



## Guidelines for Swiss Eurostars participants

1. Contact the Swiss NPC (national project coordinator) and provide information about your Eurostars project idea, project plan and intended project partners.
2. Before submitting a project proposal to the <https://www.eurostars-eureka.eu> via the on-line tool, it is important to determine whether the intended project partners meet all formal eligibility criteria. Check: <https://www.eurostars-eureka.eu/start-your-eurostars-project>
3. Submit the application **before** the call deadline on February 28, 2019 (20.00h)! or September 12, 2019 (20.00h)!
4. After the system has accepted your submission, a signature document is sent out to each participant. Get the person with the legal right to sign for your entity do so.
6. Only projects that are eligible and financially approved by the country agencies are evaluated by three international experts.
7. The EUREKA Association will inform you of the outcome of the evaluation process directly around 12 weeks after submission date.
8. During the following 5 weeks the funding synchronization takes place. For projects with confirmed funding from involved countries a funding agreement is drawn up by Innosuisse for the Swiss partners of a project.

This requires the Swiss partner/s submit the Eurostars financial plan to Innosuisse (it will be sent to you by the Eurostars project officer). It is our goal to finalize this process with your support within 3 months after the positive evaluation and confirmed international funding availability.

Should the budget be exhausted without funding all qualified projects, Swiss participants may participate on a self-funded manner. This would require formally signing a self-funding declaration and submitting it to EUREKA Association.

9. The next deadline has to be met by uploading your Consortium Agreement (signed by all project partners) to the MYEUREKA platform. It is important that a project start-date is agreed on and mentioned in the agreement.
10. Swiss payments: Swiss partners can bill Innosuisse for around three quarters of the total funding costs at the beginning of the project after the signed contract has been received by Innosuisse.
11. Reporting: Innosuisse requests the submission of a financial report (structured like the financial plan) once a year. It is important to supply all supporting documentation with the report (invoice copies, receipts and time-sheets of hours worked on the project).
12. Final payment: can only be initiated after the final financial report of your project has been checked and audited by Innosuisse.