# **2015 NSRC Data Collection Survey Instructions**

## **Overview**

Thank you for participating in the National Survey of Research Commercialisation (NSRC) to collect research engagement and commercialisation data for 2015. Please read these instructions and definitions carefully before completing the survey. The specific instructions and definitions for each question will be available through a hyper link within the survey questions. If you experience any difficulties, please contact the NSRC team by emailing [nsrc@industry.gov.au](mailto:nsrc@industry.gov.au).

## **Purpose of the survey**

The NSRC is a national survey on the research engagement and commercialisation activities of publicly funded research organisations (PFROs) in Australia. It is the primary source of information on the publicly funded research sector’s efforts to collaborate with industry to transfer knowledge and commercialise research. The NSRC provides information that is useful for policy, planning and benchmarking (such as between institutions, cohorts, regions and internationally).

Universities, medical research institutes (MRIs) and other select publicly funded research organisations (PFROs) are invited to participate in the survey. Participation in the NSRC is voluntary. Your time and effort to provide accurate data to the survey is appreciated as this contributes to a robust and reliable data set that benefits all stakeholders. Accurate data will also correctly represent your institutions’s comparative performance.

## **Survey population**

The target population for the NSRC primarily consists of research organisations which:

* undertake their own research rather than commissioning it from other organisations
* receive public funding for research (this excludes research service providers that are funded entirely through contracts with research users)
* are not-for-profit (this excludes businesses that receive public funding through the R&D Tax Incentive)
* have an Australian Business Number (ABN) or Australian Company Number (ACN) (this excludes sub-units within universities).

Cooperative Research Centres (CRCs) and Rural Research and Development Corporations (RDCs) are an important part of Australia’s publicly funded research system. Information on CRCs is sourced separately through the CRC Management Data Questionnaire and reported as part of the broader NSRC data collection. If you are a participant in a CRC, unless otherwise specified, do not include CRC activity in your survey data. Data nformation on RDCs is being negotiated for possible inclusion in future NSRC collections.

## **What’s new?**

There have been some changes from last year’s survey to ensure the accuracy of the data, the continuation of the time series, international comparability and to test data availability for potential new survey questions. These changes include:

### ***Research Commercialisation staff***

The definition of total research commercialisation staffing has been expanded to include legal staff. To repair the time series and international compatibility 2014 data is required along with 2015 data.

### ***Material Transfer Agreements (MTA)***

### A question regarding income from MTAs has been reinstated to produce more comprehensive data on research income. For this reason data for both 2014 and 2015 is required.

### ***Licences Options and Assignments (LOA) definition***

The definition of LOAs has been expanded to include non-patentable forms of intellectual property (IP) such as copyright, registered designs, trademarks (excluding the institution’s insignia), trade secrets and circuit layouts. More detail is at Questions 7-11.

### ***Start-up Company Data***

### Last year, as a one off, start-up company data was collected through a separate spreadsheet. For this and subsequent NSRC collections, data on start-ups will be again captured within the NSRC survey instrument.

### ***Skills Development and Transfer***

Question 18 asks for separate data on the number of researchers and research students that have completed training in industry skills. However if you cannot disaggregate you can continue to report combined data.

### ***Supplementary question***

### One supplementary question is included this year to test availability of data on inter-sectoral researcher mobility.

### ***Optional case studies***

There is the option to provide up to three case studies which will be published on the department’s website and may also be included in other companion publications. Case studies are an opportunity to advocate your research commercialisation efforts in narrative form to a broad audience. This year’s case study theme is ‘**Successful industry focused research training initiatives’**.

### ***Email invitation collection method***

This year we will be using SurveyMonkey’s email invitation collection method which will be sent to your primary email contact.

## **General Instructions**

The NSRC will be open from 15 September to 28 October to collect 2015 data. An email invitation will be sent to all participants. Survey instructions and definitions will be embedded within each survey question in the survey instrument. Additionally, all survey documentation including the instructions and a PDF version of the questions will be posted on [www.industry.gov.au/nsrc](http://www.industry.gov.au/nsrc) for your reference. The PDF document shows the survey questions and should be used as a reference document only, it should not be used to provide your survey response.

### **Reporting period**

### Data provided to the survey should be for the 2015 calendar year. If your institution operates on a financial reporting basis please calculate data so it correlates with the relevant calendar year.

### **Privacy and Publishing**

### Handling of NSRC data will comply with the *Privacy Act 1998*. Responses to the survey will be published on the Department of Industry, Innovation and Science website, [www.industy.gov.au/nsrc](http://www.industy.gov.au/nsrc) and on data.gov.au. Data will be published at an institutional level as part of a raw dataset as well as collated and aggregated into various reports and data visualisations.

### **Survey Collection**

### The survey is live from 15 September to 28 October 2016. Please ensure you complete and submit your survey return by the end date. If you experience any difficulties, please contact the NSRC team by emailing [nsrc@industry.gov.au](mailto:nsrc@industry.gov.au).

## **Survey Instrument**

### **Survey collection method**

The NSRC survey will be distributed via an email invitation to the primary respondent email address provided by each institution. This method will allow the email invitation to be forwarded by the primary respondent to multiple parties within their institution to fill in parts of the survey. It will also enable respondents to return to the survey to pick up where they left off and/or edit previous responses until the survey is submitted. All responses submitted are tied to the unique survey link embedded within that email invitation, therefore only one submitted response per institution is possible.

### It is important to note that responses are only saved when the respondent clicks the "Next" or "Done" button on each page. This means that if the respondent exits the survey halfway through the page, all responses on the page will be lost if "Next" or "Done" button has not been used.

## **Survey Access**

### **Browsers**

SurveyMonkey works on most popular web browsers. JavaScript and cookies need to be enabled in your browser in order for the site and surveys to work properly. If you are experiencing technical issues, please clear your browsing history, cookies, and cache. This often solves most common technical issues. Most browsers have these features configured as default settings, so we recommend use of a SurveyMonkey [supported browser](http://help.surveymonkey.com/articles/en_US/kb/What-browser-versions-do-you-support) including:

* Chrome 16 and later
* Firefox 13.0 and later
* Safari 5.0 or later
* Internet Explorer 9.0 and later

### **Cookies**

Cookies are small text files stored in your browser that websites use to recognize repeat visitors. Most browsers store cookies by default, so they are already enabled for you. If you are experiencing issues using SurveyMonkey, we recommend clearing your cookies and then visiting the site again. Clearing your cookies helps to refresh your browser and can significantly improve its speed and performance—it doesn't disable cookies from your web browser. SurveyMonkey won't function properly if cookies are disabled.

## **Survey navigation**

* Questions marked with an asterisk (\*) require an answer and you cannot move on to the next page until the question is answered.
* To navigate through the survey, please use the following features:
  + Save and Next >> button to save and continue to the next page, responses are automatically saved
  + Prev >> button to return to the previous page to make any required changes
  + Exit this Survey >> to exit the survey, content will be saved and you can come back to continue at a later time
  + Submit >> button to submit the survey once you have finalised and verified data and have no further changes to your survey return.
* You should NOT use your web browser’s navigation buttons (i.e. back and forward) to move through the survey because these features will not change or save your responses.
* You can access the survey multiple times so if you cannot finish the survey in one session, you can return to it later as long as you have saved the last page you were on before closing. To return to the survey reopen the survey link.
* Once you click the “Submit” button, your responses will be submitted and the survey can no longer be edited. Any request for changes to data after this time can be made by email to the NSRC team at [nsrc@industry.gov.au](mailto:nsrc@industry.gov.au). The NSRC team may contact you to review and update data following verification checks.
* If you would like a copy of your submitted survey please ensure you have provided an email address on the last page of the survey.

### **Troubleshooting**

* If you are having trouble accessing or loading the site you may need to add the web address (surveymonkey.com) to your whitelist so the site is not blocked by your firewall. More information is available at: <http://help.surveymonkey.com/articles/en_US/kb/What-are-the-IP-addresses-to-your-website-for-our-firewall-configurations>.
* If you have any other technical questions, please email [nsrc@industry.gov.au](mailto:nsrc@industry.gov.au).

## **Survey Questions, Explanatory Notes and Definitions**

Notes and definitions on survey questions are provided in this section to clarify data requirements and help with data accuracy. If you are still unsure about the survey questions after reading this document please contact the NSRC team at [nsrc@industry.gov.au](mailto:nsrc@industry.gov.au) for assistance.

### **Industry Definition**

### For the purposes of this survey, the term ‘industry’ is defined as a party external to your institution, listed in the [Australia and New Zealand Standard Industrial Classifications](http://www.abs.gov.au/ausstats/abs%40.nsf/Latestproducts/90447D5C8BAF26AFCA257B9500133E33), which is not a research organisation.

### **Data Entry**

**Zero/No data differentiation:** If you have no data for any questions please input N for ‘no data’. Do not input 0 (zero) as this is a valid response.

**Fractional Reporting:** Where your institution is a joint owner of a LOA, please report accordingly, to the second decimal point. For example, if your institution has a quarter-share in a LOA, then report your institution’s share of the LOA as 0.25.

**Currency:** Please report all financial values in numerical value format ($xxx,xxx,xxx) using Australian dollars.

## **Preliminaries**

This section requires administrative data relevant to your institution and survey return including name of institution, ABN/ACN and contact information.

## **1 Resourcing and Disclosures**

**Question 1 – What was your institution's total research expenditure?**

Research is defined as creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of humanity, culture and society, and the use of this stock of knowledge to devise new applications.

If applicable, to calculate your research expenditure for 2015 please provide an estimate based on the methodology used to provide your previous responses to the ABS Surveys: Research and Experimental Development, Businesses; Research and Experimental Development, Higher Education and Research; and Experimental Development, Government and Private Non Profit Organisations. This procedure may serve as forward preparation for the next ABS collection on R&D expenditure. Alternatively, a research expenditure estimate for 2015 can be calculated by data extrapolation or regression analysis or using growth rate, depending which method is most accurate for your institution’s research expenditure data.

Report the total expenditure for research performed by your institution in 2015 regardless of the funding source. Research funded by your institution but performed wholly by another party on your behalf should be excluded. If your institution participates in a CRC include research expenditure related to your institution’s role as a CRC participant.

### **Dedicated research commercialisation staff**

Please note, for this survey, Questions 2 and 3 require data for 2014 and 2015 reporting years.

**Question 2**

Please count direct employees of the respondent institution, and staff engaged through an out-sourced employment mechanism.

**Question 2a - What was the total number of Full Time Equivalent (FTE) research commercialisation staff employed in, or engaged by your institution?**

This question requires data for 2014 and 2015.

Total number of research commercialisation staff includes:

**Dedicated Commercialisation staff** are persons employed by your institution in either full or fractional FTE allocation whose duties are specifically involved with commercialisation activities such as licensing and patenting processes, licensee solicitation, technology valuation and start-up activity and not including dedicated legal staff and dedicated marketing staff (as defined below).

**Dedicated Commercialisation legal** **staff** are persons employed by your institution in either full or fractional FTE allocation whose duties are specifically and solely concerned with legal issues in a commercialisation context such as license agreement drafting and negotiation in support of commercialisation.

**Dedicated Commercialisation marketing staff** are persons employed by the institution in either full or fractional FTE allocation whose duties are specifically and solely concerned with marketing issues in a commercialisation context such as marketing of technology in support of commercialisation.

**Industry/community Engagement staff** are persons employed by your institution in either full or fractional FTE allocation whose duties and responsibilities are specifically and solely concerned with industry or community engagement activities such as initiating, negotiating and managing and contracts and consultancies or organising information sessions.

**Other Commercialisation staff** are persons employed by your institution in either full or fractional FTE allocation whose duties are to provide professional, administrative or staff support of commercialisation activities that are not otherwise included in 2a or 2b. Such duties might include management, compliance reporting, licence maintenance, negotiation of research agreements, contract management, accounting, MTA activity and general office activity including general administrative assistance.

**Include:** FTEs working on commercialisation through licensing, sale of IP or formation of startup companies. Please note FTEs reported may or may not have a formal commercialisation or similar job title and may or may not have been in an organisation unit with ‘commercialisation’ or ‘technology transfer’ in its title.

**Exclude**: external legal counsel. Do not include people working on, course delivery, consulting or other activities.

**Question 2b – How many dedicated Full Time Equivalent (FTE) research commercialisation staff were employed in, or engaged by your institution?**

This question requires data for 2014 and 2015.

While included in Question 2a, this data is also collected separately to contribute to a longitudinal data series.

**Dedicated Commercialisation staff** are persons employed by your institution in either full or fractional FTE allocation whose duties are specifically involved with commercialisation activities such as licensing and patenting processes, licensee solicitation, technology valuation and start-up activity and not including dedicated legal staff and dedicated marketing staff as defined in Question 2a.

**Question 3**

Using the definitions above, staff costs include all direct and indirect salary and related costs including wages, on-costs (including tax, superannuation, leave accruals and all allowances) and administration and infrastructure costs (including travel, building, office and consumables).

**Question 3a – What was the total budget cost for research commercialisation staff for your institution as reported in Question 2a?**

This question requires data for 2014 and 2015.

**Question 3b – What was the total budget cost for dedicated research commercialisation staff for your institution as reported in Question 2b?**

This question requires data for 2014 and 2015.

### **Cost of protecting IP rights**

**Question 4 – What was the cost of fees and legal costs your institution spent to secure or defend statutory protection of intellectual property rights?**

Report the fees and legal costs spent by your institution in 2015 to protect patents, plant breeder rights, copyright, trademarks, maintaining patents filed in prior years and/or registered designs.

**Include**: all fees and costs associated with patent applications and securing background IP. Legal fees may include patent and copyright prosecution including patent searches, maintenance, and interference costs as well as minor litigation expenses that are included in everyday office expenditures.

**Exclude**: direct payment of any of the above costs by licensees and the cost for dedicated research commercialisation legal staff undertaking these activities.

### **Invention disclosures**

**Question 5 – How many invention disclosures did your institution receive?**

An invention disclosure is a document written by a researcher describing their invention for use to determine whether patent protection should be sought for the described invention. Please report the number received in 2015.

## **2 Licences Options and Assignments (LOAs)**

This question requires data for 2014 and 2015.

**Question 6a – How many Material Transfer Agreements did your institution enter into where your institution provided the materials?**

A Material Transfer Agreement (MTA) is an agreement outlining conditions under which material is provided from the owner to another entity for a specific use. This question only applies to MTAs in which the institution is providing its "materials" to an external business user, and does not apply for agreements where the institution is the recipient of materials.

**Question 6b – What income did you derive from the Material Transfer Agreements executed in 6a?**

To calculate income please sum all earnings from supplying MTAs.

**Exclude:** implicit or explicit MTA rights granted under licence or under terms of a research contract.

### **Questions 7-11**

Technology is the embodiment of an idea that results from the creative work performed by faculty, students or staff during research or teaching which may be protected through the following IP arrangements: patents, plant breeders’ rights, copyright, registered designs, trademarks (excluding the institution’s insignia), trade secrets and circuit layouts. For definitions of IP types please refer to IP Australia: <https://www.ipaustralia.gov.au/understanding-ip/getting-started-with-ip/types-of-ip>.

A ***licence agreement*** formalises the transfer of technology between two parties, where the owner of the technology (licensor) grants rights to the other party (licensee).

An ***option agreement*** grants the potential licensee a time period to evaluate the technology and negotiate the terms of a licence agreement. An option agreement is not constituted by an option clause in a research agreement that grants rights to future inventions, until an actual invention has occurred that is subject to that option.

An ***assignment agreement*** conveys all right, title and interest in and to the licensed subject matter to the named assignee.

Only report LOAs negotiated on full commercial terms, granting access to institutional IP (patented or otherwise) in return for royalties, licence fees, consulting or contract research revenue.

**Question 7 – How many Licences, Options and Assignments did your institution execute?**

Count the number of LOAs that were executed in 2015 for all technologies as defined above. Each agreement, exclusive or non-exclusive, should be counted separately.

**Include**:

* LOAs generated as a result of competitive research grant projects (e.g. Australian Research Council Linkage Grants and National Health & Medical Research Council Development Grants), including where LOAs are provided to industry participants
* Multiple individual licences for the same software product worth $1,000 or more (per package) must be counted as a single technology licence. This applies irrespective of whether the product is patent protected or not
* Licences and assignments to other research institutions, including those provided as inputs to CRCs
* Licences and assignments granted in research contracts, collaborations and consultancies.

**Exclude**:

* Material Transfer Agreements, including the provision of biological material (this is captured in Question 6)
* Licences granted in research contracts to an institution (and thereby an institution’s researchers) enabling researchers the freedom to operate for the purposes of teaching and undertaking further research for the project identified in the research contract
* Provision for the use of institutional background IP within a licensing agreement should not be separately counted
* LOAs generated as a result of work completed by a CRC as a CRC output (this information will be obtained separately through the CRC Programme)
* LOAs for individual (personal) use software licences.

**Question 8 – How many active Licences, Options and Assignments did your institution hold?**

Active LOAs are 'legally enforceable' licences and options that earned income in the reporting year, or which are contracted to provide income in future years and for which there is a reasonable expectation that income will be paid. You may also include LOAs where there is no financial consideration associated but there is a continuing relationship between parties. Please report the number received in 2015.

**Question 9 – How many active Licences, Options and Assignments yielded income?**

This question refers to the active LOAs identified in Question 8.

LOA income includes the gross amount (before deduction of service fees, if any) of: licence issue fees; payments under options; annual minimums; running royalties; termination payments; the amount of equity received when cashed-in; and software end-user licence.

**Include:**

* Equity as ownership interest (e.g. stock and rights to receiving stock) in a start-up company which was dependent upon the licensing of IP or the bestowing of tacit knowledge from your institution or its commercialisation company in order to become operational
* Cashed-In Equity: This includes the amount received from cashing in equity holdings, resulting in a cash transfer to the institution or its commercialisation company. The amount reported should be reduced by the cost basis, if any, on which the equity was acquired. Excluded from this amount is any type of analysis or process whereby a value for the equity holdings is determined but a cash transaction does not take place through the sale of these holdings
* Other: Any remaining types of LOA income not covered by running royalties or cashed-in equity.

**Exclude:** income received in support of the cost to make and transfer materials under MTAs; research funding; patent expense reimbursement; a valuation of equity not cashed-in; biological material end-user licence fees; or trademark licensing royalties from university insignia.

**Question 10 – What was the total income received from your active Licences, Options and Assignments?**

Refer to Question 9 for the definition of LOA income. Please report the income received in 2015.

**Question 11 – How much of the income reported in Question 10 was paid to other institutions or commercial entities?**

**Include:** cash amounts paid to other institutions under inter-institutional agreements.

**Exclude:** fees for background IP and expert advice, and in-kind payments.

## **3 Start-up companies**

### **Equity holdings**

**Question 12 – What was the value of all research commercialisation equity holdings at 31 December?**

This question asks for the value of current equity holdings at the end of 2015. It is not intended to capture the proceeds of capital investments in companies, or general investments in the share market.

Equity is ownership interest (e.g. stock and rights to receiving stock) in a start-up company which was dependent upon the licensing of IP or the bestowing of tacit knowledge from your institution or its commercialisation company in order to become operational.

Equity in companies spun out of CRCs as separate entities that required no direct funding from the CRC Programme may be included. Similarly, equity in organisations that were Commonwealth funded CRCs but have exited the programme and where a market value for the organisation has been established, can be counted.

Valuations must be independently determined based upon a market assigned valuation of the organisation or must be derived in a manner that is consistent with the application of the International Financial Reporting Standards. The following guidelines may assist:

* value of all equity holdings refers to equity that is related to the licensing/IP assignment activity of the institution
* if your institution holds equity in a publicly-traded/listed company, use the market price of your institution’s holdings on the closing day of the period for which you are reporting
* If your institution held equity in a private company, use the price established in the most recent transaction as the fair market price. For example, if you formed a company with an investor and they put in $3 million for 60% of the company and there have been no more investments since, then your value will be $2 million (i.e. the institution’s 40% share value). If there have been no transactions, treat the value as zero.

### **Start-up companies**

Start-up companies are companies or traders as persons engaged in businesses that were partially or entirely dependent upon licensing or assignment of your institution’s technology for initiation.

**Question 13: as at 31 December**

**13a - How many start-up companies that your institution was formally involved with were operational?**

A company is operational when it possesses sufficient financial resources and expends these resources to make progress toward stated business goals. The company must also be diligent in its efforts to achieve these goals. Please report the number received as at 31 December 2015.

**Include:** start-up companies that were created in the five years leading up to and including the reporting date.

**Exclude:** start-up companies that were created greater than five years before the reporting period.

**13b - In how many of the companies identified in 13a, did your institution hold equity?**

Refer to Question 12 for the definition of equity. Please report the number as at 31 December 2015.

**Question 14 – How many start-up companies did your institution launch?**

Please report the number for 2015.

For EACH start-up company launched, please provide the following information:

* Company Name
* ABN/ACN
* Country (if outside Australia)

## **4 Research Consultancies, Contracts, Collaborations and Direct Sales**

**Question 15 – How many Research Consultancies, Contracts, Collaborations and Direct Sales transactions did your institution enter into?**

See definition for Research in Question 1. Please report the numbers for 2015.

* **Consultancy** is the provision of expert advice to clients external to your institution based on your institution’s existing research knowledge, skills and capabilities.
* **Research contract** is an agreement to undertake research on behalf of clients external to your institution.
* **Research collaboration** is a structured research project that involves researchers from your institution and one or more industry partners where all parties work together toward a common goal by sharing resources, knowledge, learning and building consensus.
* **Direct sales** are sales by your institution of physical products generated by your institution which embody technology-based IP (as opposed to the provision of research or expertise).

**Research consultancies, contracts and collaborations** may include work with partners in grant-funded research such as competitive research grant projects (e.g. Australian Research Council Linkage Grants and National Health & Medical Research Council Development Grants).

**Include:** consultancies, contracts and collaborations executed in the reporting year.

**Exclude:** contracts or agreements with the granting agency itself.

If your institution cannot disaggregate contract and collaboration data, please provide a combined figure under either the collaboration or contract fields and provide a handling note in the additional information section of the survey.

**Direct Sales** are sales by your institution of physical products generated by your institution which embody technology-based IP (as opposed to the provision of research or expertise).

**Exclude:**

* earnings from MTAs already reported in Question 6
* earnings from software sales already reported in Question 9
* sales of products able to be bought through retail outlets
* direct sales of goods which embody non-technology based IP (e.g. university press books and audio-visual products).

**Question 16 – What was the total gross contracted value of Research Consultancies, Contracts, Collaborations and Direct Sales your institution entered into?**

Report the total gross contract value of research consultancies, contracts, collaborations and direct sales for 2015.

Gross Contract Value is the full contracted value of the work, regardless of whether any or all payments were made in the reporting year. Where the contract is not for a fixed price but for services at a capped rate, count the capped value of the contract.

**Include:** only cash values.

**Exclude:** in-kind contributions.

If your institution cannot disaggregate contract and collaboration income data, please provide a combined figure under either the collaboration or contract income fields and provide a handling note in the additional information section of the survey.

## **5 Skills development and transfer**

**Question 17 – Does your institution offer academic researchers or research students training in industry skills?**

Industry skills prepare academic researchers and research students for jobs in industry after they have graduated. Training may take the form of short or long courses and skills may include but not be limited to entrepreneurship, commercialisation, business management, communication and teamwork. Delivery methods may include face to face, online, mixed mode, and industry placements.

**Question 18 – How many academic researchers or research students completed training as described in Question 17?**

Report the number of academic researchers and research students that have undertaken industry skills training in 2015 as described in Question 17.

If your institution cannot disaggregate academic researchers and research students data, please provide a combined figure under either the academic researchers or research students fields and provide a handling note in the additional information section of the survey.

**Exclude:** training which is provided to researchers or research students in their capacity as participants in a CRC.

## **6 Supplementary Question**

**Does your institution hold administrative data on inter-sectoral academic researcher mobility?**

Academic researcher is defined as a professional “engaged in the conception or creation of new knowledge, products, processes, methods and systems and also in the management of the projects concerned” (Frascati manual)

Intersectoral mobility is defined as when, within the context of a short term contract, sponsorship, secondment, honorary position, permanent part time or temporary full time arrangement:

* an academic researcher from a publicly funded research organisation undertakes research activities within a non-research sector organisation such as industry or government (other than a PFRA)
* a staff member within a non-research sector organisation such as industry or government (other than a PFRA) undertakes research activities within a publicly funded research organisation

If you have data please indicate if the information pertains to:

* **placement of academic researchers from your institution with a non-research sector organisation**
* **placement of non-research sector staff within your institution to undertake research activities**
* **the nature of the engagement (e.g. short term contract, sponsorship, secondment, honorary position, part time permanent or temporary full time arrangement)**
* **research discipline/field of research related to the placement**

**Other or more information (please specify).**

The option is given to provide further information on this topic if relevant.

## **7 Optional Case Studies**

Case studies are optional. For 2015, you are invited to provide up to three case studies on **successful industry focused research training initiatives**.

NSRC case studies are an opportunity to advocate your research commercialisation efforts in narrative form to a broad audience. We suggest using plain English and an engaging communication style to maximise impact.

Case studies should be provided separate to the survey and are not constrained to the survey deadline of 28 October. Please forward your case studies to [nsrc@industry.gov.au](mailto:nsrc@industry.gov.au) and include contact officer details. We are able to receive case studies until 30 November 2016.

Case studies should be kept to a maximum of two pages and include the following information:

* case study title
* significant milestone/s
* description of initiatives and benefits including the industry partners involved and type of industry engagement
* outcomes for your institution, researchers, students and industry partners
* funding sources, relevant discipline or sector
* web link to further information
* relevant photos or illustrations.

Case studies may be published by the department as companion data to the NSRC data set, and in other departmental reports and material.

## **Additional Information**

This section provides the opportunity for you to:

* tell us how long it took your institution to complete the survey
* provide details on any questions you found problematic and improvements you would like to suggest
* provide notes on your data.

## **Verification and Finalisation**

**Survey returns must be verified by a senior official in the institution who can certify the accuracy of data. A senior official can include a chief operating officer, chief executive officer, chief financial officer, vice chancellor or deputy vice chancellor or their delegate. The verification requirement is on the final page of the survey.**

At this stage, you are still able to move back through the survey by clicking on the ‘prev’ button to ensure that you have no further changes to make.

Please do a final check that you have completed questions 1 – 18 of the main survey plus the supplementary question.

Please indicate if you require a copy of your submitted survey return.

Once you have completed and verified the survey, press the submit button to conclude your survey. Please note that once you have submitted your survey, it can no longer be edited. Any request for amendments to data will need to be made by email to the NSRC team at [nsrc@industry.gov.au](mailto:nsrc@industry.gov.au).

Thank you for participating in the 2015 National Survey of Research Commercialisation.