Healthcare SR&ED Checklist

Ten checks before you file your SR&ED claim

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Work through these ten before your consultation. Items three to six are records that must exist already, because they cannot be created after the work is finished.

- [ ] 1 **Incorporated entity**
  Only corporations may claim the credit.
- [ ] 2 **Project list**
  Work grouped by technological objective.
- [ ] 3 **Daily logs**
  Written while the work was happening.
- [ ] 4 **Design notes**
  What you tried and why it was uncertain.
- [ ] 5 **Test results**
  Including the attempts that failed.
- [ ] 6 **Timesheets by project**
  Hours coded as worked, not allocated later.
- [ ] 7 **Contractor agreements**
  Independent contractors, scope documented.
- [ ] 8 **Materials consumed**
  Invoices for supplies used in experiments.
- [ ] 9 **Government assistance**
  Grants to net off the eligible pool.
- [ ] 10 **T2 due date**
  Filing window is twelve months from there.

PRO TIP

Set project codes up at the start of the year, not at claim time.
Hours coded as they are worked are evidence; hours allocated afterwards are an estimate.

What happens next

1. Eligibility checked
2. Fixed fee quoted
3. Claim filed

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