



Guidelines for Swiss Participants in AAL Projects Active and Assisted Living (AAL) Programme

AAL addresses the challenges arising from the ageing population in Europe by developing innovative ICT products and services that help older people live independently and at home for as long as possible. The mission of the AAL Joint Programme (www.aal-europe.eu) is to enhance the quality of life of older people and strengthen the industrial base in Europe. An important feature of AAL projects is their short time-to-market: Products and services should be available on the market within two to three years after the project ends.

Today the AAL Programme consists of 16 Partner and Associated States; Switzerland is a member since October 2010. After the successful first programme phase from 2008-2013, the programme is now in the second programme phase (2014-2020). It publishes one thematic call for proposals per year.

The public funding consists of contributions from both the AAL partner states and the European Union (HORIZON 2020). An AAL project consortium must include partners from at least three different states; it must include at least one SME and at least one end-user organization. In addition, the national funding rules apply.

Each participating country has a **National Contact Person (NCP)** who assists applicants. It is recommended to contact the NCP before the submission of a project to optimise the application procedure with the European partners.

The **application procedure** is organized centrally by the AAL secretariat. All relevant documents are submitted electronically to www.aal-europe.eu.

Funding conditions for Swiss AAL participants

Swiss-based research institutions, companies and end-user organizations are eligible for funding. Please bear in mind that for AAL Call 2019 publically funded research bodies (ex. Universities or Universities of Applied Sciences) are only eligible for funding if the consortium includes at least one eligible Swiss business partner (SME) or end-user organization.

For Swiss AAL project partners, the following funding rates apply:

Contributions of research institutions, SMEs and end-user organizations	Public funding
50%	50%

Contributions of large enterprises	Public funding
75%	25%

The **national funding per project** is maximum 800'000 Swiss Francs (Federal plus EU contribution), with a maximum of 300'000 Swiss Francs **per Swiss partner**.

Each organization may participate in **up to 6 project proposals** per call.

Of all costs, which are budgeted in the application, only eligible costs are taken into consideration to determine the max. funding amount. The **eligible costs for funding** are:

- Salaries and Overheads
- Travel costs for project meetings*
- Consumables
- Depreciation of equipment (Fixed assets)

*Travel costs within Switzerland are included in the overhead costs and are therefore not eligible for funding. Travel costs for conferences are only eligible for funding if participation is linked directly to the AAL project and the partner makes an active contribution to the conference (presentation, poster, paper, booth).

Non-eligible costs

Certifications of products (CE labelling), all work related to securing a patent, services and consultant fees, general lab equipment, subcontracting non-R&D in any form are non-eligible costs. Subcontracting must be financed by the project partners' self-financed share of project costs. The cost balance can though be compensated within another position.

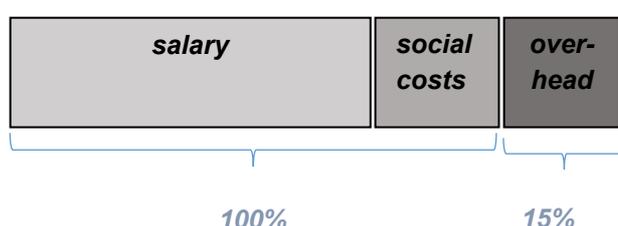
Swiss funding rules for salaries and overheads

- Salary costs are to be calculated on the basis of the employee categories and numbers of working hours (i.e. 1,824 hours per person per year / 152 hours per person per month).
- The effective gross salary costs customary for the location where the employees work are to be applied.
- Universities, universities of applied science, institutions of the ETH domain and other research organizations apply the gross salary rates approved by Innosuisse.
- The gross salary rate is calculated as (net salary rate + 20% for social costs) * 15% overhead as indicated in the table below.
- A project can only have one project coordinator and one deputy project coordinator. The hours on these categories are to be limited to 20 % of the total annual working hours or max. 365 hours (an extension of this rule requires detailed justification).
- In general the first project funding payment (approx. 50% of the project funding amount) will be paid out by Innosuisse at the beginning of the project start. The 2nd payment (approx. 30% of the project funding amount) normally occurs after a successful midterm review including the midterm review report) and the last payment at the end of the finalization of the project and the corresponding effective total costs due to the final report and the audit. A reimbursement has to be fulfilled, if the total costs are lower than the previous payments done within the 1st and 2nd payments.

Maximum eligible salary rates for companies and R&D institutions

Employee category	Net salary rate	Social costs (20%)	Overhead (15%)	Gross salary rate
Project coordinator Deputy project coordinator Experienced researcher	max. CHF 119/h	CHF 23.70/h	CHF 21.42/h	max. CHF 164.22/h
Research assistant Scientific collaborator	max. CHF 68/h	CHF 13.60/h	CHF 12.24/h	max. CHF 93.84/h
Technician, Programmer	max. CHF 61/h	CHF 12.20/h	CHF 10.98/h	max. CHF 84.18/h
Postgraduate, Assistant	max. CHF 46/h	CHF 9.20/h	CHF 8.28/h	max. CHF 93.48/h

Where the maximum rate is not applicable, please calculate the hourly rates as follows:



Fixed assets

- Eligible costs for fixed assets are calculated as follows:

$$\text{eligible fixed asset cost} = \frac{\text{purchase price}}{\text{lifetime}} * \text{time fixed asset is reserved for project}$$

Travel costs and Consumables

Project expenses like consumables and travel costs, which are directly in connection with the funded project, as well as miscellaneous expenses, mandatory for the execution of the project, and for exclusive use on the project, will be financed (all expenses must be specified in detail). Travel costs for journeys within Switzerland are not eligible for funding.

Procedure for the submission of project proposals – from project idea to project start

- Contact the Swiss NCP¹ and provide information about your AAL project idea, project plan and intended project partners.
- Before submitting a project proposal to the AAL Secretariat in Brussels, it is important to first discuss the matter with the Swiss NCP to determine whether the intended project partners meet all formal eligibility criteria.
- The project coordinator establishes the AAL Project Proposal for all project partners and submits it to the AAL Secretariat via online proposal tool by the submission deadline.
- Once the submission deadline has passed, the AAL Secretariat in Brussels will work with each NCP to perform an “eligibility check”. Project proposals that are eligible will then be examined by an international team of experts.
- The AAL Secretariat will inform you of the outcome of the evaluation process directly.

¹ NCP = National Contact Person

6. Be prepared for a possible restructuring of the consortium.²
7. Establishment of the funding agreement with Innosuisse: Submit the AAL National Financial Plan to Innosuisse. On this basis, the funding agreement between Innosuisse and the Swiss project partners is established.³
8. Provide the NCP at Innosuisse with a copy of the Consortium Agreement before the start of the project signed by all project partners.
9. The approved Swiss funding agreement will then be signed by all partners.
10. Your project is now ready to start!

For a detailed description of the process from project proposal submission to project end, please refer to the AAL “Guide for Applicants” from the AAL Association’s webpage. Important information can also be found in the Call Text.

Financial Plan: Specific rules

2.1a) Fixed assets: Only the depreciation costs of fixed assets are covered.

2.1b) Fixed assets should remain with the research partners after project completion.

2.2) Other expenditure (consumables, travel costs): Project-relevant travel costs are covered. The following maximum amounts apply:

- The actual travel costs are to be listed in detail: number of planned trips, destination, participating persons/organizations.
- Travel costs for the participation in international conferences to disseminate project results are eligible for funding but must be scheduled in the Project Plan.
- Travel costs within Switzerland are not eligible for funding.
- All expenses must be accounted in the financial report (copies of receipts/vouchers are to be enclosed).

2.3) Calculation of salary costs: The actual hourly rates are to be used to calculate the salary costs. Salaries are to be indicated in working hours, calculated on the basis of

Full-time working hours per person per year: 1,824

Full-time time working hours per person per month: 152

Maximum rates are defined for each employee category. A project can only have one project coordinator and one deputy project coordinator for whom the corresponding maximum hourly rates apply. **Research institutions must check with their transfer offices on the actual salary rates from Innosuisse.**

Hourly rates and the total number of working hours may not be changed in the course of the project. The total number of hours worked and the use of Innosuisse funding will be accounted for in the financial report and must match the information provided in the National Financial Plan. Changes of project personnel are to be communicated to Innosuisse without delay.

² In some cases, positively evaluated projects may need to reconfigure their consortium, e.g. in case of a funding shortage in one country by replacing a project partner by another partner from a different country.

³ The Project Proposal (submitted to the AAL Secretariat in Brussels) and the Financial Plan form an integral part of the Swiss funding agreement.

Reporting

On the central level:

The project coordinator must submit the annual progress and financial report electronically within 60 days after the end of each calendar year to the CMU⁴, with copy to the NCPs of the coordinator and project partners. For details, please refer to the AAL “Guide for Applicants”.

On the national level:

The following reports are to be submitted to Innosuisse:

- Progress Report: annually, in electronic form, within 60 days after the end of each calendar year.
- Financial Report: annually, hard copy with original signatures and supporting documents, within 60 days after the end of each calendar year.

Responsibilities of project participants at national level

For a more comprehensive description of responsibilities, please refer to the AAL “Guide for Applicants”.

Project partner

- Carries out all tasks required by the project coordinator and his NCP.
- Notifies his NCP of all relevant changes to the project.
- Takes part in project review meetings.
- Presents project results/progress at AAL events (upon request).

Contact

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⁴ CMU = Central Management Unit of the AAL Association in Brussels