



FACT SHEET: 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. - International submission: Check Call document for national portals.
- Switzerland: via Innolink platform (including all required uploads listed below)
<https://login.innolink.innosuisse.ch/>

Checklist for Swiss partners

- 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.
- 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 “Eureka / Please select the partner country of the 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. All information regarding foreign (partner country) applicants—including joint budget, task distribution, and roles—must be included in the **Eureka Smart Simple Joint Proposal Document**. This document should comprehensively describe both Swiss and foreign participants.
- **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 Joint Proposal Document**. 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.
- **Swiss partner costs** must be entered in **CHF** on the Innolink platform. The **joint budget** is submitted only through the **Eureka Smart Simple Joint Proposal Document**. (Set your own conversion rates/dates)
- **Disclosure of other funding:** Swiss applicants must declare all ongoing or previously funded Innosuisse projects (including SIP, Accelerator, EUROSARS, 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.
- **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**. The hourly rate formula is: **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): a completed **Eureka Smart Simple Joint Proposal Document** (incl. project overview & work packages)
- Consortium agreement (draft) – no official template from Innosuisse, you can use the Eurostars or Horizon template.

Submission of confidential information possible via [IncaMail Eureka](#) (secure delivery)



Financial information:

SMEs, Start-ups, for-profit and non-profit and end-user organisations, counting less than 250 full-time-equivalents that are **requesting less than CHF 500'000** funding must document their capacity to finance own contributions by providing the following documents:

- 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 web site).
- 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 Betriebsauszug) in case of threatened, expected debt enforcement request (in German: Betreibungsbegehren) or ongoing debt collection proceedings.
- Failure to justify own contributions may lead to formal rejection

SMEs, Start-ups, for-profit and non-profit and end-user organisations, counting less than 250 full-time-equivalents that are **requesting CHF 500'000 funding or more** must submit the following additional documents:

- 5 year forecast template (provided on 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 parents and all subsidiaries, in Switzerland and abroad) Copies of all loan agreements (including with shareholders) implementation partners must provide a self-declaration (as an annex) explaining how they intend to finance their share of the project, including funding sources, whether they are secured or conditional, and any alternative options if primary sources do not materialize.
- 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: $3,800 \text{ h} \div 154 \text{ h} = 24.68$ person-months.
- Important: The 30/70 rule must be strictly followed. Otherwise, the application will be formally rejected. [JUST - What is 'human effort' \(person-months\) and how to calculate it? \(europa.eu\)](#)

Formal check after submission

- 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).
- **Eureka Smart Simple Joint Proposal Document:** Complete and uploaded (in English).
- Swiss documentation: Financial documents of each Swiss implementation partner (< 250 FTE) must be submitted (see page 3 financial information)
- Project duration: Between 18–36 months.



Funding and Cost Eligibility – Swiss Participants

Innosuisse funding for bilateral and Eureka projects:

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

- Start-ups* & SMEs up to 50%
- Large companies up to 25%
- Swiss research partners up to 100%

*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.*

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

Eligible costs accounted in the Project Budget?

[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 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

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 Eureka, 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.