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STATISTICAL SERVICE  
 1444 NICOSIA

FOR OFFICIAL USE					
Serial Number		Institution		Department	

**SURVEY ON RESEARCH PROGRAMMES AND ACTIVITIES**  
**IN HIGHER EDUCATION INSTITUTIONS**

Name: .....  
 Date of birth: ..... Nationality:.....  
 Department: .....  
 Higher Education Institution: .....  
 Telephone: ..... Telefax: ..... E-mail: .....

**Please answer the following questions by putting a tick (X) in the relevant box.**

- What is the level of the highest degree you are holding?  
 (a) Bachelor's Degree       (b) Master's Degree       (c) PhD Degree
- What is your current position?  
 (a) Professor       (d) Lecturer/Senior Lecturer   
 (b) Associate Professor       (e) Support teaching staff   
 (c) Assistant Professor       (f) Postgraduate/research associate

**Please answer the following question by giving your best possible estimate with regard to the allocation of your working time.**

- How do you assess the distribution of your working time in 2021?  
 (a) Teaching and other related activities, such as student supervision, laboratory work, examinations, etc.  %  
 (b) Administration: meetings, councils, committees, etc.  %  
 (c) Research activity in your area of interest, carried out as an indispensable part of your everyday work and financed through your regular monthly emoluments  %  
 (d) Research activity within the context of research programmes, which are being funded, either from the budget of the higher education institution or from external research funds  %  
 (e) External professional activity: membership in professional associations, consultancies, etc.  %  

**Total**  **100** %

Please provide the following information with regard to your research activity. All questions relate to the calendar year 2021.

**Research activity in your area of interest**

4. Give a short description of your research interests.

.....  
.....  
.....  
.....

5. What is the amount of financial support you have obtained from your higher education institution for your research activities?

In Euro €

**Research activity within the context of research programmes**

6. In which research programmes are you participating

(a) which are being funded from the budget of the higher education institution?

.....  
.....  
.....  
.....  
.....

(b) which are being funded from external sources, either in Cyprus or abroad?

.....  
.....  
.....  
.....  
.....

If you are the co-ordinator for one or more of the above listed research programmes, please proceed also to the completion of the second, more detailed, questionnaire which is attached herewith. A separate questionnaire needs to be filled in for each research programme.

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**SURVEY ON SCIENTIFIC RESEARCH  
AND EXPERIMENTAL DEVELOPMENT, 2021**

**RESEARCH PROGRAMMES IN HIGHER EDUCATION INSTITUTIONS**

Higher Education Institution: .....

Faculty / Department: .....

Title of the research program: .....

.....

Name of person who completed the questionnaire: .....

..... Position: .....

Telephone: ..... Telefax: .....

**General Instructions**

1. The purpose of this questionnaire is the collection of data relating to expenditures devoted to and personnel engaged in scientific research and experimental development (R&D) activities. **Data refer to the calendar - and not the academic - year 2021.** To facilitate international comparisons, the definitions, concepts and methodology of the "Frascati Manual", developed by the Organisation for Economic Co-operation and Development (OECD), are being used.
2. The survey is carried out in accordance with the Statistics Law, No.25(I) of 2021. Participation in the survey is compulsory. The Statistical Service is obliged, under the provisions of the Statistical Law, to treat all the information collected as **confidential**. Your replies will be used solely for statistical purposes. No data for any individual enterprise may be published or disclosed to either public bodies or private individuals.
3. You are required to answer all questions with the highest degree of accuracy. If you are unable to provide precise figures, you may give the nearest possible estimates.
4. Please study carefully all definitions and instructions provided in the following pages, before proceeding to the completion of the questionnaire.

Stavros Karagiorgis  
Director  
Statistical Service

September, 2022

**Short description of the program:**

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.....

.....

.....

.....

Start Date of the research program: .....

End Date of the research program: .....

Co-ordinator of the research program: .....

**DEFINITION OF SCIENTIFIC RESEARCH  
AND EXPERIMENTAL DEVELOPMENT**

**Scientific research and experimental development (R&D)** comprise creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications.

R & D may be distinguished into three categories as follows:

- (a) **Basic Research:** Basic research is experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundation of phenomena and observable facts, without any particular application or use in view.
- (b) **Applied Research:** Applied research is also original investigation undertaken in order to acquire new knowledge. It is, however, directed primarily towards a specific practical aim or objective.
- (c) **Experimental Development:** Experimental development is systematic work, drawing on existing knowledge gained from research and practical experience, that is directed to producing new materials, products or devices, to installing new processes, systems and services, or to improving substantially those already produced or installed.

For the purposes of this survey, R & D must be distinguished from a wide range of related activities with a scientific and technological base. These other activities are very closely linked to R&D both through flows of information and in terms of operations, institutions and personnel, but they should, as far as possible be excluded when measuring R & D.

The basic criterion for distinguishing R & D from related activities is the presence in R&D of an appreciable element of **novelty** or **innovation** with regard to the field studied and the methodology used.

On the basis of the breakdown of R&D activities into the three above categories, in which category do you think your program belongs to ?.

- (a) **Basic research**
- (b) **Applied research**
- (c) **Experimental development**

In which of the field of science and technology below do you think your program belongs to ?.

- (a) Natural Sciences: mathematics, computer science, astronomy, physics, chemistry, geology, mineralogy, meteorology, oceanography, biology, microbiology, genetics, biochemistry.
  
- (b) Engineering and Technology: civil engineering, municipal and structural engineering, architecture engineering, mechanical engineering, shipbuilding, electrical engineering, chemical engineering, metallurgical engineering, electronics, communication engineering and systems, computer engineering.
  
- (c) Medical Sciences: medicine, dentistry, pharmacology, nursing, epidemiology.
  
- (d) Agricultural Sciences: agriculture, forestry, veterinary medicine.
  
- (e) Social Sciences: psychology, economics, educational sciences, anthropology, ethnology, demography, geography, town and country planning, law, linguistics, political sciences, sociology.
  
- (f) Humanities: history, archaeology, languages and literature, philosophy, fine arts, theology.

## 1 PERSONNEL ENGAGED IN THE RESEARCH PROGRAM

The following questions aim at measuring only the personnel employed in the research program **during 2021**. We are interested not only in the number of persons who are engaged in the research program, but also the amount of time that these persons are devoting to the program. To estimate this amount of time, the concept of Full-time Equivalence (F.T.E.) is being used.

The **Full-time Equivalent (F.T.E.)** expresses the total time devoted to research by a person **during one year**. One F.T.E. may be thought of as one **person-year** which corresponds to **one person working full-time on R & D during one year**. Thus, a person who normally spends 30% of his time on R & D and the remaining 70% on other activities should be considered as  $30/100 = 0,3$  person-years.

As personnel engaged in the research program we consider **not only** the researchers, **but also all other persons who directly contribute** to the realisation of a research project (e.g. technicians, unskilled labour, secretarial and clerical staff, laboratory assistants, etc.), without the participation of whom an R & D activity could not be completed. Consequently, R&D personnel is classified into three categories, on the basis of the type of work being performed, as follows:

- |                                    |  |
|------------------------------------|--|
| (a) <b>Researcher:</b>             | The professional engaged in the <u>conception</u> and the <u>creation</u> of new knowledge, products, processes methods and systems and in the management of the projects concerned.                     |
| (b) <b>Technician:</b>             | The person who participates in R & D by performing scientific and technical tasks, normally <u>under the supervision of researchers</u> , e.g. computer programmer, laboratory assistant, designer, etc. |
| (c) <b>Other supporting staff:</b> | The persons who participate in R & D projects by performing various tasks indispensable for their completion, e.g. secretarial and clerical staff, labourers, administrators, etc.                       |

On the basis of the classification given, please complete the table in the next page. You have to report all the personnel engaged in the research program **during 2021**, no matter of their work relation (regular, part-time, with contract, visitor, unsalaried, gratis, fellow, postgraduate or not research associate, etc.)

**1.1 PERSONNEL ENGAGED IN THE RESEARCH PROGRAM DURING 2021**

Name of the Person	Gender (M/F)	Date of Birth	Nationality	Current Position	Level of Qualification *	F.T.E	Type of fee **	Fee in Euro €
<b><u>Reseachers</u></b>								
1.								
2.								
3.								
4.								
5.								
6.								
7.								
<b><u>Technicians</u></b>								
1.								
2.								
3.								
4.								
<b><u>Other Supporting Staff</u></b>								
1.								
2.								
3.								
4.								

\* Take into consideration the level of highest qualification held. **1**=Phd, **2**=Master, **3**=Basic University degree, **4**=Other post-secondary diplomas **5**=Secondary education, **6**=Primary education

\*\* **1**= No fee. Participation in research program as an indispensable part of his/hers everyday work and financed through his/hers regular monthly emoluments, **2**= Fee from research program´s budget outlays, **3**= Fee from education institute budget (e.g. postgraduate research associate).

## 2 EXPENDITURES DEVOTED TO RESEARCH PROGRAM

The following questions aim at measuring the expenditures devoted to the research program **during 2021**. Note that actual expenditure and not budgeted expenditure should be given.

Only amounts **spent during 2021** must be reported (and came either from the budget of the higher education institute or from external research funds), for this specific research program.

### 2.1 ANALYSIS OF EXPENDITURE BY TYPE

Expenditure can be distinguished into three types:

- (a) **Labour costs of R & D personnel:** These comprise all kinds of gross allowances made to the personnel which is directly engaged in R & D activities (wages and salaries, overtime pay, bonus payments, contributions to pension funds and other social security payments, payroll taxes, etc.).
- (b) **Capital expenditure:** These comprise land acquired for R & D and the purchase or construction of buildings (including major improvements, modifications and repairs), instruments and equipment (or any instalments paid for these purposes **during 2021**). In measuring actual capital expenditure, small tools and instruments will normally be excluded. When a fixed asset is used for more than one activity, only the portion attributed to the research program should be reported.
- (c) **Other current costs:** These comprise non-capital purchases of materials, supplies and equipment, books and journals, travel expenses for R & D purposes, expenses on indirect services and all other expenditure that does not fall in the two previous categories.

On the basis of the above, please provide information on your R & D expenditures **during 2021** in the following table:

Type of Expenditure	Amount (in Euro €)
Labour Costs of R & D Personnel (*)	
Capital Expenditure	
Other Current Costs	
<b>TOTAL</b>	

(\*) The amount must correspond to the total given in page 5 (paragraph 1.1).

**2.2 ANALYSIS OF EXPENDITURE BY SOURCE OF FUNDS**

**Instructions**

We are interested in the source of funds: who provides the money for the realisation of a research activity and how much he contributes. As a source of funds we consider the body which offers the money for research, irrespective of who utilizes the results of the research carried out.

Source of Finance	Amount (in €)
Education Institute Budget	
Education Institute own funds (from property utilization, donations etc.) <i>specify:</i> .....	
Ministries & other Government departments <i>specify:</i> .....	
Public sector enterprises (e.g. semi-government organisations) <i>specify:</i> .....	
Private Sector Enterprises <i>specify:</i> .....	
Research and Innovation Foundation (former RPF) <i>specify:</i> .....	
Other private institution of a non-profit institutions <i>specify:</i> .....	
European Union / 7 <sup>th</sup> Framework Programme for Research and Technological Development and “Horizon 2020” Programme for Research and Innovation (only the EU contribution should be included)	
European Union / Other Programmes <i>specify:</i> .....	
Other sources from abroad (international organisations, enterprises etc.) <i>specify:</i> .....	
<b>TOTAL</b>	

**Note:** The columns aggregate must correspond to the total given in page 6 (paragraph 2.1).

