**Application for Innovation project funding**

**to Innosuisse – Swiss Innovation Agency**

**Preamble + Admin info**

Innosuisse financially supports science-based innovation projects.  Starting the 1.1.2023 new regulations will enter into force that make Innosuisse funding more flexible (<https://www.innosuisse.ch/inno/en/home/media-and-events/newsroom/ripa-overview.html>)

With Innosuisse you have the possibility to collaborate with industrial partners, get funds for independent innovation projects, start-ups, and more (<https://www.innosuisse.ch/inno/en/home.html>). The 2 main instruments used for funding innovation projects are projects with implementation partners  and projects without partners.

The Knowledge and Technology Transfer Service will be happy to support you with your applications. Please do not hesitate to contact us: [techtransfer@unifr.ch](mailto:techtransfer@unifr.ch)

Here below we have compiled a list of administrative aspects to consider when applying and carrying out an Innosuisse project:

1.       Application

2.       Intellectual property

3.       Opening of a project

4.       Employments

5.       Overheads

6.       Financial reporting

7.     Communication

**Application**

The application for Innosuisse grants is done on an online platform. We have compiled a word template for you to have an idea of the content of the application (please contact [techtransfer@unifr.ch](mailto:techtransfer@unifr.ch)).

In the application the budget is calculated based on hours worked in the different work packages with fixed hourly rates for different positions. You'll find the current approved hourly rates for UNIFR in the online platform. Your implementation partner will have to use the same rates.

**Intellectual property**

An agreement regarding the intellectual property is due at the latest 3 months after starting the project as well as an IPR declaration. We have a [template agreement available](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.unifr.ch%2Fresearcher%2Fen%2Fassets%2Fpublic%2Ftechtransfer%2FStandard%2520Innosuisse%2520IP%2520agreement.docx&wdOrigin=BROWSELINK) for the intellectual property agreement with companies, one framework agreement with HEIA (available upon request), and for the [IPR declaration](https://www.innosuisse.ch/inno/en/home/promotion-of-national-projects/innovation-projects/sign-contracts-start-project.html) a form is available from Innosuisse.  We suggest to discuss the intellectual property before submitting the application (the Knowledge and Technology Transfer can support you with this). This agreement must follow the  Federal Act on the Promotion of Research and Innovation (FIFG) [Ordinance (Art. 41)](https://www.admin.ch/opc/de/classified-compilation/20122266/index.html#a41).

**Opening of a project**

 Please send the funding agreement to the financial service of the UNIFR. They will need the information in the funding agreement in order to correctly process your project.

**Employments**

Inform the**c**ollaborators on an INNOSUISSE Project that they must record their hours worked for the project on [TIMESHEETS](https://www.innosuisse.ch/inno/en/home/promotion-of-national-projects/innovation-projects/finishing-project.html). You must collect and sign these Timesheets. If a collaborator is working partially for an Innosuisse project, try to do an employment contract for this part of his/her working time, this will help you to do the Financial Reports.

**Overheads**

Per Innosuisse own rules, Innosuisse projects' budget will include 15% overhead contributions. These contributions are intended for the research institutions (and not the researchers themselves), and serve to partially cover the costs incurred  as a result of research projects. They are paid by Innosuisse together with the funds for the projects. Even though the purpose of the Innosuisse overhead contributions is the same as the SNF’s, the Innosuisse payment method is different from SNF projects, for which the overheads are paid separately to the university. For this reason the university will, for projects starting after the 1.1.2023, transfer the overhead contributions from the projects to the Innosuisse overhead account of the university. This rule won’t be implemented retroactively. This means that for ongoing projects, the lead researcher is free to use the overhead contributions that were paid by Innosuisse in the previous tranches.

**Financial reporting**

There are peculiarities regarding the financing by Innosuisse. For the reporting UNIFR must use the gross salary method (i.e. you have to declare the gross salaries **and** the hours done by researchers working on the projects). The forms can be found here: [Conclude project (innosuisse.ch)](https://www.innosuisse.ch/inno/en/home/promotion-of-national-projects/innovation-projects/finishing-project.html#accordion_4037659651664889867229). **Please pay attention to record the hours from the start of the project and to declare all the hours done on the project (do not underreport).** Your partners are free to use the method they wish. No family allocation can be reimbursed by INNOSUISSE at the moment. We are working with Innosuisse to solve the family allocation issue. We hope to be able to give you good news soon.

**Communication**

As of January 1, 2023, Innosuisse will no longer send official documents such as decisions by ordinary e-mail, but via "IncaMail" of the Swiss Post. This is a delivery platform recognized by the Confederation for e-government, which allows Innosuisse to transmit the mailings in encrypted form and, in the same way as a postal "registered" mail, to track their delivery.

The Knowledge and Technology Transfer is at your disposal if you have questions.

Kind regards

The KTT Team”

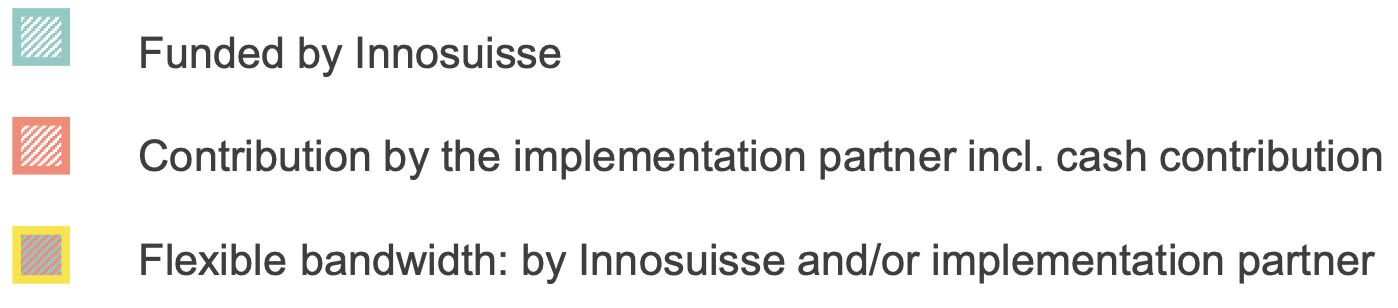
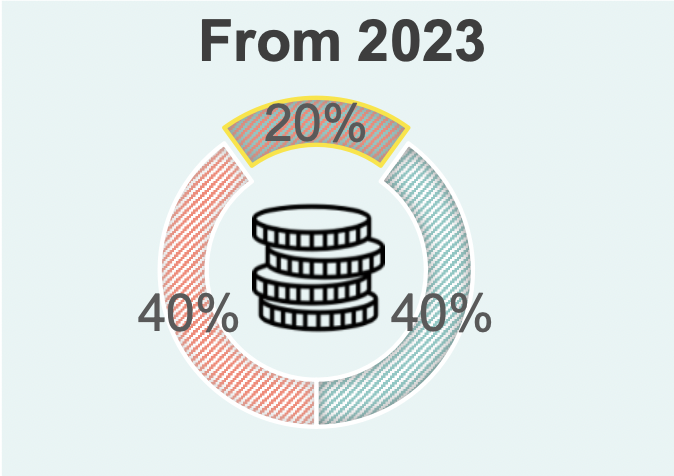
**Innosuisse projects can be with and without an implementation partner**

*The Innovation projects funded by ‘Innosuisse’ to Universities and research centers can be:*

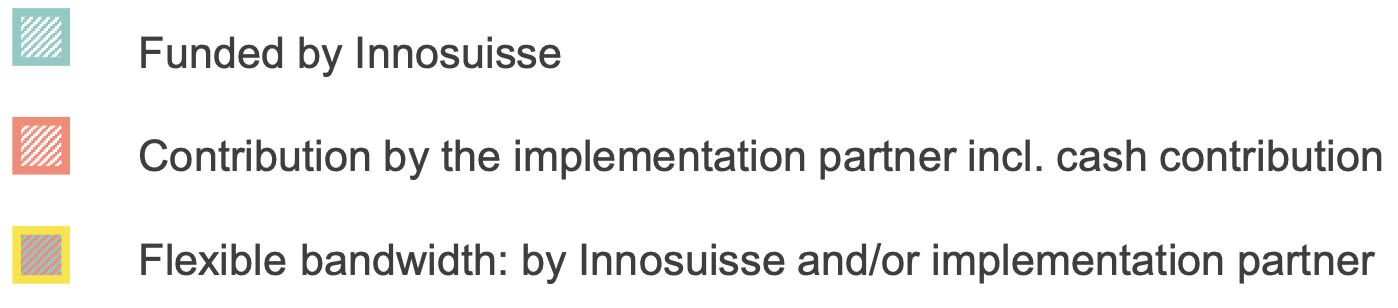
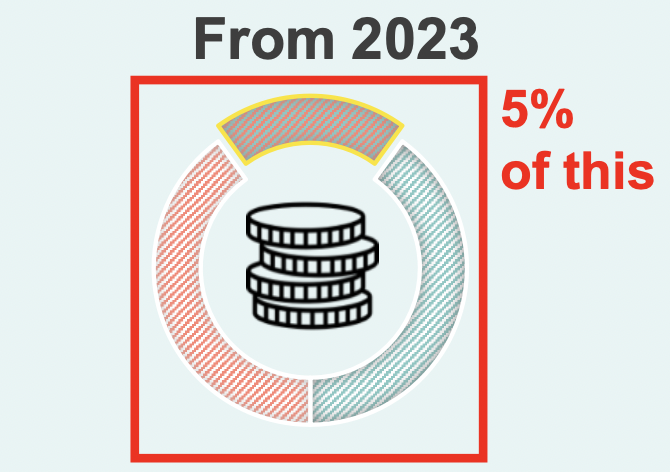
1. *With a* ***Swiss*** *implementation partners:*
   1. ***Duration****: no limits, usually 6 to 36 months*
   2. ***Min requirement****: 1 implementation partner and 1 research partner*
   3. ***Contribution****:*

Innosuisse **ONLY** funds the research partner

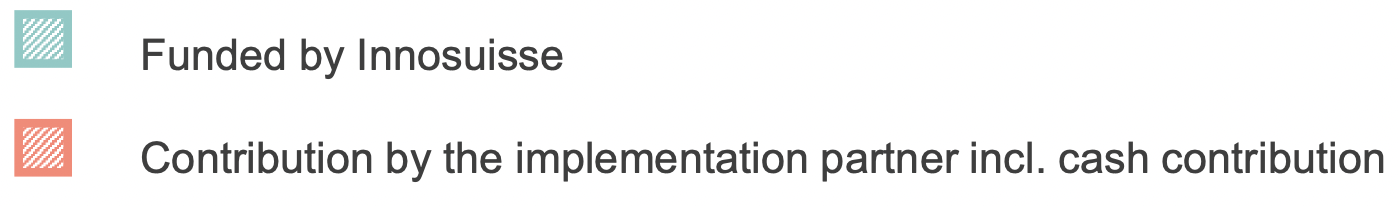
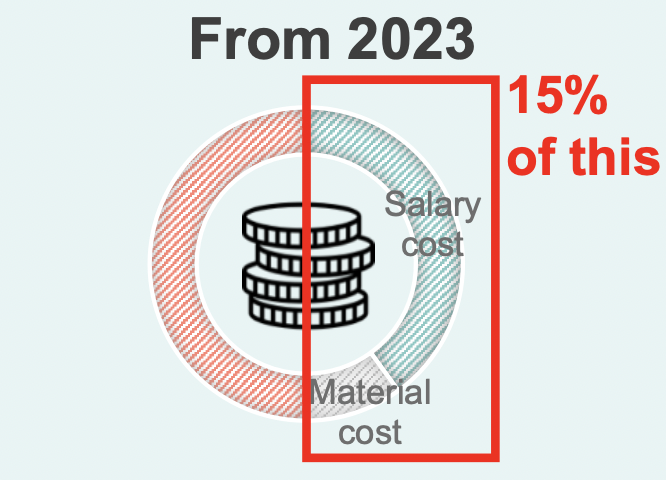
*1. Contributions to project costs, the project partners will jointly define the repartition of the contributions*

**

*2. Cash contribution*



*3. Overhead contribution*

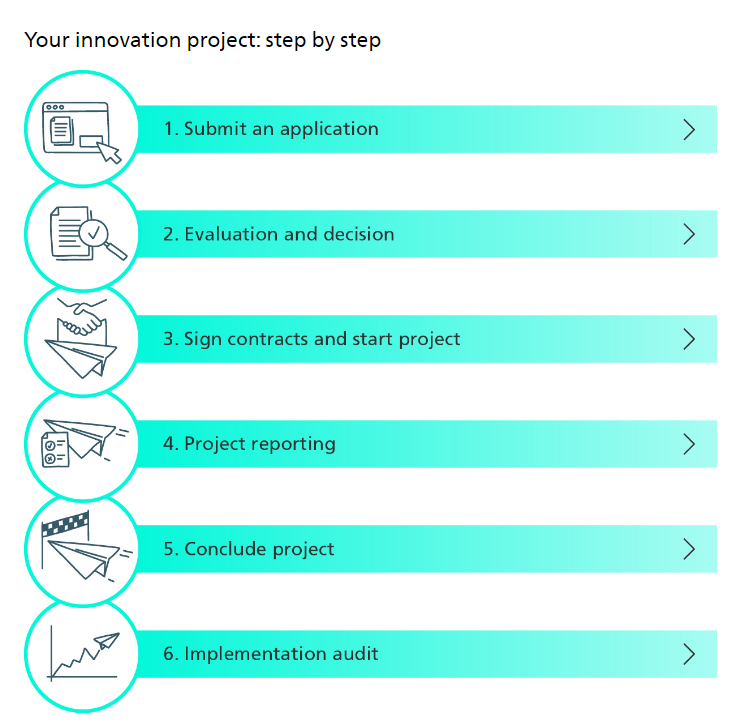


*As of Jan 2023 contributions split for innovation with an implementation partner has changed. Please review the PDF document hereafter if you want to better understand the changes from 2022*

**

1. *Without an implementation partners:*
   1. ***Duration****: max 18 months (36 months if energy sector) but exceptions exist (new in 2023)*
   2. ***Min requirement****: Swiss universities and research centers*
   3. ***Contribution:*** *100% of the project costs, amount unlimited*

**Innosuisse projects can be with and without an implementation partner**

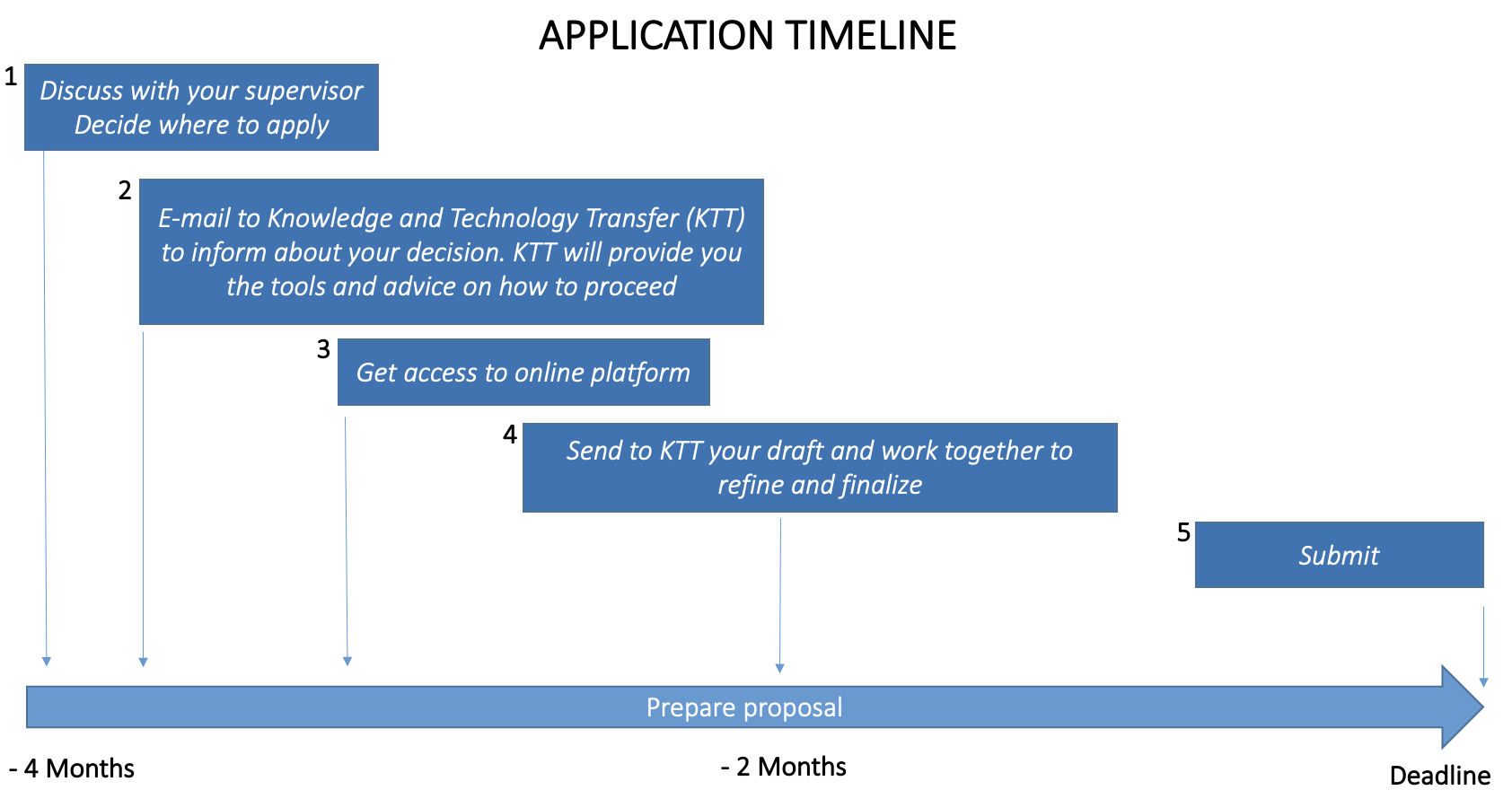
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**APPLICATION SUBMISSION TIMELINE**:

*Submit your application* ***at least 6 weeks in advance of a*** [***meeting of the Innovation Council***](https://www.innosuisse.ch/inno/en/home/promotion-of-national-projects/innovation-projects/evaluation-decision.html)*. If the evaluation proceeds smoothly, the application can be dealt with at the next meeting. You will receive a decision on your application in 6 to 8 weeks.*

Open an application on the Innolink platform:

[*https://www.innosuisse.ch/inno/en/home/about-us/application-platform.html*](https://www.innosuisse.ch/inno/en/home/about-us/application-platform.html)

**

**INNOSUISSE APPLICATION TEMPLATE**

The following template, a download of the online Innosuisse (Innolink) form, can be used as a guide and support while writing your application . As a supplementary support, we encourage you to review an accepted Innosuisse application to use as a reference (KTT can provide examples, please ask)

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# **1. Introduction**

## Application name and abstract (300 characters)

The application name, application name in English and abstract will be published in the Aramis database ([https://www.aramis.admin.ch/](https://www.aramis.admin.ch/?Sprache=en-US)) if your funding application is accepted. The Aramis database lists research and innovation projects funded or executed, either entirely or in part, by the federal government. Be careful to **avoid confidential information in the abstract.**

## Executive Summary (2000 characters)

## Context of Application

Is the application a follow-up of an idea financed in the frame of an Innosuisse NTN Booster?

Have any of the topics in this application been previously developed with Innosuisse or other funding instruments?

## Intellectual Property Rights

Was a patent search performed with or without IPI (Swiss Federal Institute for Intellectual

Property)?

Have the project partners concluded a prior written agreement regarding the assignment or exploitation of any research findings or patents?

Does the project require (patent-) license(s)? If yes, please explain which background IP is needed for the project and the ownership of that background IP.

## **2. Organizations and People**

Please list the contract parties (organisation serving as research or implementation partner) and their representatives (organisation representatives) in this section.

In addition, indicate below who the project manager is, which research partner manages the funding, whether the application submission is accompanied by an innovation mentor and answer the questions regarding the independence of research and implementation partners. Please note that there is one official representative per contract party. Other persons can be authorised to work on the application under "Manage Application", but they need not be explicitly listed.

Research Partners

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contract Party | Research Center Type | Department | Organisation Representative | Contact |

Implementation Partners

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Contract Party | Start-up Company | Total FTE | Industry Sector | Organisation Representative | Contact |

Independence of Research and Implementation Partners

Personnel Independence

Are any of the employees involved in the project on the part of a research partner also an

employee of an implementation partner?

It must be ruled out that a natural person involved in the project on the part of the research partner

also performs an activity for the implementation partner during the duration of the project that goes

beyond a pure, clearly defined and time-limited consulting activity.

Are any of the employees involved in the project on the part of the research partners a member

of an involved implementation partner’s executive board, supervisory board or scientific

committee?

Please note that the independence of research and implementation partner is only given, if the activity

within the committee or board is limited to a consulting activity, fixed in writing and limited in time.No

Have any of the employees involved in the project on the part of the research partners been

commissioned by an involved implementation partner to perform another role?

Financial Independence

Check the boxes that apply. If you cannot confirm both statements, please explain in the text

field below.

Legal entities that collaborate as research and implementation partners are considered independent from each other, if neither party holds 20% or more of equity securities of the other partner. Please confirm that none of the research staff involved in the project or research partner (legal person) own more than 20% shares in an involved implementation partner.

☐ None of the employees involved in the project on the part of the research partners holds more than 20% shares in an involved implementation partner

☐ None of the research partners (legal person) holds more than 20% shares in an involved implementation partner

Explanations and Comments

## **3. Value Creation (15’000 characters)**

Innosuisse funds Innovation Projects if the partners responsible for the implementation can

demonstrate that the research results will benefit the Swiss economy or society in an effective way.

## Describe the business targets and the business modeL

**For projects with economic value creation, please describe:**

Business model, target value chain position

Competitive situation, USP (unique selling proposition)

Market size

Planned revenue and profitability development, e.g. net present value (NPV) scenarios with/without project partner

**For projects with social value creation, please describe:**

What the problem is you are trying to solve

Which other actors exist and how you differ from them

Who the beneficiaries of this innovation are (include quantification)

Cost-benefit analysis for the project including qualitative and quantitative components (the quantification of the benefit does not necessarily need to be broken down into monetary values)

**For projects without an implementation partner, please describe:**

Potential value creation by a future implementation partner

## Describe potential customers and how they are to be reached

For projects with economic value creation, please describe:

Customer model: B2B/B2C/C2C

Market access and marketing approach

Implementation plan

For projects with social value creation, please describe:

Who the target communities and/or partners will be and how they will be reached

Implementation plan

Growth plan (if no growth partner is involved yet, please describe how the results will be scaled in favor of the Swiss society)

## Does the planned project have a particular relevance to energy or ecological or social impacts that are noteworthy?

If yes, please describe the higher purpose and how this particular project can concretely contribute to the challenge in question. (The following is a non-exhaustive list of examples: Reduction of poverty, quality of life, quality of education, clean water and sanitation, reduced inequalities, responsible consumption and production, sustainable use of resources, avoidance of waste, climate protection, biodiversity, health, minimising grey energy, energy efficiency, supply of energy, maximising local/CH resources, contribution to the circular economy etc.)

Business plan (10Mb)

Please upload a business plan if available

## **4. Solution (25’000 characters)**

## Describe the State of the art that you intend to advance

Please describe overall the current state of science and technology in the relevant field.

## Describe the novelty of your solution (technology, product, business model or process, service)

Please describe e.g.:

Uniqueness created

Mono-field/cross-field/cross-cluster approach

Own position vs. international state of the art

Scientific/technological/societal ambition and risk, e.g. technology readiness level (TRL) and/or levels according theory of inventive problem solving (TIPS), if applicable

Primary applicability of research results

Wider interest in/applicability of research results

## Describe the quantifiable goals to reach.

Please describe e.g.:

Scientific goals

Economic or societal goals

Technological goals, if applicable

Describe the preliminary work already performed

Please describe the preliminary work already performed.

Describe how the selected partners are suited for the planned project.

Capability of project partners to foster and realize value creation in Switzerland

Scientific/technical competences of project partners

Track record of project partners

Necessary infrastructure available

*Attach Publications and Documents*

## **5. Project Setup**

## Project Plan

## **Project Duration – (M)**



## **Work Packages and Milestones**

Add your work packages here: The work packages should include a definition of activities, show the planned time schedule and resource planning as well as the division of work between partners.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Work package | Title of work package | Description of Work Package | Description of activities | Quantifiable Deliverables | Starting month | Ending month | Responsible (UniFR or Company) | No. of hours |
|  |  |  |  |  |  |  |  |  |

Please additionally submit a project plan (e.g. gantt chart)

## **Risk Management**

Please describe and estimate the risks and the planned measures to minimise the risks with the excel below or by providing an own risk management document. All relevant risk categories (implementation, management, market, project management, research, technical or other risks) should be considered in the analysis.



## Project Management

How many of the total planned hours are dedicated to project management activities? Please explain the extent.

Total Planned Hours per Partner

Responsible Organisation Planned Hours

Total planned hours

## Financial plan

## **Project management costs (max. 1’000)**

Please justify the extent of the required costs for project management (project manager and deputy project manager).

## **Salary costs**

All research partners have to determine hourly rates for the calculation of the salary costs. If the hourly rates have not yet been determined, the maximal eligible hourly rates may be used until the individual hourly rates are fixed. To determine the individual hourly rates, please contact supervision@innosuisse.ch.

Staff costs that are covered by the cash contribution may not be listed here.

The **hourly rates for the University of Fribourg are given in the analytic tool**.

At the moment they are set at:

|  |  |
| --- | --- |
| *UniFR* | *Time on project (h)* |
| * *Project manager: 85 CHF* |  |
| * *Deputy project manager: 85 CHF* |  |
| * *Experienced scientists: 69 CHF* |  |
| * *Scientific assistants 59 CHF* |  |
| * *Specialist: 58 CHF* |  |
| * *Doctoral students and auxiliary staff: 44 CHF* |  |

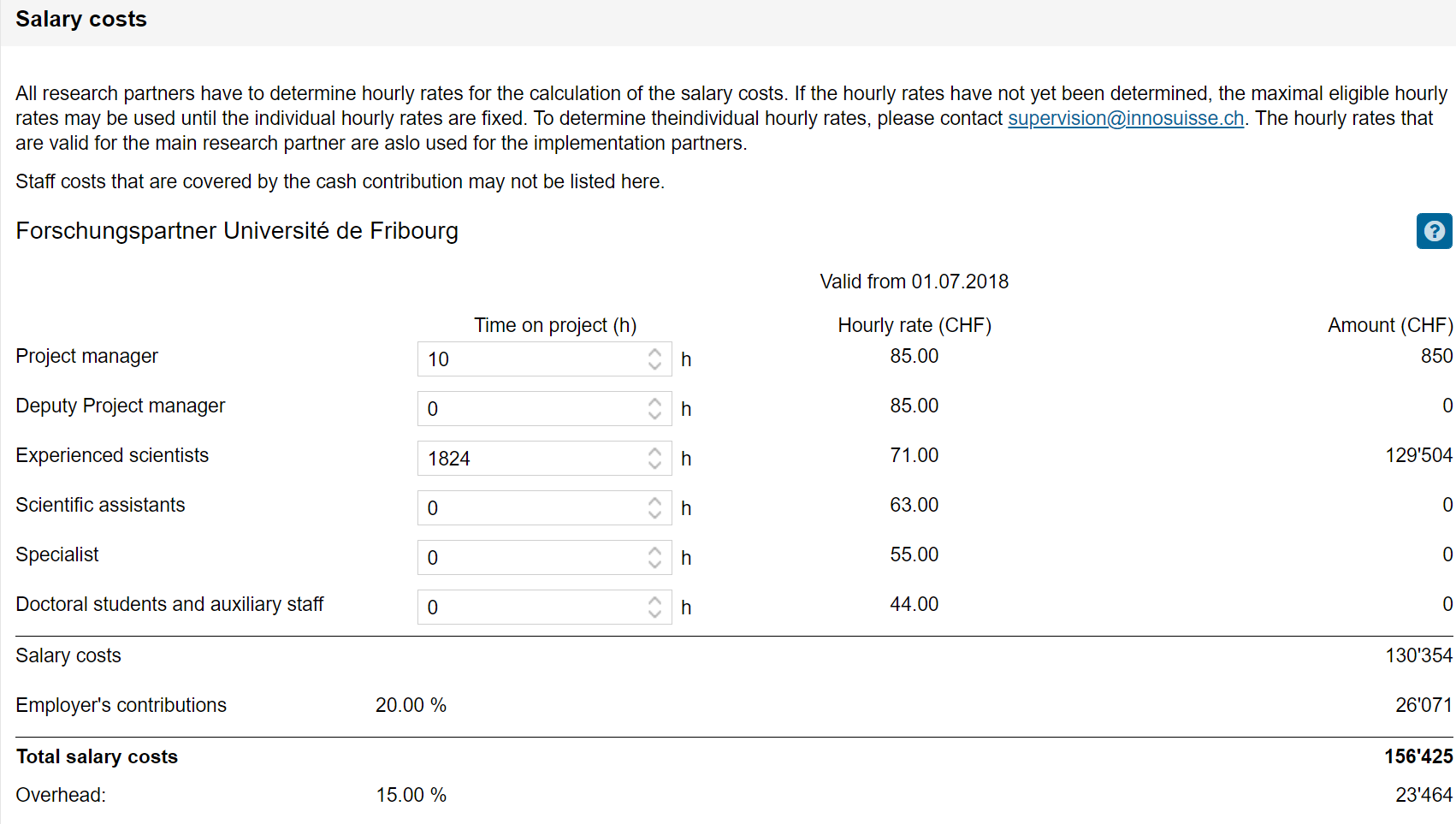
Implementation partner hourly rates (from 2023)

*• Implementation partner will no longer need to use the research*

*partner’s salary rates*

*• Instead, the maximum permitted rates (by law) will be used as default*

*• Implementation partner can overwrite these values if needed*

*Example*

## **Material costs**

All amounts can be listed with VAT. The respective costs for VAT must be included in the requested amount under the relevant headings.

### **Material costs of research partners:**

In this section, please indicate the material costs that are requested to be covered by Innosuisse. Material costs are allowable expenses if they are essential to the project and are not covered by the cash contribution. If material costs are incurred at the research institutions, these should be covered by the cash contribution whenever possible.

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Category | Used by | Amount CHF |
|  |  |  |  |

### **Material costs of implementation partners:**

Material costs are allowable own funds as far as they are directly connected to the project and reflect the actual costs, i.e. they can be recorded in the implementation partner's cost accounting.

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Category | Used by | Amount CHF |
|  |  |  |  |

### 

### **Cash contribution of implementation partners to personnel costs**

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Category | Used by | Amount CHF |
|  |  |  |  |

### **Cash contribution of implementation partners to material costs**

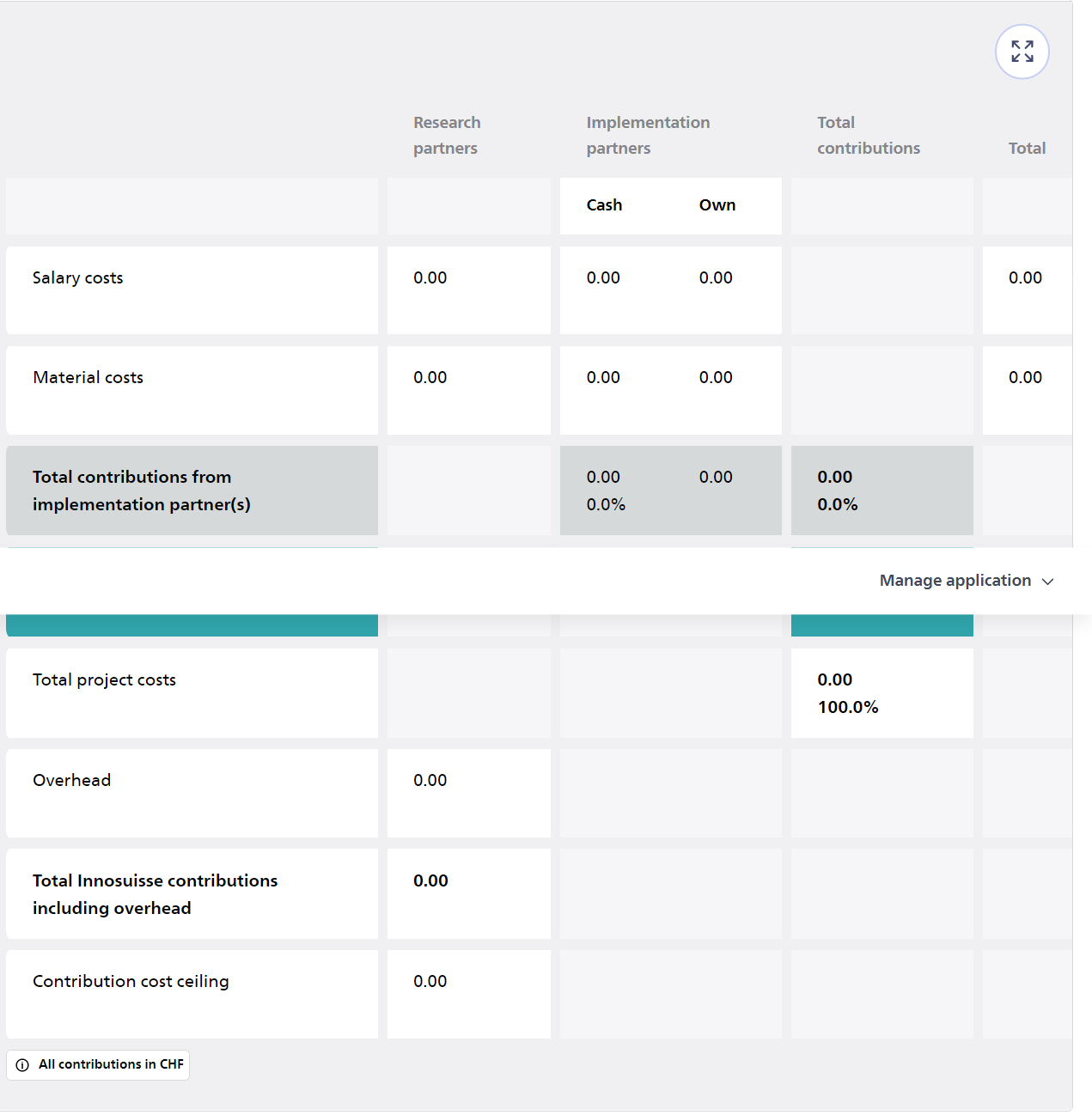
|  |  |  |  |
| --- | --- | --- | --- |
| Description | Category | Used by | Amount CHF |
|  |  |  |  |

*Summaries (automatically generated) and possibility to explain why partner contribute with less than 10% (if).*

## Financial Overview

**Project Budget: distribution in regular Innovation Project Applications**

Companies and other implementation partners participate with own contributions in the amount of 40 to 60 per cent of the total direct project costs (i.e. excluding the overhead contribution), with at least 5 per cent of the total project cost as a financial contribution (cash contribution) to the research partner.



In certain cases, a lower or higher participation of the implementation partner is possible (see details in [Article 19(2) to and 2ter RIPA, SR 420.1](https://www.fedlex.admin.ch/eli/cc/2013/786/en#art_19))

If you want to learn more about the regulations, please visit Innosuisse website

This table shows a summary of all entries below (salary costs, material costs and cash contributions)