research workers:** Persons who assist researchers and who are engaged in research activities under their direction.

***3.Technicians:** Persons, other than researchers and assistant research workers, who are engaged in technical services related to research activities under the guidance and supervision of researchers and assistant research workers.

***4.Clerical and other supporting personnel:** Persons other than the above but who are engaged in clerical work, accounting, etc., related to the research activities as defined in this Questionnaire. As for the persons engaged in the administration of such activities, those having research experiences are categorized as "researchers" (as defined in *1), and those not having research experiences, as "clerical and other supporting personnel" (i.e., this category).

***5.**For "Head-counts", enter the number of persons engaged in R&D. For "Ratio of persons engaged in R&D", enter the figure obtained by multiplying "Head-counts" by the hourly ratio of those who engaged in R&D. Please enter the number of dispatched workers based on the Worker Dispatching Act among those engaged in research-related work.

- [5] Enter the number of researchers who joined or left the business enterprise
- Cover the period from April 1 of last year to March 31 of this year.
 - "The number of researchers who joined the business enterprise" means "researchers" as defined in question [4] (persons employed in R&D) who joined from outside the business enterprise.
 - Enter the number of newly hired researchers who were assigned to a department which conducts research on natural sciences and engineering, according to the contents of their research.
 - Enter the number of researchers who joined from outside your company by their previous job according to the table of "classification of organizations" provided in the instruction
 - "The number of researchers who left the business enterprise" means "researchers" as defined in question [4] and who left the business enterprise.
 - Include transferees.

	Total (persons)	Female (persons)
Newly hired	050	068
Natural sciences and engineering	051	069
Physical science	052	070
Engineering and technology	053	071
Agricultural science	054	072
Medical sciences	055	073
Medical science	056	074
Dentistry	057	075
Pharmacy	058	076
Joined from:	059	077
Other companies	060	—
Affiliated companies	061	—
Non-profit institutions	062	—
Public organizations	063	—
Universities and colleges	064	—
Others	065	—
Number of researchers who left the business enterprise	066	078
Affiliated companies	067	—
Newly hired researchers who hold a Ph.D.	079	081
Researchers who joined from outside and hold a Ph.D.	080	082

- [6] Fill in the number of researchers by specialty (as of March 31st)
- As for the breakdown by field of specialty, write the number of "researchers" as defined in question [4] (persons employed in R&D, boxes 017 and 024) by field of specialty.

Total (084~104) (106~126)			Total (persons)	Female (persons)
			083	105
Natural sciences and engineering	Physical science	Mathematics	084	106
		Information science	085	107
		physics	086	108
		Chemistry	087	109
		Biology	088	110
		Geology	089	111
		Others	090	112
	Engineering and technology	Machinery, ship engineering and aeronautics	091	113
		Electricity and communications	092	114
		Civil engineering and architecture	093	115
		Material	094	116
		Textile technology	095	117
		Others	096	118
	Agricultural science	Agricultural and forestry	097	119
		Veterinary science and animal husbandry	098	120
		Fishery	099	121
		Others	100	122
	Medical sciences	Medical science and dentistry	101	123
		Pharmacy	102	124
		Others	103	125
	Social sciences and humanities			104

As for research expenses, even if an expense is not booked as research expense, enter such expenses separately from the booked research expenses.
Incomes and expenditures in kind: include the relevant expenses as R&D expenses in market price.

[7] Enter the intramural expenditure on R&D.

- Enter expenditures on R&D used in the company during the one year period, including those financed by outside funds.
If it is difficult to calculate the R&D expenses by dividing them into those spent by the R&D and other divisions, enter them separately.

Total	(10 thousand yen)
(128~130, 135,137,138)	127
Labour costs*1	128
Materials*2	129
Expenditure on tangible fixed assets*3	130
Land	131
Buildings, etc.	132
Machinery, utensils, equipment, etc.	133
Other tangible fixed assets	134
Expenditure on intangible fixed assets*4	135
Software	136
Lease fees*5	137
Other expenses*6	138
Cost related to dispatched workers	139
Depreciation of tangible fixed assets*7	140

***1.Labour costs:** The following expenses that became necessary for R&D purposes and paid to persons engaged in R&D during the one year period: the total amount of salaries, etc. (basic salaries, allowances, bonuses, etc., paid regularly or as extras), retirement allowances, social insurance premiums paid on behalf of the insured, and others. The "salaries, etc." are before subtracting the income tax, local taxes, insurance premiums, etc. That is, it is not "take-home pay".

If employees are working extramurally, also include their salaries, etc.

***2.Materials:** Expenses on main raw materials, processed materials, auxiliary materials, parts and so on needed for R&D.

***3.Expenditure on tangible fixed assets:** "Tangible fixed assets" here mean all such assets required for R&D.

- **Buildings, etc.:** Buildings, etc., including ancillary structures, construction, ships, aircraft

- **Machinery, utensils, equipment, etc.:** Machinery, equipments and fixtures which are durable for one year or more and valued at 100,000 yen or more.

- **Other tangible fixed assets:** Suspense account of construction, animals and plants which are treated as fixed assets.

***4 Expenditure on intangible fixed assets:** "Intangible fixed assets" here mean all such assets required for R&D.

- **Software:** Within expenditure on intangible fixed assets, the amount paid for software which is used for one year or more and purchased at 100,000 yen or more.

***5.Lease fees:** The amount paid based on lease contracts for R&D purposes, but excluding land and buildings rent, short-term leases, charters, etc.

***6.Other expenses:** Expenses for books and other publications, electricity, fuel and water, expendables and supplies, etc.

- **Cost related to dispatched workers :** Expenses related to persons engaged in research-related work who are dispatched by staffing agencies under the Worker Dispatching Act.

***7.Depreciation of tangible fixed assets:** Depreciation of tangible fixed assets used for R&D purposes, such as buildings, structures, ships, machinery and vehicles.

[8]Enter the total R&D expenditures by type of R&D in the fields of physical sciences, engineering and technology, agricultural sciences, and medical sciences.

- Of the "Total" in question [7] (intramural expenditure on R&D), categorize and enter the R&D expenditures related to the fields of natural sciences and engineering namely physical sciences, engineering and technology, agricultural sciences, and medical sciences. The expenditures should be categorized by research theme. If this is not possible, either use the categories provided in the table below, or categorize by researcher or research unit.

Total (142~144)	(10 thousand yen)
Basic research*1	141
Applied research*2	142
Development*3	143
	144

***1.Basic research:** This refers to theoretical or experimental research undertaken for the formulation of hypothesis and theories, or for the acquisition of new knowledge of the underlying foundations of phenomena and observable facts, without any particular application or use in view.

***2.Applied research:** This refers to research undertaken in order to determine possible uses with a specific, practical objective or to explore a new form of application different from the existing one.

***3.Development:** This refers to research directed to producing new products, services, systems, equipment, materials and processes, etc. or to improving the existing ones, drawing on knowledge gained from basic and applied research and/or practical experience and producing additional knowledge.

NOTE: If you have selected item 2 (extramural R&D only) in question [3] (yes/no of R&D activities), answer the following questions [9] and [10].

[9] Enter the R&D funds received from outside.

- Enter the total of all funds on R&D received from others, whatever the type of finance such as trust money, subsidies, allocations, etc. Record intramural expenditures, that is, all funds used for the performance of R&D within your business enterprise in the right columns.

Total (203~209,211~213,215~218) (220~226,228~230,232~235)		R&D funds received (Total) (10 thousand yen)	
			Intramural expenditure of R&D funds received
		202	219
Public organizations	From government	203	220
	From local government	204	221
	From national and public universities and colleges	205	222
	From national and public research institutions and independent administrative institutions	206	223
	From public corporations and enterprises, which are based on self-supporting accounting systems	207	224
	From others	208	225
From other companies		209	226
	Affiliated companies	210	227
From private universities and colleges		211	228
From non-profit institutions		212	229
The rest of the world	From other companies	213	230
	Affiliated companies	214	231
	From universities and colleges	215	232
	From government agency	216	233
	From non-profit organization	217	234
	From others	218	235

[10] Enter the R&D funds paid outside.

- ☐ Enter all funds on R&D paid outside for the performance of R&D, whatever the type of payment (trust, dues, etc.). Record those paid from own funds in the right columns.

Total (237~241,243~245,247~250) (252~256,258~260,262~265)		R&D funds received (Total) (10 thousand yen)	
			Extramural expenditure of R&D funds (self-financed)
		236	251
Public organizations	To national and public universities and colleges	237	252
	To national and public research institutions and independent administrative institutions	238	253
	To public corporations and enterprises, which are based on self-supporting accounting systems	239	254
	To others	240	255
To other companies		241	256
	Affiliated companies	242	257
To private universities and colleges		243	258
To non-profit institutions		244	259
The rest of the world	To other companies	245	260
	Affiliated companies	246	261
	To universities and colleges	247	262
	To government agency	248	263
	To non-profit organization	249	264
	To others	250	265

Remarks column	(In addition to changing the location and name of the business enterprise, description of business, etc., enter any special notes relevant to what you have filled in.)
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