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## **The Swiss Innovation Agency’s implementing provisions for innovation mentoring vouchers (Implementing provisions for innovation mentoring)**

of 16 November 2017 (status as of 1 June 2019)

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*The Innovation Council of the Swiss Innovation Agency (Innosuisse),*

based on Article 10 Section 1 letter f of the Federal Act of 17 June 2016<sup>1</sup> on the Swiss Innovation Agency (Innosuisse Act; SIAA),  
*sets out the following:*

### **Art. 1** Subject matter

These implementing provisions govern the promotion of knowledge exploitation and knowledge and technology transfer via innovation mentoring vouchers in relation to:

- a. the requirements for submitting an application;
- b. the content and duration of the support services;
- c. the eligible costs;
- d. the procedure.

### **Art. 2** Applicant requirements

<sup>1</sup> Businesses with fewer than 250 full-time equivalent employees are considered to be small or medium-sized businesses in the sense of Article 29 of the Ordinance of the Swiss Innovation Agency of 20 September 2017<sup>2</sup> on its funding and other supporting measures (Innosuisse Funding Ordinance). For businesses that form part of a group of businesses, the number of full-time equivalent employees of the whole group is decisive.

<sup>2</sup> A Swiss company identification number is considered evidence of the company’s headquarters in Switzerland.

### **Art. 3** Form and content of the application

<sup>1</sup> The application must be submitted to Innosuisse electronically using the form provided.

<sup>2</sup> It must contain all information necessary for assessing the eligibility for support. It must in particular contain a description of the need for mentoring.

<sup>3</sup> It can be submitted in German, French, Italian or English.

### **Art. 4** Need for mentoring

<sup>1</sup> To justify a need for mentoring within the meaning of Article 30 Section 1 of the Innosuisse Funding Ordinance<sup>3</sup>, the business must state in its application that it has an innovation idea with development potential and needs support in one of the steps described in Article 5.

<sup>2</sup> A need for mentoring is therefore not considered justified in particular if:

- a. the voucher application for the same project and type of voucher was already approved and a support service corresponding to the legal requirements has already been provided;
- b. a comparable support service for the innovation project has already been obtained from another institution;
- c. the business is not active in Switzerland.

### **Art. 5** Content of the support services

The services of innovation mentors support the business in the following steps:

- a. initially analysing the innovation project (services described in Article 28 letter a of the Innosuisse Funding Ordinance<sup>4</sup>);

<sup>1</sup> SR 420.2  
<sup>2</sup> SR 420.231  
<sup>3</sup> SR 420.231

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- b. assessing the need for project partnerships and searching for suitable partners (services as per Article 28 letter b of the Innosuisse Funding Ordinance);
  - c. concretising the innovation project with a view to optimal support and the development of corresponding applications (services as per Article 28 letter c of the Innosuisse Funding Ordinance);
  - d. adapting an innovation project for which a funding application was already submitted and rejected or not considered (services according to Article 28 letter d of the Innosuisse Funding Ordinance).

**Art. 6** Innosuisse's decision

<sup>1</sup> Innosuisse shall decide on the application in the form of contestable decision.

<sup>2</sup> If Innosuisse approves the application, its decision shall in particular determine the following:

- a. the subject, maximum voucher amount and type of mentoring service for which the voucher can be used;
- b. the company's rights and obligations.

<sup>3</sup> The business governs the legal relationship with the innovation mentors providing the support.

<sup>4</sup> The support service cannot begin until a decision has been issued in accordance with Section 2.

**Art. 7** Duration of the support service

The innovation mentors shall advise the business for as long as they believe it is needed and until the voucher has been exhausted, but for no longer than 12 months after the voucher has been granted.

**Art. 8** Amount of the voucher

The business can receive mentoring services up to the amount specified in the voucher at an hourly rate of CHF 200, including any value added tax. The voucher may only be used for services that are actually provided, are suitable and are in line with the legal requirements for the corresponding services. Further compensation is excluded.

**Art. 9** Compensation payment

<sup>1</sup> When the support service comes to an end, the business shall provide a statement on the list of the hours worked by the innovation mentor and release it for payment. The mentor can then submit the list of hours worked directly to Innosuisse for payment of the voucher.

<sup>2</sup> ...<sup>5</sup>

<sup>3</sup> Innosuisse shall pay the compensation after assessing the mentor's submission.

**Art. 10** Entry into force

These provisions enter into force on 1 January 2018.

Bern, 16 November 2017

SWISS INNOVATION AGENCY (INNOSUISSE)

.....  
BERNHARD ESCHERMANN  
(Chairman)

.....  
ANNALISE EGGIMANN  
(Director)

<sup>4</sup> SR 420.231

<sup>5</sup> Repealed by No I of the Implementing provisions for innovation mentoring vouchers of 22 May 2019, with effect from 1 June 2019.