VIRGINIA
Form RDC

Application for Research and Development Expenses Tax Credit

For Taxable Years Beginning On and After January 1, 2016

Tax Year _____

Submit this form and supporting documentation by July 1.

This credit must be approved before being claimed on your return. See the instructions for details.

Taxpayer Information

Name		☐ FEIN ☐ SSN
Trading As		☐ Fiscal Year Filer _____ to _____
Street Address		Contact Name
City, State, ZIP Code		
Phone Number	Fax Number	Email
NAICS Code	NAICS Description	

Instructions

To compute your credit using the primary credit computation, complete Lines 1-7 of Section 1. Enter all Virginia qualified research and development amounts in Column A. If any portion of Virginia qualified research and development was conducted in conjunction with a Virginia public college or university, enter those amounts in Column B. Amounts reported on Lines 1-4 of Column A must include any expenses reported on Lines 1-4 of Column B. If electing the alternative simplified method of computing the credit, skip to Section 2. All applicants must complete Section 3.

Section 1 - Primary Credit Calculation Round to the nearest whole dollar.		**Column A** **All Qualified Research and Development**	**Column B** **College and University Related Research and Development**
1.	**Virginia Qualified Research and Development Expenses.** Enter amount paid or incurred during the calendar year. (See Schedule A, Section 1, Columns C and D).	$ .00	$ .00
2.	**College and University Expenses Percentage.** If expenses were incurred in conjunction with a Virginia college or university, divide the amount on Line 1, Column B by the amount on Line 1, Column A. Enter in Column B.		%
3.	**Virginia Base Amount for the Taxable Year.** Enter the amount from Schedule B, Line 4a in Column A. **College and University Base Amount.** If expenses were incurred in conjunction with a Virginia college or university, multiply the amount in Column A by the percentage on Line 2 and enter in Column B.	$ .00	$ .00
4.	**Adjusted Expenses Amount.** Subtract Line 3 from Line 1.	$ .00	$ .00
5.	**Total Eligible Research Expenses**. Enter in Column A the lesser of $300,000 or the amount from Line 4, Column A. **Eligible College and University Research Expenses**. Enter in Column B the lesser of $300,000 or the amount from Line 4, Column B.	$ .00	$ .00
6.	**Credit Computation**. Multiply Line 5, Column A by 15% (0.15) and enter in Column A. Multiply Line 5, Column B by 20% (0.2) and enter in Column B.	$ .00	$ .00
7.	**Credit Requested**. Enter the greater of Line 6, Column A or B. Do not exceed $45,000 if using the amount from Line 6, Column A. Do not exceed $60,000 if using the amount from Line 6, Column B.		$ .00

Section 2 - Alternative Simplified Credit Calculation See instructions and Schedule C for information on calculating the Adjusted Calendar Year Qualified Research and Development Expenses.		Column A All Qualified Research and Development	Column B College and University Related Research and Development
1.	**Total Adjusted Calendar Year Qualified Research and Development Expenses.** Enter the amount(s) from Schedule C, Line 4e in the applicable column(s). Taxpayers without qualified research and development expenses for the preceding 3 taxable years, enter the applicable amount(s) from Schedule C, Line 1a in the applicable column(s).	$ .00	$ .00
2.	**Credit Computation.** ☐ If you incurred research and development expenses for the 3 preceding taxable years, check here and multiply the amount on Line 1, Column A and Line 1, Column B (if applicable) by 10% (0.1). ☐ If you did not incur research and development expenses for the 3 preceding taxable years, check here and multiply the amount on Line 1, Column A and Line 1, Column B (if applicable) by 5% (0.05).	$ .00	$ .00
3.	**Credit Requested.** Enter the greater of Line 2, Column A or B. Do not exceed $45,000 if using the amount from Line 2, Column A. Do not exceed $60,000 if using the amount from Line 2, Column B.		$ .00

Section 3 - Credit Information			
1.	Number of full time employees during the year for which the credit is sought.		
2.	Total gross receipts or anticipated gross receipts for the taxable year the credit is sought.		
3.	If research was conducted in conjunction with a Virginia public or private college or university, enter name of college or university. Attach a copy of the agreement.		
4.	If you applied for any other credits this year, identify the credit(s) below.		
5.	**Research Field:**	☐ Biotechnology	☐ Cyber Security
	☐ Engineering	☐ Food & Beverage Development	☐ Industrial
	☐ Medical	☐ Technology	☐ Other _____
6.	Provide a brief description of the area, discipline, or field of Virginia qualified research performed. Attach statement or other documentation if more space is needed.		
7.	Do you conduct research and development in Virginia on human cells or tissue derived from induced abortions or from stem cells obtained from human embryos?	☐ **Yes**	☐ **No**
8.	If you are a pass-through entity, do you plan to allocate your credit?	☐ **Yes**	☐ **No**

I (we) the undersigned declare, under the penalties provided by law, that this form (including any accompanying schedules, statements, and attachments) has been examined by me (us) and is, to the best of my (our) knowledge and belief, a true, correct, and complete application, made in good faith pursuant to the income tax laws of the Commonwealth of Virginia.

Authorized Signature	Title	Date
Printed Name	Phone Number	
Email Address	Fax Number	

Form RDC
Schedule A

Research and Development Expenses Tax Credit Schedule

Tax Year _____

Name as it Appears on Form RDC	☐ FEIN ☐ SSN

All filers must complete Section 1 of this schedule if claiming the Research and Development Expenses Tax Credit. If claiming the Research and Development Expenses Tax Credit on the basis of qualified employee wages, Section 2 of this worksheet must also be completed. Expenses for embryonic stem cell research should not be included in this schedule. Copies of Schedule A can be submitted if additional space is needed. Be sure the amounts reported in Column C include the amounts reported in Column D.

Section 1 - Expenditure Detail (Must be completed by all taxpayers)

Column A. Date of Expenditure	Column B. Description of Expenditure (Include name of college/university, if applicable)	Column C. Total Virginia Qualified Research Expenditure	Column D. Total Virginia Qualified Research Expenditure in Connection with a College or University
		.00	.00
		.00	.00
		.00	.00
		.00	.00
		.00	.00
		.00	.00
		.00	.00
		.00	.00
		.00	.00
		.00	.00
		.00	.00
		.00	.00
	Total	.00	.00

Form RDC
Schedule A
Page 2

Research and Development Expenses Tax Credit Schedule

Tax Year _____

Section 2 - Wage Details (Complete if claiming R&D tax credit on the basis of qualified wages)		
Column A. Employee Name	**Column B. Employee SSN**	**Column C. Salary Allocated to Qualified Research**
		.00
		.00
		.00
		.00
		.00
		.00
		.00
		.00
		.00
		.00
		.00
		.00
		.00
		.00
		.00
		.00

Form RDC
Schedule B

Research and Development Expenses Worksheet for Computing Virginia Base Amount (Primary Method)

Tax Year _____

Use this schedule when computing the credit using the Primary Credit Calculation.

Name as it Appears on Form RDC	☐ FEIN ☐ SSN

Section 1 - VA Qualified Research and Development Expenses		
Fiscal year filers: Include expenditures and gross receipts for Calendar Year 2016 (CY), regardless of fiscal year (FY) incurred.		
1a.	VA Qualified Research and Development Expenses in CY 2016. (For FY filers, this will include a portion of 2 taxable years.	.00
1b.	Short year filers **only**: Enter the number of months included in the short year.	.00
1c.	Short year filers **only**: Divide the number of months in Line 1b by 12.	.00
Section 2 - Determine the Fixed Base Percentage		
The Average Qualified Research and Development Expenses for the 3 taxable years ending before the CY 2016.		
2a.	Expenses for the third preceding taxable year (CY filers, enter expenses for Taxable Year 2013. FY filers, enter expenses for Taxable Year 2012).	.00
2b.	Expenses for the second preceding taxable year (CY filers, enter expenses for Taxable Year 2014. FY filers, enter expenses for Taxable Year 2013.)	.00
2c.	Expenses for the preceding taxable year (CY filers, enter expenses for Taxable Year 2015. FY filers, enter expenses for Taxable Year 2014.)	.00
2d.	**Total Expenses** Add Lines 2a - 2c	.00
2e.	**Average Qualified Research and Development Expenses for the Prior 3 Taxable Years** Divide amount on Line 2d by 3	.00
The Average Total Gross Receipts for the 3 taxable years ending before the CY 2016.		
2f.	Gross receipts for the third preceding taxable year (CY filers, enter the gross receipts for Taxable Year 2013. FY filers enter gross receipts for Taxable Year 2012.)	.00
2g.	Gross receipts for the second preceding taxable year (CY filers, enter gross receipts for Taxable Year 2014. FY filers enter gross receipts for Taxable Year 2013.)	.00
2h.	Gross receipts for the preceding taxable year (CY filers, enter gross receipts for Taxable Year 2015. FY filers enter gross receipts for Taxable Year 2014.)	.00
2i.	**Total Gross Receipts** Add Lines 2f through 2h	.00
2j.	**Average Gross Receipts for Prior 3 Taxable Years** Divide Line 2i by 3	.00
2k.	**Percentage of Virginia Qualified Research and Development Expenses** Divide Line 2e by 2j (round to 4 decimal places)	.00
Section 3 - Determine the Virginia Base Amount		
The Average Total Gross Receipts for the 4 taxable years ending before the CY 2016.		
3a.	Gross receipts for the fourth preceding taxable year (CY filers, enter gross receipts for Taxable Year 2012. FY filers enter gross receipts for Taxable Year 2011.)	.00
3b.	Gross receipts for the third preceding taxable year (CY filers, enter gross receipts for Taxable Year 2013. FY filers enter gross receipts for Taxable Year 2012.)	.00
3c.	Gross receipts for the second preceding taxable year (CY filers, enter gross receipts for Taxable Year 2014. FY filers enter gross receipts for Taxable Year 2013.)	.00
3d.	Gross receipts for the preceding taxable year (CY filers, enter gross receipts for Taxable Year 2015. FY filers enter gross receipts for Taxable Year 2014.)	.00
3e.	**Total Gross Receipts** Add Lines 3a through 3d	.00
3f.	**Average Gross Receipts for Prior 4 Taxable Years** Divide Line 3e by 4	.00
3g.	**Base Amount** Calendar Year Filers: Multiply Line 2k by Line 3f Short Year Filers: Multiply Line 2k by Line 3f. Then multiply the product by Line 1c	.00
Section 4 - Virginia Base Amount		
4a.	**Virginia Base Amount** Your Virginia Base Amount is the greater of the amount on Line 3g OR 50% (0.5) of the 2016 Virginia Qualified Expenses from Line 1a. Enter here and on Form RDC, Section 1, Line 3, Column A.	.00

Va. Dept. of Taxation 1600042 Rev. 08/16

Form RDC Schedule C

Research and Development Worksheet for Determining the Adjusted Research and Development Expenses (Alternative Simplified Method)

Tax Year _____

Use this schedule when computing the credit using the Alternative Simplified Credit Calculation.

Name as it Appears on Form RDC	☐ FEIN ☐ SSN

Section 1 - Virginia Qualified Research and Development Expenses			
Fiscal year filers: Include expenditures for Calendar Year 2016 (CY), regardless of fiscal year (FY) incurred.			
1a.	**Virginia Qualified Research and Development Expenses in CY 2016.** In Column A, enter total qualified research and development expenses from Schedule A, Section 1, Column C. In Column B, enter the total qualified college and university related research expenses from Schedule A, Section 1, Column D (if any). For FY filers, this will include a portion of 2 taxable years.	**Line 1a - Column A** **.00**	**Line 1a - Column B** **.00**
1b.	Short year filers **only**: Enter the number of days included in the short year.		**.00**
1c.	Short year filers **only**: Divide the number of days in Line 1b by 365 (366 if a leap year).		**.00**
Section 2 - Determination of How to Compute the Credit			
2.	Were research and development expenses paid or incurred for the 3 taxable years immediately preceding the taxable year for which the credit is being claimed? If "Yes," complete Sections 3 and 4 below. If no, **stop here** and enter the amount(s) on Line 1a above on Form RDC Section 2, Line 1.		☐ **Yes** ☐ **No**
Section 3 - Average Qualified Research and Development Expenses Calculation			
The Average Qualified Research and Development Expenses for the 3 taxable years ending before the CY 2016.			
3a.	Expenses for the 3rd preceding taxable year (CY filers, enter expenses for Taxable Year 2013. FY filers, enter expenses for Taxable Year 2012).		**.00**
3b.	Expenses for the 2nd preceding taxable year (CY filers, enter expenses for Taxable Year 2014. FY filers, enter expenses for Taxable Year 2013).		**.00**
3c.	Expenses for the preceding taxable year (CY filers, enter expenses for Taxable Year 2015. FY filers, enter expenses for Taxable Year 2014).		**.00**
3d.	**Total expenses from preceding 3 taxable years.** Add Lines 3a - 3c.		**.00**
3e.	**Average qualified research and development expenses for the preceding 3 taxable years.** Divide amount on Line 3d by 3. If the credit year is a short taxable year, multiply the average qualified research and development expenses for the preceding 3 taxable years by the amount determined in Line 1c.		**.00**
Section 4 - Adjusted Expenses Calculation *For filers with Virginia qualified research and development expenses for the preceding 3 taxable years*		**Column A.** **All Qualified Research and Development**	**Column B.** **College and University Related Research and Development**
4a.	Enter the current year expenses. Column A must include the amount reported in Column B, if any.	**.00**	**.00**
4b.	If expenses were incurred in connection with a Virginia college or university, divide the amount on Line 4a, Column B by the amount on Line 4a, Column A.		**%**
4c.	Column A - Enter the amount from Line 3e. Column B - If expenses were incurred in connection with a Virginia college or university, multiply the amount on Line 4c, Column A by the percentage on Line 4b, Column B.	**.00**	**.00**
4d.	Multiply the amount(s) on Line 4c by 50% (0.5).	**.00**	**.00**
4e.	Subtract Line 4d from Line 4a. Enter here and on Form RDC, Section 2, Line 1 in the applicable column(s).	**.00**	**.00**

Application Instructions for the Research and Development Expenses Tax Credit

General Information

The Research and Development Expenses Tax Credit may be claimed against individual and corporate income taxes for qualified research and development expenses for taxable years beginning on or after January 1, 2011, but before January 1, 2022.

If the taxpayer elects the primary method of computing the credit, the tax credit amount is equal to (i) 15% of the first $300,000 in Virginia qualified research and development expenses, or (ii) 20% of the first $300,000 of Virginia qualified research and development expenses if the research was conducted in conjunction with a Virginia public or private college or university, to the extent the expenses exceed the base amount. The credit amount cannot exceed $45,000 or $60,000 if the Virginia qualified research was conducted in conjunction with a Virginia public or private university.

For taxable years beginning on or after January 1, 2016, at the election of the taxpayer, an alternative simplified calculation may be used to determine the Research and Development Expenses Tax Credit. The alternative simplified calculation of the Research and Development Expenses Tax Credit is equal to: 10% of the difference of (i) the Virginia qualified research and development expenses paid or incurred by the taxpayer during the taxable year and (ii) 50% of the average Virginia qualified research and development expenses paid or incurred by the taxpayer for the three taxable years immediately preceding the taxable year for which the credit is being determined. If the taxpayer did not pay or incur Virginia qualified research and development expenses in any one of the three taxable years immediately preceding the taxable year for which the credit is being determined, the tax credit is equal to 5% of the Virginia qualified research and development expenses paid or incurred by the taxpayer during the relevant taxable year. The aggregate amount of credits allowed to each taxpayer cannot exceed $45,000 or $60,000 if the Virginia qualified research was conducted in conjunction with a Virginia public or private university.

There is a $7 million cap on the total amount of credits allowed in any fiscal year. If the total amount of tax credits applied for exceed the $7 million limit, credits will be apportioned on a pro rata basis.

If the total amount of approved tax credits is less than the $7 million credit cap, the Department will allocate the remaining amount, on a pro rata basis, to taxpayers already approved for the credit that were subject to the $45,000 and $60,000 credit limitations. Supplemental credits will be in the following amounts: if a taxpayer elected the primary computation, an amount equal to 15% of the second $300,000 in qualified research expenses (or 20% of such expenses if the research is conducted in conjunction with a Virginia public or private college or university); or if the taxpayer elected the alternative simplified method of computing the credit, in an amount equal to the excess of the limitation. The maximum supplemental credit amount is $45,000, or $60,000 if the research is conducted in conjunction with a Virginia public or private university.

Any taxpayer who is allowed a research and development expenses tax credit is not allowed to use the same expenses as the basis for claiming any other Virginia tax credit. No taxpayer may claim both this credit and the Major Research and Development Expenses Tax Credit.

For additional information regarding the credit, see the Research and Development Expenses Tax Credit Guidelines, which are available on the Department's website at **www.tax.virginia.gov**.

Determining the Virginia Base Amount for the Primary Research and Development Expenses Tax Credit

In order to determine the Virginia Base Amount for the primary credit computation, follow these steps:

Determine Fixed Base Percentage:

Step 1 Determine the average amount of Virginia qualified research and development expenses for the three taxable years preceding the year in which the tax credit is being claimed. If the taxpayer has been in business for less than three years, but at least one, use the number of years in business instead of three.

Step 2 Determine the average of the total gross receipts for the three taxable years preceding the taxable year that the tax credit is being claimed, or the number of years used in Step 1a, if less.

Step 3 Calculate the percentage of Virginia qualified research and development expenses by dividing the average amount determined in Step 1 by the average amount determined in Step 2. This is the "Fixed Base Percentage."

Do not make any adjustments to account for a short taxable year when computing the fixed-base percentage.

Determine the Virginia Base Amount:

Step 4 Determine average of the total gross receipts for the four taxable years preceding the taxable year that the tax credit is being claimed, or the number of years used for Step 2, if less. For purposes of determining the Virginia base amount, if any of the taxable years preceding the credit year that must be accounted for when computing the credit is a short taxable year, the gross receipts for such year(s) are deemed to be equal to the gross receipts actually derived in that year, multiplied by 12, and divided by the number of months in that year.

Step 5 Multiply the fixed base percentage in Step 3 by the average gross receipts in Step 4.

Step 6 Determine the greater of the amount in Step 5 or 50% of Virginia qualified research expenses for the credit year. This is the "Virginia Base Amount."

Refer to Schedule B, the Research and Development Expenses Worksheet for Computing Virginia Base Amount, for detailed instructions on calculating the base amount.

Computing the Average Amount of Virginia Qualified Research and Development Expenses for Determining the Credit Using the Alternative Simplified Method

If electing to compute the Research and Development Expenses Tax Credit using the Alternative Simplified Method, the taxpayer must complete Schedule C to determine the average amount of Virginia qualified research and development expenses on which the credit amount will be calculated. Taxpayers who calculate the credit based on less than 3 years of qualified research and development expenses must complete Sections 1 and 2 on the Schedule C. Taxpayers who calculate the credit based on qualified research and development expenses for the 3 taxable years preceding the credit year must complete all sections of Schedule C.

When determining the average amount of Virginia qualified research and development expenses for the three years preceding the credit year, if one or more of the three taxable years preceding the credit year is a short taxable year, then the Virginia qualified research and development expenses for such year must be modified by multiplying that amount by 365 (366 in a leap year) and dividing the result by the number of days in the short taxable year.

Definitions

"Virginia gross receipts" means the whole, entire, total receipts, without deduction.

"Virginia qualified research" means qualified research, as defined in IRC § 41(d), as amended, that is conducted in Virginia. In general, this is research that is undertaken for the purpose of discovering information that is technological in nature and the application of which is intended to be useful in the development of a new or improved business component of the taxpayer.

"Virginia qualified research and development expenses" means qualified research expenses, as defined in IRC § 41(b), as amended, incurred for Virginia qualified research. In general, this is the sum of the in-house research expenses and the contract research expenses.

Stem Cell Research

Research and development expenses that are paid or incurred for research conducted in Virginia on human cells or tissue derived from induced abortions or from stem cells obtained from embryos do not qualify for the credit. However, if a taxpayer engaged in research in Virginia on human cells or tissue derived from induced abortions or from stem cells obtained from human embryos, it may receive a nonrefundable credit for other Virginia qualified research and development expenses. If the amount of nonrefundable credit that a taxpayer is allowed to claim exceeds the taxpayer's tax liability for the taxable year, then the excess amount of credit will not be refunded to the taxpayer and cannot be carried over to future taxable years. Research and development expenses that are paid or incurred for research conducted in Virginia on nonhuman embryonic stem cells may qualify for the credit.

When to Submit Application

Form RDC and any supporting documentation must be completed and mailed no later than July 1.

For any application received without a postmark, the date received by the Department will be used to determine if the application was received by the filing deadline.

What to Attach

To allow us to process this application, provide the following:

- Outline of the type of research and development being conducted in Virginia.
- Details regarding the qualified contractors:
  1. Location where research was conducted
  2. Length of time spent on project
  3. Type of research conducted
  4. Payroll expenses
  5. Total qualified expenses
- Attach a copy of the research agreement if reporting expenses in connection with the Virginia public or private college or university.
- All applicants must complete and attach Schedule A. If claiming the Research and Development Credit on the basis of qualified wages, be sure to complete Section 2 of the Schedule A in addition to Section 1. Copies of Schedule A can be submitted if additional space is needed. You must retain a copy of any supporting documentation of these expenditures.

Upon request, you may be required to provide proof of purchase, such as an invoice, receipt, cancelled check, bank statement, or credit card statement.

Where to Submit Application

Submit Form RDC and attachments to the **Department of Taxation, ATTN: Tax Credit Unit, P.O. Box 715, Richmond, VA 23218-0715** or fax it to **(804) 774-3902**

What to Expect from the Department

If the Department needs additional information the agency will contact you by September 1 and you will have until September 15 to respond. If you have not received acknowledgement of your application by September 15, call **(804) 786-2992**.

The Department will issue the credit by September 30. If you have not received your credit certification by October 15, call **(804) 786-2992**.

What Does the Taxpayer Need to Do

Upon receiving notification of the allowable credit amount, taxpayers may claim the allowable credit amount on the applicable Virginia income tax return. Taxpayers who do not receive notification of allowable credit amounts before their Virginia income tax return due date may file during the extension period or file their regular return without the credit and then file an amended tax return after receipt of notification of the allowable credit amount to claim the tax credit. As an attachment to their return, a corporation must file Form 500CR; an individual must file Schedule CR; and a pass-through entity must file Form 502ADJ.

IMPORTANT

Online Worksheet: A spreadsheet template is available for download on the Tax Credit section of our website, **www.tax.virginia.gov**. Use this spreadsheet to compute the Research and Development Expenses Tax Credit using the primary and alternative computation methods.

All business taxpayers should be registered with the Department before completing Form RDC. If you are not registered, complete Form R-1.

If the tax return upon which this credit will be claimed is due on or before September 30, you may need to either submit an extension payment for any tax due or file an amended return once you have received the credit certification.

Pass-Through Entities

Effective for taxable years beginning on or after January 1, 2014, a partnership, limited liability company, or electing small business corporation (S corporation) may elect to receive and claim the credit at the entity level. If this election is not made, credits must be allocated to the individual partners, members, or shareholders in proportion to their ownership interests in such entities or in accordance with a written agreement entered into by such individual partners, members, or shareholders.

In order to allocate the credit to the partners, shareholders, or members, each pass-through entity must file **Form PTE** with the Department within 30 days after the credit is granted. This information should be sent to: **Department of Taxation, ATTN: Tax Credit Unit, P.O. Box 715, Richmond, VA 23218-0715** or you may fax it to **(804) 774-3902. Please do not do both.**

All pass-through entities distributing this credit to their owner(s), shareholders, partners or members must give each a Schedule VK-1, Owner's Share of Income and Virginia Modifications and Credits.

Where To Get Help

Write to the **Department of Taxation, ATTN: Tax Credit Unit, P.O. Box 715, Richmond, VA 23218-0715** or call **(804) 786-2992.**

R&D ATTACHMENT CHECKLIST

Must be included with Form RDC

Company Name: _____

- ☐ A brief description of the area, discipline, or field of Virginia qualified research performed. If necessary, attach documentation.
- ☐ Check the applicable box on Form RDC to indicate whether you conduct research and development in Virginia on human cells or tissue derived from induced abortions or from stem cells obtained from human embryos.
- ☐ The Schedule A.
- ☐ The Schedule B Worksheet and details regarding the calculation of your Virginia base amount, if electing the primary credit computation. To obtain the worksheet in a spreadsheet format, visit **www.tax.virginia.gov** under Tax Credits.
- ☐ The Schedule C Worksheet if electing the alternative simplified computation of the Research and Development Expenses Tax Credit. To obtain this worksheet in a spreadsheet, visit the Tax Credit section of our website at **www.tax.virginia.gov**.
- ☐ Details regarding qualified wages. Include employee names, SSNs, and salary allocated to qualified research and development activities. This information can be provided on the Schedule A, Section 2.
- ☐ A description of the supplies and their cost when claiming supplies as research expenses.
- ☐ Details regarding the qualified Contractors:

  1) Location where research is conducted
  2) Length of time spent on the project
  3) Type of research conducted
  4) Payroll expenses
  5) Total qualified expenses

- ☐ A copy of the research agreement if any of the Virginia qualified research was conducted in conjunction with a Virginia public or private college or university.
- ☐ Proof of payment, such as a copy of a cancelled check or statement of electronic transfer, for university-related research when payments are made directly to the university.

The Department will be unable to process the application until all of the required attachments have been submitted.