| Major Research and Development Expenses Tax Credit Guidelines | | |
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| **Task** | **Due Date** | **Completed** |
| Set up website for guideline project to include:<br><br>• Description of project and issues to be addressed<br>• Tentative work plan<br>• Procedure for joining list of interested parties<br>• Contact person | 4/8/16 | 4/8/16 |
| Identify interested parties and industry associations and their contact information (in addition to those who sign up after website goes on line) | 4/8/16 | 4/8/16 |
| Solicit comments and suggestions from interested parties via email and publication on website.  Among the topics to be addressed:<br><br>• General overview of the credit;<br>• Requirements to qualify for the credit;<br>• When research and development is considered conducted in the Commonwealth for purposes of the credit;<br>• Method for computing the credit;<br>• The interaction of this credit with the Research and Development Expenses Tax Credit; and<br>• How to apply for the credit.<br><br>(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.) | 4/8/16 | 4/8/16 |
| Deadline for initial public comments<br>(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 |
| *Meeting or telephone conference call (optional)* | TBA | |
| Deadline for public comments on draft guidelines<br>(minimum of 60 days after publication of draft) | 11/29/16 | |
| Publish final guidelines:<br><br>• Publish on website<br>• Email to interested parties<br>• Post in Policy Library as public document<br>• Post on Town Hall | 12/29/16 | |