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U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

FORM
SA-5417A

DUE DATE

2004 SERVICE ANNUAL SURVEY

SCIENTIFIC RESEARCH AND DEVELOPMENT SERVICES

NOTICE — Your report to the Census Bureau is **confidential** by law (Title 13, U.S. Code). It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. The law also provides that copies retained in your files are **immune from legal process.**

RETURN COMPLETED FORM TO

U.S. CENSUS BUREAU
1201 East 10th Street
Jeffersonville, IN 47132-0001

Any questions call
1–800–772–7851 weekdays,
8:30 a.m. to 5:00 p.m. EST

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(Please correct any error in name, address, or ZIP Code)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, U.S. Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau.

Item 1 **SURVEY COVERAGE**

This report covers all domestic locations operated by your company and its subsidiaries primarily engaged in conducting research and analysis in cognitive development, sociology, psychology, language, behavior, economic and other social science and humanities research.

Does this firm have domestic locations providing one of the business activities described in the survey coverage above?

0001 1 ☐ Yes – *Continue with Item 3*
2 ☐ No – *Specify your business activity and continue with Item 3, and complete as much of the survey form as possible.*

0002

Item 2 **NOT APPLICABLE TO THIS FORM**

Item 3 **REPORT PERIOD**

Mark (X) the one box which best describes the period covered by your report.

If the data reported are for a period other than the "calendar year," please enter the beginning and ending dates.

0006 1 ☐ Calendar year – *Go to Item 4A*
2 ☐ Fiscal year
3 ☐ Less than 12 months

	2004		
	Month	Day	Year
From	0007		
To	0008		

Item 4A OPERATING REVENUE

An estimate is acceptable if a book figure is not available.

Exclude intracompany transfers.

Do not combine data for two or more detail lines.

Enter "0" in items where applicable.

Line 1a – Report revenue for basic and applied research services focused on genetic engineering and other biotechnology. **Include** biotechnology fields such as industrial biotechnology; diagnostic applications; genetic engineering and enzyme technology; genetic technologies; transformation, site-directed autogenesis; process biotechnology; transgenesis; and biotechnology not elsewhere classified.

Line 1b – Report revenue for basic and applied research services focused on the application of various combinations of mathematical and scientific principles to goods, services, and processes. **Include** engineering fields such as aerospace, aeronautical and astronautical; agricultural and forestry; architectural; biomedical; chemical; civil; computer; electrical, electronics, and communications; environmental; forest; geometric; manufacturing; materials; mechanical; metallurgical; mining, mineral and petroleum; etc. **Exclude** biotechnology.

Line 1c – Report revenue for basic and applied research services focused on fields such as clinical sciences, immunology, neurosciences, pharmacology, public health, etc. **Exclude** biotechnology.

Line 1d – Report revenue for all other basic and applied research services in the Physical, Engineering, and Life Sciences. **Include** research in the natural and exact sciences, biological sciences, and agricultural, veterinary, and environmental sciences. **Exclude** biotechnology.

Line 2a – Report revenue for basic and applied research services focused on the scientific study of the processes, methods, and tools of teaching. **Include** education fields such as curriculum studies; counseling; teacher education; community college education; adult education and lifelong learning; bilingual, multilingual and multicultural education and teaching; educational leadership; special education; and education not elsewhere specified.

Line 2b – Report revenue for basic and applied research services focused on the scientific study of the production, distribution, and consumption of goods and services, and wealth, in human society, together with the organizational frameworks related to these processes. **Include** economic fields such as economic theory, econometrics and quantitative economics, economic history and history of economic thought, applied economics (for example, agricultural, resources, finance, health, labor, welfare, international development, urban and regional economics, etc.), and other related subjects.

Line 2c – Report revenue for all other basic and applied research services focused on other social sciences and humanities such as philosophy, religion, theology, communications, journalism, media, curatorial sciences, library sciences, language, literature, and other.

Line 3a – Report revenue for the provision of development services for all manufactured goods, both durable and nondurable.

Line 3b – Report revenue for the provision of services for the development of processes, systems or methods used in Manufacturing; Agriculture, Forestry, Fishing and Hunting; Mining and Minerals; Wholesale and Retail Trade; Professional, Scientific and Technical Services; Information Services; Construction Services; Health Care services; Transportation and Warehousing Services; etc.

Revenue includes services provided in fulfillment of legal contracts and dedicated grants and gifts.

	Key code	2004 Bil.	2004 Mil.	2004 Thou.	2004 Dol.
1. Basic and Applied Research in the Physical, Engineering and Life Sciences					
a. Basic and applied research in biotechnology	1468				
b. Basic and applied research in engineering and technology	1469				
c. Basic and applied research in medical and health sciences	1470				
d. Other basic and applied research in the physical, engineering and life sciences	1471				
2. Basic and Applied Research in the Social Sciences and Humanities					
a. Basic and applied research in education	1472				
b. Basic and applied research in economics	1473				
c. Other basic and applied research in the social sciences and humanities	1474				
3. Production Services for Development					
a. Goods development services	1475				
b. Process, systems or methods development services	1476				

<Please continue to next page.>

Item 4A OPERATING REVENUE – Continued

An estimate is acceptable if a book figure is not available.

Exclude intracompany transfers.

Do not combine data for two or more detail lines.

Enter "0" in items where applicable.

Line 4 – Report revenue for granting permission, on a fee, royalty, or other basis, to another economic entity to use intellectual property, owned or controlled by the lessor, for the lessee's economic benefit. **Include** licensing of intellectual property implicitly or explicitly protected by copyrights, patents, trade secrets, and trademarks, licensing of rights to use to distribute intellectual property as well as options agreements that grant a prospective buyer or licensee the right to inspect intellectual property and assess its market potential before engaging to buy or license it, both the temporary licensing of rights and the permanent sale of new original works sold with only partial commercial-use rights. **Exclude** outright sale of new original works and all associated intellectual property rights.

Line 5 – Report revenue for new original intellectual property works produced without contract for sale. Sale of such works requires relinquishing all-attendant intellectual property rights to the purchaser permanently or as long as allowed by law. **Include** new original works for sale that are implicitly or explicitly protected by copyrights, patents, trade secrets, and trademarks. **Exclude** works produced for own account or under contract for others, products (computers, cars, phones, books, films, software, etc.) derived from the original protected entities and sold with conventional end-use licenses, and new original works sold with only partial commercial-use rights.

Line 6 – Report revenue for providing advice or expertise to clients concerning research and development principles, methods or activities, when performed independently of a research and development project.

Line 7 – Report all other operating revenue. **Include** sale or licensing of merchandise and rental or leasing of equipment.

Line 9 – Report all revenue not associated with operations. **Include** gross contributions; non-dedicated endowment gifts and grants; and investment return in excess of amounts designated for operations.

Revenue includes services provided in fulfillment of legal contracts and dedicated grants and gifts.

	Key code	2004 Bil.	Mil.	Thou.	Dol.
4. Licensing of right to use intellectual property	**1477**				
5. Original works of intellectual property	**1478**				
6. Advisory and consulting for research and development	**1479**				
7. All Other Operating Revenue – If this item is greater than 20% of total operating revenue, specify ▼ 1560	**749**				
8. TOTAL OPERATING REVENUE ***(Sum of lines 1–7)***	**002**				
9. Non-operating income	**1418**				
10. TOTAL REVENUE ***(Sum of lines 8 and 9)***	**1420**				

Item 4B E-COMMERCE RECEIPTS/REVENUE

Report sales and receipts from any transaction completed over an Internet, extranet, EDI network, electronic mail or other online system. Transactions are agreements between buyers and sellers to transfer ownership of, or rights to use, goods or services. Payment for these goods and services may or may not be made online. Please see the General Instruction sheet for further clarification before completing this item.

An estimate is acceptable if a book figure is not available.

1. Did your firm have e-commerce receipts/revenue during 2004? 0011

1 ☐ Yes – *Enter the date your firm began e-commerce sales.* → 0010

2 ☐ No – *Continue to Item 4C.*

Month (i.e., June=06)	Year (i.e., 2004=04)

	Key code	2004 Bil.	Mil.	Thou.	Dol.
2. What was your firm's e-commerce receipts/revenue for 2004? (**Include** e-commerce receipts/revenue in Item 4A. **Exclude** sales taxes.) →	**005**				

Item 4C OPERATING EXPENSES

1. Cost of Contract Labor

Line 1 – Report payments made to suppliers for leased employees and temporary help such as office workers, provided they are **not on your payroll**, but **are supervised** by your firm. **Exclude** payments for services of persons supervised by the supplying firm, such as legal, accounting, janitorial, security, and building maintenance services.

2. Expensed Materials and Supplies (not for resale)

Line 2a – Report the cost of expensed computer hardware and packaged software. **Include** hardware such as servers, CPUs, monitors, and network devices; computer software purchased under licensing agreements, and computer software license fees; and other expensed business equipment, such as copiers, fax machines, and telephones. **Exclude** leased and/or rented equipment.

Line 2b – Report the cost of expensed materials, parts, and supplies, which are used as part of the services you provide. **Include** office and janitorial supplies, small tools, computer-related supplies (such as cartridges and computer paper), packaging and containers, and medical supplies. **Exclude** fuels for motor vehicles, and leased and/or rented materials, parts, and supplies.

3. Expensed Purchased Services

Line 3a – Report the cost of expensed custom coded software. **Include** computer-related services such as adaptation of off-the-shelf software, system design and support services, web design, and web hosting. **Exclude** computer-related communications costs.

Line 3b – Report the cost of data processing, computer consulting, and other purchased computer services. **Include** computer input preparation, data storage, computer time rental, microfilm imaging, and optical scanning services. **Exclude** payroll processing, credit card transaction fees, and fees for the management and operation of your data processing facilities.

Line 3c – Report the cost of telephone, cellular, pagers, and fax services; and computer-related communications such as Internet, connectivity, on-line, and other communication services.

Line 3d – Report the cost of purchased electricity. If electricity is included in a lease or rental payment, report these costs below.

Line 3e – Report the cost of purchased fuels for heating, power, and generating electricity. **Include** the cost of natural gas. If the cost of fuels are included in a lease or rental payment, report these costs below.

Line 3f – Report the cost of administrative and professional services such as management consulting, legal, accounting, auditing, bookkeeping, actuarial, payroll processing, marketing, advertising, architectural, engineering, and fees for the management and operation of your data processing facilities.

Line 3g – Report lease and rental costs for land, buildings, offices, structures, machinery, and equipment. **Include** lease and rental of transportation equipment without operators; and penalties incurred for broken leases. **Exclude** payments by your firm to your parent company or organization (or any of its subsidiaries) for use of assets owned by them and installment payments for assets obtained through capital lease agreements.

Line 3h – Include purchased transportation (with operators); travel and lodging; shipping and warehousing; postage and package delivery; water, sewer, and refuse removal; janitorial, security, parking, and grounds maintenance; purchased repair and maintenance; and all other purchased services. **Exclude** annual payroll, employer's contributions to employee benefits plans, fuels for motor vehicles, insurance, depreciation, taxes and licenses, bank charges associated with maintaining accounts, investment and brokerage fees, and credit card transaction fees.

Line 4 – Include annual payroll on a **cash** basis, employer's contributions to employee benefits plans on a **cash** basis, fuels for motor vehicles, insurance, depreciation, taxes and licenses, bank charges associated with maintaining accounts, investment and brokerage fees, credit card transaction fees, royalties, and all other operating expenses. **Exclude** interest expense.

An estimate is acceptable if a book figure is not available.

Include only purchases from external vendors.

Exclude capitalized costs.

	Key code	2004 Bil.	Mil.	Thou.	Dol.
1. Cost of Contract Labor	**1287**				
2. Expensed Materials and Supplies (not for resale)					
a. Computer and other business equipment and supplies (including packaged software)	**1299**				
b. Other materials, parts, and supplies	**1300**				
3. Expensed Purchased Services					
a. Custom coded software (including adaptation of off-the-shelf software) and system design and support services	**1302**				
b. Data processing and other purchased computer services	**1303**				
c. Purchased communication services	**1282**				
d. Purchased electricity	**1283**				
e. Purchased fuels (except motor fuels)	**1304**				
f. Purchased management consulting, administrative services, and other professional services	**1305**				
g. Lease and rental payments	**807**				
h. All other purchased services	**1307**				
4. Other Operating Expenses	**1385**				
5. TOTAL OPERATING EXPENSES *(Sum of lines 1–4)*	**003**				

Item 5 **NUMBER OF LOCATIONS**

	2004 Number
Enter the total number of service locations covered by this report as of December 31, 2004. →	0012

Item 6 **OWNERSHIP OR CONTROL**

a. Does another firm own more than 50 percent of the voting stock or have the power to control the management and policies of this company?

0013 1 ☐ Yes → 2 ☐ No

0014 Name of owning or controlling company

Number and street

City, State, and ZIP Code

EIN → 0015 ___ – ___

b. Did this firm acquire or merge with another company during 2004?

0016 1 ☐ Yes → 2 ☐ No

0017 Name of company acquired or merged with

Number and street

City, State, and ZIP Code

Date of merger or acquisition → 0018 Month ___ Year ___

EIN → 0019 ___ – ___

Item 7 **REMARKS –** ***Please use this space for any explanations that may be helpful in understanding your reported data. For any separate correspondence pertaining to this report, please include the IDENTIFICATION number shown in the address label area or at the top of the page.***

0027

Public reporting burden for this collection of information is estimated to average 5.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0422, U.S. Census Bureau, 4700 Silver Hill Road, Stop 1500, Washington, DC 20233-1500. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0422" as the subject. PLEASE INCLUDE FORM NAME AND NUMBER IN ALL CORRESPONDENCE. Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget. This 8-digit number appears in the top right corner on the front of this form.

Item 8 **CERTIFICATION –** This report is substantially accurate and has been prepared in accordance with instructions.

0020 Name of person completing this report – *Please print*	0024 Title	0025 Date

0021 Address *(Number and street, city, State, ZIP Code)*

0022 Telephone			0023 Fax			0026 E-mail address
Area code	Number	Extension	Area code	Number	Extension	

Please return the completed form in the enclosed envelope.
If you prefer, you may fax the completed form to 1–800–447–4613.

To see the results of previous Service Annual Surveys, go to the following website:
www.census.gov/econ/www/servmenu.html

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

SERVICE ANNUAL SURVEY
GENERAL INSTRUCTIONS

Your report should be completed and returned in the preaddressed envelope provided on or before the due date. **If the report does not appear to apply to your kind of business or activity, describe your business or activity in Item 1 and complete the remainder of the form as accurately as possible.**

If filing within the required time frame will cause an undue burden and you would like an extension, or if you have any questions, please write to the

U.S. Census Bureau
1201 East 10th Street
Jeffersonville, IN 47132-0001

or call our Census Bureau representative in Jeffersonville, Indiana at 1–800–772–7851, weekdays from 8:30 a.m. to 5:00 p.m., eastern time.

Always include your identification number, located in the address label, in any correspondence.

IF BOOK FIGURES ARE NOT AVAILABLE, ESTIMATES ARE ACCEPTABLE.

Please read all instructions before making your entries.

Report data for the calendar year specified. If calendar year records are not available, we will accept fiscal year data. Please note, however, that we prefer estimates for the calendar year to book figures covering a different time period. Report all values in dollars (omit cents). Enter "0" in items where appropriate. Please do not combine data for two or more items.

For location(s) sold or acquired during the year specified, report only for the period that the locations were operated by this firm.

SPECIFIC INSTRUCTIONS

Taxable Firms

Revenue

Report revenue for all services rendered and any sales of merchandise for the calendar year specified, even though payment may have been received at a later date. **Firms operating on a commission basis should report commissions, fees, and other operating income, not gross billings or sales.**

Include –

- Total value of service contracts.
- Amounts received for work subcontracted to others.
- Market value of compensation in lieu of cash.
- Revenue from services performed by domestic locations for FOREIGN parent firms, subsidiaries, branches, etc.
- Dues and assessments from members and affiliates.

Exclude –

- Taxes (sales, amusement, occupancy, use, or other) collected directly from customers or clients and paid directly to a local, State, or Federal tax agency.
- Revenue from a domestic parent organization, or from franchise locations owned by others and any franchise or license fees.
- Rents from and revenue of separately operated departments, concessions, etc., which are leased to others.
- Revenue from customers for carrying or other credit charges.
- Commissions from vending machine operators.
- Revenue of foreign subsidiaries (those located outside the U.S., i.e., outside the 50 states, District of Columbia, U.S. Commonwealth Territories, or U.S. Possessions).
- Nonoperating revenue such as income from investments, sales of company-owned real estate (land and building), or other assets, (except inventory held for resale), securities, gifts, loans, contributions, royalties, or grants.
- Revenue from the sale of used equipment.
- Installment payments from leasing under capital, finance, or full-payout leases.
- Intracompany transfers.
- Interest income.

SERVICE ANNUAL SURVEY
SPECIFIC INSTRUCTIONS – Continued

Tax-Exempt Firms

Revenue

Except for firms operating on a commission basis, report revenue for all services rendered and any sales of merchandise for the calendar year specified, even though payment may have been received at a later date. **Firms operating on a commission basis should report commissions, fees, and other operating income, not gross billings or sales.**

Include –

- Program service revenue for services provided in 2004, whether or not payment was received in 2004.
- Gross sales of merchandise, minus returns and allowances.
- Income from interest, dividends, gross rents (including display space rentals and share of receipts from departments operated by other companies), royalties, and other investments.
- Net gains (or losses) from the sale of real estate (land and buildings), investments, or other assets (except inventory held for resale).
- Gross contributions, gifts, and grants (whether or not restricted for use in operations).
- Dues and assessments from members and affiliates.
- Commissions earned from the sale of merchandise owned by others (including commissions from vending machine operators).
- Gross receipts from fundraising activities.

Exclude –

- Sales and other taxes collected directly from customers or clients and paid directly to a local, State, or Federal tax agency.
- Gross receipts of departments or concessions operated by other companies.
- Amounts transferred to operating funds from capital or reserve funds.

Expenses

Report costs incurred during the survey year specified even though payments may have been made at a later date.

Include –

- Payroll and employee benefits.
- Interest and rent expenses.
- Supplies used for operating your business, cost of merchandise sold, and other expenses allocated to operations during the year.
- Contracted or purchased services.
- Fees paid to other organizations for fundraising.
- Depreciation expenses.
- Expenses of locations providing support services (e.g., repair services, administrative services, etc.) for your service establishments.

Exclude –

- Sales and other taxes collected directly from customers or clients and paid directly to a local, State, or Federal tax agency.
- Outlays for the purchase of real estate (land and buildings); for construction; for additions, major alterations, and improvements to existing facilities; and all other capital expenditures.
- Funds invested.
- Income taxes.
- Assessments (dues) paid to the parent or other chapters of the same organization.
- **For firms engaged in raising funds –** Funds which are transferred to charities or other organizations.

All Firms

E-commerce Revenue

(In the following instructions, online refers to any transaction completed over an Internet, extranet, EDI network, electronic mail or other online system.)

Include –

- Revenue from online orders for goods or services placed by a buyer.
- Revenue from online services provided where charges are based on the usage of those services (e.g., commissions or fees from use of computerized reservation systems, financial transaction processing systems, etc.)
- Commissions or fees from the trading of securities or the sale of other financial products online (e.g., insurance, loans, etc.).
- Commissions or fees from selling or from facilitating the sale of third party products (e.g., click-through including referral fees) through your company's Web site.
- Revenue from orders or contracts negotiated online with a buyer and seller on the price and terms for transferring ownership or the rights to use goods or services.
- Revenue from telephone transactions using interactive voice response systems.

Exclude – revenue from:

- Online billings where the order or contract was not negotiated online.
- Delivery of services online where the order or contract was not negotiated online.
- Provision of telecommunications and related infrastructure systems (e.g., data transfer, Web hosting, Internet access) where the order or contract for such services was not negotiated online.
- Orders for goods or services placed by facsimile machine or over switched telephone network.