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**Innosuisse – Swiss Innovation Agency**

## Eurostars 2 Projects

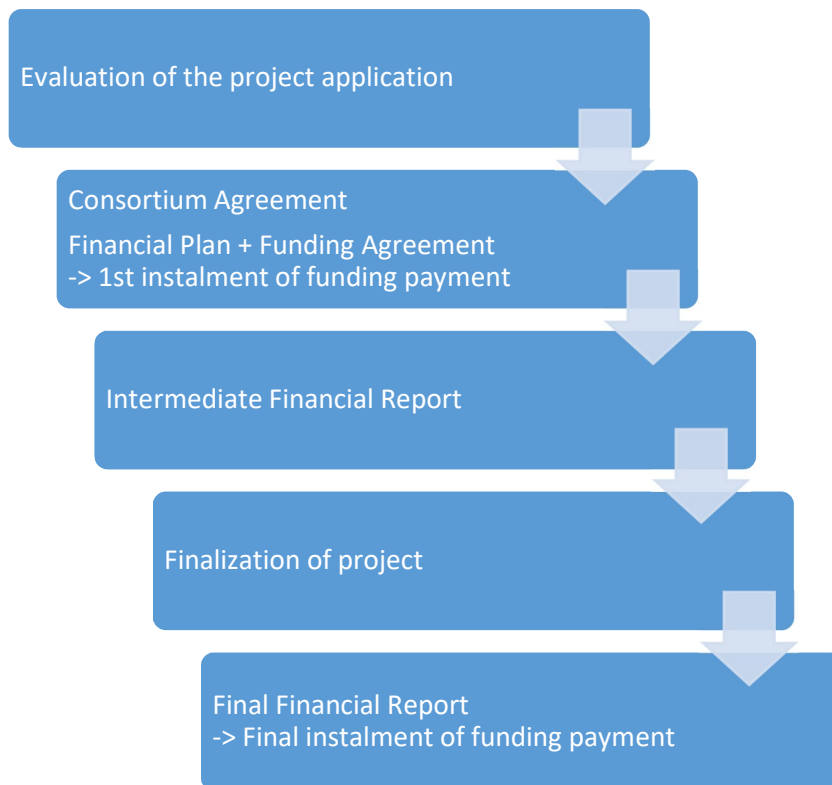
### Guidelines for Intermediate Financial Report and Final Financial Report

- 1) Introduction
- 2) Timeline
- 3) Procedure
- 4) Content of Financial Report

## 1) Introduction

This document provides project partners with guidelines on preparing, completing and submitting the intermediate financial report and the final financial report.

## 2) Timeline



## 3) Procedure

Please submit the **intermediate financial report** to Innosuisse by e-mail, which you will receive from the NPC. Each project partner sends in his or her own reports. The **final financial report** is to be submitted upon completion of the project. Each project partner submits his or her own report as well.

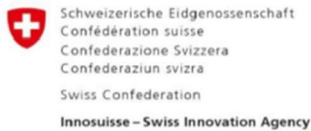
In order to ensure compliance, the financial report forms provided by Innosuisse are to be used. The template for the final report will be sent to you three months before the end of the project.

Each financial report must include copies of corresponding invoices and receipts to account for the use of the public funding contribution or an excerpt of a financial system/tool demonstrating the expenditures. The EU can undertake audits spontaneously and therefore, it is advisable to keep this information up-to-date to simplify future audit procedures.

#### 4) Content

Page 1 – Project no, project title, start and end date of the project, reporting period, contact information.

Page 2 – Expenses for depreciation of fixed assets (for the report time period and based on the figures stated in the financial plan)



##### 2.1a Expenses for depreciation of fixed assets (after deduction of all discounts)

For fixed assets > CHF 20'000 please submit an offer or a copy of the invoice. Fixed assets are calculated as follows:

Purchase price

----- x Years on project

Lifetime

Please use the effective purchase price in CHF, lifetime in years, years on project for the calculation of the depreciation costs in the following table:

Item (specify production type, supplier)	Purchase price in CHF	Lifetime in years	Years on project	Total depreciation during the project in CHF	Public funding in CHF	Funding by project partners in CHF
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
<b>Total</b>				<b>0</b>	<b>0</b>	<b>0</b>

As a remark: Tablets, Mobile phones, VR glasses or other equipment whose technology becomes outdated quickly should be listed under "other expenses" not the "fixed assets".

In order to avoid having to search for receipts and invoices from previous years, we recommend you collect, scan and save all supporting documents from the beginning of the project. Please store them in pdf-format.

The assignment of the receipts and invoices is simplified, if they are numbered. If the documents are submitted in random order and therefore cannot be assigned to the expenses listed, the report will be rejected.

If you are using an excerpt of a financial system, e.g. a separate account for the expenses of the project, you may transfer the account total to page 3 of the financial report.



## 2.2 Other expenses

These costs must be specified for the period of the present Financial Report according to chapter 2.2. of the Financial Plan. For all funded costs **copies of invoices or a corresponding abstract of account from the financial service** of the partner must be submitted together with the Financial Report. If an abstract of account from the financial service of the partner is submitted, copies of invoices or receipts must be delivered on request. The items must be ordered in a) consumables and b) travel for project meetings and c) miscellaneous expenses.

**consumables:** type of item, description of item

**travel for project meetings\*:** how many persons / to where / how many times a year

**miscellaneous expenses:** mandatory for the execution of the project.

**For the expenses > CHF 20'000 - please submit an offer or a copy of the invoice**

\*Please note: 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 Eurostars project and the partner makes an active contribution to the conference (presentation, poster, paper, booth).

Utilization of funds	Total costs for further expenses in CHF	public funding in CHF	funding by project partners in CHF
1) Helium liquid	3'250	1'625	1'625
2) Medical imaging	7'500	3'750	3'750
3) Flight Amsterdam R. Muster 06.06.JJ	185	93	93
Hotel Tulip Amsterdam R. Muster 06.06.JJ	121	61	61
4) shipping	18	9	9
		0	0
		0	0
<b>Total</b>	<b>11'074</b>	<b>5'537</b>	<b>5'537</b>

Please fill in the wage costs indicated in the financial plan.



**2.3 Wage costs (net wage + employer/employee welfare contributions = total wage costs per employee)**

Only salaries of collaborators, which are named in chapter 2.3 of the Financial Plan can be charged. The hourly salary rate specified in chapter 2.3 of the Financial Plan must be applied to calculate the costs.

**1 man month = 152 hours / 1 man year = 1'824 hours**

**IMPORTANT: Total hours on project (hours) x hourly rate in CHF**

**Wage costs:**

The wage cost listed has to correspond with the effective paid salary of the employer.

Each Eurostars project may specify one Swiss Project Coordinator and one Swiss Deputy Project Coordinator.

The gross salary rate is calculated as (net salary rate + effective social costs) + 15% overhead as indicated in the table above.

Universities, universities of applied science, institutions of the ETH domain and other research organizations apply the gross salary rates approved by Innosuisse.

If any team members have **changed** please indicate this by updating the list below and on the following page

Project Function	Employer	Name (or NN if not determined)	Wage costs in CHF (check with maximum rates)	Total hours on project	Public Funded costs in CHF	Funding by Project partner in CHF
Project coordinator					0	0
Deputy project coordinator					0	0
Experienced researcher					0	0
Experienced researcher					0	0
Experienced researcher					0	0
Scientific assistants					0	0
Scientific assistants					0	0
Scientific assistants					0	0
Technician, programmer					0	0
<b>Total</b>				<b>0</b>	<b>0</b>	<b>0</b>

Confirm hours reported on by signing this page or on the separate time-reporting page attached to the report.

Place and Date	Signature:

The Grant Surveillance department requires this page to be signed, as well as the last page of the financial report.

Along with the report, please submit the time sheets of the project team members. It may be in the form of an abstract of your time recording system or if not available, you may record the hours worked in an excel-sheet.

Example:

Eurostars Project E1##### EXAMPLE													
Project Hours	Jan 20	Feb 20	March20	Apr 20	Mai 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct20	Nov 20	Dez 20	
R. Muster			5	0	8	7	6	0	0	3	4	5	38
E. Müller			8	8	15	0	0	0	20	10	7	0	68
I. Meier			10	20	25	32	0	0	10	15	20	3	135
<b>Total</b>	<b>0</b>	<b>0</b>	<b>23</b>	<b>28</b>	<b>48</b>	<b>39</b>	<b>6</b>	<b>0</b>	<b>30</b>	<b>28</b>	<b>31</b>	<b>8</b>	<b>241</b>

Page 5 – **New** Project Team Members

Please provide us with the information of the newly added project team members - only team members **not** listed in the original financial plan.



**Fill this page in, ONLY if team members have changed**  
**NEW Project Team Members of XXXXXXXXXXXX**

Family name		First name	
Year of birth			
Acad. Grade		since	
Diploma		since	
Position in Project		Ph.D. student	Yes / No
Employer		Place of work	

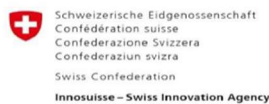
Family name		First name	
Year of birth			
Acad. Grade		since	
Diploma		since	
Position in Project		Ph.D. student	Yes / No
Employer		Place of work	

Page 6 – Summary

Please double-check if the totals of the previous pages correspond with the figures in the summary.

When preparing the final report, the totals of the intermediate report should be listed in the middle column.

Do not forget to sign and date the report.



**2.4 Summary of the costs in the period of the Financial Report**

**Public/Federal Funding**

Credit columns	Total funding as in financial plan	Expenditure from previous reports	Expenditure in the present period	Remaining funding
Fixed assets (2.1)	0		0	0
Additional expenses (2.2)	14'973		5'537	9'436
Salaries and fees (2.3)	75'338		0	75'338
<b>Total in CHF</b>	<b>90'311</b>		<b>5'537</b>	<b>84'774</b>

**Company/University Self-funding**

Credit columns	Total funding as in financial plan	Expenditure from previous reports	Expenditure in the present period	Remaining funding
Fixed assets (2.1)	0		0	0
Additional expenses (2.2)	14'973		5'537	9'436
Salaries and fees (2.3)	75'338		0	75'338
<b>Total in CHF</b>	<b>90'311</b>		<b>5'537</b>	<b>84'774</b>

Comments:

Partner	Place, Date	Signature