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## **Ordinance of the Swiss Innovation Promotion Agency on its Funding and Other Support Measures (Innosuisse Funding Ordinance)**

of 20 September 2017 (Status as of 1 January 2018)

approved by the Federal Council on 15 November 2017

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*The Board of Directors the Swiss Innovation Promotion Agency (Innosuisse),  
based on Article 7 paragraph 1 letter e and 23 of the Innosuisse Act  
of 17 June 2016<sup>1</sup> (SIAA),  
on Article 12 paragraph 3 of the Federal Act of 14 December 2012<sup>2</sup>  
on the Promotion of Research and Innovation (RIPA)  
and on Article 38 of the Ordinance of 29 November 2013<sup>3</sup> on the Promotion of  
Research and Innovation (RIPO),  
ordains:*

### **Chapter 1 Subject Matter**

#### **Art. 1**

This Ordinance governs the following Innosuisse support measures:

- a. innovation project funding (Art. 19 RIPA);
- b. support of science-based entrepreneurial initiatives, including the setting-up and development of science-based businesses (Art. 20 para. 1 und 2 RIPA);
- c. promotion of knowledge exploitation, and knowledge and technology transfer (Art. 20 para. 3 RIPA);
- d. promotion of information on funding opportunities and on submitting applications (information transfer) (Art. 3 para. 4 SIAA);
- e. support for next-generation innovators (Art. 22 RIPA);

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<sup>1</sup> SR 420.2

<sup>2</sup> SR 420.1

<sup>3</sup> SR 420.11

- f. support of activities within the scope of mandates issued by the Federal Council to implement topic-specific funding programmes (Art. 7 para. 3 RIPA);
- g. support of activities within the framework of partnerships with funding organisations or funding agencies abroad (Art. 4 para. 1 SIAA).

## **Chapter 2 Innovation Project Funding**

### **Section 1 Instruments**

#### **Art. 2**

Innosuisse supports innovation projects with the following funding instruments:

- a. contributions to innovation projects with implementation partners;
- b. contributions to innovation projects without implementation partners;
- c. preliminary study vouchers (innovation cheques).

### **Section 2**

#### **Contributions to Innovation Projects with Implementation Partners**

(Art. 19 para. 2 RIPA; Art. 29, 30 and 38 RIPO)

#### **Art. 3 Submitting applications and applicant requirements**

<sup>1</sup> Applications for contributions to innovation projects with implementation partners must be jointly submitted to Innosuisse by at least one research partner and at least one implementation partner.

<sup>2</sup> Research partners may be:

- a. higher education research centres as set out in Article 4 letter c RIPA;
- b. non-commercial research centres outside the higher education sector as set out in Article 5 RIPA;
- c. government research institutions as set out in Article 16 paragraph 3 RIPA which must conduct their own research projects for the appropriate fulfilment of their remit;
- d. federal research institutes as set out in Article 17 RIPA.

<sup>3</sup> Implementation partners are private or public institutions or businesses that are responsible for implementation.

<sup>4</sup> Research and implementation partners must be independent from one another in terms of finances and personnel. The implementing provisions of the Innovation Council (implementing provisions) stipulate the criteria by which independence is assessed.

**Art. 4** Assessment criteria

Funding is awarded based on the following key criteria:

- a. the innovative content of the project, measured in terms of the current state of research and the competitive situation in the market;
- b. the quality of the project planning, quantitative goals and implementation plan to achieve the targeted economic or social benefit;
- c. the competence of the project team members to implement the project;
- d. the project's contribution to sustainable development.

**Art. 5** Calculation of project contributions

For the calculation of Innosuisse project contributions, the following budgeted project costs are eligible:

- a. personnel costs in accordance with Article 6;
- b. material costs, provided they are needed to implement the project, do not concern the basic equipment of a research centre, and are not covered by the financial contribution paid by the implementation partner to the research partner in accordance with Article 7 paragraph 4. These may include costs for apparatus, consumables, third-party services and travel. Material costs may be claimed as capital expense or operating expense.

**Art. 6** Personnel costs for the calculation of project contributions

<sup>1</sup> The actual gross salaries paid to project team members for time spent working on the project are eligible.

<sup>2</sup> The implementing provisions set out maximum eligible gross salaries. The maximum amounts may only be exceeded if justification can be provided on a case-by-case basis that the participation of the higher-paid project team member is vital to the successful implementation of the project.

<sup>3</sup> In addition to the gross salaries, the actual employer contributions paid under OASIA / InvIA / LECA, OPA, UIA and AIA are also eligible.

<sup>4</sup> The implementing provisions stipulate how the salary costs under paragraph 1 and the employer contributions under paragraph 3 should be disclosed and billed. Allowance shall be made in particular for the special features of the different types of research centres.

<sup>5</sup> No personnel costs may be claimed for project team members whose appointment is already fully financed by the public sector or other third-party funds.

**Art. 7** Contribution of implementation partners to project costs

<sup>1</sup> The implementation partners shall contribute to the overall project costs and shall at least match the project contributions from Innosuisse. A reduced participation from implementation partners in accordance with Article 30 RIPO remains reserved.

<sup>2</sup> The contribution of every implementation partner comprises an in-kind contribution and a financial contribution to the research partner.

<sup>3</sup> The actual personnel and material costs incurred by the implementation partner that are directly connected to the project qualify as the in-kind contribution. If the actual personnel costs exceed the maximum amounts set out in the implementing provisions referred to in Article 6 paragraph 2, the amounts in the implementing provisions apply.

<sup>4</sup> The financial contribution paid to research partners must in total amount to at least 10 per cent of the project contribution under Article 5. The contribution referred to in paragraph 1 may involve a higher financial contribution where it is demonstrably intended to cover the project costs within the meaning of Articles 5 and 6.

<sup>5</sup> Innosuisse may, in individual cases, allow a share of less than 10 per cent, or waive the financial contribution to the research partner completely if the economic capacity of the implementation partner is insufficient. In this regard, it shall take account of the innovation potential of the project, the risks associated with the project and the viability of the financial burden associated with implementation of the project.

<sup>6</sup> If several implementation partners are involved in one project, they shall agree on the relevant shares between them and inform Innosuisse of the split.

#### **Art. 8** Overhead contributions

<sup>1</sup> The overhead contribution is calculated as a percentage of the personnel costs referred to in Article 6.

<sup>2</sup> The applicable percentage is defined for the subsequent calendar year and published on the Innosuisse<sup>4</sup> website.

<sup>3</sup> The applicable percentage is the one that applies at the time the application is submitted.

<sup>4</sup> The overhead contribution is paid out together with the contribution tranches for direct project costs, and in the same percentages as the latter.

#### **Art. 9** Funding administration

<sup>1</sup> If a project involves several research partners, the contributions must be managed by a grant administration office.

<sup>2</sup> Research partners undertake to make all contractually required declarations to the grant administration office and to submit all documents and supporting documentation. They are responsible for ensuring that only eligible expenses in accordance with the Innosuisse regulations are billed.

<sup>3</sup> The grant administration office is responsible in particular for:

- a. administering funding;
- b. carrying out financial reporting;

<sup>4</sup> [www.innosuisse.ch](http://www.innosuisse.ch)

- c. informing the research partners concerned without delay if irregularities are detected or if the regulations are breached, and demanding the relevant corrections are made;
- d. informing Innosuisse without delay in the event of conflicts or serious breaches of the regulations on use of funding;
- e. obtaining reports on the contributions of implementation partners in accordance with Article 7.

<sup>4</sup> Innosuisse may conduct on-site inspections at any time to check compliance with these provisions by the research partners and the grant administration office.

**Art. 10** Obligation to provide information on implementation

Implementation partners are required to provide Innosuisse on request with information on the implementation of the project results within five years of project completion.

### **Section 3** **Contributions to Innovation Projects without Implementation Partners**

(Art. 7 para. 3 and Art. 19 para. 3 RIPA)

**Art. 11** Submitting applications and applicant requirements

Applications for contributions to innovation projects without implementation partners must be submitted to Innosuisse by one or more research partners referred to under Article 3 paragraph 2.

**Art. 12** Project types and assessment criteria

<sup>1</sup> Funding for projects without implementation partners may be granted for preliminary studies, prototypes and testing facilities and within the framework of tasks awarded by the Federal Council for the implementation of topic-specific funding programmes.

<sup>2</sup> Funding is awarded based on the following key criteria:

- a. above-average innovation potential;
- b. the level of risk involved in implementing the innovation on the market based on the current state of research;
- c. the prospects for convincing potential implementation partners of the attractiveness of commercial use of the research findings;
- d. the competence of the project team members to implement the project;
- e. the project's contribution to sustainable development.

**Art. 13** Calculation of contributions, funding period

<sup>1</sup> For the calculation of project contributions, Articles 5 and 6 apply.

<sup>2</sup> For the calculation of overhead contributions, Article 8 applies.

<sup>3</sup> Innosuisse may support projects without an implementation partner for a maximum period of 18 months.

<sup>4</sup> The implementing provisions for projects within the framework of tasks awarded by the Federal Council for the implementation of topic-specific funding programmes may contain different provisions.

## **Section 4**

### **Preliminary Study Vouchers (Innovation Cheques)**

(Art. 19 para. 4 RIPA)

#### **Art. 14** Purpose and content

Preliminary studies serve to clarify the feasibility of companies' innovation projects. They concern in particular:

- a. concept studies and concept development;
- b. analysing the innovation and market potential of processes, products, services or technologies.

#### **Art. 15** Applicant requirements

Small and medium-sized businesses based in Switzerland are eligible to apply for preliminary study vouchers.

#### **Art. 16** Assessment criteria

Funding is awarded based on the following key criteria:

- a. the innovative content measured against the current state of research and competition in the market;
- b. the potential benefits for the company resulting from the preliminary study.

#### **Art. 17** Preliminary study vouchers

<sup>1</sup> If an application is approved, Innosuisse shall issue the company with a preliminary study voucher.

<sup>2</sup> The preliminary study voucher is worth a maximum of CHF 15,000.

<sup>3</sup> The company may redeem the voucher with a research partner in accordance with Article 3 paragraph 2.

<sup>4</sup> Companies may not be issued with more than one preliminary study voucher every two years.

## **Chapter 3 Promotion of Science-Based Entrepreneurial Initiatives**

### **Section 1 Instruments**

#### **Art. 18**

Innosuisse promotes science-based entrepreneurial initiatives with the following funding instruments:

- a. awareness-raising and training activities;
- b. start-up coaching vouchers;
- c. information and counselling services.

### **Section 2 Awareness-Raising and Training Activities**

(Art. 20 para. 1 let. a RIPA)

#### **Art. 19 Awareness-raising activities**

<sup>1</sup> Innosuisse offers awareness-raising measures in the form of events, workshops, talks and publications on starting a business.

<sup>2</sup> The awareness-raising activities are aimed at persons who want to start a business or who have started a business based in Switzerland.

<sup>3</sup> Innosuisse may commission appropriate institutions to implement the awareness-raising activities.

#### **Art. 20 Training activities**

<sup>1</sup> Innosuisse offers training activities in the form of courses, events, workshops, talks, teaching resources and publications on setting up and running a business and on business succession.

<sup>2</sup> The training activities are aimed at:

- a. persons with an innovative business idea who want to start a business or who have started a business based in Switzerland; or
- b. persons who intend to take over a business based in Switzerland through full or partial assumption of the financial risk.

<sup>3</sup> The Innovation Council may restrict participation to a more specific target audience.

<sup>4</sup> Innosuisse may commission appropriate institutions to implement the training activities.

<sup>5</sup> Participants shall submit an evaluation at the end of the training course. If an institution was commissioned to implement the training course in accordance with paragraph 4, it shall report back to Innosuisse on the evaluations according to Innosuisse's instructions.

### **Section 3 Start-up Coaching Vouchers**

(Art. 20 para. 2 let. a RIPA)

#### **Art. 21 Purpose and content**

The purpose of coaching is to help start-up companies:

- a. verify and develop a business concept with regard to its feasibility and market viability;
- b. check profitability, develop a strategy and organisational structure, obtain legal advice in particular concerning the protection of intellectual property rights, contract law and tax law, and to enter the market;
- c. implement a growth strategy, seek funding opportunities, build up a network and develop a process and organisational structure that is capable of growth.

#### **Art. 22 Applicant requirements**

To be eligible to apply for start-up coaching vouchers, start-up entrepreneurs must:

- a. intend to set up a business based in Switzerland;
- b. have set up a business in Switzerland within the last five years; or in justified cases, particularly for start-up companies in the pharmaceutical and medical sectors, within the last ten years.

#### **Art. 23 Assessment criteria**

<sup>1</sup> Support is granted based on the following key criteria:

- a. the innovative content of the business idea measured against the current state of research and competition in the market;
- b. the market potential;
- c. the potential of the applicant to implement the business idea.

<sup>2</sup> In the case of applications for coaching activities under Article 21 letter c, the growth potential and past performance is evaluated in addition to the criteria set out in paragraph 1.

#### **Art. 24 Start-up coaching vouchers**

<sup>1</sup> If Innosuisse approves an application, it shall issue start-up entrepreneurs with a start-up coaching voucher.

<sup>2</sup> Start-up coaching vouchers are worth:

- a. a maximum of CHF 5,000 for services under Article 21 letter a;
- b. a maximum of CHF 50,000 for services under Article 21 letter b;
- c. a maximum of CHF 75,000 for services under Article 21 letter c.



<sup>3</sup> Start-up entrepreneurs may redeem the start-up coaching voucher with one or more qualified start-up coaches in accordance with Article 51 paragraph 1.

<sup>4</sup> Any change of coach requires the approval of Innosuisse.

## **Section 4 Information and Counselling**

(Art. 20 para. 1 let. b and para. 2 let. c RIPA)

### **Art. 25 Providing information**

<sup>1</sup> Innosuisse provides information on entrepreneurship and on setting up and growing a business.

<sup>2</sup> It may commission appropriate institutions to provide the information.

### **Art. 26 Counselling on internationalisation for start-up companies**

<sup>1</sup> Innosuisse offers specific counselling on internationalisation for start-up businesses, in particular through internationalisation programmes and by enabling them to attend international trade fairs.

<sup>2</sup> Counselling on internationalisation is aimed at start-up companies:

- a. whose application for coaching in accordance with Article 18 letter b was approved;
- b. that wish to tap international markets to increase value creation in Switzerland; and
- c. that can be expected to successfully enter the target market.

<sup>3</sup> Support is granted based on the following key criteria:

- a. the quality of the start-up company's internationalisation strategy;
- b. its ability to tap the relevant market;
- c. the value creation potential in Switzerland.

<sup>4</sup> Innosuisse may commission appropriate institutions to provide counselling on internationalisation.

<sup>5</sup> It may issue start-up entrepreneurs with a voucher to redeem at an institution that offers an appropriate counselling programme. Innosuisse shall publish on its website a list of institutions that offer corresponding programmes.

<sup>6</sup> Internationalisation support provided to start-up entrepreneurs may be worth up to a maximum of CHF 20,000. Innosuisse may require start-up entrepreneurs to cover a portion of the costs themselves.

## **Chapter 4 Promotion of Knowledge Exploitation and Knowledge and Technology Transfer**

(Art. 20 para. 3 RIPA)

### **Section 1 Instruments**

#### **Art. 27**

Innosuisse supports the exploitation of knowledge and knowledge and technology transfer, in particular between research centres and industry, using the following funding instruments:

- a. innovation mentoring vouchers;
- b. contributions to national thematic networks;
- c. contributions to specialised events.

### **Section 2 Innovation Mentoring Vouchers**

#### **Art. 28 Purpose and content**

Innovation mentoring serves to help businesses exploit their innovation potential. It concerns in particular:

- a. analysis of an innovation project;
- b. support with setting up project partnerships, in particular with identifying suitable research partners with whom to implement the innovation project and putting companies in touch with such partners;
- c. support with defining the content and focus of a specific innovation project;
- d. support with optimisation and focus of a specific innovation project.

#### **Art. 29 Applicant requirements**

Small and medium-sized businesses that are based in Switzerland are eligible to apply for innovation mentoring vouchers.

#### **Art. 30 Innovation mentoring vouchers**

<sup>1</sup> Businesses that can demonstrate their mentoring needs are issued with a mentoring voucher. This is worth:

- a. a maximum of CHF 2,000 for services under Article 28 letter a;
- b. a maximum of CHF 5,000 for all other services under Article 28.

<sup>2</sup> The services referred to under Article 28 letters a–c may be cumulated.

<sup>3</sup> The business can redeem the innovation mentoring voucher with a qualified innovation mentor in accordance with Article 53.

### Section 3 Contributions to National Thematic Networks

#### Art. 31 Applicant requirements

Non-profit organisations that have a legal personality and are based in Switzerland are eligible to apply for contributions to national thematic networks.

#### Art. 32 Assessment criteria

Funding is awarded based on the following key criteria:

- a. the future potential of the innovation topic represented by the network for the Swiss economy and society;
- b. the significance of the innovation topic for applied research and for the Swiss economy and society;
- c. the methods and mechanisms in place to promote knowledge and technology transfer between research, industry and society;
- d. the potential to cover an innovation topic of international significance at national level;
- e. the budget, in particular the plausibility of the costs claimed, the cost-benefit ratio, the self-financing level and the third-party funds allocated.

#### Art. 33 Duration and calculation of contributions

<sup>1</sup> Funds shall be awarded for a period of four years.

<sup>2</sup> The contributions are calculated and released on an annual basis in accordance with paragraph 3. If a network fails to achieve its targets by a substantial degree, the funding may be stopped.

<sup>3</sup> The annual contribution per network amounts to a maximum of CHF 500,000. It is made up of three components:

- a. a basic contribution to set up and ensure basic operation of the network;
- b. a performance-based component, which depends in particular on the project partnerships generated and the resulting applications for funding an innovation project with an implementation partner;
- c. a component that is dependent on the extent to which the network can secure third-party funds.

<sup>4</sup> Support may be extended once for a maximum period of four years. Before an extension is granted, eligibility shall be checked in accordance with the criteria set out under Article 32.

## Section 4 Contributions to Specialised Events

### Art. 34 Applicant requirements

Non-profit organisations are eligible to apply for contributions to specialised events.

### Art. 35 Assessment criteria

Funding is awarded based on the following key criteria:

- a. the significance of the innovation topic represented by the specialised event to the Swiss economy and society, as well as the focus and specific features of the topic compared with other activities;
- b. the suitability of the methods and mechanisms presented at the event for the promotion of knowledge and technology transfer between research, industry and society;
- c. the quality of the concept of the specialised event;
- d. the budget, in particular the plausibility of the costs claimed, the cost-benefit ratio, the self-financing level and the third party funds allocated.

### Art. 36 Calculation of contributions

<sup>1</sup> The Innosuisse contributions shall cover a maximum of half of the reported expenses.

<sup>2</sup> The eligible costs are set out in the implementing provisions.

## Chapter 5 Promotion of Information on Funding Opportunities (Dissemination of Information)

(Art. 3 para. 4 SIAA)

### Art. 37 Applicant requirements

Non-profit organisations are eligible to apply for contributions to promote information on funding opportunities.

### Art. 38 Assessment criteria

Funding is awarded based on the following key criteria:

- a. the scope and positioning of the information on Innosuisse funding opportunities within the framework of the event or publication;
- b. the quality of the information on Innosuisse funding opportunities;
- c. the way in which the target group is defined and addressed;
- d. the significance of the event or publication for the target group addressed.

**Art. 39** Calculation of contributions

<sup>1</sup> The Innosuisse contributions shall cover a maximum of 25 per cent of the reported expenses.

<sup>2</sup> The eligible costs are set out in the implementing provisions.

**Chapter 6 Support for Next-Generation Innovators**

(Art. 22 RIPA)

**Art. 40** Fellowship grants and interest-free loans

<sup>1</sup> Fellowship grants from Innosuisse are designed to cover living expenses during a fellowship at a host institution in accordance with Article 22 paragraph 2 RIPA.

<sup>2</sup> Interest-free loans from Innosuisse contribute to living expenses during a fellowship at a host institution and have to be repaid.

**Art. 41** Applicant requirements

Persons who hold a degree and who are employed as follows by one of the following institutions are eligible to apply for support for young researchers:

- a. persons who have worked as researchers at a research centre under Article 4 letter c or Article 5 RIPA for at least one year;
- b. persons who have worked in research and development at a public or private company based in Switzerland for at least three years.

**Art. 42** Assessment criteria

Fellowship grants and interest-free loans are awarded based on the following key criteria:

- a. the applicant's track record;
- b. the expected level of capacity building in science-based innovation;
- c. the innovation potential of the project;
- d. the thematic and methodological quality of the project;
- e. the added value of the fellowship for the host institution and if applicable for the employer institution.

**Art. 43** Duration, calculation and management of contributions

<sup>1</sup> The fellowship must last at least six months and may not exceed three years.

<sup>2</sup> The fellowship grant amount is calculated based on the applicant's previous salary, up to a maximum of CHF 120,000 per year for a full-time post.

<sup>3</sup> If the employer institution is a research centre in accordance with Article 4 letter c or Article 5 RIPA, Innosuisse shall pay the actual employer contributions under

OASIA / InvIA / LECA, OPA, UIA and AIA in addition to the fellowship grant. If the employer institution is a private or public company, the company shall bear the employer contributions.

<sup>4</sup> The interest-free loan may not exceed CHF 180,000 per year. The loan amount must be used to cover all additional costs, such as material and apparatus costs and any insurance payments and social insurance contributions.

<sup>5</sup> The contributions are paid into a bank account in Switzerland in the name of the applicant. If the contribution is paid out in the form of a fellowship grant, the applicant shall be responsible for ensuring that social insurance contributions are duly paid.

**Art. 44** Financial participation of businesses

<sup>1</sup> If the applicant's employer institution is a private or public company, it shall bear at least 50 per cent of the direct material costs incurred by the host institution through implementation of the project, up to a maximum annual amount of CHF 50,000, in addition to the employer contributions in accordance with Article 43 paragraph 3 second clause. The details must be set out in an agreement between the host institution and the employer institution.

<sup>2</sup> If the applicant receives a fellowship grant, the host institution shall bear the direct and indirect material costs resulting from implementation of the project, provided it is a company within the meaning of Article 22 paragraph 2 letter a RIPA.

<sup>3</sup> If the applicant receives an interest-free loan, the host institution is not required to bear any other project costs.

**Art. 45** Repayment of an interest-free loan

<sup>1</sup> Applicants must submit a repayment plan together with their application for an interest-free loan.

<sup>2</sup> An initial repayment of at least ten per cent of the loan amount must be made at the latest twelve months after completion of the research visit.

<sup>3</sup> The loan must be repaid in full at the latest ten years after completion of the fellowship.

**Chapter 7**  
**Support within the Framework of Partnerships with Funding Organisations and Funding Agencies Abroad**

(Art. 4 para. 1 SIAA)

**Art. 46**

<sup>1</sup> The details of cooperations with funding organisations and agencies abroad shall be set out in agreements between Innosuisse and the partner organisations.

<sup>2</sup> If the Innosuisse contribution comprises a portion to cover the project activities of a foreign research partner, an agreement between the Swiss research partner and the foreign research partner shall set out the services to be supplied by the latter.

<sup>3</sup> Contributions are calculated analogously in accordance with this Ordinance. Additional contributions may be granted for coordination and travel expenses that are associated with the cooperation, provided they are essential for successful implementation of the international project.

## **Chapter 8** **Selection Process for Start-up Coaches and Innovation Mentors**

(Art. 21 RIPA)

### **Section 1** **Common Provisions for Start-up Coaches and Innovation Mentors**

#### **Art. 47** Recruitment of service providers

<sup>1</sup> Innosuisse shall publicly announce the possibility of participating in the selection procedure for coaches and mentors. It may also directly approach persons who may be suitable coaches or mentors and invite them to apply.

<sup>2</sup> When selecting candidates, it shall ensure that the particularly important subjects for science-based innovation and the different geographical and language areas of Switzerland are appropriately represented among the qualified coaches and mentors. It shall also ensure a gender balance.

<sup>3</sup> There shall be no legal entitlement to be included on the list of qualified service providers (Art. 21 para. 2 RIPA).

<sup>4</sup> Being qualified as a coach or mentor does not entitle individuals to be employed in this capacity.

#### **Art. 48** Obligations of service providers

Those who apply to become coaches or mentors undertake to fulfil the following obligations when performing their work for Innosuisse:

- a. to publish their personal coaching or mentoring profile in accordance with Innosuisse regulations;
- b. to keep confidential all information obtained in the course of their coaching or mentoring activity;
- c. to ensure independence;
- d. to disclose their vested interests;
- e. to report activities;
- f. to play an active part in training and networking activities;
- g. to cooperate with quality assessment of coaching and mentoring activities.

**Art. 49** Verification and time limitation of qualification

<sup>1</sup> The coaches and mentors are monitored in their work by Innosuisse experts. The experts are entitled to carry out inspections and offer advice during the course of a coaching or mentoring programme.

<sup>2</sup> Start-up entrepreneurs who use Innosuisse coaching services and businesses that use Innosuisse mentoring services are required to evaluate the quality of these services in accordance with Innosuisse requirements. In addition, start-up entrepreneurs are required to provide information on the performance of their businesses for five years after completion of the coaching programme.

<sup>3</sup> Service providers must undergo a detailed assessment by Innosuisse every two years. If they no longer meet the quality requirements defined by Innosuisse, they will be removed from the list of qualified coaches in accordance with Article 21 paragraph 2 RIPA.

<sup>4</sup> A service provider may feature on the list for a maximum of twelve years.

**Art. 50** Exclusion of financial contribution

<sup>1</sup> Coaches may not make a direct or indirect financial contribution to the start-up business they have coached during the coaching programme and for one year after its completion.

<sup>2</sup> Mentors may not make a direct or indirect financial contribution to the supported business during the mentoring programme.

**Section 2 Qualification of Start-up Coaches****Art. 51** Types of start-up coach

<sup>1</sup> Innosuisse distinguishes between the following types of coach:

- a. coaches who support start-up entrepreneurs by providing the services under Article 21 letters a and b;
- b. coaches who support start-up entrepreneurs by providing the services under Article 21 letter c;
- c. special coaches who advise start-up entrepreneurs on an ad-hoc basis in the areas of expertise set out in Article 21 letters b and c, in particular regulatory matters and issues relating to intellectual property rights strategy, organisational development, financing models, tax law and securing investment.

<sup>2</sup> As part of its selection process, Innosuisse shall announce the number of coaches to be qualified by type.

**Art. 52** Qualification criteria

<sup>1</sup> Coaches under Article 51 paragraph 1 letters a and b must possess relevant practical experience as entrepreneurs in the field of science-based innovation.



<sup>2</sup> In addition, coaches are also selected on the basis of the following criteria:

- a. experience in corporate and human resources management at senior management level, and specifically also in developing and turning around small and medium-sized companies;
- b. relevant experience in strategy and organisational development;
- c. relevant theoretical knowledge and practical experience of business model development, innovation management, product development, marketing and sales;
- d. experience in financial management and financing matters;
- e. good knowledge of the Swiss and international market in one or more sectors;
- f. ability to put start-up entrepreneurs in touch with potential investors or business partners in Switzerland and abroad;
- g. recognised and successful consulting and support activity in a comparable field, and proven methodological expertise;
- h. good connections in the Swiss and preferably also the international start-up ecosystem.

<sup>3</sup> Start-up coaches as referred to in Article 51 paragraph 1 letter b must also demonstrate experience with the growth processes of start-up companies.

<sup>4</sup> Special start-up coaches under Article 51 paragraph 1 letter c must demonstrate successful activity as a trainer or consultant in their area of expertise instead of the criteria set out in paragraphs 1 and 2.

<sup>5</sup> Start-up coaches may qualify simultaneously for different types of coaching.

## **Section 3      Qualification of Innovation Mentors**

### **Art. 53**

Innovation mentors are selected based on the following criteria:

- a. relevant experience in research, development or product management;
- b. experience in defining and implementing product, service and process development strategies;
- c. experience at senior management level;
- d. very good connections in the Swiss research landscape;
- e. good contacts and experience with cantonal and regional economic development agencies and industry and trade associations;
- f. very good understanding of knowledge and technology transfer in Switzerland and internationally.

## Chapter 9 Scientific Integrity and Good Scientific Practice

(Art. 12 para. 3 RIPA)

### Art. 54 Principle and duty to provide information

<sup>1</sup> Innosuisse shall not consider applications that violate the rules of scientific integrity or good scientific practice.

<sup>2</sup> Applicants are required to provide information to Innosuisse on:

- a. existing proceedings concerning suspected violation of scientific integrity or good scientific practice that have been initiated against them;
- b. ongoing sanctions that have been imposed on them due to violations as referred to in letter a.

### Art. 55 Sanctions

<sup>1</sup> Innosuisse shall punish violations of scientific integrity and good scientific practice with the following sanctions:

- a. written reprimand;
- b. written warning;
- c. reduction, suspension or repayment of the contributions;
- d. temporary exclusion from making further applications.

<sup>2</sup> Innosuisse may impose sanctions on an individual or cumulative basis.

## Chapter 10 Final Provisions

### Art. 56 Repeal of other legislation

The Funding regulation of the Commission for Technology and Innovation of 13 November 2013<sup>5</sup> is repealed.

### Art. 57 Commencement

This Ordinance comes into force on 1 January 2018.

<sup>5</sup> [AS 2013 4627, 2016 4255]