

Research and Development Expenses Tax Credit Guidelines		
Task	Due Date	Completed
Set up website for guideline project to include: <ul style="list-style-type: none"> • Description of project and issues to be addressed • Tentative work plan • Procedure for joining list of interested parties • Contact person 	4/7/16	4/7/16
Identify interested parties and industry associations and their contact information (in addition to those who sign up after website goes on line)	4/7/16	4/7/16
Solicit comments and suggestions from interested parties via email and publication on website. Among the topics to be addressed: <ul style="list-style-type: none"> • Computing the credit using a simplified method; • Changes to the annual credit cap; • Changes to the amount of credits each taxpayer may claim; and • The interaction of this credit with the newly enacted Major Research and Development Expenses Tax Credit. (Note that the nature and volume of the responses will influence the Department's decision on whether one or more meetings and/or conference calls are needed.)	4/7/16	4/7/16
Deadline for initial public comments (minimum of 30 days after notice soliciting comments)	5/9/16	5/9/16
Publish draft guidelines; announce if meeting or conference call is scheduled, or if only written comments accepted.	9/28/16	9/28/16
<i>Meeting or telephone conference call (optional)</i>	TBA	
Deadline for public comments on draft guidelines (minimum of 60 days after publication of draft)	11/29/16	
Publish final guidelines: <ul style="list-style-type: none"> • Publish on website • Email to interested parties • Post in Policy Library as public document • Post on Town Hall 	12/29/16	