



R&D Tax Incentive

Application questions

Last updated 29 May 2023

About this guidance

This guidance provides an overview of how to access and progress through the online application to register activities for the R&D Tax Incentive. The guidance is broken down into sections which cover each page of the online application.

| Question | Guidance |
|---|---|
| Section: Income Period | |
| <p>Does the company follow a standard income period (01 July to 30 June)?</p> <p><i>Style: Radio button</i> <i>Options: Yes, No</i></p> | <p>This should be the income period on the company's income tax return submitted to the Australian Taxation Office.</p> |
| <p>Which Australian Taxation Office approved income period does the company follow?</p> <p><i>Style: Radio button</i> <i>Options:</i></p> <ul style="list-style-type: none"> Substituted accounting period (SAP) Transitional accounting period | <p>This question is only shown if 'No' is selected for the question: <i>Does the company follow a standard income period (01 July to 30 June)</i>.</p> <p>Only companies with a substituted accounting period approved by the Australian Taxation Office may register activities for a non-standard income period. You can find information and forms for substituted accounting periods at the Australian Taxation Office website.</p> |
| <p>Which income period does the company follow?</p> <p><i>Style: Drop down list</i></p> | <p>This question is only shown if 'Substituted account period (SAP)' is selected for the question: <i>Which Australian Taxation Office approved income period does the company follow?</i></p> <p>If you have a substituted accounting period approved by the Australian Taxation Office, the income year will end on a date other than 30 June.</p> <p>If your substituted accounting period ends on a date that is not listed, please select the option that matches the month and year for your end date. For example: for a substituted accounting period ending on 5 April 2020, select 30 April 2020.</p> |
| <p>Start date of your transitional accounting period</p> <p><i>Style: Drop down list</i></p> | <p>This question is only shown if 'Transitional accounting period' is selected for the question: <i>Which Australian Taxation Office approved income period does the company follow?</i></p> <p>If you have a substituted accounting period approved by the Australian Taxation Office, it may result in an income period more or less than 12 months. We require only the month and year for the start date of your transitional accounting period.</p> |

| Question | Guidance |
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| Section: Income Period | |
| End date of your transitional accounting period Style: Drop down list | This question is only shown if 'Transitional accounting period' is selected for: <i>Which Australian Taxation Office approved income period does the company follow?</i> If you have a substituted accounting period approved by the Australian Taxation Office, it may result in an income period more or less than 12 months. We require only the month and year for the end date of your transitional accounting period. |

| Question | Guidance |
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| Section: Registration type | |
| Is the company registered with the Australian Securities and Investments Commission? Style: Radio button Options: <ul style="list-style-type: none"> • Yes, under an Australian law • Yes, under foreign law that is an Australian resident for tax purposes • Yes, under foreign law AND is a resident of a country with which Australia has a double tax agreement, including a definition of 'permanent establishment' AND is carrying on business in Australia through a permanent establishment as defined in the double tax agreement • No, this company is not registered with Australian Securities and Investments Commission | To find if the company is registered go to ASIC Connect and search their registers by Organisation and Business Names. The result status will show if your company is registered. If your company is not registered with the Australian Securities and Investments Commission, it is not eligible for the R&D Tax Incentive. |

| Question | Guidance |
|---|---|
| Section: Company details | |
| What country was the company incorporated in? Style: Drop down list | This question is linked to: <i>Is the company registered with the Australian Securities and Investments Commission?</i> and is only shown for companies registered under foreign law. |
| What date was the company registered with the Australian Securities and Investments Commission? Style: Date box Options: Day/Month/Year | You can find this information in the Australian Securities and Investments Commission register at ASIC Connect website. Please notify the Australian Securities and Investments Commission if your details need to be updated. |
| What is the company's country of residence? Style: Drop down list | This question is linked to: <i>Is the company registered with the Australian Securities and Investments Commission?</i> The question is only shown for companies registered under foreign law that are residents of a country with which Australia has a double tax agreement and are carrying on business in Australia through a permanent establishment as defined in the double tax agreement. |

| Question | Guidance |
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| Section: Company details | |
| <p>Is the company the head of a consolidated or multiple entry consolidated group?</p> <p><i>Style: Radio button</i> Options:</p> <ul style="list-style-type: none"> • Yes • No, the company is not part of a consolidated or multiple entry consolidated group • No, the company is a subsidiary of a consolidated or multiple entry consolidated group | <p>Only the head company of a consolidated or multiple entry consolidated group can apply to register R&D activities. The head company must register R&D activities performed by any member of the group. For further information on claiming the R&DTI if you are a member of a consolidated or multiple entry consolidated group visit the Australian Taxation Office website.</p> |
| <p>Is the company controlled by one or more tax exempt entities?</p> <p><i>Style: Radio button</i> Options: Yes, No</p> | <p>To work out if your company is controlled by one or more exempt entities, you will need to consider if one or more exempt entities, their affiliates or both have either:</p> <ul style="list-style-type: none"> • shares and other equity interests in your company that give them and/or their affiliates at least 50% of the voting power in your company • the right to receive at least 50% of any income or capital your company distributes. |
| <p>What percentage control is held by tax exempt entities?</p> <p><i>Style: Percentage</i> Options: Number entry: 1 > 100 inclusive</p> | <p>This question is only shown if 'Yes' is selected for: <i>Is the company controlled by one or more tax exempt entities?</i></p> <p>If you are controlled by one or more exempt entities, you cannot claim the refundable offset but you can claim the non-refundable tax offset instead. For further information on tax exempt entities please visit the Australian Taxation Office website.</p> |
| <p>Does the company have an Ultimate Holding Company?</p> <p><i>Style: Radio button</i> Options: Yes, No</p> | <p>A company is an Ultimate Holding Company if it has majority ownership of or controlling interests in the other companies in the consolidated or multiple entry consolidated group. The ultimate holding company may be incorporated in a country other than Australia. More information can be found on the ASIC website and the <i>Corporations Act 2001</i> where the term 'ultimate holding company' is defined.</p> |
| <p>Ultimate Holding Company details:</p> <p><i>Style: Set of sub-questions</i> Sub-questions:</p> <ul style="list-style-type: none"> • What country was the Ultimate Holding Company incorporated in? • What is the Ultimate Holding Company's ABN or ACN? • What is the Ultimate Holding Company Name? | <p>This section contains multiple questions. The questions are only shown if 'Yes' is selected for: <i>Does the company have an Ultimate Holding Company?</i></p> <p>The Ultimate Holding Company ABN or ACN is only requested for companies incorporated in Australia.</p> <p>The Ultimate Holding Company name is only requested for companies incorporated outside Australia.</p> |
| <p>Indigenous ownership and control</p> <p><i>Questions:</i></p> <ul style="list-style-type: none"> • Is the company Indigenous owned (where at least 51% of the organisation's members or proprietors are Indigenous)? • Is the company Indigenous controlled (where at least 51% of the organisation's board or management committee are Indigenous)? | <p>The Australian Government is committed to developing and implementing policies and programs that positively impact Aboriginal and Torres Strait islander people, communities and businesses.</p> <p>To support this, Indigenous ownership and Indigenous controlled details are required as part of policy and program development, review and evaluation.</p> |
| <p>Which industry does the company mostly operate in?</p> <p><i>Style: Drop down lists (x2)</i> Lists:</p> <ul style="list-style-type: none"> • ANZSIC Division • ANZSIC Class | <p>Select the Australian and New Zealand Standard Industrial Classification (ANZSIC) division and class that best describes the main business activity of the company.</p> <p>If you are the head company of a consolidated or multiple entry consolidated group, select the main business activity for the majority of your subsidiaries.</p> <p>For information on ANZSIC visit the Australian Bureau of Statistics website.</p> |

| Question | Guidance |
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| <p>Section: Contact details</p> | |
| <p>Please note that all contacts listed will receive correspondence about the application. Any contact listed may be contacted by the R&DTI Program to provide further information</p> | |
| <p>Primary company contact details:</p> <p><i>Style: Set of sub-questions</i> <i>Sub-questions:</i></p> <ul style="list-style-type: none"> • Title, First name, Last name, • Position or role • Phone number • Email • Main business address in Australia • Website | <p>At least one company contact must be provided.</p> <p>The Primary contact must be someone from the company, <u>not</u> the Tax Agent or R&D Consultant.</p> |
| <p>Would you like to include an alternate company contact?</p> <p><i>Style: Radio button</i> <i>Options: Yes, No</i></p> | |
| <p>Alternate company contact details:</p> <p><i>Style: Set of sub-questions</i> <i>Sub-questions:</i></p> <ul style="list-style-type: none"> • Title, First name, Last name • Position or role • Phone number • Email | <p>This question is only shown if 'Yes' is selected for: <i>Would you like to include an alternative company contact?</i></p> |
| <p>Did you rely on advice from a tax agent?</p> <p><i>Style: Radio button</i> <i>Options: Yes, No</i></p> | <p>The R&D Tax Incentive is an entitlement arising under the <i>Income Tax Assessment Act 1997</i>. Only registered tax agents or R&D consultants registered with the Tax Practitioners Board can provide advice that relates to ascertaining entitlements under a taxation law or advising about entitlements under a taxation law.</p> <p>To find your tax agent or R&D consultant registration number visit the Tax Practitioners Board website and search the TPB Register.</p> <p>Note that companies do <u>not</u> have to receive advice from a Tax Agent in order to complete the R&DTI registration form.</p> |
| <p>Primary tax agent contact details:</p> <p><i>Style: Set of sub-questions</i> <i>Sub-questions:</i></p> <ul style="list-style-type: none"> • Title, First name, Last name • Position or role • Tax agent registration number • Phone number • Email • Tax agent ABN | <p>This question is only shown if 'Yes' is selected for: <i>Did you rely on advice from a tax agent?</i></p> <p>Only registered Tax Agents or R&D consultants registered with the Tax Practitioners Board should provide details here. Other R&D Consultants complete a different section.</p> |
| <p>Would you like to include an alternate tax agent contact?</p> <p><i>Style: Radio button</i> <i>Options: Yes, No</i></p> | |

| Question | Guidance |
|--|---|
| Section: Contact details | |
| Alternate tax agent contact details: Style: Set of sub-questions Sub-questions: <ul style="list-style-type: none"> • Title, First name, Last name • Position or role • Tax agent registration number • Phone number • Email | This question is only shown if 'Yes' is selected for: Would you like to include an alternate tax agent contact? |
| Did you receive advice from an R&D Consultant? Style: Radio button Options: Yes, No | This section is to collect details of R&D Consultants who are not Registered Tax Agents. |
| R&D Consultant details: Style: Set of sub-questions Sub-questions: <ul style="list-style-type: none"> • First name, Last name • ABN • Company name | This question is only shown if 'Yes' is selected for: Did you receive advice from an R&D Consultant? Please note, R&D consultant details are collected for internal reporting only. The primary consultant will not receive correspondence about the application and will not be contacted by the R&DTI Program to provide further information. To receive correspondence also enter the R&D Consultant details as an Alternate Company Contact. |

| Question | Guidance |
|---|---|
| Section: Application inclusions | |
| This application, will include: Style: Check box (select one or more options) Options: <ul style="list-style-type: none"> • Activities with an advance or overseas finding • Expenditure paid via a levy to a Research Service Provider • Activities conducted by a Research Service Provider • Activities conducted by a Cooperative Research Centre • Activities conducted by another research organisation • Activities conducted under another collaborative agreement • None of the above | <p>Advance and overseas findings</p> <p>Advance and overseas findings provide certainty about the eligibility of your R&D activities. They provide a binding determination as to whether your activities are eligible to be claimed under the program. It is also mandatory that you first obtain an Advance/Overseas Finding for any overseas activities that you will be registering for the R&DTI.</p> <p>For information on advance findings and advance overseas findings visit the business.gov.au website.</p> <p>Research Service Providers</p> <p>Research Service Providers provide scientific or technical expertise and resources to perform research and development on behalf of other companies. Companies that engage a Research Service Provider to perform R&D activities can claim an R&D tax offset for eligible expenditure on registered R&D activities even if their total claim is less than the usual expenditure threshold of \$20,000 in an income year.</p> <p>For information on Research Service Providers visit the business.gov.au website.</p> <p>Cooperative Research Centres</p> <p>Cooperative Research Centres bring researchers, industry and government together to pursue industry-led collaborative research.</p> <p>For a list of current Cooperative Research Centres visit the business.gov.au website.</p> |

| Question | Guidance |
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| Section: Application inclusions | |
| <p>Levy-collecting Research Service Provider details</p> <p><i>Style: Set of sub-questions</i> <i>Sub-questions:</i></p> <ul style="list-style-type: none"> • <i>What is the name of the Research Service Provider that you paid the levy to?</i> • <i>For your selected income period, what was the total levy paid to this Research Service Provider</i> • <i>Proportion of the levy used for providing R&D services (%)</i> • <i>Levy used for providing R&D services</i> • <i>Total levy allocated to core activities</i> • <i>Total levy allocated to supporting activities</i> | <p>This question is only shown if 'Expenditure paid via a levy to a Research Service Provider' is selected on: <i>This application will include.</i></p> <p>Information on expenditure paid to a levy-collecting Research Service Provider is required by the program's regulations. For R&D entities who are paying a levy or contribution to a Research Service Provider, information is required on:</p> <ul style="list-style-type: none"> • the amount of levies used for providing services in relation to R&D activities • the apportionment of the levies between core and supporting R&D activities as reported to the company by the levy-collecting Research Service Provider. <p>If you are uncertain about either of these two requirements, you should contact your levy-collecting Research Service Provider.</p> <p>The levy used for providing R&D services is automatically calculated from the data entered for the total levy paid and the proportion used for providing R&D services.</p> |
| <p>Research Service Provider details</p> <p><i>Style: Set of sub-questions</i> <i>Sub-questions:</i></p> <ul style="list-style-type: none"> • <i>What is the name of the Research Service Provider you have used?</i> • <i>For your selected income period, how much did you pay this Research Service Provider?</i> | <p>This question is only shown if 'Activities conducted by a Research Service Provider' is selected on: <i>This application will include.</i></p> <p>Information on expenditure paid to a Research Service Provider is required by the program's regulations.</p> <p>If you are uncertain about this requirement, you should contact your Research Service Provider.</p> |
| <p>Cooperative Research Centre details</p> <p><i>Style: Set of sub-questions</i> <i>Sub-questions:</i></p> <ul style="list-style-type: none"> • <i>What is the name of the Cooperative Research Centre you have used?</i> • <i>For your selected income period, how much did you pay this Cooperative Research Centre?</i> | <p>This question is only shown if 'Activities conducted by a Cooperative Research Centre' is selected on: <i>This application will include.</i></p> <p>Information on expenditure paid to a Cooperative Research Centre is required by the program's regulations.</p> |
| <p>Will the company be including activities that are excluded from being a core activity in this application?</p> <p><i>Style: Radio button</i> <i>Options:</i></p> <ul style="list-style-type: none"> • <i>Yes, as supporting activities</i> • <i>No</i> | <p>There are activities that are excluded from being core R&D activities. They cannot be registered as core R&D activities but may be eligible as supporting R&D activities. You must check if any of your activities are excluded from being core R&D activities. The law, at s 355-25(2) of the <i>Income Tax Assessment Act 1997</i> lists those activities that cannot be core R&D activities for the R&DTI.</p> <p>Supporting R&D activities are activities directly related to core R&D activities. However, activities that:</p> <ul style="list-style-type: none"> • are excluded from being core R&D activities, • produce goods or services, or • directly relate to producing goods or services <p>are supporting R&D activities only if undertaken for the dominant purpose of supporting core R&D activities.</p> |
| <p>Is this application for:</p> <p><i>Style: Radio button</i> <i>Options:</i></p> <ul style="list-style-type: none"> • <i>The head company only</i> • <i>Subsidiary members only</i> • <i>Both the head company and subsidiary members</i> | <p>This question is only shown if 'Yes' is selected for: <i>Is the company the head of a consolidated or multiple entry consolidated group?</i> on the 'Company details' page.</p> |

| Question | Guidance |
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| Section: Application inclusions | |
| Subsidiary member details: <i>Style: Set of sub-questions</i> <i>Sub questions:</i> <ul style="list-style-type: none"> What is the Subsidiary member's ABN? What is the Subsidiary member's Name? What is the Subsidiary member's website? (Optional) | This question is only shown if 'Subsidiary members only' or 'Both the head company and subsidiary member' is selected for: <i>Is this application for.</i> To find the subsidiary member's ABN visit the ABN Lookup website to search by name or ACN. The ABN is part of the result if the business is registered. |

| Question | Guidance |
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| Section: Employees | |
| How many employees did the company have *across all companies* at the end of [Income period]? <i>Style: Number field</i> <i>Values: Numerical</i> | This is the total number of employees on the company's payroll at the end of the income period covered by this application (including working directors, partners, proprietors, full time, part time, and casual staff). For consolidated groups, this will be the total employee numbers for the entire group. |
| How many employees *across all companies* were engaged in the R&D activities included in this application? <i>Style: Number field</i> <i>Values: Numerical</i> | This is the full time equivalent (FTE) number of staff (including working directors, partners, proprietors, full time, part time, and casual staff) employed by the company on research and development in the income year covered by this application. For employees that do not work full time, calculate their fraction of a full time load and incorporate them into your calculation on a pro-rata basis. For example, a part-time employee that works for half of the hours of a full-time employee would be entered into the calculation as 0.5. For consolidated groups, this will be the total FTE number of staff that worked for all relevant subsidiaries who performed R&D activities included in this application. Estimates are only acceptable if actual numbers are not available. |

| Question | Guidance |
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| Section: Finance | |
| For your selected income period, what was the company's taxable income or loss *across all companies*? <i>Style: Currency field</i> <i>Values: Numerical</i> | This is the company's taxable income or loss for the selected income year. Losses should be shown as negative figures. A consolidated or multiple entry consolidated group is a single entity for income tax purposes, therefore the taxable income or loss will be for the group. |
| For your selected income period, what was the company's aggregated turnover? <i>Style: Currency field</i> <i>Values: Numerical</i> | Your aggregated turnover is the sum of the annual turnover for all of the following: <ul style="list-style-type: none"> the company any entity connected with the company any entity affiliated with the company Any dealings between these entities are excluded. An entity's annual turnover is the total ordinary income it derived in the income year in the ordinary course of carrying on its business activities. This amount does not include GST. For non-grouped companies their aggregated turnover will simply be their annual turnover derived in the income year (excluding GST). Further information is available from the Australian Taxation Office website , including the meaning of affiliated entities. |

| Question | Guidance |
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| Section: Finance | |
| <p>For your selected income period, how much revenue did the company earn *across all companies* from export sales?</p> <p><i>Style: Currency field</i> <i>Values: Numerical</i></p> | <p>This is the company's total revenue from export sales for the income year covered by this application as reported in the company's business activity statement provided to the Australian Taxation Office. The total revenue for the entire income year should be included, and this may require a company to add up the individual export sale amounts provided in their periodic business activity statements for the income year.</p> <p>To find the total revenue on export sales add up the individual export sale amounts in each business activity statement provided to the Australian Taxation Office for the income year of this application.</p> |

| Question | Guidance |
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| Section: Projects | |
| <p>Name for this project</p> <p><i>Style: Text field</i></p> | <p>If you have registered this project before please use the same name.</p> |
| <p>Project reference description (optional)</p> <p><i>Style: Text field</i></p> | <p>This is an optional field to insert your internal reference.</p> |
| <p>Does this project include activities covered by advance or overseas findings?</p> <p><i>Style: Radio button</i> <i>Options: Yes, No</i></p> | <p>This question will only be shown if 'Activities with an advance or overseas finding' is selected on the 'Application inclusions' page for: <i>This application will include.</i></p> <p>A finding attaches to the described activities and is limited to the particular company to which the finding relates. If an activity actually undertaken is materially different from what was described in the finding it may still be eligible. If that activity is conducted in Australia, it may still be registered under the R&DTI's self-assessment regime. However, if that activity is conducted overseas, a separate overseas finding in relation to that activity is required. Companies need to register all activities before the deadline including any overseas activities where a finding decision is still pending.</p> |
| <p>What are the certificate reference numbers for the findings?</p> <p><i>Style: Text field</i></p> | <p>This question will only be shown if 'Yes' is selected for: <i>Does this project include activities with advance or overseas findings?</i></p> |
| <p>What is the expected duration of this project?</p> <p><i>Style: Date boxes</i> <i>Options: Month/Year</i></p> | <p>Enter the expected start and end dates (month and year) for the project.</p> |
| <p>How much is expected to be spent over the life of this project?</p> <p><i>Style: Currency field</i> <i>Values: Numerical</i></p> | <p>Enter a reasonable estimate of the expected expenditure on this project. This should include expenditure for the project in all income years and by all companies.</p> <p>If there is overseas expenditure on core or supporting R&D activities in this or a future income year, the entity will need to apply for and receive an overseas finding. You should include expenditure on other activities conducted overseas (by any entity) that have an SSL to any registered or future Australian core R&D activities for the project.</p> |
| <p>What are the objectives of this project?</p> <p><i>Style: Text field</i> <i>Field capacity: 1,000 characters</i></p> | <p>At the project level the objectives may be described fairly broadly and can include both research and development and commercial aims. Please ensure your response allows us to understand the purposes for conducting the project.</p> |

| Question | Guidance |
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| Section: Projects | |
| <p>For the selected income period, how much was spent on feedstock inputs?</p> <p><i>Style: Currency field</i> <i>Values: Numerical</i></p> | <p>Feedstock inputs are goods or materials that are transformed or processed during R&D activities in producing one or more tangible products. If you would like further information on Feedstock visit the Australian Taxation Office website.</p> |
| <p>For the selected income period, where in Australia did the company conduct most of the R&D activities in this project?</p> <p><i>Style: Post code field</i> <i>Values: Numerical</i></p> | <p>Enter the Australian postcode where most of the R&D activities in this project were conducted.</p> |
| <p>Which field of research best describes the majority of R&D activities in this project?</p> <p><i>Style: Drop down list (x2)</i> <i>Lists:</i></p> <ul style="list-style-type: none"> • ANZSRC Division • ANZSRC Group | <p>The Australian and New Zealand Standard Research Classification (ANZSRC) is a set of related classifications developed for use in the measurement and analysis of research and experimental development (R&D) statistics in Australia and New Zealand.</p> <p>For more information on ANZSRC, please refer to the Australian Bureau of Statistics website. A full list of the classifications is available for download.</p> |

| Question | Guidance |
|---|---|
| Section: Core Activities | |
| <p>You must conduct or plan to conduct, at least one eligible core R&D activity to register for the R&DTI. Section 355-25(1) of the <i>Income Tax Assessment Act 1997</i>, the law that applies to the program, states:</p> <p>Core R&D activities are experimental activities:</p> <p>(a) whose outcome cannot be known or determined in advance on the basis of current knowledge, information or experience, but can only be determined by applying a systematic progression of work that:</p> <ol style="list-style-type: none"> is based on the principles of established science; and proceeds from hypothesis to experiment, observation and evaluation, and leads to logical conclusions; and <p>(b) that are conducted for the purpose of generating new knowledge (including new knowledge in the form of new or improved materials, products, devices, processes or services)</p> <p>For further information about core activities read the R&D Tax Incentive Guide to Interpretation.</p> | |
| <p>Name for this core activity</p> <p><i>Style: Text field</i></p> | <p>If you have registered this core activity before please use the same name.</p> |
| <p>Which project is this core activity related to?</p> <p><i>Style: Drop down list</i></p> | <p>Select the project that this core activity relates to. This will be a project which has been entered in the previous step.</p> |
| <p>Does this core activity commence after the end of your income period for this application?</p> <p><i>Style: Radio button</i> <i>Options: Yes, No</i></p> | <p>Where a core activity is planned to occur in a future income year, you will need to provide the title of the core R&D activity, its start and end date, a brief description of the activity, and the new knowledge the activity is intended to create.</p> |
| <p>Enter the start and end dates for this core activity</p> <p><i>Style: Date boxes</i> <i>Options: Month/Year</i></p> | <p>The start and end dates (month and year) for the core activity must fall within the dates specified for the related project.</p> |
| <p>A brief description of the activity</p> <p><i>Style: Text field</i> <i>Field capacity: 1,000 characters</i></p> | <p>This question will only be shown if 'Yes' is selected for 'Does this core activity commence after the end of your income period for this application?'</p> <p>This should include a description of the intended activity.</p> |

| Question | Guidance |
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| Section: Core Activities | |
| <p>Will you conduct this core activity for a substantial purpose of generating new knowledge?</p> <p><i>Style: Radio button</i> <i>Options: Yes, No</i></p> | <p>This question will only be shown if 'Yes' is selected for 'Does this core activity commence after the end of your income period for this application?'</p> <p>To be an eligible core R&D activity, one of your substantial purposes to conduct R&D needs to be to generate new knowledge.</p> <p>New knowledge</p> <p>New knowledge can be general or applied. It may be a new theoretical or practical understanding of a subject. It also may be in the form of a new or improved material, product, device, process or service.</p> <p>This knowledge must be new to the world and not be available in the public arena or on a reasonably accessible basis at the time the activities were conducted.</p> <p>Substantial purpose</p> <p>Generating new knowledge does not have to be the sole purpose of your activity for it to be an eligible core R&D activity. It is key that a substantial purpose to conduct your R&D is to generate new knowledge.</p> <p>You need to have a substantial purpose of generating new knowledge when you conduct your activities. If your only purpose at the time you undertake the activity is for a reason other than to create new knowledge, you will not meet the criteria.</p> |
| <p>What new knowledge is this core activity intended to produce?</p> <p><i>Style: Text field</i> <i>Field capacity: 1,000 characters</i></p> | <p>This question will only be shown if 'Yes' is selected for 'Will you conduct this core activity for a substantial purpose of generating new knowledge?'</p> <p>Your description should include sufficient and relevant detail so that we can understand the new knowledge the core activity is intended to generate.</p> |
| <p>The following core activity questions are only shown if 'No', is selected for: <i>Does this core activity commence after the end of your income period for this application?</i></p> | |
| <p>Was some or all of this core activity conducted by a Research Service Provider or Cooperative Research Centre?</p> <p><i>Style: Radio button</i> <i>Options:</i></p> <ul style="list-style-type: none"> • Yes, a non-levy collecting Research Service Provider • Yes, a levy collecting Research Service Provider • Yes, a Cooperative Research Centre • No | <p>This question is only asked if 'Expenditure paid via a levy to a Research Service Provider', 'Activities conducted by a Research Service Provider', and/or 'Activities conducted by a Cooperative Research Centre' is selected on the Application inclusions page for <i>This application will include</i>.</p> <p>Information sought in this question identifies if a Research Service Provider or Cooperative Research Centre conducted, or will conduct, this core activity. This information is required by the program's regulations.</p> <p>Select from one of the options that you have entered previously on the Application Inclusions page. If more than one Research Service Provider or Cooperative Research Centre conducted, or will conduct, this core activity, please select the main Research Service Provider or Cooperative Research Centre for the activity.</p> |
| <p>Research Service Provider details:</p> <p><i>Style: Set of sub-questions</i> <i>Sub-questions:</i></p> <ul style="list-style-type: none"> • Which Research Service Provider conducted some or all of this activity? • A brief description of the services provided by the Research Service Provider | <p>This question is only shown if 'Yes, a non-levy collecting Research Service Provider' or 'Yes, a levy collecting Research Service Provider' is selected on: <i>Was some or all of this core activity conducted by a Research Service Provider or Cooperative Research Centre?</i></p> <p>Information is sought specifically in relation to this core activity. This is required by the program's regulations.</p> <p>For core activities conducted by a levy collecting Research Service Provider, also provide a brief description of the activity and what new knowledge the activity was intended to create.</p> |

| Question | Guidance |
|---|--|
| Section: Core Activities | |
| <p>Cooperative Research Centre details:</p> <p><i>Style: Set of sub-questions</i> <i>Sub-questions:</i></p> <ul style="list-style-type: none"> • Which Cooperative Research Centre conducted some or all of this activity? • A brief description of the services provided by the Cooperative Research Centre | <p>This question is only shown if 'Yes, a Cooperative Research Centre' is selected on: <i>Was some or all of this core activity conducted by a Research Service Provider or Cooperative Research Centre?</i></p> <p>Information is sought specifically in relation to this core activity. This is required by the program's regulations.</p> |
| <p>The following core activity questions are <i>NOT</i> required if 'Yes, a levy collecting Research Service Provider' is selected for: <i>Was some or all of this core activity conducted by a Research Service Provider or Cooperative Research Centre?</i></p> | |
| <p>For your selected income period, what was the estimated expenditure for this core activity?</p> <p><i>Style: Currency field</i></p> | <p>Enter a reasonable estimate of the expenditure on this core R&D activity for the income year of registration.</p> |
| <p>What was the hypothesis?</p> <p><i>Style: Text field</i> <i>Field capacity: 4,000 characters</i></p> | <p>Your hypothesis is your idea or proposed explanation for how you could achieve a particular result and why that result may be or may not be achievable.</p> <p>You may express your hypothesis in a single statement or in several statements that set out what you plan to do and why.</p> <p>We expect you to explain</p> <ul style="list-style-type: none"> • what result you aim to achieve • how and why you think you can achieve it, informed by your background research. <p>For further information read the R&D Tax Incentive Guide to Interpretation.</p> |
| <p>Did you conduct this core activity for a substantial purpose of generating new knowledge?</p> <p><i>Style: Radio button</i> <i>Options: Yes, No</i></p> | <p>To be an eligible core R&D activity, one of your substantial purposes to conduct R&D needs to be to generate new knowledge.</p> <p>New knowledge</p> <p>New knowledge can be general or applied. It may be a new theoretical or practical understanding of a subject. It also may be in the form of a new or improved material, product, device, process or service.</p> <p>This knowledge must be new to the world and not be available in the public arena or on a reasonably accessible basis at the time the activities were conducted.</p> <p>Substantial purpose</p> <p>Generating new knowledge does not have to be the sole purpose of your activity for it to be an eligible core R&D activity. It is key that a substantial purpose to conduct your R&D is to generate new knowledge.</p> <p>You need to have a substantial purpose of generating new knowledge when you conduct your activities. If your only purpose at the time you undertake the activity is for a reason other than to create new knowledge, you will not meet the criteria.</p> |
| <p>What new knowledge was this core activity intended to produce?</p> <p><i>Style: Text field</i> <i>Field capacity: 1,000 characters</i></p> | <p>This question is only shown if 'Yes' is selected for: <i>Did you conduct this core activity for a substantial purpose of generating new knowledge?</i></p> <p>Your description should include sufficient and relevant detail so that we can understand the new knowledge the core activity was intended to generate.</p> |

| Question | Guidance |
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| Section: Core Activities | |
| <p>How did the company determine that the outcome could not be known in advance?</p> <p><i>Style: Check box</i> <i>Options:</i></p> <ul style="list-style-type: none"> • <i>There was no applicable information in scientific, technical, or professional literature or patents</i> • <i>Experts in the field provided advice that there wasn't a solution that could be applied</i> • <i>There wasn't a way to adapt solutions from other companies in, and out of, Australia</i> • <i>Other</i> • <i>The company did not look into existing knowledge</i> | <p>For an activity to be a core R&D activity, a competent professional cannot know or determine the outcome of the activity based on current knowledge anywhere in the world. The outcome needs to be one that you can determine only by applying a systematic progression of work, based on principles of established science.</p> <p>You need to assess that a competent professional:</p> <ul style="list-style-type: none"> • cannot know or determine the outcome of the core R&D activity without an experiment as part of a systematic progression of work, and • cannot know or determine the outcome based on knowledge, information or experience that is publicly available or reasonably accessible, anywhere in the world. <p>Select all options that apply.</p> |
| <p>Please explain what sources were investigated, what information was found, and why a competent professional could not have known or determined the outcome in advance.</p> <p><i>Style: Text field</i> <i>Field capacity: 1,000 characters</i></p> | <p>This question is only shown if any of the first four options are selected for: How did the company determine that the outcome could not be known in advance?</p> <p>Information that is not reasonably accessible is not available. This may include information that is commercially sensitive and held by a competitor, such as a trade secret. You may:</p> <ul style="list-style-type: none"> • review scientific, technical or professional literature • carry out internet searches • conduct patent searches • seek advice from an expert or experts. <p>A competent professional will be a person who has knowledge, skills and experience in a field that relates to your R&D. This might be you or someone else in your organisation or industry sector, a consultant or an academic expert.</p> <p>A relevant competent professional is a person who in their field:</p> <ul style="list-style-type: none"> • has knowledge and experience • has qualifications (if appropriate) or can otherwise act with a reasonable level of skill • keeps up to date with developments • has access to knowledge and resources around the world. Such resources include the internet, relevant industry journals and other competent professionals in the field. |
| <p>Please explain why the company did not search existing knowledge.</p> <p><i>Style: Text field</i> <i>Field capacity: 1,000 characters</i></p> | <p>This question is only shown if 'The company did not look into existing knowledge' is selected for: <i>How did the company determine that the outcome could not be known in advance?</i></p> <p>We expect you to search worldwide for an existing way to achieve your outcome before you start your R&D activity. We expect your records to show you did this.</p> <p>If the technical or scientific idea you are testing is in your area of expertise, then you may be aware of whether relevant knowledge, information or experience is available. Even if you or someone in your organisation is an expert in the field, you will need to research other sources to check that knowledge of how to achieve your outcome does not exist worldwide.</p> |
| <p>What was the experiment and how did it test the hypothesis?</p> <p><i>Style: Text field</i> <i>Field capacity: 4,000 characters</i></p> | <p>An experiment is a scientific procedure that you undertake to test your hypothesis, observe what happens and compare this to what you expect. You may also compare your results to those from previous experiments.</p> <p>What you observe and evaluate in your experiment may support your hypothesis, or it may not. That is, you may get the result you expect, or you may get a different result. Either way, your R&D activities may still be eligible for the R&DTI.</p> |

| Question | Guidance |
|---|--|
| Section: Core Activities | |
| <p>How did you evaluate or plan to evaluate results from your experiment?</p> <p><i>Style: Text field</i> <i>Field capacity: 4,000 characters</i></p> | <p>You should analyse how or why something occurs and explain your insights through descriptions. We expect you to analyse numerical data using established techniques. We also expect you to evaluate causal relationships between the parameters you vary, hold constant and measure in your experiment. We expect your records to show that you evaluate the results of your experiment to understand why and how you achieve or do not achieve your desired outcome.</p> |
| <p>If you reached conclusions from your experiments in the selected income period, describe those conclusions.</p> <p><i>Style: Text field</i> <i>Field capacity: 4,000 characters</i></p> | <p>When you test your hypothesis through an experiment, your results may support your theory about how to achieve your desired outcome or they may not.</p> <p>You need to form logical conclusions about why your results support your hypothesis or not. Your logical conclusion may be that you need to investigate different solutions and test a new hypothesis.</p> <p>You could then test this new hypothesis through new experiments. Your new experiments may be similar enough to include as part of the same core R&D activity. Or they may be different and need to be part of a new core R&D activity.</p> |
| <p>What evidence did the company keep about this core activity?</p> <p><i>Style: Check box</i> <i>Options:</i></p> <ul style="list-style-type: none"> • Evidence of searches or enquires you made to find current knowledge • Evidence to show that you could only determine the outcome of the core activity by conducting experiments as part of a systematic progression of work • Evidence of your hypothesis and design of your experiments • Documented results and evaluation of your experiments • Other • The company did not keep records | <p>We expect you to keep evidence that shows you meet the legal requirements to register an eligible core R&D activity for the R&DTI. Evidence can include written records, oral statements and expert opinions.</p> <p>We expect your records to reflect what your purposes for carrying out the activities are at the time you start your activities. You need to assess whether generating new knowledge is a substantial purpose at that time.</p> <p>Evidence needs to show how you conduct or plan to conduct core R&D activities:</p> <ul style="list-style-type: none"> • that are based on principles of established science • whose outcome cannot be known or determined in advance on the basis of current knowledge, information or experience worldwide • whose outcome can only be determined by applying a systematic progression of work – hypothesis, experiment, observation and evaluation, leading to logical conclusions • for the purpose to generate new knowledge • that are not excluded from being core R&D activities |
| <p>Please describe the other evidence</p> <p><i>Style: Text field</i> <i>Field capacity: 100 characters</i></p> | <p>This question is only shown if 'Other' is selected for: <i>What evidence did the company keep about this core activity?</i></p> |

| Question | Guidance |
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| Section: Supporting activities | |
| <p>The legislation, at s 355-30 of the <i>Income Tax Assessment Act 1997</i>, states:</p> <p>(1) Supporting R&D activities are activities directly related to core R&D activities</p> <p>(2) However, if an activity:</p> <ol style="list-style-type: none"> (a) is an activity referred to in subsection 355-25(2); or (b) produces goods or services; or (c) is directly related to producing goods or services; <p>the activity is a supporting R&D activity only if it is undertaken for the purposes of supporting core R&D activities.</p> <p>For further information about supporting activities read the R&D Tax Incentive Guide to Interpretation.</p> | |
| <p>Name for this supporting activity</p> <p><i>Style: Text field</i></p> | <p>If you have registered this supporting activity before please use the same name.</p> |

| Question | Guidance |
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| Section: Supporting activities | |
| <p>Was some or all of this supporting activity conducted by a Research Service Provider or Cooperative Research Centre?</p> <p><i>Style: Check box</i> <i>Options:</i></p> <ul style="list-style-type: none"> • Yes, a non-levy collecting Research Service Provider • Yes, a levy collecting Research Service Provider • Yes, a Cooperative Research Centre • No | <p>This question is only shown if 'Expenditure paid via a levy to a Research Service Provider', 'Activities conducted by a Research Service Provider', and/or 'Activities conducted by a Cooperative Research Centre' are selected on the 'Application inclusions' page for: <i>This application will include.</i></p> <p>Information sought in this question identifies if a Research Service Provider or Cooperative Research Centre conducted, or will conduct, this supporting activity. This information is required by the program's regulations.</p> |
| <p>Research Service Provider details:</p> <p><i>Style: Set of sub-questions</i> <i>Sub-questions:</i></p> <ul style="list-style-type: none"> • Which Research Service Provider conducted some or all of this activity? • A brief description of the services provided by the Research Service Provider | <p>This question is only shown if 'Yes, a non-levy collecting Research Service Provider' or 'Yes, a levy collecting Research Service Provider' is selected for: <i>Was some or all of this supporting activity conducted by a Research Service Provider or Cooperative Research Centre?</i></p> <p>Information is sought specifically in relation to this supporting activity. This is required by the program's regulations. For supporting activities conducted by a levy collecting Research Service Provider, also provide a brief description of the activity.</p> |
| <p>Cooperative Research Centre details:</p> <p><i>Style: Set of sub-questions</i> <i>Sub-questions:</i></p> <ul style="list-style-type: none"> • Which Cooperative Research Centre conducted some or all of this activity? • A brief description of the services provided by the Cooperative Research Centre | <p>This question is only shown if 'Yes, a Cooperative Research Centre' is selected for: <i>Was some or all of this supporting activity conducted by a Research Service Provider or Cooperative Research Centre?</i></p> <p>Information is sought specifically in relation to this supporting activity. This is required by the program's regulations.</p> |
| <p>Briefly describe this supporting activity</p> <p><i>Style: Text field</i> <i>Field capacity: 1,000 characters</i></p> | <p>This question is NOT required if 'Yes, a levy collecting Research Service Provider' is selected for: <i>Was some or all of this supporting activity conducted by a Research Service Provider or Cooperative Research Centre?</i></p> <p>We expect you to explain what you did within the supporting activity, including the main actions or steps you took within the activity so the scope and timing of the activity is clear.</p> |
| <p>Which core activities are supported by this supporting activity?</p> <p><i>Style: Drop down list</i></p> | <p>Select one or more core activities that this activity supported. Options are generated from core activities added to the application.</p> |
| <p>When was this supporting activity conducted?</p> <p><i>Style: Date boxes (Month/Year)</i></p> | <p>The start and end dates for the supporting activity must fall within the dates specified for the related project and the income period for this application.</p> |
| <p><i>The following supporting activity questions are NOT required if 'Yes, a levy collecting Research Service Provider' is selected for 'Was some or all of this supporting activity conducted by a Research Service Provider or Cooperative Research Centre?'</i></p> | |
| <p>How did this activity directly support the core activities?</p> <p><i>Style: Text field</i></p> | <p>You need to identify the core R&D activity to which your supporting R&D activity directly relates. We also expect you to identify the relationship of the activity with the elements in your systematic progression of work. That is, we expect you to describe how the activity supported any or all of the following:</p> <ul style="list-style-type: none"> • the development or refinement of a hypothesis • the conduct of an experiment • the observation and evaluation of the results of an experiment, and/or • the drawing of subsequent logical conclusions. |

| Question | Guidance |
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| Section: Supporting activities | |
| <p>For the selected income period, what was the estimated expenditure for this supporting activity?</p> <p><i>Style: Currency field</i></p> | <p>Enter a reasonable estimate of the expenditure on this supporting R&D activity for the income year of registration. This should include expenditure on the activity conducted by the Company, and contracted expenditure to Research Service Providers or Cooperative Research Centres (if any).</p> |
| <p>Did this activity produce a good or a service, or is it directly related to producing a good or a service?</p> <p><i>Style: Radio button</i> <i>Options: Yes, No</i></p> | <p>For supporting activities that produce or that directly relate to producing goods, you must be able to show that you conduct them for the dominant purpose of supporting a core R&D activity. This is regardless of the scale of manufacture or the end user.</p> <p>Also, you must be able to show that you undertake supporting R&D activities that produce or that directly relate to producing services for the dominant purpose of supporting a core R&D activity. This is regardless of the terms of the services. This includes services your business provides to another entity. It also includes services another entity provides to your business.</p> |
| <p>Does this activity fall into one of the categories that exclude it from being a core activity?</p> <p><i>Style: Radio button</i> <i>Options: Yes, No</i></p> | <p>This question is only shown if 'Yes' is selected on the Application inclusions page for: <i>Will the company be including activities excluded from being a core activity in this application?</i></p> <p>There are activities that are excluded from being core R&D activities. They cannot be registered as core R&D activities but you may consider whether they are eligible as supporting R&D activities. You must check if any of your activities are excluded from being core R&D activities.</p> <p>See the R&D Tax Incentive Guide to Interpretation for a full list of activities that are excluded from being core R&D activities.</p> |

| Question | Guidance |
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| Section: Supporting activities | |
| <p>Was this activity undertaken for the dominant purpose of supporting the core activity?</p> <p><i>Style: Radio button</i> <i>Options: Yes, No</i></p> | <p>This question is only shown if 'Yes' is selected above for either:</p> <ul style="list-style-type: none"> • <i>Does this activity fall into one of the categories that exclude it from being a core activity? or</i> • <i>Did this activity produce a good or a service, or is it directly related to producing a good or a service?</i> <p>What is dominant purpose?</p> <p>Dominant purpose means your prevailing or most influential purpose. Your main purpose of conducting your activities must be to support a core R&D activity.</p> <p>When do I need to have the dominant purpose of supporting a core R&D activity?</p> <p>Supporting R&D activities must directly relate to a core R&D activity to be eligible. You must conduct some supporting R&D activities for the dominant purpose of supporting your core activities. These include activities that:</p> <ul style="list-style-type: none"> • are excluded from being core R&D activities • produce goods or services • are directly related to producing goods or services. <p>In any of these circumstances, you need to assess whether you conduct each of these activities for the dominant purpose or supporting a core R&D activity.</p> <p>How do I assess my dominant purpose?</p> <p>To determine your dominant purpose to conduct an activity, you need to consider all of your purposes. You then need to consider the strength of each purpose and how important it is compared to your other purposes.</p> <p>You need to consider:</p> <ul style="list-style-type: none"> • how and when you conduct your activity or establish the need to conduct your activity. This will usually be when you plan or conduct your core R&D activity • what other purposes you have to conduct your activity and whether one of the other purposes is more influential • how you conduct your activity for the dominant purpose of supporting a core R&D activity. Ask what your activity involves, and why you need it to conduct an element of your systematic progression of work for your core R&D activity • whether your activity goes beyond activities you would have conducted if you did not conduct your core R&D activities. |

| Question | Guidance |
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| Section: Review application | |
| <p>Declarant details:</p> <p><i>Style: Set of sub-questions</i> <i>Sub-questions:</i></p> <ul style="list-style-type: none"> • <i>Title, First name, Last name,</i> • <i>Position or role</i> • <i>Phone number</i> • <i>Email</i> • <i>Company ABN</i> | <p>The declarant details need to be completed and saved before you can submit your application.</p> <p>For phone numbers outside of Australia, please include the international code (e.g., +64 X XXXX XXXX).</p> <p>To find your company ABN visit the ABN Lookup website to search by name or ACN. The ABN is part of the result if the business is registered.</p> |