



## **QUESTIONNAIRE GUIDELINE**

### **NATIONAL SURVEY OF RESEARCH COMMERCIALISATION IN MALAYSIA RMK-10 (2011-2013)**

#### **Notes :**

**These notes and definitions will clarify the questions and terms and will facilitate completion of the subject Questionnaire.**

**If you are not able to provide an exact response to a question, please provide your best estimate to each question.**

**Prepared by the**

**Ministry of Science, Technology and Innovation (MOSTI)  
Malaysian Science and Technology Information Centre (MASTIC)**

## **PLEASE READ THIS GUIDELINE BEFORE FILLING IN THE SURVEY FORM**

**PERSON RESPONSIBLE FOR COMPLETING THE SURVEY FORM.** This survey form should be completed by an individual/officer who is leading in commercialisation activities. In the absence of the individual/officer (due to leave or retirement), the next person in charge is then responsible for completing this form.

**AREAS OF COVERAGE IN THE RESEARCH COMMERCIALISATION SURVEY.** This survey covers all commercialisation activities including projects funded by Special Federal Government R&D Funds and state government funds, the private sector, your institution's internal funds and external funds from outside of Malaysia.

**OBJECTIVE.** The objective of the survey is to record and update national commercialisation activities in **RMK-10 (2011-2013)**. The data from the survey will be used by government and policy makers to develop a benchmark for commercialisation rate in the country, as well as to develop and implement national policies, strategies, plans, incentives and funding on commercialisation activities that would be of benefit to institutions or companies such as yours.

**FINANCIAL YEAR OF SURVEY – RMK-10 (2011-2013).** MASTIC requests that you report your commercialisation activities for the **RMK-10 (2011-2013)**.

**SURVEY ENDORSEMENT.** This survey is undertaken by the Malaysian Science and Technology Information Centre (MASTIC), under the auspices of the Ministry of Science, Technology and Innovation (MOSTI).

**REPORTING NUMERICAL DATA.** The numerical data to be reported such as funds received, expenditure and income should be based on a **best-estimate basis** or on **what you believe to be the best figure**. The purpose of this National Survey of Research Commercialisation is to obtain **indicators** on commercialisation activities in the country based on estimates, and using estimation is a practice also adopted by other countries in their surveys.

**SURVEY SECTIONS.** Please provide information for all the following sections:

Section A: Contact Details

Section B: Company Profile and Commercialisation Activities

Section C: Factors Limiting Your Organisation's Commercialisation Activities

**SUBMISSION.** Please return the completed survey form to:  
**Malaysian Science and Technology Information Center (MASTIC)**  
**Ministry of Science, Technology and Innovation (MOSTI)**  
**Level 4, Block C5, Complex C, Federal Government Administrative Centre**  
**62662 PUTRAJAYA**

or email to [lydiachng@mosti.gov.my](mailto:lydiachng@mosti.gov.my) / [ramadhan@mosti.gov.my](mailto:ramadhan@mosti.gov.my) / [denes@mosti.gov.my](mailto:denes@mosti.gov.my)  
The softcopy of the questionnaire is downloadable at [www.mastic.gov.my](http://www.mastic.gov.my) .

**ASSISTANCE AND ENQUIRIES.** For assistance and enquiries, please do not hesitate to contact the Survey Helpdesk at (telephone: **03-8885 8109, 03-8885 8096, 03-8885 8744**). The softcopy of the questionnaire is downloadable at [www.mastic.gov.my](http://www.mastic.gov.my).

## **SECTION A: CONTACT DETAILS**

Please provide information about your institution and the contact details of the person providing the data.

## **SECTION B: COMPANY PROFILE AND COMMERCIALISATION ACTIVITIES**

### **Q1 Commercialisation Personnel**

**Q1a)** Enter the year in which your institution established a unit/department managing commercialisation. The reported year will be used as the start of commercialisation activity at your institution.

**Q1b)** You are requested to report the number of commercialisation personnel including supporting personnel engaged in your institution when its first established and by the end of RMK-10 (2011-2013).

Example of **direct commercialisation personnel** includes full time staff working directly on licensing, sale of IP or formation of start-up companies.

Example of **indirect commercialisation personnel** includes employees or staffs which does not directly involve with the commercialisation activities but only participate in some phase of commercialisation activities.

Example of **commercialisation supporting personnel** includes management, compliance reporting, license maintenance, negotiation of research agreements, contract management, material transfer agreement (MTA) activity and general office activity. General secretarial/administrative assistance also included in this category. Do not include external legal counsel, external consultants and individual who work with project management, fundraising and research networks.

### **Q2 Intellectual Property Related Activity**

**Q2a)** Please provide the number of intellectual property produced according to the type of output and status of commercialisation. Kindly include the total number of intellectual property output.

**Patents Applied (Filed)** refers to a patent application filed with the Intellectual Property Corporation in Malaysia or abroad where the patent office will assess whether it meets the requirements of the Patents Act 1983 in Malaysia or the relevant Acts abroad. A patent is an exclusive right granted for an invention, which is a product or a process that provides a new way of doing something, or offers a new technical solution to a problem.

**Patent Granted** refers to patent application which has been approved after undergoing patent examination process by the patent office and it gives right to the owner/proprietor to prevent others, or at least to try to prevent others, from commercially making, using,

selling, importing, or distributing a patented invention without permission of the owner/proprietor.

**Trade Mark** is a sign which distinguishes the goods and services of one trader from those of another. A mark includes words, logos, pictures, names, letters, numbers or a combination of these. A trade mark is used as a marketing tool to enable customers in recognizing the product of a particular trader.

**Industrial Design** is the ornamental or aesthetic aspect of an article. The design may consist of three-dimensional features such as the shape and configuration of an article, or two-dimensional features, such as pattern and ornamentation. The design features must be applied to an article by any industrial process or means of which the features in the finished article appeal to eye.

**Geographical Indication** is an indication which identifies any goods as originating in a country or territory, or a region or locality in that country or territory, where a given quality, reputation or other characteristic of the goods is essentially attributable to their geographical origin. Geographical indications can be used on natural or agricultural product or any product of handicraft or industry.

**Copyright** is the exclusive right given to the owner of a copyright for a specific period. Copyright protection in Malaysia is governed by the Copyright Act 1987. A Copyright Voluntary Notification System has been operating in Malaysia since 1<sup>st</sup> June 2012.

A work that is eligible is protected automatically upon fulfillment of the following conditions:-

- sufficient effort has been expected to make the work original in character;
- the work has been written down, recorded or reduced to a material form;
- the author is qualified person or the work is made in Malaysia or the work is first published in Malaysia

**Layout Design of Integrated Circuit** is the three-dimensional disposition of the elements of an integrated circuit and some or all of the interconnections of the integrated circuit or such three-dimensional disposition prepared for an integrated circuit intended for manufacture. The law that protects layout-designs of integrated circuits is the Layout-designs of Integrated Circuits Act 2000.

**New Plant Varieties** refers to plant variety that is new, distinct, uniform and stable, which was bred, discovered or developed by a farmer, local community or indigenous people.

**Potential Commercialised** refers to the outcome from research that can lead to the innovation of products or processes for further development and commercialisation, prototype ready for pilot scale production, and process include upgrading from lab, engineering to commercial ready prototype.

**Commercialised** refers to a new product or production process by which the results of research projects are converted to marketable products and are commercially produced. Commercialisation is a stage-wise process, and each stage has its own key goals and milestones.

### **Q3 Patent Related Activity**

**Q3a)** Please provide the number of invention disclosures and number of patent application filed as well as granted in Malaysia and abroad for RMK-10 (2011-2013).

**Q3b)** Please provide the number of Patent Cooperation Treaty (PCT) application and indicate the country where it was filled.

**Q3c)** Please report how many licenses/options/assignments executed, executed with equity according to the most appropriate Field of Research (FOR) for the financial year. Please do provide the number of licenses/options/assignments that are still active in RMK-10 (2011-2013).

**License** is a licence agreement formalises the transfer of technology between two parties, where the owner of the technology (the licensor) permits the other party (the licensee) to share the rights to use the technology.

**Option** is an option agreement grants the potential licensee a time period during which it may evaluate the technology and negotiate the terms of a licence agreement.

**Assignment** is an assignment agreement conveys all right, title and interest in and to the licensed subject matter to the named assignee.

**Licenses/Options/Assignments Executed With Equity** are Licenses/Options/Assignments that were executed in the financial year that included equity, where equity is defined as an institution acquiring an ownership interest in a company.

**Active Licenses/Options/Assignments** refer to Licenses/Options/Assignments that had not terminated.

**Q3d)** Please provide the sum of licenses/options/assignments that were executed as exclusive or non-exclusive as well as executed with equity to start-ups, small companies, medium companies and large companies.

**Equity** is defined as an institution (or its commercialisation company) acquiring an ownership interest in a company (e.g. stock and rights to receiving stock).

**Exclusive License** grant the right to use a intellectual property in a specified manner to one other user; this prohibits other users from using the same property for the duration of the license.

**Non-exclusive License** grants the right to use a intellectual property in a specified manner; however, you can grant a non-exclusive license to several users simultaneously.

**Sole License** means that the licence is exclusive, except that the licensor also reserves full rights to exploit the intellectual property itself.

**Start-Up Company** is not a smaller version of a major corporation. A start-up is a temporary organisation that is striving towards toward a business model that is scalable, repeatable and profitable.

Category	Small Company	Medium Company	Large Company
Manufacturing	Sales turnover from <b>RM300,000 to less than RM15 million</b> OR <b>full-time employees from 5 to less than 75.</b>	Sales turnover from <b>RM15 million to not exceeding RM50 million</b> OR <b>full-time employees from 75 to not exceeding 200.</b>	Sales turnover of <b>more than RM50 million</b> OR <b>full-time employees of more than 200.</b>
Services & Other Sectors	Sales turnover from <b>RM300,000 to less than RM3 million</b> OR <b>full-time employees from 5 to less than 30.</b>	Sales turnover from <b>RM3 million to not exceeding RM20 million</b> OR <b>full-time employees from 30 to not exceeding 75.</b>	Sales turnover of <b>more than RM20 million</b> OR <b>full-time employees of more than 75.</b>

**Q3e)** Please provide The amount of income generated from licenses/options/assignments in the financial year. The sum of licenses/options/assignments income received apportioned to running royalties, cashed-in equity, and and all other types, that is all forms not classified as the foregoing including milestone payments, annual licence fees and termination fees, will equal licenses/options/assignments income received for the financial year.

**Cashed-In Equity** includes the amount received from cashing-in equity holdings, resulting in a cash transfer to institution (or its commercialisation company).

**Running Royalties** are defined as royalties earned on the sale of products.

#### **Q4 Licences, Technologies, Post-Licensing Activities**

Please state the number and amount (RM) of licensed/assigned technologies:

- i. made available in the financial year by reviewing active licences through financial year RMK-10 (2006-2013).and determine the licensed/assigned technologies that became available in RMK-10 (2011-2013).
- ii. which are purchased by the government and to provide the name of the organisation; and
- iii. exported for oversea usage

**Available** refers to licensed/assigned technologies that are sold as a product to the public or are placed into commercial use by a company, for example, as part of a manufacturing process. For example, a licensed/assigned technologies is considered available in RMK-10 (2006-2013).if the technology was placed into use in that period of time.

#### **Q5 Funding Related to Commercialising Activities**

Please state the source and amount of funds received which include money received in whatever form such as grants, contracts, salaries, commissions, donations, etc to finance the commercialisation activities. Please include also the amount spent for each fund received for RMK-10 (2011-2013).

#### **Q6 Start-Up Companies**

**Q6a)**Please state the number of start-up companies that were formed in both Malaysia and abroad during the RMK-10 (2011-2013).

**Q6b)**Please state number of start-up companies that became non-operational in both Malaysia and abroad at end of RMK-10 (2011-2013).

**Operational** refers to a company that possesses sufficient financial resources and expands these resources to make progress toward stated business goals.

#### **Q7 Technology Transfer**

Please provide the types of output and income according to the different types of technology transfer.

**Research Collaboration** with entity/ companies through research projects.

**Contract Research** refers to research and/or development work that is conducted with the support of a sponsor or purchaser who is external to your entity. Contract research is normally associated with a well-defined objective and will often require outputs such as products, reports or publications.



**Sales of services/trainings** refers to rendering services/trainings or providing entity/individuals service in commercialisation activities.

**Consultancy** includes gives expert advice within a commercialisation activities such as consultancy related to the implementation of new technologies.

**Q8 Product Sales-Related Success Stories**

The product sales-related success stories will be highlighted to showcase the benefits to the public and impact on the country. It is encouraged to highlight more than 1 success story.

**SECTION C: FACTORS LIMITING YOUR ORGANISATION'S COMMERCIALISATION ACTIVITIES**

The objective of this section is to identify the factors that limit the commercialisation activity. You may select more than one factor or please specify the factors in the space provided if it is not stated.