



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Confederation

Innosuisse – Swiss Innovation Agency

The Swiss Innovation Agency’s Implementing Provisions for the Promotion of Information on Funding Opportuni- ties (Implementing Provisions for the Dissemination of In- formation)

of 30 January 2018

The Executive Committee of the Swiss Innovation Agency (Innosuisse) issues the following implementing provisions:

Art. 1 Subject matter

These implementing provisions govern the promotion of Information on funding opportunities in relation to:

- a. the requirements for submitting an application;
- b. specific criteria for assessing the dissemination of information;
- c. the eligible costs;
- d. the procedure.

Art. 2 Non-profit nature of the applicant

The statutes of the applicant organisation must state that it is not profit-oriented.

Art. 3 Submission, form and content of the application

¹ The application must be submitted to Innosuisse using the form provided no later than three months before the planned event or before the editorial deadline of the publication.

² It must contain all the information necessary for the assessment of the entitlement to funding on the basis of both its form and its substance. The application must include the following information in particular:

- a. the statutes of the applicant organisation;
- b. a description of the planned event or publication and of the planned dissemination of information at the event or in the publication. The description must allow for the assessment of the criteria in accordance with Article 38 of the Ordinance of the Swiss Innovation Agency of 20 September 2017¹ on its funding and other supporting measures (Innosuisse Funding Ordinance);
- c. in the case of events, the programme and the names of the speakers who will provide information about the Innosuisse funding opportunities;
- d. the overall budget for the planned event or publication and the contribution request from Innosuisse, together with, if necessary, a substantiated request for an advance payment in accordance with Article 9 paragraph 2;
- e. if necessary, a substantiated request for additional services from Innosuisse in accordance with Article 7.

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

Art. 4 Scope and positioning of the dissemination of information

An important consideration in assessing the scope and positioning of the information on funding opportunities in accordance with Article 38 letter b of the Innosuisse Funding Ordinance² is whether the information is a major item in the programme of the planned event or a separate chapter in the planned publication.

Art. 5 Target group for the dissemination of information

An important consideration in assessing the definition and approach to the target group in accordance with Article 38 letter c of the Innosuisse Funding Ordinance³ is that there is a clear and coherent definition of the target group and that this group consists primarily of stakeholders from Swiss industry and academia who could benefit from the funding opportunities offered by Innosuisse.

Art. 6 Eligible costs and maximum contribution

¹ Only expenses that are actually incurred and are absolutely necessary for the effective implementation of the event or publication are taken into account. These could include in particular:

- a. in the case of publications, the production and sales costs;

¹ SR 420.231

² SR 420.231

³ SR 420.231

- b. in the case of events, the costs of room hire and of other necessary infrastructure, the compensation for speakers and moderators and the costs for appropriate catering for participants.

² The contribution from Innosuisse will amount to a maximum of 25 per cent of the eligible costs in accordance with paragraph 1 and a maximum of CHF 20,000.

Art. 7 Additional services provided by Innosuisse

¹ In addition to the contribution described in Article 6, the application can also contain a request for the following services:

- a. the supply of information material free of charge, including texts for publications;
- b. in the case of events, the presence of representatives of the Board of Directors, Innovation Council or Secretariat of Innosuisse on an information stand or similar facility or the appearance of these representatives as speakers.

² In the case of paragraph 1 letter b, the applicant organisation is responsible for contacting the Innosuisse Secretariat before submitting the application in order to ensure that the people it requires are available. If the people are available, this does not predetermine the decision on the application.

³ The presence of people who are not members of the Innosuisse Board of Directors, Innovation Council or Secretariat is not covered by paragraph 1 letter b. The applicant organisation is responsible for planning and budgeting for the selection and payment of these people.

⁴ Innosuisse shall provide the services described in paragraph 1 if it considers them to be necessary and if the relevant people are available.

Art. 8 Innosuisse's decision

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

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

- a. the subject and extent of the funding, together with the maximum contribution;
- b. the conditions and deadline for the payment of the contribution;
- c. the scope and content of any services described in Article 7;
- d. any requirements or conditions;
- e. the reports to be submitted to Innosuisse;
- f. the other rights and obligations of the organisation.

Art. 9 Payment of the contributions

¹ The promised contribution will generally be made available after the definitive amount has been decided in accordance with Article 10.

² The applicant organisation can include with the application a substantiated request for an advance payment of a maximum of 60 per cent of the maximum amount specified in the decision if it is relying on an advance payment in order to implement the planned event or publication.

Art. 10 Final report and determining the contribution amount

¹ A final report based on Innosuisse's specifications describing the content and finances of the event or publication and including a free copy of the publication must be submitted to Innosuisse no more than three months after the end of the event or the completion of the publication.

² Innosuisse assesses the report and uses it as a basis for determining the definitive contribution and the final payment or, if more than 25 per cent of the eligible costs have already been paid, the reclamation. The organisation shall communicate any objections to the decision to Innosuisse within 30 days. In this case, Innosuisse shall assess the complaint and make amendments to the definitive amount if the complaints are justified.

Art. 11 Changes to the dissemination of information

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

² Innosuisse can revoke its decision to provide funding if significant changes are made without Innosuisse's consent and if these changes mean that the conditions for funding are no longer fulfilled.

Art. 12

These provisions enter into force on 1 February 2018.

Bern, 30 January 2018

SWISS INNOVATION AGENCY (INNOSUISSE)

.....
ANNALISE EGGIMANN
(Chief Executive Officer)

.....
ANDREAS REUTER
(Member of the Executive Committee)