FAQ: Eureka Project Submission – Switzerland (specific steps)

☑ Final steps before the deadline

1. **International submission**: The complete Eureka proposal (in English) must be submitted by the main coordinator via Eureka Smart Simple platform https://eureka.smartsimple.ie
2. **National submission**:
   Switzerland: via Innolink platform (including all required uploads listed below)
   https://login.innolink.innosuisse.ch/ (Check Call document for national portals)

☑ Checklist for Swiss partners

Submission platform

- Submission platform: https://innolink.innosuisse.ch
- Select a «***Eureka/Bilateral project***» *application*.
- Please answer all questions in the 6 different sections:
  1. Introduction, 2. Organisations & People, 3. Value Creation, 4. Solution,
  5. Project Setup, 6. Summary & Submit.

Application set-up

- The **project title** must match the title provided by the partners in their national application and the title in the EUREKA Project (Call name).
- In the Introduction section, **select "Eureka"** under the drop-down menu for "*Thematic Eureka Biotech Call*".
- **Do not add foreign partners using the "Add implementation partner" button** in the *Organisations and People* section of the Innolink platform.

Important:
All information regarding foreign (partner country) applicants—including joint budget, task distribution, and roles—must be included in the **Eureka Smart Simple Application**. This document should comprehensively describe both Swiss and foreign participants.

Work Packages

- **Work packages (WPs) led by foreign partners:** If a WP is led by a foreign partner but involves Swiss participants, please list the **Swiss partner as the WP lead** in Innolink and clearly indicate the actual WP lead in the WP description, with reference to the **Eureka Smart Simple Application**.
- WPs that do **not involve any Swiss partners** should **not** be listed on Innolink, as evaluators will refer to the Smart Simple application for a complete overview.

Budget and Funding

- **Swiss partner costs** must be entered in **CHF** on the Innolink platform. The **joint budget** is submitted only through the **Eureka Smart Simple Application**.
- **Disclosure of other funding:** Swiss applicants must declare all ongoing or previously funded Innosuisse projects (including SIP, Accelerator, EUROSTARS, EUREKA, EU partnerships, etc. indicating no. and acronym) in the online application. If any potential overlap exists, please provide a justification in the comment box to avoid issues related to double funding.
- **Multiple project applications:** There is **no restriction** on the number of applications submitted by Swiss applicants. However, projects must be **distinct** (less than 20% content overlap). If all submitted projects are approved, the applicant must demonstrate sufficient internal resources and co-funding capacity to carry them out.

Business Plan (Value Creation)

- This section should outline how the results of the proposed project (product/service) will be implemented or launched in the market.

Value Creation Tip: In the context of Eureka Projects, Innosuisse evaluates not only direct short-term commercialisation potential but also broader, longer-term innovation benefits for the Swiss economy. If the project contributes significantly to building up know-how, strengthens your SME's positioning in a future-oriented market, or enables new service offerings, this can be considered a valid commercial outcome—even if indirect or long-term. However, it is important that company's specific role and anticipated benefit (knowledge gain, strategic positioning, network building, etc.) are clearly articulated in the application.

Salary Rates – Budgeting

- **Research partners**: Hourly rates are fixed and based on institutional national rates, calculated annually in accordance with Article *SR 420.231 - Verordnung des Verwaltungsrats der … | Fedlex (admin.ch)*
- **Implementation partners**: Hourly rates must reflect internal salaries. If multiple employees in the same role (e.g. engineers) are involved, use an **average rate**.

Hourly rate formula:

Gross annual salary (100%) ÷ 1840 hours = Hourly rate
(1840 hours is the standard annual working time after accounting for holidays and public holidays)

Mandatory documents (upload to Innolink)

- Upload the completed **Eureka Smart Simple Application** (incl. project overview & work packages)
- **Consortium agreement (draft)** – no official template from Innosuisse, you can use the Eurostars or Horizon template.
- Confidential information such as **Company Financial** information can be submitted via Incamail to Eureka (secure delivery)
- **Financial documents to demonstrate capacity to finance own contributions for each Swiss Implementation Partner < 250 FTEs (SMEs, Start-ups, for-profit and non-profit and end-user organisations, counting less than 250 full-time-equivalents):**

For funding requests < 500K:

- Copies of signed financial statements (including annexes) of last 2 business years or since inception of applicant.
- The company's financial statements must be summarized in the template "financial table" for the analysis of their financial viability (download from the Innosuisse website).
- Copies of bank account statements as of last year-end and most recent month end.
- Copies of final auditors' letters (in case of limited/full audits).
- Copy of latest official debt enforcement extract (Betreibungsauszug/Extrait du registre des poursuites) in case of threatened, expected debt enforcement request.

For funding requests > 500K (in addition to the documents listed above):

- 5-year forecast template (download from the Innosuisse website)
- Copy of latest shareholder register (including disclosure of economic beneficiaries if more than 25% of the share capital or voting rights are controlled (in accordance with Art. 697j CO))
- Organisational chart (including parent entities or holding and all subsidiaries, in Switzerland and abroad)
- Copies of all loan agreements (including those with shareholders)

⚠ Warning: Failure to justify own contributions may lead to formal rejection

Balanced workload distribution (70/30 rule)

- One country may take max. 70% of the total workload.
- One country must contribute at least 30%.
- Workload is measured in person-months, not CHF/EUR.

Definition: One person-month = 154 hours full-time work.
Example: 3,800 h ÷ 154 h = 24.68 person-months.

⚠ Important: The 30/70 rule must be strictly followed.
Otherwise, the application will be formally rejected.

Formal check after submission

- Minimum criteria: At least one business entity per country + one research institute either Swiss or from a partner country (*startup exception applies).
- Independence: All businesses in a consortium must be separate legal and non-linked entities.
- Funding rules: All participants must comply with their national funding rules.
- Work distribution: No country may hold more than 70% or less than 30% of the total project work. Workload is measured in person-months.
- Consortium agreement: A draft consortium agreement must be submitted (no official Innosuisse template; a suitable template from other programmes may be used).
- **Eureka Smart Simple Application**: Complete and uploaded (in English).
- Swiss documentation: Financial documents of each Swiss implementation partner (< 250 FTE)
- Project duration: Between 18–36 months.

Funding and Cost Eligibility – Swiss Participants

Innosuisse covers a maximum 70% of the total project costs of the Swiss participants.

Own contribution from the implementation partner is mainly in-kind, cash contribution is not mandatory

Partner Type	Innosuisse Contribution
Research Partners	Up to 100% of eligible costs
Implementation Partners	Start-ups* & SMEs up to 50% Large companies up to 25% *Swiss start-ups that have not yet entered the market & that only cooperate with foreign companies can receive up to 70% of the eligible project costs.

Depending on project set-up, max. limit for each Swiss project partner may not be reached.

EXAMPLE OF COSTS AND CONTRIBUTIONS IN INTERNATIONAL INNOVATION PROJECT

An international project with 2 Swiss partners	Project costs in CHF	Innosuisse request as defined by project partners	Innosuisse contribution	Own (in-kind) Contribution
1. Swiss research partner	750,000	your decision: 100% (up to 100%)	750'000	0
2. Swiss SME	750,000	your decision: 40% (up to 50%)	300,000	450'000
TOTAL	1,500,000	Max. 70% of total costs	1,050,000	

Eligible costs accounted in the project budget?

Eligible material costs and personnel costs

Eligible costs:	**Not eligible costs:**
Costs that are **actually incurred and necessary** for the proper execution of the project by partners: ▪ **Personnel costs**: salaries + employer social contributions ▪ **Material costs**: third party service providers, if any ▪ **Coordination costs**: Managing the consortium, if not covered by personnel or material costs ▪ **Travel costs**: covers international travel to project partners	▪ Research infrastructure: costs for basic equipment (apparatus, materials as part of the standard equipment) ▪ Dissemination: Publications of research results, which is not crucial for the execution of the project ▪ Certification of Products (CE marking), which is not crucial for the execution of the project ▪ Travel within Switzerland ▪ Overhead for Implementation partners

Evaluation criteria for International Projects