



The Swiss Innovation Agency's implementing provisions for contributions to national thematic networks and specialised thematic events (implementing provisions for networks and specialised events)

of 16 November 2017 (status as of 1 January 2021)

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), sets out the following:

1. Chapter 1: Subject matter

Art. 1

These implementing provisions govern the promotion of knowledge exploitation and knowledge and technology transfer via contributions to national thematic networks and specialised thematic events in relation to:

- a. the requirements for submitting an application;
- b. specific criteria for evaluating specialised thematic events;
- c. the eligible costs;
- d. the procedure.

2. Chapter 2: Contributions to national thematic networks

Art. 2² Applicant requirements

¹ It must be clear from the legal basis of the applicant that it is a non-profit organisation.

² As a rule, an organisation is deemed to be based in Switzerland if it has a company identification number in Switzerland.

Art. 3 Submission, form and content of the application

¹ An application may be submitted to Innosuisse using the form made available by Innosuisse after Innosuisse has published a call for proposals for contributions to national thematic networks. The deadline for submission of applications specified in the call for proposals must be observed.³

² The application form must be completed in full and its contents must be comprehensible. In particular, the application must contain all the information necessary for assessing the eligibility for and the amount of contributions.⁴

³ The application can be submitted in German, French, Italian or English.

Art. 4 Funding agreements and start of implementation

¹ If Innosuisse approves a funding application in whole or in part, it concludes a framework contract and annual agreements with the organisation.

² The framework contract governs the following in particular:

- a. the subject, extent and duration of the support;

1 SR 420.2

2 Amended by No. I of the Implementing provisions for networks and specialised events of 4 September 2019, in force since 4 November 2019.

3 Amended by No. I of the Implementing provisions for networks and specialised events of 27 May 2020, in force since 15 June 2020.

4 Amended by No. I of the Implementing provisions for networks and specialised events of 27 May 2020, in force since 15 June 2020.

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- a^{bis} the maximum amount granted for the duration of the support as well as the estimated annual cost ceilings, broken down into contribution components in accordance with Article 33 Section 3 of the Innosuisse Funding Ordinance^{5,6}
 - b. the conditions and deadlines for the contribution payments and any repayments;
 - c. Innosuisse's requirements concerning the implementation of the network;
 - c^{bis} the maximum eligible personnel costs;⁷
 - d. other rights and obligations of the contracting parties;
 - e. the procedure and provisions of the annual agreements;
 - f. the termination of the contractual relationship.

³ The annual agreements shall govern in particular:

- a. the annual objectives of the network;
- b. the maximum annual contribution in accordance with Article 6 Sections 1 to 3, broken down into contribution components in accordance with Article 33 Section 3 of the Innosuisse Funding Ordinance^{8,9}
- c. the basic principles for the performance assessment;
- d. the requirements and deadlines for submitting reports.

⁴ The implementation of the network work for which Innosuisse has granted contributions may only commence after the framework contract has entered into force.

Art. 5 Evaluation of the application and decision by Innosuisse¹⁰

¹ If an assessment of the application reveals that the approval conditions for an assessment of the contents of the application, particularly with regard to staff and formalities, have not been met, Innosuisse shall issue a contestable decision on the refusal to consider the application.

² Applications that meet the initial conditions for material examination are assessed by Innosuisse on the basis of the criteria set out in Article 32 of the Innosuisse Funding Ordinance 11. Innosuisse quantifies its assessment by awarding points.¹²

³ Applications will be approved if they meet the requirements for funding, are rated best in comparison with the other applications in the relevant call for proposals and can be funded within the scope of the available budget.¹³

⁴ Applications that are not approved are rejected by Innosuisse with a contestable decision.¹⁴

Art. 5a¹⁵ Use of contributions

¹ The organisation will use Innosuisse's contributions to fund:

- a. the development and operation of its activities to promote the transfer of knowledge and technology between research, industry and society;
- b. the development and testing of novel innovation ideas by third parties using appropriate scientific methods, provided that the innovation ideas have arisen from the activities of the network and have the potential to create sustainable added value.

² For the use of contributions in accordance with Section 1 Letter b, the organisation must use at least half of Innosuisse's contributions and a maximum of CHF 25,000 per idea.

Art. 6¹⁶ Maximum annual contributions and determination of the final contributions

¹ The maximum contribution to be used each year in accordance with Article 5a Section 1 Letter a is composed as follows:

- a) in the first year, a fixed basic contribution in accordance with Article 33 Section 3 Letter a of the Innosuisse Funding Ordinance¹⁷, which makes up 100 per cent of the annual cost ceiling agreed for this use in the framework agreement;
- b) in the second year, a fixed basic contribution in accordance with Article 33 Section 3 Letter a of the Innosuisse Funding Ordinance, which makes up 80 per cent, and two variable components, one performance-based and one dependent on third-party funds, in accordance with Article 33 Section 3 Letters b and c of the Innosuisse Funding Ordinance, each of which makes up no more than 10 per cent of the annual cost ceiling agreed for this use in the framework agreement;
- c) in the third and fourth years, a fixed basic contribution in accordance with Article 33 Section 3 Letter a of the Innosuisse Funding Ordinance, which makes up 60 per cent, and two variable components, one performance-based and one dependent on third-party funds, in accordance with Article 33 Section 3 Letters b and c of the Innosuisse Funding Ordinance, each of which makes up no more than 20 per cent of the annual cost ceiling agreed for this use in the framework agreement;

5 SR 420.231

6 Inserted by No. I of the Implementing provisions for networks and specialised events of 22 December 2020, in force since 1 January 2021.

7 Inserted by No. I of the Implementing provisions for networks and specialised events of 4 September 2019, in force since 4 November 2019.

8 SR 420.231

9 Amended by No. I of the Implementing provisions for networks and specialised events of 22 December 2020, in force since 1 January 2021.

10 Amended by No. I of the Implementing provisions for networks and specialised events of 27 May 2020, in force since 15 June 2020.

11 SR 420.231

12 Amended by No. I of the Implementing provisions for networks and specialised events of 4 September 2019, in force since 4 November 2019.

13 Amended by No. I of the Implementing provisions for networks and specialised events of 4 September 2019, in force since 4 November 2019.

14 Amended by No. I of the Implementing provisions for networks and specialised events of 4 September 2019, in force since 4 November 2019.

15 Inserted by No. I of the Implementing provisions for networks and specialised events of 4 September 2019, in force since 4 November 2019.

16 Amended by No. I of the Implementing provisions for networks and specialised events of 22 December 2020, in force since 1 January 2021.

17 SR 420.231

² If the performance assessment in accordance with Article 7 Section 2 reveals that the previous year's objectives were not achieved in full, the performance-based component and the component dependent on third-party funds in accordance with Section 1 Letters b and c depend on the degree to which the objectives have been achieved.

³ The maximum contribution to be used each year in accordance with Article 5a Section 1 Letter b corresponds to the annual cost ceiling agreed for this use in the framework agreement. The contribution is part of the basic contribution in accordance with Article 33 Section 3 Letter a of the Innosuisse Funding Ordinance.

⁴ Innosuisse shall determine the final annual contributions after examination of the annual report in accordance with Article 7 Section 1, on the basis of the eligible costs that are actually incurred. The organisation shall inform Innosuisse within 30 days if it does not agree with the determination. In this case Innosuisse will examine the complaint and adjust the final amount in justified cases.

⁵ Only expenses that are actually incurred and are absolutely necessary for the proper execution of the network's activities for which Innosuisse's contributions may be used in accordance with Article 5a and are not covered by third-party funds are eligible.

Art. 6a¹⁸ Payment and reclaim of contributions

¹ The maximum annual contribution in accordance with Article 6 Sections 1 and 2 for use in accordance with Article 5a Section 1 Letter a is paid out annually once the annual agreement has been signed.

² Contributions for use in accordance with Article 5 Section 1 Letter b can be applied for on an ongoing basis, in each case together with a list of the ideas to be funded, including information on the amount of the individual contributions and the recipients of the contributions. Innosuisse shall pay the eligible costs following examination of the list until the maximum contribution according to Article 6 Section 3 has been reached.

³ If the amounts already paid out exceed the final annual contribution in accordance with Article 6 Section 4, Innosuisse may either reclaim excess amounts that have already been paid or offset them against the contribution for the following year.

Art. 7 Reporting and assessing performance

¹ An annual report, containing in particular information about the objective attainment and a final financial report, is to be submitted to Innosuisse on an annual basis, in accordance with its guidelines.

² Innosuisse assesses the organisation's performance on the basis of the annual report and quantifies the degree to which its objectives have been achieved using percentage points.¹⁹

³ A general assessment of the network's development and its effectiveness is carried out after two years to compare it with the original application and the forecasts contained therein. The assessment is based on the annual reports, a general qualitative assessment by Innosuisse, an evaluation by further experts if necessary and, where appropriate, a satisfaction survey among the organisation's science and industry partners and the network's contribution recipients. Innosuisse may, on the basis of the assessment, amend the estimated annual cost ceilings in accordance with Article 4 Section 1 Letter a^{bis} for the remainder of the funding period. Innosuisse will terminate the funding relationship if the network is no longer eligible for funding according to the assessment criteria set out in Article 32 of the Innosuisse Funding Ordinance.^{20,21}

Art. 8 Changes to the network

¹ Significant changes to the network may only be made with the prior consent of Innosuisse.

² Innosuisse may terminate the contractual relationship if significant changes are implemented without Innosuisse's consent, with the result that the requirements for funding are no longer fulfilled.

3. Chapter 3: Funding to specialised thematic events

Art. 9²² Non-profit nature of the applicant

It must be clear from the legal basis of the applicant that it is a non-profit organisation.

Art. 10 Submission, form and content of the application

¹ An application may be submitted to Innosuisse using the form made available by Innosuisse after Innosuisse has published a call for proposals for contributions to specialised thematic events. The deadline for submission of applications specified in the call for proposals must be observed.²³

² The application form must be completed in full and its contents must be comprehensible. In particular, the application must contain all the information necessary for assessing the eligibility for and the amount of contributions.²⁴

³ It can be submitted in German, French, Italian or English.

18 Inserted by No. I of the Implementing provisions for networks and specialised events of 22 December 2020, in force since 1 January 2021.

19 Amended by No. I of the Implementing provisions for networks and specialised events of 22 December 2020, in force since 1 January 2021.

20 SR 420.231

21 Amended by No. I of the Implementing provisions for networks and specialised events of 22 December 2020, in force since 1 January 2021.

22 Amended by No. I of the Implementing provisions for networks and specialised events of 4 September 2019, in force since 4 November 2019.

23 Amended by No. I of the Implementing provisions for networks and specialised events of 27 May 2020, in force since 15 June 2020.

24 Amended by No. I of the Implementing provisions for networks and specialised events of 27 May 2020, in force since 15 June 2020.

Art. 10a²⁵ Significance of the innovation topic for the Swiss economy and society

In order to assess the significance of the innovation topic for the Swiss economy and society in accordance with Article 35 Letter a of the Innosuisse Funding Ordinance²⁶, Innosuisse assesses, among other things:

- a. whether the further development of the topic has the potential to create significant added value for the Swiss economy or society, in particular by initiating science-based projects that could lead to applicable innovations in the foreseeable future;
- b. whether the innovation topic is based on a sufficient scientific basis;
- c. whether the relevant actors from different regions of Switzerland are involved and addressed;
- d. whether the topic addresses participants and experts from the fields of research, economy and society in a balanced way.

Art. 10b²⁷ Methods and mechanisms

In order to assess the methods and mechanisms for promoting the knowledge and technology transfer between research, the economy and society in accordance with Article 35 Letter b of the Innosuisse Ordinance²⁸, Innosuisse assesses, among other things:

- a. the suitability of the methods and mechanisms to encourage active exchange and networking between the various players;
- b. the suitability of the methods and mechanisms to drive the emergence of new ideas;
- c. the suitability of the methods and mechanisms to transfer knowledge and achieve learning effects;
- d. the activities planned to publicise the topic beyond the circle of participants in the event.

Art. 11 Quality of the concept of the specialised event

In order to assess the quality of the concept of the specialised events in accordance with Article 35 Letter c of the Innosuisse Funding Ordinance²⁹, Innosuisse assesses, among other things:³⁰

- a. the clarity and conclusiveness of the concept;
- b. the expertise of the applicant organisation and the experts consulted;³¹
- c. the quality of events already held by the applicant organisation;
- d. the event's focus on innovation;
- e. ³²
- f. the orientation of the concept towards the development of a medium to long-term effect;³³
- g. the instruments for measuring and ensuring quality.

Art. 12 Eligible costs

Only reported expenses that are actually incurred and are absolutely necessary for the proper execution of the specialised event are taken into account. These could include in particular:

- a. salary costs incurred exclusively for the preparation and implementation of the specialised event, including effectively paid employer contributions in accordance with OASIA/InvIA/LECA, OPA, UIA and AIA;
- b. costs for room hire;
- c. costs for appropriate catering for participants;
- d. compensation of experts;³⁴
- e. advertisement and communication costs;
- f. cost of tools related to the mechanisms and methods for promoting knowledge and technology transfer, such as Internet-based platforms.³⁵

Art. 13³⁶ Funding Agreement and start of implementation

¹ If Innosuisse approves an application for contributions in whole or in part, it concludes a Funding Agreement with the organisation for a minimum of two and a maximum of four years.

² The Funding Agreement shall regulate in particular:

- a. the subject, scope and duration of the grant, with an indication of the maximum amount of the contribution;
- b. the conditions and deadlines for the payment of contributions and any repayments;
- c. Innosuisse's specifications for the execution of the events;
- d. reporting to Innosuisse;

²⁵ Inserted by No. I of the Implementing provisions for networks and specialised events of 27 May 2020, in force since 15 June 2020.

²⁶ SR 420.231

²⁷ Inserted by No. I of the Implementing provisions for networks and specialised events of 27 May 2020, in force since 15 June 2020.

²⁸ SR 420.231

²⁹ SR 420.231

³⁰ Amended by No. I of the Implementing provisions for networks and specialised events of 27 May 2020, in force since 15 June 2020.

³¹ Amended by No. I of the Implementing provisions for networks and specialised events of 27 May 2020, in force since 15 June 2020.

³² Repealed by No. I of the Implementing provisions for networks and specialised events of 27 May 2020, with effect from 15 June 2020.

³³ Amended by No. I of the Implementing provisions for networks and specialised events of 27 May 2020, in force since 15 June 2020.

³⁴ Amended by No. I of the Implementing provisions for networks and specialised events of 27 May 2020, in force since 15 June 2020.

³⁵ Inserted by No. I of the Implementing provisions for networks and specialised events of 27 May 2020, in force since 15 June 2020.

³⁶ Amended by No. I of the Implementing provisions for networks and specialised events of 27 May 2020, in force since 15 June 2020.

- e. other rights and obligations of the contracting parties;
- f. the termination of the contractual relationship.

³ The implementation of the organisation's work, for which Innosuisse pays contributions, may not commence before the agreement enters into force.

Art. 14 Evaluation of the application and decision by Innosuisse³⁷

¹ If an assessment of the application reveals that the approval conditions for an assessment of the contents of the application, particularly with regard to staff and formalities, have not been met, Innosuisse shall issue a contestable decision on the refusal to consider the application.

² Applications that meet the initial conditions for material examination are assessed by Innosuisse on the basis of the criteria set out in Article 35 of the Innosuisse Funding Ordinance³⁸ and Article 10a–11 and quantified by awarding points.³⁹

³ Applications will be approved if they meet the requirements for funding, are rated best in comparison with the other applications in the relevant call for proposals and can be funded within the scope of the available budget.⁴⁰

⁴ Applications that are not approved are rejected by Innosuisse with a contestable decision.⁴¹

Art. 15⁴² Payment and reclaim of contributions

¹ The provisional annual contribution in accordance with Article 17 Section 1 is paid out annually at the beginning of the year.

² If the amount already paid out exceeds the final annual contribution in accordance with Article 17 Section 3, Innosuisse may either reclaim excess amounts that have already been paid or offset them against the contribution for the following year.

³ If the amount already paid out is less than the definitive annual contribution in accordance with Article 17 Section 3, Innosuisse will normally pay the difference together with the provisional annual contribution for the following year.

Art. 16⁴³ Evaluation

Innosuisse may evaluate the activities on a regular basis and terminate the contractual relationship if it becomes apparent with sufficient probability that the objectives of the activities cannot be achieved.

Art. 17⁴⁴ Planning, reporting and determination of the funding amount

¹ The organisation shall submit to Innosuisse, in accordance with its instructions, the planned activities and the corresponding budget for approval before the beginning of the respective contribution year. Based on this information, Innosuisse shall determine the provisional annual contribution. For the first contribution year, Innosuisse bases its decision on the information provided regarding the planned activities and the budget of the application. If Innosuisse and the organisation do not agree on a plan and budget, Innosuisse may terminate the contractual relationship.

² The organisation shall submit an annual content and financial report to Innosuisse. The reports shall be submitted by 15 January of the following year at the latest.

³ Innosuisse shall examine the reports and, based on them, shall determine the respective final annual contribution. It shall determine the annual contribution in such a way that the organisation does not make a profit in the context of the supported specialised events. The organisation shall inform Innosuisse within 30 days if it does not agree with the determination. In this case Innosuisse will examine the complaint and adjust the final amount in justified cases.

Art. 18 Changes to the event

¹ Significant changes to the events may only be made with the prior consent of Innosuisse.

² Innosuisse may terminate the contractual relationship if significant changes are implemented without Innosuisse's consent, with the result that the requirements for funding are no longer fulfilled.

4. Chapter 4: Final provisions⁴⁵

Art. 18a⁴⁶ Transitional provision on the amendment of 4 September 2019

For applications for contributions to national thematic networks submitted before 4 November 2019, the amount and payment of the contributions as well as performance assessment and reporting will be based on Articles 6 and 7 of the Implementing provisions for networks and specialised events in the version of 16 November 2017.

37 Amended by No. I of the Implementing provisions for networks and specialised events of 27 May 2020, in force since 15 June 2020.

38 SR 420.231

39 Amended by No. I of the Implementing provisions for networks and specialised events of 27 May 2020, in force since 15 June 2020.

40 Inserted by No. I of the Implementing provisions for networks and specialised events of 27 May 2020, in force since 15 June 2020.

41 Inserted by No. I of the Implementing provisions for networks and specialised events of 27 May 2020, in force since 15 June 2020.

42 Amended by No. I of the Implementing provisions for networks and specialised events of 27 May 2020, in force since 15 June 2020.

43 Amended by No. I of the Implementing provisions for networks and specialised events of 27 May 2020, in force since 15 June 2020.

44 Amended by No. I of the Implementing provisions for networks and specialised events of 27 May 2020, in force since 15 June 2020.

45 Amended by No. I of the Implementing provisions for networks and specialised events of 4 September 2019, in force since 4 November 2019.

46 Inserted by No. I of the Implementing provisions for networks and specialised events of 4 September 2019, in force since 4 November 2019.

Art. 18b⁴⁷ Transitional provision on the amendment of 27 May 2020

For applications for contributions to specialised thematic events submitted before 1 September 2020 and relating to events to be held in 2020, Articles 10a and 10b shall not apply, and Articles 10 and 11 – 17 of the Implementing provisions for networks and specialised events in the version of 4 November 2019 shall apply.

Art. 19 Entry into force⁴⁸

These provisions enter into force on 1 January 2018.

⁴⁷ Inserted by No. I of the Implementing provisions for networks and specialised events of 27 May 2020, in force since 15 June 2020.

⁴⁸ Amended by No. I of the Implementing provisions for networks and specialised events of 4 September 2019, in force since 4 November 2019.