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Confédération suisse  
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**Innosuisse – Schweizerische Agentur  
für Innovationsförderung**

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## **Introduction Innolink**

Information related to the introduction of Innolink  
for submitting financial reports of innovation pro-  
jects

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## 1 Introduction

With this document, Innosuisse would like to highlight the main changes related to submitting the financial reports directly via Innolink compared to the previous submission by e-mail and to reiterate the most important applicable rules when claiming project costs. The applicable regulations are briefly summarised at the end of the document.

In case of questions about financial reporting, please contact the Grants Office or the Financial Department of the research institution and send us a short e-mail to [supervision@innosuisse.ch](mailto:supervision@innosuisse.ch).

## 2 Information about submitting financial reports in Innolink

### 2.1 General information

Innolink is currently only available in English. The following remarks focus primarily on submitting financial reports in Innolink<sup>1</sup>. General topics regarding Innolink are not covered by this document; please refer to [innoprojects@innosuisse.ch](mailto:innoprojects@innosuisse.ch) for additional information.

### 2.2 Submitting financial reports in Innolink

Starting 15.07.2024 and going forward, financial reports will be submitted directly in Innolink.

In general, the financial reports continue to consist of the established components: salary costs, material costs and cash contributions.

#### 2.2.1 Salary costs

Salary costs are to be recorded **by project contributor** and **calendar year** worked on the project.

The distinction between the two methods “Calculated hourly rates” and “Gross annual salaries” as defined by each research institution / specified in the application will continue to be applied in Innolink.

##### 2.2.1.1 “Calculated hourly rates” Method

The applicable hourly rates and employer contributions to be used for invoicing for your respective project will be automatically applied by Innolink depending on the role selected.

Therefore, only the hours worked for your project will need to be recorded.

Evidences:

- Timesheet

##### 2.2.1.2 “Gross annual salaries” Method

When applying this method, the annual gross salary and employer contribution (on a 100% basis) as well as the hours worked per year of your projects need to be recorded.

Evidences:

- Proof of gross salary and employer contributions
- Timesheet

1: Disclaimer: Innolink is subject to changes

### **2.2.2 Material Costs**

The approved expenditure items from the application are taken over directly into the financial report and only the amount spent during the relevant period needs to be entered. If additional positions are included, the exact context and the necessity for the project must be described in order to decide on the eligibility of these additional positions.

**Please note that if no material costs have been approved so far, it will be considered as “Significant change” if new material costs are included. These must be applied for and approved before the end of the project.**

Evidence:

- As a list: ERP extract, extract from a project reporting tool or a visualised list by Finance/Controlling.  
Proof of individual item: signed invoice and payment of the individual item.

### **2.2.3 Cash contribution**

Each research institute needs to record the received cash contributions (incl. VAT where applicable) for each implementation partner

### **2.2.4 Implementation partner**

- Salary costs are recorded using the applicable rates and employer contributions which are already prepopulated for each project; only the effective hours worked for the project need to be captured.
- The material costs are to be captured as total amount (no further breakdown required).
- The cash contributions (incl. VAT where applicable) are to be captured as total amount.
- No supporting documents need to be submitted.

## **2.3 Visibility of information**

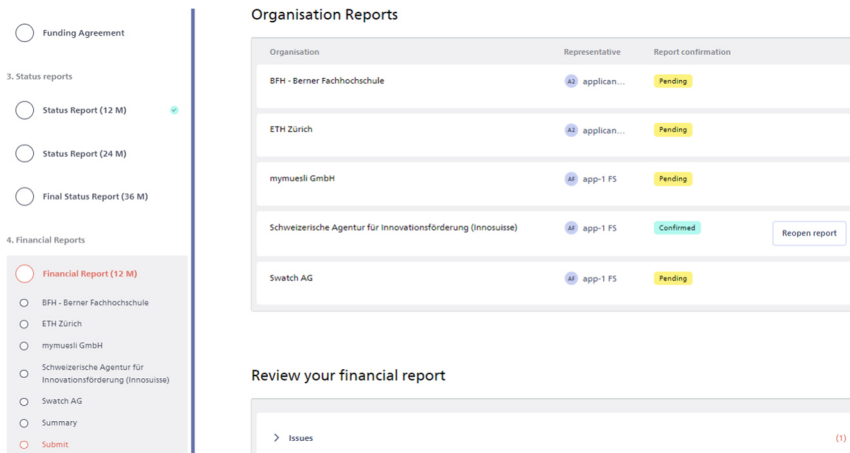
Each institution is limited to see its own information in detail (e.g. gross wages) for data protection reasons.

Only the respective consolidated summaries of the individual partners (total personnel costs, material costs cash contribution) and the general comments are visible to everyone.

## **2.4 Submission of reports**

Under "Submit" in Innolink, you can see which project partners have completed and approved their own project cost report (= confirmed) or whether this is not yet the case (= pending).

Only the party with the authorisation role “Admin” (see authorisation management under «manage project») can submit the complete project cost report, once all partners have approved their own report.

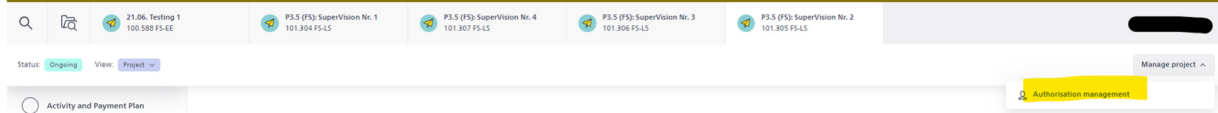


## 2.5 Authorisation management

In all projects migrated from Analytics to Innolink, the Main Research Partner Representative and the Project Manager have Admin rights. Only this person can submit a report or, for example, reopen reports from other partners that have already been confirmed.

The “Admin” can also transfer Admin rights to other partners who are specified in the project. A maximum of two users with Admin rights is allowed per project.

Rights can be customised via «Manage Project–Authorisation management” by users with Admin rights.



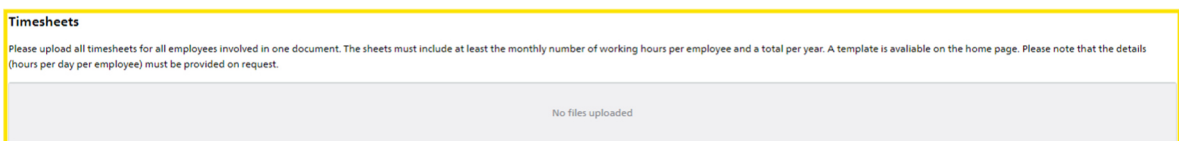
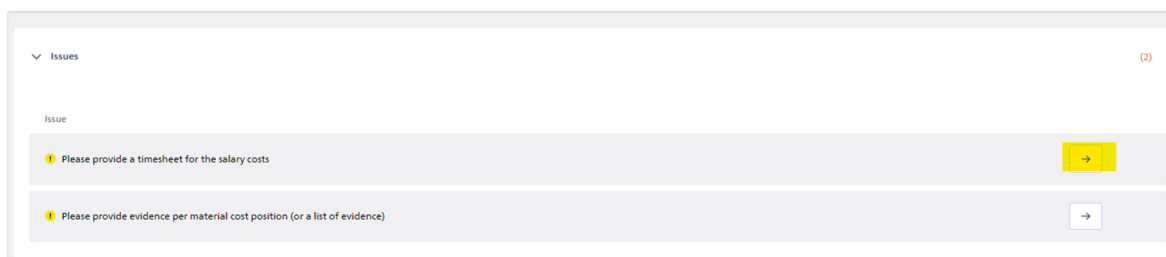
## 2.6 System-supported / checks

Innolink facilitates the reporting process and has built-in checks (e.g. notifications if gross salary is too high).

A report can only be submitted once all the necessary fields have been completed / identified issues resolved. The system indicates at the end of the report if a required field has not been completed or a required document has not been uploaded.

Click on the arrow to go directly to the place where something still needs to be done (outlined in yellow). As soon as this is done, the message disappears.

Review your Report



## 2.7 Communication

Please note that all communication between Innosuisse and the project partner takes place directly via Innolink (e.g. in the event of a necessary rework of the report or missing/incorrect documents).

## 2.8 Interim vs. final financial reports

The general approach for submitting financial reports is the same for final reports and interim reports (if applicable). However, please note that if an interim report has been submitted, the final report covers the period between submitting the interim report and the final report only.

**Exception: If an interim financial report was submitted before the migration to Innolink, the entire project period must be recorded when the project is completed.**

## 3 Changes to previous financial reports

### 3.1 Employer's contribution

In addition to the previous employer contributions (OASIA / InvIA / LECA, OPA, UIA and AIA), Innosuisse will now also take over the contributions to the family allowances compensation fund with the introduction of Innolink<sup>2</sup>.

Please note, that family allowance, child allowance, birth or adoption allowances are still not covered by Innosuisse, as these are already compensated by the family equalisation fund.

As a reminder: Daily allowance insurance according to VVG or KVG (daily sickness allowance insurance), administrative costs as well as subjective bonuses and gratuities, meal allowances, GA travelcards, half-fare travelcards, etc. continue not to be borne by Innosuisse.

#### 3.1.1 What impact does this have?

The family equalisation fund will be added to the Excel for calculating the imputed hourly rates for employer contributions. The new form will be sent to the Grants Offices in the next few weeks.

Anyone who has already submitted the calculated hourly rates in 2023, i.e. with the detailed breakdown of employer contributions, does not need to do anything; we will add the family equalisation fund manually by the end of the year and store the new percentage rate in Innolink as of 1 January 2025.

Research centres that use the gross annual salary method can include the family allowances compensation fund directly when entering the employer's contribution in Innolink.

<sup>2</sup>: Deutsch, Art. 116: [SR 101 - Bundesverfassung der Schweizerischen Ei... | Fedlex \(admin.ch\)](#)  
Français, Art. 116: [RS 101 - Constitution fédérale de la Confédération... | Fedlex \(admin.ch\)](#)  
Italiano, Art. 116: [RS 101 - Costituzione federale della Confederazi... | Fedlex \(admin.ch\)](#)

## **4 Further developments in Innolink**

### **4.1 Project changes**

Significant changes to the project must be reported to Innosuisse by means of a status report in Innolink, where necessary together with a request for changes to the financial plan (use the previous Excel document on the [Innosuisse website](#) and upload it together with the status report). Please contact Innosuisse office ([innoprojects@innosuisse.ch](mailto:innoprojects@innosuisse.ch)) to create a status report in Innolink if no regular project review is scheduled.

In the coming months, the functionality to apply for financial plan changes will be implemented directly in Innolink.

### **4.2 Inviting additional people to the project (e.g. from the Grants Office, Controlling Finance, etc.)**

The possibility of inviting further persons (to fill out the rapport) by the representatives (in order to grant access to the report) is currently in development. Nevertheless, the first reports after release will still be edited by the representative. We thank you for your patience. Once the new functionality is released, you will be informed through your grant office.

## 5 Overview of the rules for project costs

Conditions for projects with application <b>submission by 31.12.2022</b>	Comment
Personnel costs	<p><u>Accounting of personnel costs using calculated hourly rates:</u> Transitional solution: it is calculated with the maximum submitted calculated hourly rates and employer's contributions per personnel function 2018-2023.</p> <p><u>Accounting of personnel costs using gross annual salaries:</u> Settlement of personnel costs directly with the effective gross salaries and employer's contributions in CHF.</p>
Overhead	The overhead is calculated on the personnel costs.
Participation of implementation partners	<ul style="list-style-type: none"> <li>- At least 50% participation in the project costs</li> <li>- At least 10% as a financial contribution (cash contribution) of the funding contribution</li> </ul>

Projects with application <b>submission from 01.01.2023</b>	Comment
Personnel costs	<p><u>Accounting of personnel costs using calculated hourly rates:</u> The identical calculated hourly rates as at the time of application submission are used for billing.</p> <p><u>Accounting of personnel costs using gross annual salaries:</u> Settlement of personnel costs directly with the effective gross salaries and employer's contributions in CHF.</p>
Overhead	The overhead is calculated on the personnel and material costs.
Participation of implementation partners	<ul style="list-style-type: none"> <li>- 40%-60% participation in the total project costs</li> <li>- At least 5% as a financial contribution (cash contribution) to the total project costs</li> </ul>

For all projects	Comment
Cost ceiling	There is no longer a defined cost ceiling.
Additional costs	Up to 10% additional costs can be taken into account in the final invoice (if not based on a significant change, see below). As the functionality of additional costs will be available at the end of august, therefore the applicants should wait till the end of august.
Cost shift	<p>Up to 10% of the total contribution from personnel costs to material costs and vice versa (as a guideline*)</p> <p>* Provided that there are no other significant changes to the project (see below)</p>

<p>Significant changes</p>	<p>Significant project changes may only be made with the prior consent of Innosuisse. Innosuisse may terminate the contractual relationship if significant changes are implemented without Innosuisse's consent and result in the conditions for funding no longer being fulfilled.</p> <p>Significant changes shall be understood as to mean changes to the project that could affect the original assessment because they relate to decisive criteria, in particular:</p> <ul style="list-style-type: none"><li>a. Changes to the project partners as well as instances of project partners joining groups of businesses;</li><li>b. Changes that have more than a negligible impact on the project objectives, project planning or the cost structure;</li><li>c. Changes to the project duration by more than half of the project duration specified in the Funding Agreement;</li><li>d. Other changes such as salary adjustments, personnel changes or price increases that exceed 10 percent of the amount specified in the Funding Agreement to be provided by Innosuisse for compensating direct project costs</li></ul>
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