



R&D tax incentive self assessment

To help your organisation assess its eligibility for Research & Development (R&D) tax incentives, select the response that most aligns with your current situation.

Strongly agree Agree Not sure Disagree Strongly disagree

Focus	Statement	Response
1. R&D governance	<p>1.1 There is a documented system or process that describes how R&D activities and expenditure are captured.</p> <p>This system is:</p> <ul style="list-style-type: none"> Part of the company's overall project planning and management process. Contemporaneous. Connecting technical and financial staff. Describes links between activities and expenditure. 	
	<p>1.2 Those responsible for the R&D application and tracking of activities and costs have adequate resources and time throughout the year to maintain and share relevant R&D records.</p>	
2. R&D entitlement	<p>2.1 R&D entity is understood to meet eligible entity requirements and potential impact of any changes to company grouping, ownership or tax consolidation has been considered.</p>	
	<p>2.2 Aggregated (i.e. group) worldwide turnover of all connected and affiliated entities has been determined.</p>	
	<p>2.3 Appropriate R&D offset rate entitlement and expected net tax benefit has been understood.</p>	
	<p>2.4 Timelines and requirements for R&D and taxation are communicated to relevant (both technical and financial) stakeholders.</p>	
	<p>2.5 A plan is in place for timely preparation of R&D application, tax return and relevant recordkeeping and information requirements.</p>	



Strongly agree Agree Not sure Disagree Strongly disagree

Focus	Statement	Response
3. Eligible R&D activities	3.1 Company project list or register and associated information is up to date.	
	3.2 Documentation is available to identify and articulate key elements of core R&D activities including: <ul style="list-style-type: none"> • New knowledge intended to be generated on a worldwide basis. • Technical unknown and knowledge gaps from the outset, based on review of worldwide, publicly available information. • Experimental plan: hypothesis, experiment, observations and logical conclusions. • Excluded core activities have been considered. 	
	3.3 Supporting R&D activities have been identified and have a direct and effective relationship to core R&D activities documented.	
	3.4 Contracts relating to terms and scope of contractor or vendor work are available.	
4. Eligible R&D expenditure	4.1 Timesheets or clear time records are available including narrations explaining staff time on R&D activities.	
	4.2 Direct R&D costs are identified, recorded and allocated in a clear process that explains link to R&D activities as registered. (i.e. There is a process that supports how expenditure is 'on' R&D activities.)	

Strongly agree Agree Not sure Disagree Strongly disagree

Focus	Statement	Response
	<p>4.3 Any apportionment methodology for expenditure has an appropriate documented basis for its use relying on the activity, not using discretionary or arbitrary methods.</p> <p>If an allocation from an account code, ineligible expenditure is removed from an account code.</p>	
	<p>4.4 Associate expenditure is physically paid by year end and relevant agreements and invoices can demonstrate nature of expenditure and services provided under the agreement.</p>	
	<p>4.5 How and to what extent assets are used in R&D activities can be supported with evidence.</p>	

Need assistance with R&D tax incentives?

If you selected 'Not sure', 'Disagree' or 'Strongly disagree' with any of these questions, the Findex R&D team can work with you to assess your eligibility for R&D tax incentives.

Please speak with your Findex or Crowe adviser or request a call back from our team at:

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