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Ordinance of the Swiss Innovation Promotion Agency on its Funding and Other Support Measures (Innosuisse Funding Ordinance)

of 20 September 2017 (Status as of 15 April 2022)

approved by the Federal Council on 15 November 2017

The Board of Directors the Swiss Innovation Promotion Agency (Innosuisse),

based on Article 7 paragraph 1 letter e and 23 of the Innosuisse Act of 17 June 2016¹ (SIAA),

on Articles 12 paragraph 3 and 19 paragraph 3^{ter} of the Federal Act of 14 December 2012² on the Promotion of Research and Innovation (RIPA) and on Article 38 of the Ordinance of 29 November 2013³ on the Promotion of Research and Innovation (RIPO),⁴

ordains:

Chapter 1 Subject Matter

Art. 1

This Ordinance governs the following Innosuisse support measures:

- a. innovation project funding (Art. 19 RIPA);
- b. support of science-based entrepreneurial initiatives, including the setting-up and development of science-based businesses (Art. 20 para. 1 and 2 RIPA);
- c. promotion of knowledge exploitation, and knowledge and technology transfer (Art. 20 para. 3 RIPA);
- d. promotion of information on funding opportunities and on submitting applications (information transfer) (Art. 3 para. 4 SIAA);
- e. support for next-generation innovators (Art. 22 RIPA);

AS 2017 6615

¹ SR 420.2

² SR 420.1

³ SR 420.11

⁴ Amended by No I of the Board of Directors of Innosuisse of 24 Jan. 2022, approved by the Federal Council on 4 March 2022 and in force since 15 April 2022 (AS 2022 222).

- f. support of activities within the scope of mandates issued by the Federal Council to implement topic-specific funding programmes (Art. 7 para. 3 RIPA);
- g. support of activities within the framework of partnerships with funding organisations or funding agencies abroad (Art. 4 para. 1 SIAA).

Chapter 2 Innovation Project Funding

Section 1 Instruments

Art. 2

Innosuisse supports innovation projects with the following funding instruments:

- a. contributions to innovation projects with implementation partners;
- b. contributions to innovation projects without implementation partners;
- c. preliminary study vouchers (innovation cheques).

Section 2

Contributions to Innovation Projects with Implementation Partners

(Art. 19 para. 2 RIPA; Art. 29, 30 and 38 RIPO)

Art. 3 Submitting applications and applicant requirements

¹ Applications for contributions to innovation projects with implementation partners must be jointly submitted to Innosuisse by at least one research partner and at least one implementation partner.

² Research partners may be:

- a. higher education research centres as set out in Article 4 letter c RIPA;
- b. non-commercial research centres outside the higher education sector as set out in Article 5 RIPA;
- c. government research institutions as set out in Article 16 paragraph 3 RIPA which must conduct their own research projects for the appropriate fulfilment of their remit;
- d. federal research institutes as set out in Article 17 RIPA.

³ Implementation partners are private or public institutions or businesses that are responsible for implementation.

⁴ Research and implementation partners must be independent from one another in terms of finances and personnel. The implementing provisions of the Innovation Council (implementing provisions) stipulate the criteria by which independence is assessed.

Art. 4 Assessment criteria

Funding is awarded based on the following key criteria:

- a. the innovative content of the project, measured in terms of the current state of research and the competitive situation in the market;
- b. the quality of the project planning, quantitative goals and implementation plan to achieve the targeted economic or social benefit;
- c. the competence of the project team members to implement the project;
- d. the project's contribution to sustainable development.

Art. 5 Calculation of project contributions

For the calculation of Innosuisse project contributions, the following budgeted project costs are eligible:

- a. personnel costs in accordance with Article 6;
- b. material costs, provided they are needed to implement the project, do not concern the basic equipment of a research centre, and are not covered by the financial contribution paid by the implementation partner to the research partner in accordance with Article 7 paragraph 4. These may include costs for apparatus, consumables, third-party services and travel. Material costs may be claimed as capital expense or operating expense.

Art. 6 Personnel costs for the calculation of project contributions

¹ The actual gross salaries paid to project team members for time spent working on the project are eligible.

² The implementing provisions set out maximum eligible gross salaries. The maximum amounts may only be exceeded if justification can be provided on a case-by-case basis that the participation of the higher-paid project team member is vital to the successful implementation of the project.

³ In addition to the gross salaries, the actual employer contributions paid under OASIA / InvIA / LECA, OPA, UIA and AIA are also eligible.

⁴ The implementing provisions stipulate how the salary costs under paragraph 1 and the employer contributions under paragraph 3 should be disclosed and billed. Allowance shall be made in particular for the special features of the different types of research centres.

⁵ No personnel costs may be claimed for project team members whose appointment is already fully financed by the public sector or other third-party funds.

Art. 7 Contribution of implementation partners to project costs

¹ The implementation partners shall contribute to the overall project costs and shall at least match the project contributions from Innosuisse. A reduced participation from implementation partners in accordance with Article 30 RIPO remains reserved.

² The contribution of every implementation partner comprises an in-kind contribution and a financial contribution to the research partner.

³ The actual personnel and material costs incurred by the implementation partner that are directly connected to the project qualify as the in-kind contribution. If the actual personnel costs exceed the maximum amounts set out in the implementing provisions referred to in Article 6 paragraph 2, the amounts in the implementing provisions apply.

⁴ The financial contribution paid to research partners must in total amount to at least 10 per cent of the project contribution under Article 5. The contribution referred to in paragraph 1 may involve a higher financial contribution where it is demonstrably intended to cover the project costs within the meaning of Articles 5 and 6.

⁵ Innosuisse may, in individual cases, allow a share of less than 10 per cent, or waive the financial contribution to the research partner completely if the economic capacity of the implementation partner is insufficient. In this regard, it shall take account of the innovation potential of the project, the risks associated with the project and the viability of the financial burden associated with implementation of the project.

⁶ If several implementation partners are involved in one project, they shall agree on the relevant shares between them and inform Innosuisse of the split.

Art. 8 Overhead contributions

¹ The overhead contribution is calculated as a percentage of the personnel costs referred to in Article 6.

² The applicable percentage is defined for the subsequent calendar year and published on the Innosuisse⁵ website.

³ The applicable percentage is the one that applies at the time the application is submitted.

⁴ The overhead contribution is paid out together with the contribution tranches for direct project costs, and in the same percentages as the latter.

Art. 9 Funding administration

¹ If a project involves several research partners, the contributions must be managed by a grant administration office.

² Research partners undertake to make all contractually required declarations to the grant administration office and to submit all documents and supporting documentation. They are responsible for ensuring that only eligible expenses in accordance with the Innosuisse regulations are billed.

³ The grant administration office is responsible in particular for:

- a. administering funding;
- b. carrying out financial reporting;

⁵ www.innosuisse.ch

- c. informing the research partners concerned without delay if irregularities are detected or if the regulations are breached, and demanding the relevant corrections are made;
- d. informing Innosuisse without delay in the event of conflicts or serious breaches of the regulations on use of funding;
- e. obtaining reports on the contributions of implementation partners in accordance with Article 7.

⁴ Innosuisse may conduct on-site inspections at any time to check compliance with these provisions by the research partners and the grant administration office.

Art. 10 Obligation to provide information on implementation

Implementation partners are required to provide Innosuisse on request with information on the implementation of the project results within five years of project completion.

Section 3 **Contributions to Innovation Projects without Implementation Partners**

(Art. 7 para. 3 and 19 para. 3 RIPA)

Art. 11 Submitting applications and applicant requirements

Applications for contributions to innovation projects without implementation partners must be submitted to Innosuisse by one or more research partners referred to under Article 3 paragraph 2.

Art. 12 Project types and assessment criteria

¹ Funding for projects without implementation partners may be granted for preliminary studies, prototypes and testing facilities and within the framework of tasks awarded by the Federal Council for the implementation of topic-specific funding programmes.

² Funding is awarded based on the following key criteria:

- a. above-average innovation potential;
- b. the level of risk involved in implementing the innovation on the market based on the current state of research;
- c. the prospects for convincing potential implementation partners of the attractiveness of commercial use of the research findings;
- d. the competence of the project team members to implement the project;
- e. the project's contribution to sustainable development.

Art. 13 Calculation of contributions, funding period

¹ For the calculation of project contributions, Articles 5 and 6 apply.