



The Swiss Innovation Agency's implementing provisions for innovation mentoring vouchers (Implementing provisions for innovation mentoring)

of 2 September 2022

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

based on Article 10 Section 1 letter f of the Federal Act of 17 June 2016¹ on the Swiss Innovation Agency (Innosuisse Act; SIAA),
and Article 46 Sections 2 and 6 of the Innosuisse Funding Ordinance of 4 July 2022²,

sets out the following:

Art. 1 Subject matter

These implementing provisions govern the following aspects of mentoring vouchers:

- a. the requirements for submitting an application;
- b. the procedures;
- c. the duration of the support services;
- d. the eligible costs;
- e. the maximum amounts of the various types of vouchers.

Art. 2 Applicant requirements

¹ Small and medium-sized enterprises as defined by Article 45 of the Innosuisse Funding Ordinance³ are considered to be private or public organisations, companies or institutions that want to exploit an innovation project and at the time the application is submitted employ less than 250 full-time equivalents; in the case of companies that are controlled by another company, the number of full-time equivalents of the whole group of businesses is decisive.

² If the private or public organisation, company or institution has a Swiss company identification number, this is generally considered evidence of its registered office in Switzerland as defined by Article 45 of the Innosuisse Funding Ordinance.

Art. 3 Form and content of the application

¹ Applications must be submitted electronically to Innosuisse using the form provided by Innosuisse. Applications can be submitted at any time.

² The application form must be completed in full and its content must be comprehensible. In particular, the application must contain all the information necessary to assess the eligibility for support.

³ The application can be submitted in German, French, Italian or English. The language in which the application is submitted shall be the language of the proceedings. In justified cases, Innosuisse can stipulate a change in the language of the proceedings, either at its own initiative or upon request.

Art. 4 Innosuisse's decision

¹ Innosuisse shall decide on the application in the form of a contestable decision.

² If Innosuisse approves the application, its decision shall in particular determine the following:

- a. the subject and maximum amount of the voucher, specifying the type of mentoring service for which the voucher may be used;
- b. the expiry date of the voucher;
- c. the enterprise's rights and obligations.

¹ SR 420.2

² SR 420.231

³ SR 420.231

³ The enterprise governs the legal relationship with the innovation mentors whose support it uses.

⁴ The support service can begin from the point when the application is submitted. Services provided before Innosuisse has issued its decision on the application will only be compensated if the application is subsequently approved.

Art. 5 Duration of the support services

The innovation mentors shall advise the enterprises for as long as they believe it is needed and provided that the voucher has not been exhausted, but for no longer than 12 months after the application was submitted.

Art. 6 Maximum amounts and use of the voucher

¹ The following maximum amounts apply for:

- a. services in accordance with Article 44 letter a of the Innosuisse Funding Ordinance⁴: CHF 2 000;
- b. services in accordance with Article 44 letter b of the Innosuisse Funding Ordinance: CHF 10 000;
- c. services in accordance with Article 44 letters c and d of the Innosuisse Funding Ordinance jointly: CHF 5 000.

² The enterprise can use mentoring services up to the maximum amount specified on 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 expedient and are in line with the legal requirements for the corresponding services. Further compensation is excluded.

Art. 7 Payment of compensation

¹ The innovation mentor shall provide the enterprise with an account for the support services provided. The enterprise shall provide a statement on the list of hours worked by the innovation mentor and release it for payment. The innovation mentor can then send the list of hours worked directly to Innosuisse for the purpose of paying out the voucher.

² The compensation will be paid by Innosuisse after assessing the innovation mentor's submission.

Art. 8 Repeal of other legislation

The implementing provisions for innovation mentoring of 16 November 2017 are repealed.

Art. 9 Entry into force

These provisions enter into force on 1 January 2023.