



# Eligible material costs for Start-up Innovation projects and the Swiss Accelerator

## 1 General information

When submitting the application:

- Innosuisse can only cover costs that are necessary and directly related to your project, i.e. the expenses for product and/or service development.
- For expenditures exceeding CHF 50'000, appropriate evidence in the form of, for example, a current offer/quotation, a cost calculation backed up by assumptions or an up-to-date list price must be attached (if necessary, please indicate the page number where the amount can be found).

After the project was approved:

- The incurred costs must be evidenced and accounted for as part of the interim and final audits (before the interim and final instalments are paid).
- Only expenditures that can be documented with corresponding evidence will be finally accredited and compensated by Innosuisse.

## 2 Eligible material costs

According to the “Implementing provisions for innovation projects” Art. 23 Para. 5. the following material and service expenses are eligible:

1. Investments in specific infrastructure, equipment and material that are required exclusively for the project
2. Cost of rented/leased infrastructure or existing own infrastructure required for the project
3. Cost of consumables or licences used exclusively for the project
4. Cost of market research and related activities
5. Cost of other third-party services needed for the project
6. Travel expenses for international business trips required for the project

In chapter 4 the cost items are described in detail and explained with examples.

## 3 Non-eligible material costs

The following costs in particular are not eligible (not exhaustive):

- Cost of the general infrastructure and basic equipment of the applying company (e.g. general IT-infrastructure and software, office space and furniture)
- Expenses for travel, accommodation, meals and conferences in Switzerland
- Costs for customer acquisition and promotion of the finished product
- Production and certification costs that do not serve to finalize the development of your product and/or service
- General operating expenses of a company (administration, HR, finance, etc)
- Costs for the publication of research results or fees for the registration of intellectual property rights

## 4 Description of eligible cost types

Type of cost	Description of eligible cost	Examples of <u>non-eligible</u> cost (not exhaustive)
<b>1. Infrastructure investments</b>	Investments in specific infrastructure and tools required exclusively for the project can be charged.	<ul style="list-style-type: none"> <li>- General IT infrastructure for employees (e.g. laptops, screens, phones, etc.)</li> <li>- Office space and furniture</li> </ul>
<b>2. Renting infrastructure or using own infrastructure</b>	<p><u>Renting/leasing infrastructure</u> Costs for the use of third-party infrastructure required for the project can be charged based on the supplier's invoice.</p> <p><u>Using own infrastructure:</u> The cost of existing own infrastructure that is exclusively used for the project can be charged, based on the depreciation incurred during the project period (evidence of depreciation rates and initial investment). Cost for partially used own infrastructure can be charged with a cost calculation based on the usage rate (logbook entries).</p>	<ul style="list-style-type: none"> <li>- General IT infrastructure for employees (e.g. laptops, screens, phones, etc.)</li> <li>- Office space and furniture</li> </ul>
<b>3. Consumables and licenses</b>	<p>Costs for consumables that are necessary for the project implementation and are purchased and consumed during the project period are chargeable.</p> <p>Costs for licenses that are specifically required for the project can be charged (e.g. software-licences).</p>	<ul style="list-style-type: none"> <li>- Licenses for standard business software (Microsoft-Office, CRM-tools, ERP-system, etc.)</li> <li>- Office supplies</li> </ul>
<b>4. Market research and related activities</b>	<p>Cost for market research services (customer surveys, competitor analysis, etc.) can be charged.</p> <p>Other market-related services that have a direct influence on the design of the final product/service (development of pricing models, clarification of licensing or IP issues, execution of beta-testings) can be charged.</p>	<ul style="list-style-type: none"> <li>- Cost for customer acquisition and promotion of the finished product (brochures, homepages, flyers, videos, etc.)</li> <li>- Cost of external sales support (e.g. telephone marketing, sales promotion, marketing campaigns)</li> <li>- Membership fees in industry associations</li> </ul>
<b>5. Other third-party services</b>	In principle, the work in a project must be carried out by the applicant. The involvement of third parties (technical, legal etc.) must be directly related to the project and must be justified and appropriate.	<ul style="list-style-type: none"> <li>- Certification cost not directly related to the product or market entry (e.g. company certifications)</li> <li>- Legal service to create individual sales or customer contracts</li> <li>- Financial consulting or accounting services</li> </ul>
<b>6. Travel abroad</b>	<p>Cost for necessary cross-border travel which is directly relevant for the project can be charged.</p> <p>Examples are travels for experiments or clinical studies abroad, for prototype implementation at customer sites, for the presentation of demo results at industry-relevant conferences (booth).</p> <p>For overnight stays, standard on-site rates of mid-range accommodations apply, with a maximum of CHF 200 per night. The maximum amount can only be exceeded in justified exceptional cases.</p> <p>Expenses for meals will be reimbursed at the following maximum amounts:</p> <p>a. 15.00 francs for breakfast; b. 30.00 francs for lunch or dinner.</p> <p>Only main meals of the applicant's employees are covered.</p>	<ul style="list-style-type: none"> <li>- Meetings / events which can be done via video conferencing (unless cogent need for physical presence can be explained)</li> <li>- Mere attendance at conferences (without an active part related to the project)</li> <li>- Travel for maintenance of general business relationships</li> <li>- Alcoholic beverages in general</li> </ul>