



Eligible material costs

1 Scope of the regulations

The following regulations apply to the following funding instruments:

- Innovation Projects (with / without implementation partners);
- International Projects;
- Flagship Initiative;
- Vouchers for preliminary studies (Innovation Cheques).

2 Principles of eligibility

When submitting the application:

- Innosuisse can only cover costs that are necessary and directly related to your project.
- Material costs must be justified with detailed cost calculations and/or quotations. Additional documents may be uploaded to help Innosuisse evaluate your application correctly.

After the project was approved:

- Only expenditures approved as part of the application or of a change request can finally be accredited and compensated.
- The expenses must have been incurred and must be documented with corresponding evidence to qualify as chargeable.

3 Eligible material costs

According to the “Implementing provisions for innovation projects” Art. 23 Para. 5. the following material and service expenses are eligible (see details in chapter 5):

1. Investments in specific infrastructure, equipment and material (non-standard equipment of a research institute) that are required exclusively for the project
2. Cost of rented/leased infrastructure (non-standard equipment of a research institute) or existing own infrastructure required for the project
3. Cost of consumables or licences used exclusively for the project
4. Costs of other third-party services specific and critical for the success of the project
5. Travel expenses for international business trips required for the project (Only mere participation in international conferences is not allowed)
6. Coordination costs (eligible only for International Projects and Flagship Initiative)

Costs of other third-party services are allowed also if such services are provided by Swiss research institutions or by providers based abroad. There is no maximum defined for third party expenses, however, these contributions must be a crucial stepping stone for advancing the project. These contributions must be fully associated with the project and be an essential complement to the applicant's own competence/resources in carrying out the project. The third-party contribution must be documented in the work-packages of the project planning and – at the time of the submission of the application – the name of the sub-contractor must be specified. The ratio between subcontracted work and the contribution of applicant should be plausible and consistent for the project, but most importantly, the lead of the project must remain under control of the applicant.



4 Non-eligible material costs

The following costs in particular are not eligible (not exhaustive):

- Expenses for the exploitation of project results, in particular for publications on research results, for the marketing of the project results or for the registration of intellectual property rights;
- Expenses for travel, accommodation, meals and conferences in Switzerland;¹
- Cost of the general infrastructure and basic equipment (e.g. general IT-infrastructure and software, general laboratory equipment, analytical tools, electricity, office space and furniture);¹
- General operating expenses (administration, HR, finance, etc).¹

5 Description of eligible cost types

Type of cost	Description of eligible cost	Examples of <u>non-eligible</u> cost (not exhaustive)
1. Infrastructure investments	Investments in specific infrastructure and tools required exclusively for the project can be charged.	<ul style="list-style-type: none"> • General IT infrastructure for employees (e.g. laptops, screens, phones, etc.) • Office space and furniture
2. Renting infrastructure or using own infrastructure	<p><u>Renting/leasing infrastructure</u> Costs for the use of third-party infrastructure (e.g. a machine) required for the project can be charged based on the supplier's invoice.</p> <p><u>Using own infrastructure:</u> The cost of existing own infrastructure that is exclusively used for the project can be charged, based on the depreciation incurred during the project period (evidence of depreciation rates and initial investment). Cost for partially used own infrastructure can be charged with a cost calculation based on the usage rate (logbook entries).</p>	<ul style="list-style-type: none"> • General IT infrastructure for employees (e.g. laptops, screens, phones, etc.) • Office space and furniture
3. Consumables and licenses	Costs for consumables that are necessary for the project implementation and are purchased and consumed during the project period are chargeable. Costs for licenses that are specifically required for the project can be charged (e.g. software-licenses).	<ul style="list-style-type: none"> • Licenses for standard business software (Microsoft-Office, CRM-tools, ERP-system, etc.) • Office supplies
4. Other third-party services	In principle, the work in a project must be carried out by the applicant. The involvement of third parties (technical, legal etc.) must be directly related to the project and must be justified and appropriate.	<ul style="list-style-type: none"> • Support for the registration of intellectual property rights • Externalization of the core activities of the project together with the technological/business lead on the project
5. Travel Abroad*	Cost for necessary cross-border travel which is directly relevant for the project can be charged. Examples are travels for experiments or clinical studies abroad, or for conferences on a specific topic of the project (with active part related to the project).	<ul style="list-style-type: none"> • Meetings / events which can be done via video conferencing (unless cogent need for physical presence can be explained) • Mere attendance at conferences (without an active part related to the project) • Alcoholic beverages in general

¹ For research partners these costs are covered by the overhead contribution of Innosuisse; overhead costs of companies are not taken into account



<p>6. Coordination costs (only eligible for International Projects and Flagship Initiative)</p>	<p>Costs in International Projects or Flagship Projects due to an extraordinary coordination effort between the project partners. Coordination efforts should be specified in a specific coordination work package. Examples are third-party services dedicated specifically to project coordination and not project execution, renting of conference space and catering for a consortium meeting.</p>	<ul style="list-style-type: none"> • Costs which are already covered in the project execution part of the project
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* The following specific allowances for travel abroad are defined:

Expense type	General
<p>Train and air travel abroad</p>	<p>For train travel, the "2nd class" is to be used. Air travel is always with the lowest cost arrangement in economy. Any deviation from the above provisions must be justified.</p>
<p>Use of private vehicle/rental cars/taxis</p>	<p>Public transportation must be used.</p>
<p>Overnight stays</p>	<p>For overnight stays away from home with breakfast in hotels, the actual expenses are reimbursed up to a maximum of CHF 200 per night; in justified exceptional cases, a maximum of CHF 275 per night may be reimbursed. For overnight stays away from home in accommodation provided by private or commercial landlords, the actual expenses are reimbursed up to a maximum of CHF 150 per night.</p>
<p>Meals</p>	<p>Expenses for meals will be reimbursed at the following maximum amounts:</p> <ul style="list-style-type: none"> a. 15.00 francs for breakfast; b. 30.00 francs for lunch or dinner. <p>Only main meals of the applicant's employees are covered. Alcoholic beverages are not covered.</p>

In case of ambiguities or special cases that are not illustrated in this document, please contact Innosuisse in advance with a written justification so that this can be assessed in the context of the specific project.