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Part III Statement of Program Service AccomplishmentsCheck if Schedule O contains a response or note to any line in this Part III ☒**1** Briefly describe the organization's mission:

RESEARCH INSTITUTE FOR FRAGRANCE MATERIALS, INC 'S ("RIFM") MISSION IS TO ENGAGE IN RESEARCH AND EVALUATION OF FRAGRANCE MATERIALS THROUGH AN INDEPENDENT EXPERT PANEL, DETERMINE SAFETY IN USE, GATHER, ANALYZE AND PUBLISH SCIENTIFIC INFORMATION, DISTRIBUTE SCIENTIFIC DATA AND SAFETY ASSESSMENTS TO RIFM MEMBERS

2 Did the organization undertake any significant program services during the year which were not listed onthe prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O

3 Did the organization cease conducting, or make significant changes in how it conducts, any programservices? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported

4a (Code) (Expenses \$ including grants of \$) (Revenue \$)
 RIFM'S LARGEST SERVICE IS SCIENTIFIC PROGRAMS, WHICH CONSIST OF HUMAN HEALTH SCIENCES AND ENVIRONMENTAL SCIENCES. THESE PROGRAMS INVOLVE THE PLACEMENT OF STUDIES TO OBTAIN INFORMATION ON THE RAW MATERIALS USED BY THE FRAGRANCE INDUSTRY FOR USE IN DETERMINING SAFETY. DATA IS EVALUATED BY AN INDEPENDENT EXPERT PANEL. INFORMATION AND RECOMMENDATIONS ARE PUBLISHED IN THE PEER REVIEWED SCIENTIFIC LITERATURE AND THEN PROVIDED TO THE INTERNATIONAL FRAGRANCE ASSOCIATION (IFRA) FOR THEIR USE IN DEVELOPING THE IFRA STANDARDS TO BE UTILIZED BY THE FRAGRANCE INDUSTRY TO GUARANTEE THE SAFE USE OF SUCH MATERIALS IN PRODUCTS TO BE DISTRIBUTED TO CONSUMERS.














4b (Code) (Expenses \$ including grants of \$) (Revenue \$)
 RIFM'S SECOND LARGEST PROGRAM SERVICE IS THE MAINTENANCE OF THE RIFM DATABASE ESTABLISHED IN 1984. INFORMATION IN THIS DATABASE IS AVAILABLE TO ALL RIFM MEMBER ORGANIZATIONS AND ALSO TO INDUSTRY ASSOCIATIONS AND OTHER INTERESTED PARTIES. THERE ARE OVER 55,000 REFERENCES AND 5,000 MATERIALS IN THIS DATABASE WHICH IS CONTINUOUSLY EVOLVING AND EXPANDING WITH THE ADDITION OF NEW UPDATED INFORMATION. FURTHER DETAILS CONCERNING EACH OF RIFM'S 4 TOP PROGRAMS ARE CONTAINED IN RIFM'S 2016 ANNUAL REPORT WHICH IS DISTRIBUTED TO ALL RIFM MEMBERS AND ASSOCIATED INDUSTRY GROUPS AND ON REQUEST TO THE PUBLIC. MUCH OF THE INFORMATION CONTAINED IN THIS REPORT IS ALSO ACCESSIBLE ON THE RIFM WEBSITE.

4c (Code) (Expenses \$ including grants of \$) (Revenue \$)

4d Other program services (Describe in Schedule O)
 (Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses ▶

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	1	No
2 Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?	2	No
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I 	3	No
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II	4	
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III 	5	Yes
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I 	6	No
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II 	7	No
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III 	8	No
9 Did the organization report an amount in Part X, line 21 for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X, or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV 	9	No
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? If "Yes," complete Schedule D, Part V 	10	Yes
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI 	11a	Yes
b Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII 	11b	No
c Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII 	11c	No
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX 	11d	No
e Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X 	11e	Yes
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X 	11f	Yes
12a Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII 	12a	Yes
b Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional 	12b	No
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	13	No
14a Did the organization maintain an office, employees, or agents outside of the United States?	14a	No
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV	14b	No
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV	15	No
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV	16	No
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I (see instructions)	17	No
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II	18	No
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III	19	No

Part IV Checklist of Required Schedules (continued)

	Yes	No
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>		No
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>		No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>		No
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>	Yes	
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>		No
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>		
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>		
26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If "Yes," complete Schedule L, Part II</i>		No
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>		No
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions)		
a A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>		No
b A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>		No
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV</i>		No
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>		No
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>		No
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		No
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		No
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>		No
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>		No
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		No
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>		No
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? Note. All Form 990 filers are required to complete Schedule O	Yes	

Part V Statements Regarding Other IRS Filings and Tax ComplianceCheck if Schedule O contains a response or note to any line in this Part V ☐

		Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable.	26	
b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable.	0	
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c	
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return.	35	
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions).	2b	Yes
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a	No
b	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation in Schedule O.	3b	
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a	No
b	If "Yes," enter the name of the foreign country: _____ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a	No
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b	No
c	If "Yes," to line 5a or 5b, did the organization file Form 8886-T?	5c	
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a	No
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b	
7	Organizations that may receive deductible contributions under section 170(c).		
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a	
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b	
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c	
d	If "Yes," indicate the number of Forms 8282 filed during the year.	7d	
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e	
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f	
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g	
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h	
8	Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8	
9a	Did the sponsoring organization make any taxable distributions under section 4966?	9a	
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b	
10	Section 501(c)(7) organizations. Enter		
a	Initiation fees and capital contributions included on Part VIII, line 12.	10a	
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities.	10b	
11	Section 501(c)(12) organizations. Enter		
a	Gross income from members or shareholders.	11a	
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them).	11b	
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a	
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year.	12b	
13	Section 501(c)(29) qualified nonprofit health insurance issuers.		
a	Is the organization licensed to issue qualified health plans in more than one state? Note. See the instructions for additional information the organization must report on Schedule O.	13a	
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans.	13b	
c	Enter the amount of reserves on hand.	13c	
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a	No
b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O.	14b	

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to lines 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI ☒

Section A. Governing Body and Management

		Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year		
	If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O		
1b	Enter the number of voting members included in line 1a, above, who are independent		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		No
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors or trustees, or key employees to a management company or other person?		No
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		No
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		No
6	Did the organization have members or stockholders?	Yes	
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	Yes	
7b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	Yes	
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
8a	The governing body?	Yes	
8b	Each committee with authority to act on behalf of the governing body?	Yes	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O.		No

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
10a	Did the organization have local chapters, branches, or affiliates?		No
10b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	Yes	
11b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
12a	Did the organization have a written conflict of interest policy? If "No," go to line 13.	Yes	
12b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	Yes	
12c	Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done.	Yes	
13	Did the organization have a written whistleblower policy?	Yes	
14	Did the organization have a written document retention and destruction policy?	Yes	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
15a	The organization's CEO, Executive Director, or top management official	Yes	
15b	Other officers or key employees of the organization	Yes	
	If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions)		
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		No
16b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		

Section C. Disclosure

17 List the States with which a copy of this Form 990 is required to be filed: _____

18 Section 6104 requires an organization to make its Form 1023 (or 1024 if applicable), 990, and 990-T (501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☐ Another's website ☒ Upon request ☐ Other (explain in Schedule O)

19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records:
 ▶ STEVEN MANZI 50 TICE BOULEVARD WOODCLIFF LAKE, NJ 07677 (201) 689-8089

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII ☐

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, or highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional Trustee	Officer	Key employee	Highest compensated employee	Former			
(1) MR MICHAEL CARLOS CHAIR & DIRECTOR	2 00	X		X				0	0	0
(2) MR NICOLAS MIRZAYANTZ VICE CHAIR & DIRECTOR	2 00	X		X				0	0	0
(3) DR KEVIN RENSKERS TREASURER & DIRECTOR	2 00	X		X				0	0	0
(4) MR STEVE TANNER SECRETARY & DIRECTOR	2 00	X		X				0	0	0
(5) DR ROBERT BEDOUKIAN DIRECTOR	0 50	X						0	0	0
(6) MR ACHIM DAUB DIRECTOR THROUGH 9 2016	0 50	X						0	0	0
(7) MR EDWARD GOTCH DIRECTOR	0 50	X						0	0	0
(8) MR JAMES H HEINZ DIRECTOR	0 50	X						0	0	0
(9) MR ANTOINE HOUSSET DIRECTOR THROUGH 9 2016	0 50	X						0	0	0
(10) MR STEPHEN MANHEIMER DIRECTOR	0 50	X						0	0	0
(11) MS ANNE DUFERMONT DIRECTOR	0 50	X						0	0	0
(12) DR GEORGE DAHER DIRECTOR	0 50	X						0	0	0
(13) MR HANS HOLGER GLIEWE DIRECTOR	0 50	X						0	0	0
(14) DR ROBERT WEINSTEIN DIRECTOR	0 50	X						0	0	0
(15) MR CHISTIAN SEUFERT DIRECTOR	0 50	X						0	0	0
(16) MR NICK PICKTHALL DIRECTOR	0 50	X						0	0	0
(17) MR ARMAND DE VILLOUTREYS DIRECTOR	0 50	X						0	0	0

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional Trustee	Officer	Key employee	Highest compensated employee	Former			
(18) MR FERDINAND STORP DIRECTOR	0 50	X						0	0	0
(19) DR JAMES ROMINE PRESIDENT	40 00			X				364,711	0	35,300
(20) DR ANNE MARIE API VP HUMAN HEALTH SCIENCES	40 00				X			207,455	0	32,085
(21) DR DANIEL SALVITO VP ENVIRONMENTAL SCIENCE	40 00					X		170,624	0	37,468
(22) MS CHRISTEN SACHSE-VASQUEZ DIRECTOR TECHNICAL INFORMATION	40 00					X		143,064	0	31,752
(23) MR STEVEN MANZI DIRECTOR-FINANCE AND OFFICE ADMIN	40 00					X		132,663	0	12,132
(24) MS GRETCHEN RITACCO SENIOR HUMAN HEALTH SCIENTIST, DERMATOTOXICOLOGY	40 00					X		102,213	0	17,850
1b Sub-Total										
1c Total from continuation sheets to Part VII, Section A										
1d Total (add lines 1b and 1c)								1,120,730	0	166,587

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization ▶ **6**

	Yes	No
3 Did the organization list any former officer, director or trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual		No
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual	Yes	
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person		No

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
MARZOUK & PARRY PLLC 1901 PENNSYLVANIA AVE NW SUITE 607 WASHINGTON, DC 20006	LEGAL	257,500
MOLLY GILMORE 15 WARD AVENUE WYCKOFF, NJ 07481	DATABASE CONSULTANT	154,721
BPM DISCIPLINE US LLC 475 TIMBERLINE TRAIL WEST CHESTER, PA 19382	STRATEGIC CONSULTANT	133,152

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization ▶ **3**

Part VIII **Statement of Revenue**

Check if Schedule O contains a response or note to any line in this Part VIII ☐

Contributions, Gifts, Grants
and Other Similar Amounts

	(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
1a Federated campaigns . . .	1a			
b Membership dues . . .	1b			
c Fundraising events . . .	1c			
d Related organizations	1d			
e Government grants (contributions)	1e			
f All other contributions, gifts, grants, and similar amounts not included above	1f			
g Noncash contributions included in lines 1a-1f \$ _____				
h Total. Add lines 1a-1f ▶				

Program Service Revenue

	Business Code				
2a MEMBERSHIP DUES	519190	9,944,594	9,944,594		
b SPECIAL ASSESSMENT DUES	519190	1,360,196	1,360,196		
c DATABASE INCOME	519190	682,963	682,963		
d TESTING PROGRAM	541700	395,422	395,422		
e _____					
f All other program service revenue					
g Total. Add lines 2a-2f ▶		12,383,175			

Other Revenue

3 Investment income (including dividends, interest, and other similar amounts) ▶		250,293			250,293
4 Income from investment of tax-exempt bond proceeds ▶					
5 Royalties ▶					
6a Gross rents	(i) Real	(ii) Personal			
b Less rental expenses					
c Rental income or (loss)					
d Net rental income or (loss) ▶					
7a Gross amount from sales of assets other than inventory	(i) Securities	(ii) Other			
b Less cost or other basis and sales expenses	425,332				
c Gain or (loss)	368,264				
d Net gain or (loss) ▶	57,068				57,068
8a Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c) See Part IV, line 18 a					
b Less direct expenses b					
c Net income or (loss) from fundraising events . . . ▶					
9a Gross income from gaming activities See Part IV, line 19 a					
b Less direct expenses b					
c Net income or (loss) from gaming activities . . . ▶					
10a Gross sales of inventory, less returns and allowances . . . a					
b Less cost of goods sold . . . b					
c Net income or (loss) from sales of inventory . . . ▶					
Miscellaneous Revenue	Business Code				
11a					
b					
c					
d All other revenue					
e Total. Add lines 11a-11d ▶					
12 Total revenue. See Instructions ▶		12,690,536	12,383,175	0	307,361

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐**Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.**

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21.	2,000			
2 Grants and other assistance to domestic individuals. See Part IV, line 22.				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, line 15 and 16.				
4 Benefits paid to or for members.				
5 Compensation of current officers, directors, trustees, and key employees.	639,551			
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B).				
7 Other salaries and wages.	1,662,372			
8 Pension plan accruals and contributions (include section 401 (k) and 403(b) employer contributions).	104,718			
9 Other employee benefits.	201,028			
10 Payroll taxes.	171,169			
11 Fees for services (non-employees):				
a Management.				
b Legal.	276,070			
c Accounting.	27,500			
d Lobbying.				
e Professional fundraising services. See Part IV, line 17.				
f Investment management fees.	50,615			
g Other (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O).	625,732			
12 Advertising and promotion.	1,805			
13 Office expenses.	58,210			
14 Information technology.	726,806			
15 Royalties.				
16 Occupancy.	263,048			
17 Travel.	263,759			
18 Payments of travel or entertainment expenses for any federal, state, or local public officials.				
19 Conferences, conventions, and meetings.	151,039			
20 Interest.				
21 Payments to affiliates.				
22 Depreciation, depletion, and amortization.	34,220			
23 Insurance.	106,325			
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O):				
a HUMAN HEALTH TESTING	4,687,668			
b HUMAN HEALTH METH & RES	933,120			
c ENVIRONMENTAL	618,251			
d MEMBERSHIP DUES - CAAT	151,402			
e All other expenses	228,504			
25 Total functional expenses. Add lines 1 through 24e.	11,984,912			
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720).				

Part X Balance SheetCheck if Schedule O contains a response or note to any line in this Part IX ☐

		(A) Beginning of year		(B) End of year
Assets	1 Cash—non-interest-bearing	241,254	1	144,280
	2 Savings and temporary cash investments	9,157,463	2	8,335,070
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net	201,852	4	514,055
	5 Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L.		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L.		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges	137,385	9	190,960
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D.	607,841		
	b Less: accumulated depreciation	531,463		
		73,167	10c	76,378
	11 Investments—publicly traded securities	6,511,395	11	8,326,848
	12 Investments—other securities. See Part IV, line 11		12	
	13 Investments—program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
15 Other assets. See Part IV, line 11	27,276	15	27,276	
16 Total assets. Add lines 1 through 15 (must equal line 34)	16,349,792	16	17,614,867	
Liabilities	17 Accounts payable and accrued expenses	8,319,641	17	8,356,841
	18 Grants payable		18	
	19 Deferred revenue	18,450	19	12,600
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D.		21	
	22 Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D.	44,786	25	39,624
	26 Total liabilities. Add lines 17 through 25	8,382,877	26	8,409,065
Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.			
	27 Unrestricted net assets	7,966,915	27	9,205,802
	28 Temporarily restricted net assets		28	
	29 Permanently restricted net assets		29	
	Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34.			
	30 Capital stock or trust principal, or current funds		30	
	31 Paid-in or capital surplus, or land, building or equipment fund		31	
	32 Retained earnings, endowment, accumulated income, or other funds		32	
33 Total net assets or fund balances	7,966,915	33	9,205,802	
34 Total liabilities and net assets/fund balances	16,349,792	34	17,614,867	

Part XI Reconciliation of Net AssetsCheck if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	12,690,536
2	Total expenses (must equal Part IX, column (A), line 25)	2	11,984,912
3	Revenue less expenses Subtract line 2 from line 1	3	705,624
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	7,966,915
5	Net unrealized gains (losses) on investments	5	533,263
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	0
10	Net assets or fund balances at end of year Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	9,205,802

Part XII Financial Statements and ReportingCheck if Schedule O contains a response or note to any line in this Part XII ☒

	Yes	No
1 Accounting method used to prepare the Form 990 <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? If 'Yes,' check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		No
b Were the organization's financial statements audited by an independent accountant? If 'Yes,' check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	Yes	
c If "Yes," to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O	Yes	
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		No
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits		

Additional Data

Software ID:

Software Version:

EIN: 22-1822067

Name: RESEARCH INSTITUTE FOR FRAGRANCE
MATERIALS INC

SCHEDULE C
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Political Campaign and Lobbying Activities

For Organizations Exempt From Income Tax Under section 501(c) and section 527
▶ **Complete if the organization is described below.** ▶ **Attach to Form 990 or Form 990-EZ.**
▶ **Information about Schedule C (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.**

OMB No 1545-0047

2016

Open to Public Inspection

If the organization answered "Yes" on Form 990, Part IV, Line 3, or Form 990-EZ, Part V, line 46 (Political Campaign Activities), then

- Section 501(c)(3) organizations Complete Parts I-A and B Do not complete Part I-C
- Section 501(c) (other than section 501(c)(3)) organizations Complete Parts I-A and C below Do not complete Part I-B
- Section 527 organizations Complete Part I-A only

If the organization answered "Yes" on Form 990, Part IV, Line 4, or Form 990-EZ, Part VI, line 47 (Lobbying Activities), then

- Section 501(c)(3) organizations that have filed Form 5768 (election under section 501(h)) Complete Part II-A Do not complete Part II-B
- Section 501(c)(3) organizations that have NOT filed Form 5768 (election under section 501(h)) Complete Part II-B Do not complete Part II-A

If the organization answered "Yes" on Form 990, Part IV, Line 5 (Proxy Tax) (see separate instructions) or Form 990-EZ, Part V, line 35c (Proxy Tax) (see separate instructions), then

- Section 501(c)(4), (5), or (6) organizations Complete Part III

Name of the organization RESEARCH INSTITUTE FOR FRAGRANCE MATERIALS INC	Employer identification number 22-1822067
---	---

Part I-A Complete if the organization is exempt under section 501(c) or is a section 527 organization.

1	Provide a description of the organization's direct and indirect political campaign activities in Part IV	
2	Political expenditures	▶ \$ _____
3	Volunteer hours	_____

Part I-B Complete if the organization is exempt under section 501(c)(3).

1	Enter the amount of any excise tax incurred by the organization under section 4955	▶ \$ _____
2	Enter the amount of any excise tax incurred by organization managers under section 4955	▶ \$ _____
3	If the organization incurred a section 4955 tax, did it file Form 4720 for this year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4a	Was a correction made?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b	If "Yes," describe in Part IV	

Part I-C Complete if the organization is exempt under section 501(c), except section 501(c)(3).

1	Enter the amount directly expended by the filing organization for section 527 exempt function activities	▶ \$ _____
2	Enter the amount of the filing organization's funds contributed to other organizations for section 527 exempt function activities	▶ \$ _____
3	Total exempt function expenditures Add lines 1 and 2 Enter here and on Form 1120-POL, line 17b	▶ \$ _____
4	Did the filing organization file Form 1120-POL for this year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Enter the names, addresses and employer identification number (EIN) of all section 527 political organizations to which the filing organization made payments For each organization listed, enter the amount paid from the filing organization's funds Also enter the amount of political contributions received that were promptly and directly delivered to a separate political organization, such as a separate segregated fund or a political action committee (PAC) If additional space is needed, provide information in Part IV	

(a) Name	(b) Address	(c) EIN	(d) Amount paid from filing organization's funds If none, enter -0-	(e) Amount of political contributions received and promptly and directly delivered to a separate political organization If none, enter -0-
2				
3				
4				
5				
6				

Part II-A Complete if the organization is exempt under section 501(c)(3) and filed Form 5768 (election under section 501(h)).

A Check ☐ if the filing organization belongs to an affiliated group (and list in Part IV each affiliated group member's name, address, EIN, expenses, and share of excess lobbying expenditures)

B Check ☐ if the filing organization checked box A and "limited control" provisions apply

Limits on Lobbying Expenditures
(The term "expenditures" means amounts paid or incurred.)**(a)** Filing
organization's
totals**(b)** Affiliated
group totals

1a Total lobbying expenditures to influence public opinion (grass roots lobbying)

b Total lobbying expenditures to influence a legislative body (direct lobbying)

c Total lobbying expenditures (add lines 1a and 1b)

d Other exempt purpose expenditures

e Total exempt purpose expenditures (add lines 1c and 1d)

f Lobbying nontaxable amount Enter the amount from the following table in both columns

If the amount on line 1e, column (a) or (b) is:	The lobbying nontaxable amount is:
Not over \$500,000	20% of the amount on line 1e
Over \$500,000 but not over \$1,000,000	\$100,000 plus 15% of the excess over \$500,000
Over \$1,000,000 but not over \$1,500,000	\$175,000 plus 10% of the excess over \$1,000,000
Over \$1,500,000 but not over \$17,000,000	\$225,000 plus 5% of the excess over \$1,500,000
Over \$17,000,000	\$1,000,000

g Grassroots nontaxable amount (enter 25% of line 1f)

h Subtract line 1g from line 1a If zero or less, enter -0-

i Subtract line 1f from line 1c If zero or less, enter -0-

j If there is an amount other than zero on either line 1h or line 1i, did the organization file Form 4720 reporting section 4911 tax for this year?

☐ Yes ☐ No**4-Year Averaging Period Under section 501(h)**

(Some organizations that made a section 501(h) election do not have to complete all of the five columns below. See the separate instructions for lines 2a through 2f.)

Lobbying Expenditures During 4-Year Averaging Period

Calendar year (or fiscal year beginning in)	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) Total
2a Lobbying nontaxable amount					
b Lobbying ceiling amount (150% of line 2a, column(e))					
c Total lobbying expenditures					
d Grassroots nontaxable amount					
e Grassroots ceiling amount (150% of line 2d, column (e))					
f Grassroots lobbying expenditures					

Part II-B Complete if the organization is exempt under section 501(c)(3) and has NOT filed Form 5768 (election under section 501(h)).

For each "Yes" response on lines 1a through 1i below, provide in Part IV a detailed description of the lobbying activity

		(a)		(b)
		Yes	No	Amount
1	During the year, did the filing organization attempt to influence foreign, national, state or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of			
a	Volunteers?			
b	Paid staff or management (include compensation in expenses reported on lines 1c through 1i)?			
c	Media advertisements?			
d	Mailings to members, legislators, or the public?			
e	Publications, or published or broadcast statements?			
f	Grants to other organizations for lobbying purposes?			
g	Direct contact with legislators, their staffs, government officials, or a legislative body?			
h	Rallies, demonstrations, seminars, conventions, speeches, lectures, or any similar means?			
i	Other activities?			
j	Total. Add lines 1c through 1i			
2a	Did the activities in line 1 cause the organization to be not described in section 501(c)(3)?			
b	If "Yes," enter the amount of any tax incurred under section 4912			
c	If "Yes," enter the amount of any tax incurred by organization managers under section 4912			
d	If the filing organization incurred a section 4912 tax, did it file Form 4720 for this year?			

Part III-A Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6).

		Yes	No
1	Were substantially all (90% or more) dues received nondeductible by members?	1	No
2	Did the organization make only in-house lobbying expenditures of \$2,000 or less?	2	Yes
3	Did the organization agree to carry over lobbying and political expenditures from the prior year?	3	No

Part III-B Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6) and if either (a) BOTH Part III-A, lines 1 and 2, are answered "No" OR (b) Part III-A, line 3, is answered "Yes."

1	Dues, assessments and similar amounts from members	1	
2	Section 162(e) nondeductible lobbying and political expenditures (do not include amounts of political expenses for which the section 527(f) tax was paid).		
a	Current year	2a	
b	Carryover from last year	2b	
c	Total	2c	
3	Aggregate amount reported in section 6033(e)(1)(A) notices of nondeductible section 162(e) dues	3	
4	If notices were sent and the amount on line 2c exceeds the amount on line 3, what portion of the excess does the organization agree to carryover to the reasonable estimate of nondeductible lobbying and political expenditure next year?	4	
5	Taxable amount of lobbying and political expenditures (see instructions)	5	

Part IV Supplemental Information

Provide the descriptions required for Part I-A, line 1, Part I-B, line 4, Part I-C, line 5, Part II-A (affiliated group list), Part II-A, lines 1 and 2 (see instructions), and Part II-B, line 1. Also, complete this part for any additional information.

Return Reference	Explanation
------------------	-------------

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SCHEDULE D

(Form 990)

Department of the Treasury

Internal Revenue Service

Supplemental Financial Statements

► Complete if the organization answered "Yes," on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.

► Attach to Form 990.

Information about Schedule D (Form 990) and its instructions is at www.irs.gov/form990.

OMB No 1545-0047

2016

Open to Public Inspection

Name of the organization

RESEARCH INSTITUTE FOR FRAGRANCE MATERIALS INC

Employer identification number

22-1822067

Part I

Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

(a) Donor advised funds

(b) Funds and other accounts

1

Total number at end of year

2

Aggregate value of contributions to (during year)

3

Aggregate value of grants from (during year)

4

Aggregate value at end of year

5

Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?

☐ Yes

☐ No

6

Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?

☐ Yes

☐ No

Part II

Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1

Purpose(s) of conservation easements held by the organization (check all that apply)

☐ Preservation of land for public use (e g , recreation or education)

☐ Preservation of an historically important land area

☐ Protection of natural habitat

☐ Preservation of a certified historic structure

☐ Preservation of open space

2

Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year

Held at the End of the Year

2a

2b

2c

2d

3

Number of conservation easements on a certified historic structure included in (a)

4

Number of conservation easements included in (c) acquired after 8/17/06, and not on a historic structure listed in the National Register

5

Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ►

6

Number of states where property subject to conservation easement is located ►

7

Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?

☐ Yes

☐ No

8

Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ►

9

Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ► \$

10

Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?

☐ Yes

☐ No

11

In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements

Part III

Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a

If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items

b

If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items

(i) Revenue included on Form 990, Part VIII, line 1

► \$

(ii) Assets included in Form 990, Part X

► \$

2

If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items

a

Revenue included on Form 990, Part VIII, line 1

► \$

b

Assets included in Form 990, Part X

► \$

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Cat No 52283D

Schedule D (Form 990) 2016

Part III

Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

3

Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply)

a

☐ Public exhibition

b

☐ Scholarly research

c

☐ Preservation for future generations

d

☐ Loan or exchange programs

e

☐ Other

4

Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII

5

During the year, did the organization solicit or receive donations of art, historical treasures or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection?

☐ Yes

☐ No

Part IV

Escrow and Custodial Arrangements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a

Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X?

☐ Yes

☒ No

b

If "Yes," explain the arrangement in Part XIII and complete the following table

c

Beginning balance

d

Additions during the year

e

Distributions during the year

f

Ending balance

	Amount
1c	
1d	
1e	
1f	

2a

Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability?

☐ Yes

☐ No

b

If "Yes," explain the arrangement in Part XIII Check here if the explanation has been provided in Part XIII

☐

Part V

Endowment Funds. Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a)Current year	(b)Prior year	(c)Two years back	(d)Three years back	(e)Four years back
1a Beginning of year balance	4,937,935	4,961,865	4,523,732	3,834,553	3,467,275
b Contributions					
c Net investment earnings, gains, and losses	511,087	6,507	470,030	717,218	392,748
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses	31,544	30,437	31,897	28,039	25,470
g End of year balance	5,417,478	4,937,935	4,961,865	4,523,732	3,834,553

2

Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as

a

Board designated or quasi-endowment

100 000 %

b

Permanent endowment

c

Temporarily restricted endowment

The percentages on lines 2a, 2b, and 2c should equal 100%

3a

Are there endowment funds not in the possession of the organization that are held and administered for the organization by

(i) unrelated organizations

3a(i)

No

(ii) related organizations

3a(ii)

No

b

If "Yes" on 3a(ii), are the related organizations listed as required on Schedule R?

3b

4

Describe in Part XIII the intended uses of the organization's endowment funds

Part VI

Land, Buildings, and Equipment.

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements		72,254	72,254	0
d Equipment		535,587	459,209	76,378
e Other				
Total. Add lines 1a through 1e (Column (d) must equal Form 990, Part X, column (B), line 10(c))				76,378

Part VII

Investments—Other Securities. Complete if the organization answered 'Yes' on Form 990, Part IV, line 11b.
See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other _____		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Column (b) must equal Form 990, Part X, col (B) line 12)		

Part VIII

Investments—Program Related. Complete if the organization answered 'Yes' on Form 990, Part IV, line 11c.
See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Column (b) must equal Form 990, Part X, col (B) line 13)		

Part IX

Other Assets. Complete if the organization answered 'Yes' on Form 990, Part IV, line 11d See Form 990, Part X, line 15

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col (B) line 15)	

Part X

Other Liabilities. Complete if the organization answered 'Yes' on Form 990, Part IV, line 11e or 11f.
See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
DEFERRED RENT LIABILITY	39,624
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col (B) line 25)	39,624

2. Liability for uncertain tax positions In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740) Check here if the text of the footnote has been provided in Part XIII

☒

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return

Complete if the organization answered 'Yes' on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements	1	13,223,799
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12		
a	Net unrealized gains (losses) on investments	2a	533,263
b	Donated services and use of facilities	2b	
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIII)	2d	
e	Add lines 2a through 2d	2e	533,263
3	Subtract line 2e from line 1	3	12,690,536
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII)	4b	
c	Add lines 4a and 4b	4c	0
5	Total revenue Add lines 3 and 4c . (This must equal Form 990, Part I, line 12)	5	12,690,536

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered 'Yes' on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements	1	11,984,912
2	Amounts included on line 1 but not on Form 990, Part IX, line 25		
a	Donated services and use of facilities	2a	
b	Prior year adjustments	2b	
c	Other losses	2c	
d	Other (Describe in Part XIII)	2d	
e	Add lines 2a through 2d	2e	0
3	Subtract line 2e from line 1	3	11,984,912
4	Amounts included on Form 990, Part IX, line 25, but not on line 1 :		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII)	4b	
c	Add lines 4a and 4b	4c	0
5	Total expenses Add lines 3 and 4c . (This must equal Form 990, Part I, line 18)	5	11,984,912

Part XIII Supplemental Information

Provide the descriptions required for Part II, lines 3, 5, and 9, Part III, lines 1a and 4, Part IV, lines 1b and 2b, Part V, line 4, Part X, line 2, Part XI, lines 2d and 4b, and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

Return Reference	Explanation
See Additional Data Table	

Part XIII **Supplemental Information** *(continued)*

Return Reference	Explanation

Additional Data

Software ID:
Software Version:
EIN: 22-1822067
Name: RESEARCH INSTITUTE FOR FRAGRANCE
MATERIALS INC

Supplemental Information

Return Reference	Explanation
PART V, LINE 4	THE INSTITUTE CURRENTLY MAINTAINS A BOARD DESIGNATED RESERVE FUND WHOSE PURPOSE IS TO PROVIDE LONG TERM SUPPORT FOR THE PROGRAMS OF THE INSTITUTE THESE FUNDS ARE TO BE USED AT THE BOARD'S DISCRETION

Supplemental Information	
Return Reference	Explanation
PART X, LINE 2	THE INSTITUTE RECOGNIZES THE EFFECT OF INCOME TAX POSITIONS ONLY WHEN THEY ARE MORE LIKELY THAN NOT TO BE SUSTAINED MANAGEMENT HAS DETERMINED THAT THE INSTITUTE HAD NO UNCERTAIN TAX POSITIONS THAT WOULD REQUIRE FINANCIAL STATEMENT RECOGNITION OR DISCLOSURE THE INSTITUTE IS NO LONGER SUBJECT TO EXAMINATIONS BY THE APPLICABLE TAXING JURISDICTIONS FOR THE FISCAL PERIODS PRIOR TO 2013

Schedule J (Form 990)	Compensation Information For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees ▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 23. ▶ Attach to Form 990. ▶ Information about Schedule J (Form 990) and its instructions is at www.irs.gov/form990.	OMB No 1545-0047 <div style="font-size: 2em; font-weight: bold; text-align: center;">2016</div> <div style="background-color: black; color: white; text-align: center; padding: 5px;"> Open to Public Inspection </div>
Department of the Treasury Internal Revenue Service Name of the organization RESEARCH INSTITUTE FOR FRAGRANCE MATERIALS INC		Employer identification number 22-1822067

Part I Questions Regarding Compensation		Yes	No
1a Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> First-class or charter travel <input type="checkbox"/> Travel for companions <input type="checkbox"/> Tax indemnification and gross-up payments <input type="checkbox"/> Discretionary spending account </div> <div style="width: 45%;"> <input checked="" type="checkbox"/> Housing allowance or residence for personal use <input type="checkbox"/> Payments for business use of personal residence <input type="checkbox"/> Health or social club dues or initiation fees <input type="checkbox"/> Personal services (e.g., maid, chauffeur, chef) </div> </div>			
b If any of the boxes in line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain.	1b	Yes	
2 Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, officers, including the CEO/Executive Director, regarding the items checked in line 1a?	2	Yes	
3 Indicate which, if any, of the following the filing organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input checked="" type="checkbox"/> Compensation committee <input type="checkbox"/> Independent compensation consultant <input checked="" type="checkbox"/> Form 990 of other organizations </div> <div style="width: 45%;"> <input type="checkbox"/> Written employment contract <input checked="" type="checkbox"/> Compensation survey or study <input checked="" type="checkbox"/> Approval by the board or compensation committee </div> </div>			
4 During the year, did any person listed on Form 990, Part VII, Section A, line 1a with respect to the filing organization or a related organization:			
a Receive a severance payment or change-of-control payment?	4a		No
b Participate in, or receive payment from, a supplemental nonqualified retirement plan?	4b		No
c Participate in, or receive payment from, an equity-based compensation arrangement? If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.	4c		No
Only 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.			
5 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:			
a The organization?	5a		
b Any related organization? If "Yes," on line 5a or 5b, describe in Part III.	5b		
6 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:			
a The organization?	6a		
b Any related organization? If "Yes," on line 6a or 6b, describe in Part III.	6b		
7 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any non-fixed payments not described in lines 5 and 6? If "Yes," describe in Part III.	7		
8 Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III.	8		
9 If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?	9		

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that are not listed on Form 990, Part VII.

Note. The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

[illegible]

Part III **Supplemental Information**

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

Return Reference	Explanation
PART I, LINE 1A	ACCORDING TO AN EMPLOYMENT AGREEMENT, PRESIDENT DR. JAMES ROMINE RECEIVED A TAXABLE HOUSING ALLOWANCE IN 2016 IN THE AMOUNT OF \$31,153.50. HOUSING ALLOWANCE IS PROVIDED TO THE PRESIDENT TO REIMBURSE HIM FOR EXPENSES INCURRED IN CONNECTION WITH HOUSING NEARBY THE RIFM'S OFFICES. THIS AMOUNT IS REPORTED ON FORM 990, PART VII-A, COLUMN (D) AND ON SCH J, PART II, COLUMN B(III) AS TAXABLE COMPENSATION.

SCHEDULE O
(Form 990 or 990-EZ)Department of the Treasury
Internal Revenue Service

Name of the organization

RESEARCH INSTITUTE FOR FRAGRANCE
MATERIALS INC**Supplemental Information to Form 990 or 990-EZ**Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at
www.irs.gov/form990.

OMB No 1545-0047

2016**Open to Public
Inspection**

Employer identification number

22-1822067

990 Schedule O, Supplemental Information

Return Reference	Explanation
FORM 990, PART VI, SECTION A, LINE 6	THERE ARE THREE (3) MEMBERSHIP CATEGORIES (A)ACTIVE MEMBERSHIP ACTIVE MEMBERS SHALL BE EITHER FRAGRANCE ACTIVE MEMBERS OR CONSUMER PRODUCT ACTIVE MEMBERS FRAGRANCE INGREDIENT ACTIVE MEMBERS SHALL BE LIMITED TO THOSE PERSONS, FIRMS, CORPORATIONS AND DIVISIONS OF THE CORPORATIONS PRIMARILY ENGAGED IN THE MANUFACTURE AND/OR SALE AND DISTRIBUTION OF FRAGRANCES OR FRAGRANCE INGREDIENTS AT OTHER THAN THE RETAIL LEVEL CONSUMER PRODUCT ACTIVE MEMBERS SHALL BE LIMITED TO THOSE PERSONS, FIRMS, CORPORATIONS AND DIVISIONS OF THE CORPORATIONS PRIMARILY ENGAGED IN THE PURCHASE OF FRAGRANCES AND FRAGRANCE INGREDIENTS FOR FURTHER MANUFACTURE INCLUDING INCORPORATION INTO CONSUMER PRODUCTS AT THE RETAIL LEVEL (B)ASSOCIATE MEMBERSHIP SHALL INCLUDE PERSONS, FIRMS AND CORPORATIONS ENGAGED AS BROKERS IN THE FRAGRANCE INDUSTRY (C)SUPPORTING MEMBERSHIP SHALL INCLUDE PERSONS, FIRMS, CORPORATIONS AND DIVISIONS OF CORPORATIONS WHO WOULD QUALIFY AS CONSUMER PRODUCT ACTIVE MEMBERS, EXCEPT THAT REPRESENTATIVES OF SUCH SUPPORTING MEMBERS SHALL NOT BE ELIGIBLE TO SERVE ON THE CORPORATION'S BOARD OF DIRECTORS

990 Schedule O, Supplemental Information

Return Reference	Explanation
FORM 990, PART VI, SECTION A, LINE 7A	A MEETING OF THE MEMBERS OF THE CORPORATION FOR THE ELECTION OF DIRECTORS, OFFICERS, AND EXECUTIVE COMMITTEE, APPROVAL OF THE DUES SCHEDULE AND THE TRANSACTION OF ANY SUCH OTHER BUSINESS AS MAY PROPERLY COME BEFORE THE MEETING IS HELD ANNUALLY AT SUCH TIME AND PLACE AS DESIGNATED BY THE BOARD OF DIRECTORS NOTICE OF SUCH MEETING IS PROVIDED TO EACH MEMBER NO LESS THAN 10 NOR MORE THAN 40 DAYS PRIOR TO THE DAY ON WHICH THE MEETING IS TO BE HELD EACH ACTIVE AND SUPPORTING MEMBER CORPORATION IS ENTITLED TO ONE VOTE UPON EACH MATTER SUBMITTED TO A VOTE AT THE ANNUAL MEETING OF MEMBERS AT ALL MEETINGS OF MEMBERS, A QUORUM FOR THE TRANSACTION OF BUSINESS REQUIRES THE PRESENCE, IN PERSON OR BY PROXY, OF ONE THIRD (1/3) OF ALL ACTIVE MEMBERS AS SOON AS PRACTICABLE FOLLOWING EACH ANNUAL MEETING OF MEMBERS AN ORGANIZATIONAL MEETING OF THE NEWLY ELECTED BOARD OF DIRECTORS IS HELD

990 Schedule O, Supplemental Information

Return Reference	Explanation
FORM 990, PART VI, SECTION A, LINE 7B	THE CORPORATE MEMBERS APPROVE THE CORPORATION'S DUES SCHEDULE AND ANY AMENDMENTS OR REVISIONS TO THE CORPORATION'S BY-LAWS AFTER THE GOVERNING BODY HAS PROPOSED ANY SUCH CHANGE THE BYLAWS AND THE CERTIFICATE OF INCORPORATION OF THE CORPORATION MAY BE ALTERED, AMENDED OR REPEALED ONLY BY THE AFFIRMATIVE VOTE OF A MAJORITY OF THE ENTIRE BOARD OF DIRECTORS, AND RATIFICATION AND APPROVAL BY THE AFFIRMATIVE VOTE OF A MAJORITY OF ALL MEMBERS ENTITLED TO VOTE AT A MEETING OF THE MEMBERS

990 Schedule O, Supplemental Information

Return Reference	Explanation
FORM 990, PART VI, SECTION B, LINE 11B	THE RIFM 990 IS PREPARED BY THE RIFM INDEPENDENT AUDITORS UTILIZING DATA COMPILED DURING THEIR ANNUAL CERTIFIED AUDIT AND INCLUDED DISCUSSIONS WITH RIFM STAFF AND THE RIFM TREASURER. A DRAFT OF THE 990 IS SUBMITTED TO RIFM MANAGEMENT, RIFM TREASURER AND MEMBERS OF THE RIFM EXECUTIVE COMMITTEE FOR THEIR REVIEW. AFTER WHICH A MEETING WITH THE AUDITORS MAY BE REQUESTED TO FURTHER REVIEW THE 990 AND/OR RESPOND TO ANY QUESTIONS FROM THE RIFM BOARD OR EXECUTIVE COMMITTEE. A COMPLETE COPY OF THE FORM 990 WAS PROVIDED TO EACH VOTING MEMBER OF THE ORGANIZATION'S GOVERNING BODY BEFORE FILING THE FORM.

990 Schedule O, Supplemental Information

Return Reference	Explanation
FORM 990, PART VI, SECTION B, LINE 12C	<p>ALL BOARD MEMBERS, OFFICERS AND KEY EMPLOYEES ARE REQUESTED TO SIGN A CONFLICT OF INTEREST POLICY. LEGAL COUNSEL REQUESTS THAT ANY BOARD MEMBER OFFICER AND KEY EMPLOYEE SPEAK TO HIM IN CONFIDENCE IF HE/SHE BELIEVES THEY MAY HAVE ANY CONFLICT OF INTEREST. ADDITIONALLY, ARTICLE IV, SECTION 12 ALSO ADDRESSES THIS MATTER (SEE TEXT BELOW). ALL MEMBERS OF THE RIFM BOARD OF DIRECTORS RECEIVE COPIES OF THE RIFM BYLAWS UPON ELECTION TO THE RIFM BOARD. ARTICLE IV, SECTION 12 TRANSACTIONS INVOLVING DIRECTORS' NO CONTRACT OR OTHER TRANSACTION BETWEEN THE CORPORATION AND ANY OTHER CORPORATION AND NO ACT OF THE CORPORATION SHALL IN ANY WAY BE AFFECTED OR INVALIDATED BY THE FACT THAT ANY OF THE DIRECTORS OF THE CORPORATION SHALL BE DIRECTLY OR INDIRECTLY INTERESTED IN, OR SHALL BE DIRECTORS OR OFFICERS OF, SUCH OTHER CORPORATION. ANY DIRECTOR OR ANY FIRM OF WHICH ANY DIRECTOR MAY BE A MEMBER, MAY BE A PARTY TO, OR MAY BE DIRECTLY OR INDIRECTLY INTERESTED IN, ANY CONTRACT OR TRANSACTION OF THE CORPORATION, PROVIDED, HOWEVER, THAT THE FACT THAT HE OR SUCH FIRM SHALL BE SO INTERESTED SHALL BE DISCLOSED OR SHALL HAVE BEEN KNOWN TO THE BOARD OF DIRECTORS OR SUCH MEMBERS THEREOF AS SHALL BE PRESENT AT ANY MEETING OF THE BOARD OF DIRECTORS AT WHICH ACTION UPON ANY SUCH CONTRACT OR TRANSACTION SHALL BE TAKEN, AND ANY DIRECTOR OF THE CORPORATION WHO SHALL ALSO BE A DIRECTOR OR OFFICER OF SUCH OTHER CORPORATION OR WHO SHALL BE SO INTERESTED MAY BE COUNTED IN DETERMINING THE EXISTENCE OF A QUORUM AT ANY MEETING OF THE BOARD OF DIRECTORS OF THE CORPORATION WHICH SHALL AUTHORIZE ANY SUCH CONTRACT OR TRANSACTION, AND MAY VOTE THEREAT TO AUTHORIZE ANY SUCH CONTRACT OR TRANSACTION, WITH LIKE FORCE AND EFFECT AS IF HE WERE NOT SUCH DIRECTOR OR OFFICER OF SUCH OTHER CORPORATION OR NOT SO INTERESTED. THE FOLLOWING SET FORTH THE CONFLICT OF INTEREST POLICY ("POLICY") OF THE RESEARCH INSTITUTE FOR FRAGRANCE MATERIALS, INC. ("RIFM"). APPLICATION OF POLICY. THIS POLICY APPLIES TO MEMBERS OF THE RIFM BOARD OF DIRECTORS, AS WELL AS RIFM OFFICERS, KEY EMPLOYEES AND STAFF MEMBERS THROUGH THE PRESIDENT. THE RIFM PRESIDENT SHALL BE RESPONSIBLE FOR ENSURING THAT ALL RIFM STAFF MEMBERS ARE AWARE OF AND PERFORM THEIR RESPONSIBILITIES CONSISTENT WITH THIS POLICY. CONTINUING OBLIGATIONS TO COMPLY WITH POLICY. EACH DIRECTOR, OFFICER AND KEY EMPLOYEE HAS A CONTINUING RESPONSIBILITY TO COMPLY WITH THE REQUIREMENTS OF THIS POLICY. RIFM BOARD MEMBERS HAVE A FIDUCIARY DUTY TO CONDUCT THEMSELVES WITHOUT CONFLICT OF INTEREST WITH RESPECT TO RIFM AND SHALL SUBORDINATE PERSONAL, BUSINESS, THIRD PARTY AND OTHER INTERESTS TO THE WELFARE AND BEST INTERESTS OF RIFM. DEFINITION OF CONFLICT OF INTEREST. THE BOARD OF DIRECTORS, OFFICERS, KEY EMPLOYEES AND RIFM STAFF MEMBERS HAVE AN OBLIGATION TO AVOID ANY ACTUAL, POTENTIAL OR PERCEIVED CONFLICT OF INTEREST (COLLECTIVELY "CONFLICT OF INTEREST"). SPECIFICALLY, RIFM DIRECTORS AND STAFF MEMBERS OWE A DUTY OF LOYALTY TO RIFM WHICH REQUIRES THAT IN SERVING RIFM THE</p>

990 Schedule O, Supplemental Information

Return Reference	Explanation
FORM 990, PART VI, SECTION B, LINE 12C	<p>Y ACT SOLELY IN THE INTERESTS OF RIFM DIRECTORS AND STAFF MEMBERS CANNOT USE THEIR POSITI ONS, AS WELL AS ANY NON-PUBLIC INFORMATION THEY HAVE OBTAINED REGARDING RIFM OR ITS PROGRA MS, TO SECURE A FINANCIAL OR OTHER BENEFIT FOR THEMSELVES, THEIR RELATIVES, A RIFM MEMBER, INCLUDING A DIRECTOR'S EMPLOYER, OR ANY OTHER THIRD PARTY (HEREINAFTER "FINANCIAL OR OTHE R BENEFIT") DISCLOSURE OF CONFLICT OF INTEREST A CONFLICT OF INTEREST OCCURS WHEN A RIFM DIRECTOR, OFFICER, KEY EMPLOYEE OR STAFF MEMBER IS IN A POSITION TO INFLUENCE A DECISION THAT MAY RESULT IN A FINANCIAL OR OTHER BENEFIT AS A RESULT OF RIFM'S BUSINESS DEALINGS P RIOR TO THE START OF ANY NEGOTIATIONS, DISCUSSIONS OR CONSIDERATIONS FOR FUNDING OF A PROG RAM BY THE BOARD, INCLUDING THE DEVELOPMENT OF RIFM'S ANNUAL BUDGET, DIRECTORS, OFFICERS, KEY EMPLOYEES AND STAFF MEMBERS ARE EXPECTED TO FULLY DISCLOSE TO THE BEST OF THEIR KNOWLE DGE, INFORMATION AND BELIEF ANY INTEREST IN A PROPOSED PROGRAM, PROJECT OR TRANSACTION BY PROVIDING SUCH INFORMATION TO RIFM'S GENERAL COUNSEL IN MATTERS REQUIRING PRIOR APPROVAL OF THE BOARD OF DIRECTORS, RIFM'S GENERAL COUNSEL SHALL INFORM THE BOARD OF THIS DISCLOSUR E REPORT BEFORE ITS CONSIDERATION OF THE TOPIC AT ISSUE POTENTIAL CONFLICT OF INTEREST N O PRESUMPTIONS ARE CREATED BY THE MERE EXISTENCE OF A POTENTIAL CONFLICT OF INTEREST IF A RIFM DIRECTOR, OFFICER, KEY EMPLOYEE OR STAFF MEMBER IDENTIFIES A POTENTIAL CONFLICT (E G , OWNERSHIP INTEREST IN A PARTY TO A TRANSACTIONS INVOLVING RIFM, OR INFLUENCE OVER TRANS ACTIONS INVOLVING PURCHASES, CONTRACTS, OR LEASES), IT IS IMPERATIVE THAT HE OR SHE DISCLO SE SUCH CONFLICT OF INTEREST TO RIFM'S GENERAL COUNSEL AS SOON AS POSSIBLE SO THAT SAFEGUA RDS CAN BE ESTABLISHED TO PROTECT ALL PARTIES ANY POTENTIAL CONFLICTS SHALL BE REVIEWED B Y RIFM'S GENERAL COUNSEL WITH REFERENCE TO THIS POLICY GUIDELINES GOVERNING CONSIDERATION OF TRANSACTIONS INVOLVING CONFLICTS OF INTEREST ANY DIRECTOR WHO IS THE SUBJECT OF A CON FLICT OF INTEREST SHALL NOT BE IN ATTENDANCE AT A BOARD OR COMMITTEE MEETING WHEN THE CONF LICT OF INTEREST IS BEING DISCUSSED OR VOTED ON A DIRECTOR, OFFICER, KEY EMPLOYEE OR RIFM STAFF MEMBER WHO IS THE SUBJECT OF A CONFLICT OF INTEREST IS PROHIBITED FROM ENGAGING IN ANY ACTIVITY THAT MIGHT IMPROPERLY INFLUENCE THE BOARD OF DIRECTORS THE EXISTENCE AND THE RESOLUTION OF A CONFLICT OF INTEREST SHALL BE DOCUMENTED IN RIFM'S RECORDS, INCLUDING MIN UTES OF BOARD AND COMMITTEE MEETINGS ANNUAL CONFIRMATION OF OBLIGATIONS ON AN ANNUAL BAS IS, EACH DIRECTOR AND THE PRESIDENT ARE REQUIRED TO (I) SIGN THIS STATEMENT DEMONSTRATING THEIR AWARENESS, UNDERSTANDING AND AGREEMENT TO ABIDE BY RIFM'S CONFLICT OF INTEREST POLIC Y, AND (II) DISCLOSE ANY POTENTIAL CONFLICTS OF INTEREST</p>

990 Schedule O, Supplemental Information

Return Reference	Explanation
FORM 990, PART VI, SECTION B, LINE 15	<p>TO DETERMINE COMPENSATION FOR THE RIFM PRESIDENT, THE RIFM USES A COMPARISON OF COMPENSATION BEING PAID FOR LIKE" POSITIONS IN OTHER SIMILAR ASSOCIATIONS AND COMMERCIAL COMPANIES IN THE NORTHEASTERN US BY REVIEWING FORM 990'S OF OTHER ORGANIZATIONS AND COMPENSATION SURVEY'S AND STUDIES. COMPENSATION IS DETERMINED IN CONJUNCTION WITH ANNUAL DISCUSSIONS AMONG THE RIFM PRESIDENT, CHAIRMAN OF THE BOARD AND RIFM TREASURER AND IS BASED ON A REVIEW OF ACCOMPLISHMENTS AND GOALS ACHIEVED DURING THE CALENDAR YEAR. COMPENSATION IS THEN AGREED UPON AND AUTHORIZED BY THE RIFM CHAIRMAN AND TREASURER. THE FULL RIFM EXECUTIVE COMMITTEE PARTICIPATE IN SUCH DISCUSSIONS. ANY DISCUSSION DECISION IS RECORDED IN THE MINUTES OF THE EXECUTIVE COMMITTEE MEETINGS AND THIS PROCESS WAS LAST UNDERTAKEN IN 2015. A RECRUITING FIRM WAS RETAINED TO SEARCH FOR THE NEW PRESIDENT IN NOVEMBER 2014. THE COMPENSATION WAS A MARKET RANGE BASED ON THE RECRUITERS EXPERIENCE AND THE FINAL COMPENSATION BASED ON NEGOTIATIONS BETWEEN THE BOARD OF DIRECTORS AND THE RECRUITER IN 2015. PERFORMANCE REVIEWS FOR RIFM TOP MANAGEMENT OFFICIALS ARE CONDUCTED ANNUALLY. EACH STAFF MEMBER MEETS WITH THEIR SUPERVISOR AND PREPARES THEIR FORMAL PERFORMANCE REVIEW INCLUDING THE FORMULATION OF GOALS CONSISTENT WITH BOARD GOVERNANCE AND INDUSTRY COMMITTEE REQUESTS. GOALS ARE MODIFIED DURING THE YEAR BASED ON PRIORITIES. OTHER ITEMS INCLUDED IN THE ANNUAL PERFORMANCE REVIEW INCLUDE KEY JOB RESPONSIBILITIES, PREVIOUS YEAR'S GOALS AND REVIEW, CURRENT YEAR'S GOALS, AREAS OF INTEREST AND DEVELOPMENT, SUPERVISOR'S COMMENTS. THE RIFM PRESIDENT THEN REVIEWS ALL STAFF FORMS AND ADDS HIS OWN COMMENTS. ALSO INCLUDED IN DISCUSSIONS ARE AREAS FOR POTENTIAL DEVELOPMENT FOR PERSONAL GROWTH. SPECIFIC STAFF/SUPERVISOR RECOMMENDATIONS ARE TAILORED TO THE INDIVIDUAL AND CAN REPRESENT FORMAL COURSE WORK, ADDITIONAL RESPONSIBILITIES, SPECIFIC SKILL STRENGTHENING AND ONE-ON-ONE COACHING. THE PERCENTAGE OF INCREASE GRANTED IS DETERMINED FROM THE FOLLOWING FACTORS - AVERAGE PERCENTAGE OF INCREASE BEING GRANTED BY THE FRAGRANCE INDUSTRY TO THEIR EMPLOYEES, - EACH POSITION HAS A FORMAL JOB DESCRIPTION - ALL POSITIONS ARE ASSIGNED A "SALARY RANGE" WITH STEPS MARKED AS BEGINNING, MID-POINT AND TOP BASED ON THE EXPERIENCE LEVEL OF THE INDIVIDUAL IN THAT POSITION. CONSIDERATION IS GIVEN TO ANY CHANGE IN AN EMPLOYEE'S "SKILL LEVEL" AT THE TIME OF THEIR PERFORMANCE REVIEW.</p>

990 Schedule O, Supplemental Information

Return Reference	Explanation
FORM 990, PART VI, SECTION C, LINE 19	THE INSTITUTE MAKES ITS GOVERNING DOCUMENTS, CONFLICT OF INTEREST POLICY AND FINANCIAL STATEMENTS AVAILABLE TO THE PUBLIC ON REQUEST VIA EMAIL, US MAIL OR INSPECTION IN OFFICE WITH AN APPOINTMENT

990 Schedule O, Supplemental Information

Return Reference	Explanation
FORM 990, PART XI, LINE 2C	RIFM HAS NOT CHANGED ITS OVERSIGHT PROCESS OR SELECTION PROCESS IN 2016 AND STILL ABIDES BY THE SAME PROCESSES AS IN THE PRIOR YEAR