



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



Procedure for the submission of project proposals

1. 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 national partners meet all formal eligibility criteria.
2. The main project coordinator establishes the AAL Project Proposal and submits it to the AAL Secretariat via online proposal tool by the submission deadline.
3. 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.
4. The AAL Secretariat will inform the main project coordinator about the outcome of the evaluation process.
5. Be prepared for a possible restructuring of the consortium.¹
6. Write a financial plan and finalize a funding agreement with Innosuisse.
7. Provide the NCP at Innosuisse with a copy of the signed Consortium Agreement before the start of the project.
8. 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.

Funding rules

1. Innosuisse 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. 2'100 hours per person per year / 175 hours per person per month).
- The effective gross salary costs customary for the location where the employees work are to be applied.
- The gross salary rate is calculated as (net salary rate + effective social costs) * 15% overhead as indicated in the table below.

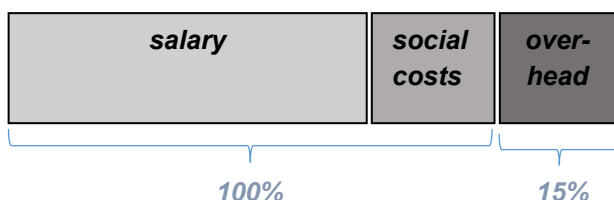
¹ In some cases, positively evaluated projects may need to reconfigure their consortium, e.g. in case of a funding shortage in one country by replacing a project partner by another partner from a different country.

- Where company hourly rates are higher or equal to the maximum rates accepted by Innosuisse, the maximum rates are applicable and copies of payment slips should be submitted with the financial plan.
- Universities, universities of applied science, institutions of the ETH domain and other research organizations apply the gross salary rates approved by Innosuisse.
- The research partner is only eligible for funding if the consortium includes at least one eligible Swiss business partner (SME) or end-user organization.
- Each organization may participate in up to 6 project proposals per call.

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 23.80/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 63.48/h

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



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 maximum funding per project is CHF 800'000

The maximum funding per Swiss partner is CHF 300'000

2. Fixed assets

To purchase fixed assets explicitly needed for a project, and use non-exclusively on the project, the participant is required to perform a tendering process, if the purchase price is >CHF 25'000. Send a copy of the documents to the national project coordinator or project officer together with the corresponding financial report. Only depreciation can be funded on the fixed assets purchased for a project. Eligible costs for fixed assets are calculated as follows:

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

3. Consumables and travel costs

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. International 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 a conference (presentation, poster, paper, booth).

4. Subcontracting

Up to 50 % of the project work in R+D can be subcontracted. Subcontracting can only be funded directly by Innosuisse, if a Swiss University or R&D institution is the subcontractor. If not, the subcontracting must be financed by the project partner in-kind costs and will not be covered by Innosuisse co-funding.

5. Non-eligible costs

The following cost categories are not eligible for funding and will not be considered for the calculation of the amount of funding:

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.

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<https://www.innosuisse.ch/aal>