



FACT SHEET

South Korea – Switzerland Bilateral Call

Deadline: 30 June 2026

Final Steps Before the Deadline

1. **International submission:** The completed Joint common proposal document (in English) must be submitted on both portals mentioned below.
2. **National submission:**
 - **South Korea:** via KIAT portal (<http://www.k-pass.kr>)
 - **Switzerland:** via Innolink platform (including all required uploads listed below)

Checklist for Swiss Partners

Submission Platform

- Submission platform: <https://innolink.innosuisse.ch>
- Select a Bilateral Cooperation 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 Setup

- The project title must match the title provided by the Korean partners in their KIAT application and the title in the Joint Common proposal.
- In the Introduction section, select "South Korea" under the drop-down menu for "Bilateral Call / Please select the partner country of the bilateral call you intend to submit".
- **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 Joint Common Proposal Document. This document should comprehensively describe both Swiss and Korean 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 Joint Common Proposal.
 - WPs that do not involve any Swiss partners should not be listed on Innolink, as evaluators will refer to the joint document 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 Joint Common Proposal Document.
- **Disclosure of other funding:** Swiss applicants must declare all ongoing or previously funded Innosuisse projects (including SIP, Accelerator, EUROSTARS, EUREKA, EU partnerships, etc.) 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 Bilateral Calls, 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 notional rates, calculated annually in accordance with Swiss federal regulations.
- **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:

$$\text{Gross annual salary (100\%)} \div 1840 \text{ hours} = \text{Hourly rate}$$

(1840 hours is the standard annual working time after accounting for holidays and public holidays)

Mandatory Documents (Upload to Innolink)

- **Upload the completed joint common proposal (incl. project overview & work packages)**
- **Consortium agreement (draft):** no official template from Innosuisse, you can use Eurostars or Horizon template.
- Confidential information such as Company Financial information can be submitted via [IncaMail to bilateral Cooperation \(secure delivery\)](#)



- **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 (in German: Betreibungsauszug) in case of threatened, expected debt enforcement request (in German: Betreibungsbegehren) or ongoing debt collection proceedings.

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 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/KRW.**

Definition: One person-month = 154 hours full-time work

Example: 3,800 hours ÷ 154 hours = 24.68 person-months

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



Formal Check After Submission

Your application will be checked against the following formal requirements:



- **Minimum criteria:** At least one business entity per country + one research institute 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 regulations.
- **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).
- **Joint Common proposal:** Complete and uploaded (in English).
- **Swiss documentation:** Financial documents of each Swiss implementation partner (< 250 FTE) must be submitted (balance sheet & P/L statement of the last 2 years or Innosuisse Excel table).
- **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

Eligible material costs and personnel costs

Eligible costs:

Costs that are **actually incurred and necessary** for the proper execution of the project by partners:

- **Personnel costs:** salaries + employer's social contributions
- **Material costs:** equipment, consumables, third party service providers, if any
- **Coordination costs:** Managing the consortium, if not covered by personnel or material costs
- **Travel costs:** international travel to project partners
- **Overheads:** only for research institutions

Not eligible costs:

- 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



MARKET VALUE:

- Access to the market has been described
- Product or service has been defined
- Plausible market and implementation idea has been presented
- Broad market interest exists



CLEAR & CONSISTENT :

- Research and implementation partners work together, not side by side or against each other
- Project and financial planning are consistent and comprehensible
- Timetable and resource allocation are realistic
- Tasks are clearly defined and meaningful
- Milestones are set reasonably and goals are described quantitatively



INNOVATION CONTENT:

- Innovative content is clearly indicated
- Science-based innovation beyond international state of the art

+ Added-value of international cooperation

+ Financial viability of the implementation partner(s)

Value Creation

In the context of Bilateral Calls, 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. The value that is created to the Swiss economy should be clear from the submitted application.

QUICK REFERENCE

Submission Deadline	30 June 2026 (EOD)
Swiss Submission Portal	innolink.innosuisse.ch
Korean Submission Portal	www.k-pass.kr
Webinar Date	24 March 2026 (8:30 CET)
Partner Search Support	Inès Rossetti ines.rossetti@innosuisse.ch +41 58 343 60 53
General Enquiries	Prabitha Urwyler bilateral-cooperation@innosuisse.ch +41 58 343 60 87

*For detailed information, please refer to the full Guidelines document
<https://innosuisse.admin.ch/en/switzerland-south-korea-call-for-projects>*