



Schweizerische Eidgenossenschaft
Confédération suisse
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Swiss Confederation

Innosuisse – Swiss Innovation Agency

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 15 June 2020)

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:

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.

¹ SR 420.2

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;
- 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;⁵
- 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;

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.

⁵ Introduced by No I of the Implementing provisions for networks and specialised events of 4 September 2019, in force since 4 November 2019.

- b. the maximum annual contribution and the percentage shares of the contribution components in accordance with Article 33 Section 3 of the Innosuisse Funding Ordinance⁶;
- 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 Innosuisse ⁷

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 Ordinance⁸. Innosuisse quantifies its assessment by awarding points.⁹

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 projects and can be funded within the scope of the available budget.¹⁰

⁴ Applications that are not approved are rejected by Innosuisse with a contestable decision.¹¹

Art. 5a¹² 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.

⁶ SR 420.231

⁷ Amended by No I of the Implementing provisions for networks and specialised events of 27 May 2020, in force since 15 June 2020.

⁸ SR 420.231

⁹ Amended by No I of the Implementing provisions for networks and specialised events of 4 September 2019, in force since 4 November 2019.

¹⁰ Amended by No I of the Implementing provisions for networks and specialised events of 4 September 2019, in force since 4 November 2019.

¹¹ Amended by No I of the Implementing provisions for networks and specialised events of 4 September 2019, in force since 4 November 2019.

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

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. 6¹³ Amount and payment of the contributions

¹ The maximum amount of the annual contribution and the percentage shares of the contribution components pursuant to Article 33 Section 3 of the Innosuisse Funding Ordinance¹⁴ are defined in the annual agreements pursuant to Article 4 Section 3. The latter depend on the stage of development of the network.

² The amounts of the contribution components pursuant to Article 33 Section 3 Letters b and c of the Innosuisse Funding Ordinance are defined as follows on the basis of the previous year's performance assessment pursuant to Article 7 Section 2:

- a. for the performance-based component (Art. 33 Sect. 3 Let. b Innosuisse Funding Ordinance), the number of points achieved in the performance assessment is decisive: the contribution is a percentage of the defined maximum amount for this component and corresponds to the percentage of objective achievement according to the points-based assessment;
- b. for the component dependent on third-party funds (Art. 33 Sect. 3 Let. c Innosuisse Funding Ordinance), the contribution is a percentage of the defined maximum amount for this component and corresponds to the demonstrably achieved percentage of third-party funds secured relative to the target set.

³ The contributions for funding the development and operation of the network will be paid annually in two instalments as follows:

- a. the first instalment must not exceed 80% of the maximum amount of the annual contribution and may not be paid until the annual agreement is signed;
- b. the second instalment will be paid after approval of the final financial report. If the definitive annual contribution is equal to or less than the amount already paid out in the first instalment, no further payment will be made. Innosuisse can either reclaim excess amounts that have already been paid or offset them against the contribution for the following year.¹⁵

⁴ The contributions for funding the development and testing of innovation ideas will be paid out after the organisation has supplied Innosuisse with a list of the ideas to be funded, including information on the amount of the individual contributions (including possible third-party contributions) and the recipients of the contributions.

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 SR 420.231

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

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 its assessment on a points scale from 1 to 10, with 10 points corresponding to full achievement of objectives.¹⁶

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 will terminate the subsidy 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^{17,18}

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 and mean that the requirements for funding are no longer fulfilled.

Chapter 3: Funding to specialised thematic events

Art. 9 Non-profit nature of the applicant

It must be clear from the legal basis of the applicant that it is a non-profit organisation.¹⁹

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

¹⁶ Amended by No I of the Implementing provisions for networks and specialised events of 4 September 2019, in force since 4 November 2019.

¹⁷ SR 420.231

¹⁸ Amended by No I of the Implementing provisions for networks and specialised events of 4 September 2019, in force since 4 November 2019.

¹⁹ Amended by No I of the Implementing provisions for networks and specialised events of 4 September 2019, in force since 4 November 2019.

specialised thematic events. The deadline for submission of applications specified in the call for proposals must be observed.²⁰

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.²¹

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

Art. 10a²² 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 Ordinance²³, 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 can 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. 10b²⁴ 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 Ordinance²⁵, 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;

²⁰ Amended by No I of the Implementing provisions for networks and specialised events of 27 May 2020, in force since 15 June 2020.

²¹ Amended by No I of the Implementing provisions for networks and specialised events of 27 May 2020, in force since 15 June 2020.

²² Inserted by No I of the Implementing provisions for networks and specialised events of 27 May 2020, in force since 15 June 2020.

²³ SR 420.231

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

²⁵ SR 420.231

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 Ordinance²⁶, Innosuisse assesses, among other things:²⁷

- a. the clarity and conclusiveness of the concept;
- b. the expertise of the applicant organisation and the experts consulted;²⁸
- c. the quality of events already held by the applicant organisation;
- d. the event's focus on innovation;
- e. ²⁹
- f. the orientation of the concept towards the development of a medium to long-term effect;³⁰
- 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;³¹
- 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.³²

²⁶ SR 420.231

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

²⁸ Amended by No I of the Implementing provisions for networks and specialised events of 27 May 2020, in force since 15 June 2020.

²⁹ Repealed by No I of the Implementing provisions for networks and specialised events of 27 May 2020, with effect from 15 June 2020.

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

Art. 13³³ 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. the reporting to Innosuisse;
- 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 Innosuisse³⁴

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 Ordinance³⁵ and Article 10a – 11 and quantified by awarding points.³⁶

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.³⁷

⁴ Applications that are not approved are rejected by Innosuisse with a contestable decision.³⁸

Art. 15³⁹ Payment and reclaim of contributions

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 SR 420.231

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

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

³⁸ Inserted by No I of the Implementing provisions for networks and specialised events of 27 May 2020, in force since 15 June 2020.

¹ The provisional annual contribution in accordance with Article 17 Paragraph 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 Paragraph 3, Innosuisse may either reclaim excess 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 Paragraph 3, Innosuisse will normally pay the difference together with the provisional annual contribution for the following year.

Art. 16⁴⁰ 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. 17⁴¹ Planning, reporting and determination of the subsidy 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 and mean that the conditions for funding are no longer fulfilled.

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

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

Chapter 4: Final provisions⁴²

Art. 18a⁴³ 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 as set out on 16 November 2017.

Art. 18b⁴⁴ Transitional provision on the amendment of 27 Mai 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 Events in the version of 4 November 2019 shall apply.

Art. 19 Entry into force⁴⁵

These provisions enter into force on 1 January 2018.

⁴² Amended by No I of the Implementing provisions for networks and specialised events of 4 September 2019, in force since 4 November 2019.

⁴³ Inserted by No I of the Implementing provisions for networks and specialised events of 4 September 2019, in force since 4 November 2019.

⁴⁴ Inserted by No I of the Implementing provisions for networks and specialised events of 4 September 2019, in force since 4 November 2019.

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