

Questionnaire manual: Research and development (R&D) (in companies)

Questionnaire code: 11342021

Submitted in: 05.08.2021, data about 2020

Periodicity: Annual

p. 1/13

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Please make sure that you enter data in the correct cell. If you enter alphabetical characters in a number field, a corresponding error message is displayed. In the case of some fields, logic (arithmetic) checks have been applied to prevent data entry mistakes. If there is a conflict in the entered data or they conflict with pre-filled data, an error message appears when the table is checked. In the case of errors, review the data carefully and make corrections.

After correcting the data, save changes and check the questionnaire again. If there are no more mistakes, confirm and submit the data by clicking "Confirm" on the last page of the questionnaire. You will be displayed a message that the data have been submitted successfully.

DATA COLLECTED WITH THE QUESTIONNAIRE

Table 1.0. GENERAL DATA

If the main goal is to technically improve a product or process, the performed work is classified as R&D. If a product, process or an approach is developed and the main goal of the work is market expansion, pre-production planning or the smooth work of the control system, the activity is not classified as R&D.

R&D is creative systematic work, the aim of which is to obtain new knowledge, including knowledge about man, culture and society, and the implementation of such knowledge.

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You need not fill in the value: period, economic activity
RD_E MP_P / 1	Number of persons employed at the end of the reference period	RD_EMP_P	No. of persons employed includes all employees working in the undertaking, irrespective of the length of their work week: owners working in the undertaking and their family members working free of charge; full or part time employees; persons who work outside the undertaking (marketing personnel) but belong to the staff of the undertaking and are on payroll; persons temporarily absent from work (sick leaves, paid holidays, educational leaves, on strike); trainees (apprentices), seasonal and remote employees who are on payroll; persons employed under contract for services. Family members working free of charge are persons who live together with the owner of the undertaking and work regularly in the undertaking without an employment contract and without getting paid. The no. of persons employed does not include the employees of other companies who are active in this undertaking, executing its orders, also persons absent for a longer period of time (parental leave, military service).	Positive integer	
0_2 / 1	Existence of internal R&D costs *	RD_ENT_YES	Existence of internal R&D costs in the present reference period. If the company only outsourced the respective service, the answer to this question is no. The main criterion of R&D is innovativeness and the absence of solution for a scientific or a technological problem at the early stage of the work. R&D is the research and development work carried out in the company. The main rule of R&D in a somewhat wider perspective: if the main goal is to technically improve a product or process, the performed work is classified as R&D. If a product, process or an approach is basically developed and the main goal of the work is market expansion, pre-production planning or the smooth work of the control system, the activity is not classified as R&D.	valik_jah_ei_1v	

Table 1.1. EMPLOYEES ENGAGED IN RESEARCH AND DEVELOPMENT BY EDUCATION AND SEX AND WORKING TIME SPENT ON RESEARCH AND DEVELOPMENT

Questionnaire manual: Research and development (R&D) (in companies)

Questionnaire code: 11342021

Submitted in: 05.08.2021, data about 2020

p. 2/13

Number of employees engaged in R&D includes people who are directly related to such activities and spend at least 10% of their working time on the said activities. In columns 1–7, indicate the number of such employees by level of education, sex and category. In column 8, indicate the working time spent on R&D in the reference year in full-time years by category (without the estimated distribution by sex).

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You need not fill in the value: period, economic activity
01 / 1	Number of employees engaged in R&D at the end of the reference period: scientists and engineers with doctoral degree – men	RD_RES M_DOC	Number of male scientists and engineers with doctoral degree at the end of the reference year.	Positive integer	
01 / 2	Number of employees engaged in R&D at the end of the reference period: scientists and engineers with master's degree – men	RD_RES M_MAG	Number of male scientists and engineers with master's degree at the end of the reference year.	Positive integer	
01 / 3	Number of employees engaged in R&D at the end of the reference period: scientists and engineers with academic higher education – men	RD_RES M_ACE	Number of male scientists and engineers with academic higher education at the end of the reference year.	Positive integer	
01 / 4	Number of employees engaged in R&D at the end of the reference period: scientists and engineers with professional higher education – men	RD_RES M_PRE	Number of male scientists and engineers with professional higher education at the end of the reference year.	Positive integer	
02 / 1	Number of employees engaged in R&D at the end of the reference period: scientists and engineers with doctoral degree – women	RD_RES F_DOC	Number of female scientists and engineers with doctoral degree at the end of the reference year.	Positive integer	
02 / 2	Number of employees engaged in R&D at the end of the reference period: scientists and engineers with master's degree – women	RD_RES F_MAG	Number of female scientists and engineers with master's degree at the end of the reference year.	Positive integer	
02 / 3	Number of employees engaged in R&D at the end of the reference period: scientists and engineers with academic higher education –	RD_RES F_ACE	Number of female scientists and engineers with academic higher education at the end of the reference year.	Positive integer	

Questionnaire manual: Research and development (R&D) (in companies)

Questionnaire code: 11342021

Submitted in: 05.08.2021, data about 2020

p. 3/13

	women				
02 / 4	Number of employees engaged in R&D at the end of the reference period: scientists and engineers with professional higher education – women	RD_RES_F_PRE	Number of female scientists and engineers with professional higher education at the end of the reference year.	Positive integer	
02 / 8	Working time spent on R&D in the company in full-time years in the reference period: total scientists and engineers	RD_RES_MF_FTE_ENT	Working time of scientists and engineers spent on R&D in full-time years in the reference year: total men and women.	Positive real number (0,2)	
03 / 1	Number of employees engaged in R&D at the end of the reference period: technicians with doctoral degree – men	RD_TEC_M_DOC	Number of male technicians with doctoral degree at the end of the reference year.	Positive integer	
03 / 2	Number of employees engaged in R&D at the end of the reference period: technicians with master's degree – men	RD_TEC_M_MAG	Number of male technicians with master's degree at the end of the reference year.	Positive integer	
03 / 3	Number of employees engaged in R&D at the end of the reference period: technicians with academic higher education – men	RD_TEC_M_ACE	Number of male technicians with academic higher education at the end of the reference year.	Positive integer	
03 / 4	Number of employees engaged in R&D at the end of the reference period: technicians with professional higher education – men	RD_TEC_M_PRE	Number of male technicians with professional higher education at the end of the reference year.	Positive integer	
03 / 5	Number of employees engaged in R&D in the company at the end of the reference period: technicians with vocational secondary or secondary education – men	RD_TEC_M_PSC	Number of male technicians with vocational secondary or secondary education at the end of the reference year.	Positive integer	
03 / 6	Number of employees engaged in R&D at the end of the reference period: technicians without secondary education – men	RD_TEC_M_NOS	Number of male technicians without secondary education at the end of the reference year.	Positive integer	
04 / 1	Number of employees engaged in R&D at the end of the reference period:	RD_TEC_F_DOC	Number of female technicians with doctoral degree at the end of the reference year.	Positive integer	

Questionnaire manual: Research and development (R&D) (in companies)

Questionnaire code: 11342021

Submitted in: 05.08.2021, data about 2020

p. 4/13

	technicians with doctoral degree – women				
04 / 2	Number of employees engaged in R&D at the end of the reference period: technicians with master's degree – women	RD_TEC F_MAG	Number of female technicians with master's degree at the end of the reference year.	Positive integer	
04 / 3	Number of employees engaged in R&D at the end of the reference period: technicians with academic higher education – women	RD_TEC F_ACE	Number of female technicians with academic higher education at the end of the reference year.	Positive integer	
04 / 4	Number of employees engaged in R&D at the end of the reference period: technicians with professional higher education – women	RD_TEC F_PRE	Number of female technicians with professional higher education at the end of the reference year.	Positive integer	
04 / 5	Number of employees engaged in R&D in the company at the end of the reference period: technicians with vocational secondary or secondary education – women	RD_TEC F_PSC	Number of female technicians with vocational secondary or secondary education at the end of the reference year.	Positive integer	
04 / 6	Number of employees engaged in R&D at the end of the reference period: technicians without secondary education – women	RD_TEC F_NOS	Number of female technicians without secondary education at the end of the reference year.	Positive integer	
04 / 8	Working time spent on R&D in the company in full-time years in the reference period: total technicians	RD_TEC MF_FTE _ENT	Working time of technicians spent on R&D in full-time years in the reference year: total men and women.	Positive real number (0,2)	
05 / 1	Number of employees engaged in R&D at the end of the reference period: assistant personnel with doctoral degree – men	RD_SUP M_DOC	Number of male assistant personnel with doctoral degree at the end of the reference year.	Positive integer	
05 / 2	Number of employees engaged in R&D at the end of the reference period: assistant personnel with master's degree – men	RD_SUP M_MAG	Number of male assistant personnel with master's degree at the end of the reference year.	Positive integer	
05 / 3	Number of	RD_SUP	Number of male assistant personnel with academic higher	Positive	

Questionnaire manual: Research and development (R&D) (in companies)

Questionnaire code: 11342021

Submitted in: 05.08.2021, data about 2020

p. 5/13

	employees engaged in R&D at the end of the reference period: assistant personnel with academic higher education – men	M_ACE	education at the end of the reference year.	integer	
05 / 4	Number of employees engaged in R&D at the end of the reference period: assistant personnel with professional higher education – men	RD_SUP M_PRE	Number of male assistant personnel with professional higher education at the end of the reference year.	Positive integer	
05 / 5	Number of employees engaged in R&D in the company at the end of the reference period: assistant personnel with vocational secondary or secondary education – men	RD_SUP M_PSC	Number of male assistant personnel with vocational secondary or secondary education at the end of the reference year.	Positive integer	
05 / 6	Number of employees engaged in R&D at the end of the reference period: assistant personnel without secondary education – men	RD_SUP M_NOS	Number of male assistant personnel without secondary education at the end of the reference year.	Positive integer	
06 / 1	Number of employees engaged in R&D at the end of the reference period: assistant personnel with doctoral degree – women	RD_SUP F_DOC	Number of female assistant personnel with doctoral degree at the end of the reference year.	Positive integer	
06 / 2	Number of employees engaged in R&D at the end of the reference period: assistant personnel with master's degree – women	RD_SUP F_MAG	Number of female assistant personnel with master's degree at the end of the reference year.	Positive integer	
06 / 3	Number of employees engaged in R&D at the end of the reference period: assistant personnel with academic higher education – women	RD_SUP F_ACE	Number of female assistant personnel with academic higher education at the end of the reference year.	Positive integer	
06 / 4	Number of employees engaged in R&D at the end of the reference period: assistant personnel with professional higher education – women	RD_SUP F_PRE	Number of female assistant personnel with professional higher education at the end of the reference year.	Positive integer	

Questionnaire manual: Research and development (R&D) (in companies)

Questionnaire code: 11342021

Submitted in: 05.08.2021, data about 2020

p. 6/13

06 / 5	Number of employees engaged in R&D in the company at the end of the reference period: assistant personnel with vocational secondary or secondary education – women	RD_SUP F_PSC	Number of female assistant personnel with vocational secondary or secondary education at the end of the reference year.	Positive integer	
06 / 6	Number of employees engaged in R&D at the end of the reference period: assistant personnel without secondary education – women	RD_SUP F_NOS	Number of female assistant personnel without secondary education at the end of the reference year.	Positive integer	
06 / 8	Working time spent on R&D in the company in full-time years in the reference period: total assistant personnel	RD_SUP MF_FTE _ENT	Working time of assistant personnel spent on R&D in full-time years in the reference year: total men and women.	Positive real number (0,2)	

Table 1.2. NUMBER OF SCIENTISTS AND ENGINEERS AT THE END OF THE REFERENCE YEAR

Distribution of scientists and engineers engaged in R&D by age at the end of the reference year. The number of male and female scientists in column 1 equals to the numbers in Table 1.1 column 7 rows 1 and 2.

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You need not fill in the value: period, economic activity
1 / 2	Number of scientists and engineers at the end of the reference period: up to 25-year-olds – men	RD_RES M_AGE1	Number of under 25-year-old male scientists and engineers at the end of the reference year.	Positive integer	
1 / 3	Number of scientists and engineers at the end of the reference period: 25–34-year-olds – men	RD_RES M_AGE2	Number of 25–34-year-old male scientists and engineers at the end of the reference year.	Positive integer	
1 / 4	Number of scientists and engineers at the end of the reference period: 35–44-year-olds – men	RD_RES M_AGE3	Number of 35–44-year-old male scientists and engineers at the end of the reference year.	Positive integer	
1 / 5	Number of scientists and engineers at the end of the reference period: 45–54-year-olds – men	RD_RES M_AGE4	Number of 45–54-year-old male scientists and engineers at the end of the reference year.	Positive integer	
1 / 6	Number of	RD_RES	Number of 55–64-year-old male scientists and engineers at	Positive	

Questionnaire manual: Research and development (R&D) (in companies)

Questionnaire code: 11342021

Submitted in: 05.08.2021, data about 2020

p. 7/13

	scientists and engineers at the end of the reference period: 55–64-year-olds – men	M_AGE5	the end of the reference year.	integer	
1 / 7	Number of scientists and engineers at the end of the reference period: at least 65-year-olds – men	RD_RES M_AGE6	Number of at least 65-year-old male scientists and engineers at the end of the reference year.	Positive integer	
2 / 2	Number of scientists and engineers at the end of the reference period: up to 25-year-olds – women	RD_RES F_AGE1	Number of under 25-year-old female scientists and engineers at the end of the reference year.	Positive integer	
2 / 3	Number of scientists and engineers at the end of the reference period: 25–34-year-olds – women	RD_RES F_AGE2	Number of 25–34-year-old female scientists and engineers at the end of the reference year.	Positive integer	
2 / 4	Number of scientists and engineers at the end of the reference period: 35–44-year-olds – women	RD_RES F_AGE3	Number of 35–44-year-old female scientists and engineers at the end of the reference year.	Positive integer	
2 / 5	Number of scientists and engineers at the end of the reference period: 45–54-year-olds – women	RD_RES F_AGE4	Number of 45–54-year-old female scientists and engineers at the end of the reference year.	Positive integer	
2 / 6	Number of scientists and engineers at the end of the reference period: 55–64-year-olds – women	RD_RES F_AGE5	Number of 55–64-year-old female scientists and engineers at the end of the reference year.	Positive integer	
2 / 7	Number of scientists and engineers at the end of the reference period: at least 65-year-olds – women	RD_RES F_AGE6	Number of at least 65-year-old female scientists and engineers at the end of the reference year.	Positive integer	

Table 2.1. COSTS ON INTERNAL RESEARCH AND DEVELOPMENT

When making an assessment, keep in mind that it is only the share of R&D costs in total costs. Hence, the labour costs of R&D employees only include the working time spent on R&D. In Table 5, the total sums of indicated costs are divided by the source of funding.

In Table 2.1, indicate costs on internal R&D – costs on projects, surveys, test and development works which were conducted by the personnel of the company.

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You need not fill in the value: period, economic activity
07 / 1	Costs of internal	RD_EXP	Labour costs (salary expenses, social tax and unemployment	Positive	

Questionnaire manual: Research and development (R&D) (in companies)

Questionnaire code: 11342021

Submitted in: 05.08.2021, data about 2020

p. 8/13

	R&D: labour costs	_LAB_ENT	insurance premium) – salary expenses of employees engaged in R&D (basic wage or salary, premiums, holiday pay, allowances and other costs related to the employees, which are handled as salary expenses) and the social tax and unemployment insurance premium proportionally with the working time spent on R&D. Also indicate social tax from fringe benefits and calculated holiday reserve.	integer	
08 / 1	Internal R&D costs: material, purchased products and semi-finished products	RD_EXP_CUR1	Material, purchased products and semi-finished products – cost of raw material used in R&D, main and auxiliary material, office supplies, lubricants, spare parts and other goods, also the cost of added products or semi-finished products in acquisition cost. Also, the acquisition time itself is not important (may be earlier) but the use of the listed materials, products, etc. for R&D in the reference year.	Positive integer	
09 / 1	Internal R&D costs: works and services purchased in the framework of internal R&D projects	RD_EXP_CUR2	R&D works and services purchased in the framework of internal R&D projects (construction of structures, information technological services, project management services, etc.). Does not include projects which are fully outsourced and included in the external R&D costs.	Positive integer	
10 / 1	Internal R&D costs: maintenance of buildings and facilities	RD_EXP_CUR3	Share of the maintenance costs of buildings and facilities related to R&D includes costs on heating, electricity, water and sewage, rent, maintenance, insurance, etc.	Positive integer	
11 / 1	Internal R&D costs: other current expenses related to R&D	RD_EXP_CUR4	Other costs related to R&D which are not listed above: maintenance costs of equipment, mail and communication costs, management costs, business trip costs, etc. Depreciation is not included in the R&D costs.	Positive integer	
12 / 1	Funding of internal R&D costs: investments into non-current assets – acquisition and building of buildings and facilities	RD_EXP_BUI_ENT	Acquisition and building of buildings and facilities – share of investments related to R&D.	Positive integer	
13 / 1	Funding of internal R&D costs: investments into non-current assets – acquisition of equipment, apparatus, machinery, inventory and means of transport	RD_EXP_EQU_ENT	Costs related to the acquisition of equipment, apparatus, machinery, inventory and means of transport in R&D. If the listed non-current assets are also used in production, then the share of such costs which is related to R&D is also added.	Positive integer	
13A / 1	Internal R&D costs: investments into non-current assets – acquisition of computers and computer systems	RD_EXP_ITH	Acquisition of computers and computer systems only for the purpose of R&D activities. If the listed non-current assets are also used in production, then the share of such costs which is related to R&D is also added.	Positive integer	
14 / 1	Internal R&D costs: investments into non-current assets – repair and restoration of non-current assets	RD_EXP_INV1	Costs of the repair and restoration works of non-current assets related to R&D.	Positive integer	
15 / 1	Funding of internal R&D costs: investments into non-current assets – acquisition of intangible fixed assets	RD_EXP_INV2	Acquisition of intangible fixed assets – costs on the acquisition special software, licences, patents, etc. necessary for R&D activities.	Positive integer	
15A / 1	Internal R&D costs: investments into non-current assets – acquisition of computer software	RD_EXP_ITS	Acquisition of computer software only for purposes related to R&D activities. If the listed non-current assets are also used in production, then the share of such costs which is related to R&D is also added.	Positive integer	
16 / 1	Internal R&D costs: investments	RD_EXP_INV3	Other investments related to R&D projects.	Positive integer	

Questionnaire manual: Research and development (R&D) (in companies)

Questionnaire code: 11342021

Submitted in: 05.08.2021, data about 2020

p. 9/13

	into non-current assets – other investments related to R&D				
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Table 2.2. COSTS ON EXTERNAL RESEARCH AND DEVELOPMENT (except activities indicated on row 09)

This category also includes costs for sponsorship and support with the target goal as R&D. To avoid double counting, exclude the costs indicated on row 09 of Table 2.1. In Table 5, the total sums of the costs indicated in the table are divided by the source of funding.

In Table 2.2, indicate costs on external R&D – costs on projects, surveys, test and development works in which the employees of the company do not participate, but which are fully outsourced.

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You need not fill in the value: period, economic activity
18 / 1	External R&D costs: R&D works ordered from Estonia – other companies	RD_EXT RD_BES	Costs on R&D projects, surveys, etc. in works ordered from other Estonian companies. The works are fully outsourced and the employees of the company do not participate in such works.	Positive integer	
19 / 1	External R&D costs: R&D works ordered from Estonia – higher education institutions and their research organisations	RD_EXT RD_HES	Costs on R&D projects, surveys, etc. in works ordered from Estonian institutions of higher education or their research organisations. The works are fully outsourced and the employees of the company do not participate in such works.	Positive integer	
20 / 1	External R&D costs: R&D works ordered from Estonia – state and local government institutions	RD_EXT RD_GOV	Costs on R&D projects, surveys, etc. in works ordered from Estonian state or municipality authorities (except institutions of higher education). The works are fully outsourced and the employees of the company do not participate in such works.	Positive integer	
21 / 1	External R&D costs: R&D works ordered from Estonia – non-profit organisations and foundations	RD_EXT RD_PNP	Costs on R&D projects, surveys, etc. in works ordered from Estonian non-profit organisations and foundations (except institutions of higher education). The works are fully outsourced and the employees of the company do not participate in such works.	Positive integer	
22 / 1	External R&D costs: R&D works ordered from foreign countries – companies	RD_EXT RD_BES F	Costs on R&D projects, surveys, etc. in works ordered from foreign companies. The works are fully outsourced and the employees of the company do not participate in such works.	Positive integer	
23 / 1	External R&D costs: R&D works ordered from foreign countries – higher education institutions and their research organisations	RD_EXT RD_HES F	Costs on R&D projects, surveys, etc. in works ordered from foreign institutions of higher education or their research organisations. The works are fully outsourced and the employees of the company do not participate in such works.	Positive integer	
24 / 1	External R&D costs: R&D works ordered from foreign countries – state and local government institutions	RD_EXT RD_GOV F	Costs on R&D projects, surveys, etc. in works ordered from foreign state or municipality authorities (except institutions of higher education). The works are fully outsourced and the employees of the company do not participate in such works.	Positive integer	
25 / 1	External R&D costs: R&D works ordered from foreign countries – non-profit	RD_EXT RD_PNP F	Costs on R&D projects, surveys, etc. in works ordered from foreign non-profit organisations and foundations (except institutions of higher education). The works are fully outsourced and the employees of the company do not participate in such works.	Positive integer	

Questionnaire manual: Research and development (R&D) (in companies)

Questionnaire code: 11342021

Submitted in: 05.08.2021, data about 2020

p. 10/13

	organisations and foundations				
26 / 1	External R&D costs: other R&D costs	RD_EXT RD_OTH	Other external R&D costs (sponsorship, support for research units, etc.).	Positive integer	

Table 3.1. SHARES OF COSTS ON TYPES OF INTERNAL RESEARCH AND DEVELOPMENT

By type, R&D is divided into three: basic research – original surveys for obtaining new knowledge without the aim of immediate implementation of such knowledge; applied research – original surveys with the aim to apply them in one specific field; experimental development – systematic work conducted based on the basic and applied research for developing a new or improved product, process, system or equipment.

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You need not fill in the value: period, economic activity
28 / 1	Share of costs in internal R&D: basic research	RD_EXP_BASZ	Share of basic research in per cents in the internal R&D costs. Basic research – original theoretical or experimental surveys for obtaining new knowledge about the basics of phenomena and events, without the aim of immediate implementation of such knowledge.	Positive integer	
29 / 1	Share of costs in internal R&D: applied research	RD_EXP_APPZ	Share of applied research in per cents in the internal R&D costs. Applied research – original surveys for obtaining new knowledge with the primary aim to apply such knowledge in one specific field.	Positive integer	
30 / 1	Share of costs in internal R&D: development of a new product, material or service or improving an existing one	RD_EXP_EX1Z	Share of the costs of experimental development works in internal R&D for developing a new product, material or service, or for improving an existing one – systematic work which is conducted based on basic and applied research for developing a new or improved product, material or service, or for improving an existing one.	Positive integer	
31 / 1	Share of costs in internal R&D: development of a new technological process or system or improving an existing one	RD_EXP_EX2Z	Share of the costs of experimental development work in internal R&D for developing a new technological process or system, or for improving an existing one – systematic work which is conducted based on basic and applied research for developing a new or improved technological process or system, or for improving an existing one.	Positive integer	
32 / 1	Share of costs in internal R&D: experimental development works performed for another purpose	RD_EXP_EX3Z	Share of experimental development works performed for other purposes in per cents in the internal R&D costs. experimental development works which are not directly related to products or technology – experimental development works which were not reflected in previous works.	Positive integer	

Table 3.2. SHARE OF INTERNAL BIOTECHNOLOGICAL RESEARCH AND DEVELOPMENT

Biotechnology is the application of science and technology in different areas on live organisms and parts thereof, products or models with the aim to make living or inanimate material into knowledge, products or services.

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You need not fill in the value: period, economic activity
33_1 / 1	Share of costs in internal R&D: biotechnological R&D	RD_EXP_BIOZ	Share of biotechnological R&D in per cents in the internal R&D costs. Biotechnology is the application of science and technology in different areas on live organisms and parts thereof, products or models with the aim to make living or inanimate material into knowledge, products or services. Biotechnology includes several technologies (the list is constantly updated): genetic engineering, molecular	Positive integer	

Questionnaire manual: Research and development (R&D) (in companies)

Questionnaire code: 11342021

Submitted in: 05.08.2021, data about 2020

p. 11/13

			biotechnology, cell and tissue engineering, industrial application of bioprocesses, bioinformatics, nanobiotechnology, etc.		
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Table 5. FUNDING OF RESEARCH AND DEVELOPMENT COSTS

In Table 5, divide the total sums of costs indicated in Table 2.1 by source of funding. Support from the EU, international organisations, foreign countries and non-governmental organisations of foreign countries granted through the state budget or through a state funded foundation is not considered support from foreign sources.

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You need not fill in the value: period, economic activity
40 / 1	Funding of internal R&D costs: internal	RD_EXP_BES1	Internal R&D costs were funded by the company itself (except targeted loan from non-budgetary foundation or fund).	Positive integer	
41 / 1	Funding of internal R&D costs: loan from Enterprise Estonia	RD_EXP_BES2	Internal R&D costs were funded by a loan from Enterprise Estonia.	Positive integer	
42 / 1	Funding of internal R&D costs: loan from KredEx	RD_EXP_BES3	Internal R&D costs were funded by a loan from KredEx.	Positive integer	
43 / 1	Funding of internal R&D costs: loan from Estonian Rural Development Foundation	RD_EXP_BES4	Internal R&D costs were funded by a loan from Estonian Rural Development Foundation.	Positive integer	
44 / 1	Funding of internal R&D costs: loan from another non-budgetary foundation or fund	RD_EXP_BES5	Internal R&D costs were funded by a loan from a non-budgetary foundation or fund except EAS, KredEx, MES.	Positive integer	
44_1 / 1	Funding of internal R&D costs: name of another loan source	RD_EXP_BES5_N	Name of the loan source.	Text	
45 / 1	Funding of internal R&D costs: Estonian Research Council	RD_EXP_GOV1	Internal R&D costs were funded by Estonian Research Council.	Positive integer	
46 / 1	Funding of internal R&D costs: Enterprise Estonia	RD_EXP_GOV2	Internal R&D costs were funded by Enterprise Estonia.	Positive integer	
47 / 1	Funding of internal R&D costs: other foundations and funds	RD_EXP_GOV3	Internal R&D costs were funded by another foundation or fund.	Positive integer	
48 / 1	Funding of internal R&D costs: governmental and state institutions	RD_EXP_GOV4	Internal R&D costs were funded by governmental and state institutions.	Positive integer	
49 / 1	Funding of internal R&D costs: local government institutions	RD_EXP_GOV5	Internal R&D costs were funded by local government institutions.	Positive integer	
50 / 1	Funding of internal R&D costs: higher education institutions and their research organisations	RD_EXP_HES	Internal R&D costs were funded by higher education institutions or their research organisations.	Positive integer	
51 / 1	Funding of internal R&D costs: non-profit organisations and foundations	RD_EXP_PNP	Internal R&D costs were funded by non-profit organisations or foundations, except ETAg, EAS and those listed under variables RD_EXP_GOV3 and RD_EXP_HES.	Positive integer	

Questionnaire manual: Research and development (R&D) (in companies)

Questionnaire code: 11342021

Submitted in: 05.08.2021, data about 2020

p. 12/13

52 / 1	Funding of internal R&D costs: Estonian companies	RD_EXP_BES6	Internal R&D costs were funded by other Estonian companies.	Positive integer	
53 / 1	Funding of internal R&D costs: foreign companies	RD_EXP_FOR1	Internal R&D costs were funded by foreign companies.	Positive integer	
54 / 1	Funding of internal R&D costs: foreign funds and endowments	RD_EXP_FOR2	Internal R&D costs were funded by foreign funds or endowments.	Positive integer	
55 / 1	Funding of internal R&D costs: European Union research grants	RD_EXP_FOR3	Internal R&D costs were funded by research grants from the European Union.	Positive integer	
56 / 1	Funding of internal R&D costs: other foreign funding	RD_EXP_FOR4	Internal R&D costs were funded by a foreign funding source not listed under variables RD_EXP_FOR11, RD_EXP_FOR12, RD_EXP_FOR13.	Positive integer	
57 / 1	Funding of internal R&D costs: another funding source	RD_EXP_BES7	Internal R&D costs were funded by a funding source not listed elsewhere.	Positive integer	
57_1 / 1	Funding of internal R&D costs: name of another funding source	RD_EXT_BES7N	Name of the funding source.	Text	

Table 6. RESEARCH AND DEVELOPMENT PLANNED FOR THE CURRENT YEAR (2021)

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You need not fill in the value: period, economic activity
6_01 / 1	Existence of internal R&D costs in the year following the reference period *	RD_EXP_YES_N EW	Existence of internal R&D costs in the year following the reference period. If the company only outsourced the R&D service, the answer to this question is no. The main criterion of R&D is innovativeness and the absence of solution for a scientific or a technological problem at the early stage of the work. R&d is the research and development work carried out in the company. The main rule of R&D in a somewhat wider perspective: if the main goal is to technically improve a product or process, the performed work is classified as R&D. If a product, process or an approach is basically developed and the main goal of the work is market expansion, pre-production planning or the smooth work of the control system, the activity is not classified as R&D.	valik_jah_ei_1v	
6_02 / 1	Estimated amount of internal R&D costs in the year following the reference period	RD_EXP_NEW	Estimated amount of R&D costs in the year following the reference period. The main criterion of R&D is innovativeness and the absence of solution for a scientific or a technological problem at the early stage of the work. R&d is the research and development work carried out in the company. The main rule of R&D in a somewhat wider perspective: if the main goal is to technically improve a product or process, the performed work is classified as R&D. If a product, process or an approach is basically developed and the main goal of the work is market expansion, pre-production planning or the smooth work of the control system, the activity is not classified as R&D.	Positive integer	

Table 7. TIME SPENT ON FILLING OUT THE QUESTIONNAIRE

Please estimate how much time you spent on filling out the questionnaire (incl. time spent on reading the instructions, collecting and preparing data). Record the total time spent by all employees.

Row code/ column	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or	You need not fill in the value:
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Questionnaire manual: Research and development (R&D) (in companies)

Questionnaire code: 11342021

Submitted in: 05.08.2021, data about 2020

p. 13/13

code				list/ classification name	period, economic activity
/	Number of hours spent on completing the questionnaire and collecting and preparing the necessary data	TAITMIS EAEGTU NDI	Number of hours spent by all employees on completing the questionnaire. The time spent on completing the questionnaire includes the time spent on reviewing instructions, collecting and preparing the necessary data.	Positive integer	
/	Number of minutes spent on completing the questionnaire and collecting and preparing the necessary data	TAITMIS EAEGMI NUTIT	Number of minutes spent by all employees on completing the questionnaire. The time spent on completing the questionnaire includes the time spent on reviewing instructions, collecting and preparing data. Permitted value range 0–59.	Positive integer	