Schweizerische Eidgenossenschaft
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Federal Department of Economic Affairs,
Education and Research EAER

**State Secretariat for Education,
Research and Innovation SERI**

International Research and Innovation Programmes

# Guidelines for financial reporting

## on SERI funded participation of Swiss partners in projects 2021–2024 of the Horizon package

v7 / June 2025 (update: implementation of the order of priority)

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# 1 Introduction

During Switzerland's non-association period in the Horizon package 2021–2027 and in particular Horizon Europe (HEU), the State Secretariat for Education, Research and Innovation (SERI) covers the costs incurred in Switzerland by the participation of Swiss partners in HEU actions. Note that for units of the central federal administration[1] special conditions[2] apply.

**SERI funds Swiss partners[3] in HEU projects with 2021, 2022, 2023 and 2024 call identifiers[4], unless EC funding is exceptionally provided for participants from non-EU-member states who are not associated to HEU[5][6].** For information regarding calls with call identifier 2025, please see Horizon package 2021–2027.

This guide highlights what Swiss project partners funded by SERI should be particularly aware of to comply with the national legal framework. Accordingly, the guide is primarily intended to serve as a reference for compiling financial reports to SERI.

The legal framework for direct funding by SERI is defined by the Federal Act of 14 December 2012 on the Promotion of Research and Innovation (RIPA, SR 420.1) and the Subsidies Act of 5 October 1990 (SubA, SR 616.1). The Ordinance of 20 January 2021 on Measures for Swiss Participation in the EU Framework Programme for Research and Innovation (FIPBV, SR 420.126) elaborates on the provisions set out in the RIPA. The national legal frameworks and a contract to be concluded between the Swiss partner and SERI are binding for Swiss partners.

Similarly, the European Commission's (EC's) HEU project implementation, including applicable funding principles, is defined by a set of EU regulations and EC implementing documents. Most of what is relevant for our purposes is condensed in the Annotated Grant Agreement (AGA) published by the EC. **Unless the applicable Swiss national legal framework mentioned above states otherwise, SERI adheres to the EC's funding and accounting principles.**

Some HEU programme areas such as, for example, (co-funded) European partnerships have special features to consider when calculating contributions, reimbursement rates, etc. In case of doubt, we recommend Swiss applicants and/or participants to contact SERI[7].

# 2 General setting and proposal preparation

In this section, we provide some general information about the "technical" embedding of SERI funding within the HEU project environment, recalling the most important "Swiss dos & don'ts" for the proposal and funding request preparation and submission, that are laid out in some more detail in the "Guide for Swiss participants in collaborative projects".

## 2.1 Contract and cost categories

SERI funding for Swiss HEU project partners is implemented by subsidy contracts between SERI and the Swiss partner(s) of a HEU project (Art. 13 para. 4 FIPBV). The budgeted total costs of the Swiss partner are submitted to SERI as a part of the online funding request where they need to be allocated to the appropriate cost categories:

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[1] The ordinance on governmental and administrative organisation RVOV provides a list of the offices that make up the central federal administration.
[2] A specific factsheet has been distributed to the institutions to which it may concern.
[3] In HEU, eligibility for participation of countries that are neither EU members nor associated to HEU, is generally restricted to collaborative projects; even so excluding some topics which are exclusively restricted to EU member states and associated countries.
[4] I.e. "2021", "2022", "2023" or "2024" is included in the call ID on the EC's funding & tenders portal.
[5] Such countries have the status of a so-called "non- associated third country" (TC) or are "in TC-mode".
[6] In case Switzerland becomes associated to Horizon Europe after the signature of the grant agreement, project partners based in Switzerland will normally continue to receive funding from SERI for the entire duration of the project, unless specific solutions were found during the association negotiations between Switzerland and the EC. In either case, the Swiss project partner will receive funding for the entire duration of the project (either by SERI or the EC).
[7] For contact information, see Horizon package 2021–2027.

**A.** Personnel costs

**B.** Subcontracting costs

**C.** Purchase costs

**D.** Other direct costs (only applying to specific instruments)

**E.** Indirect costs

These cost categories correspond to those indicated in the proposal and in the grant agreement (GA) between the EC and the project beneficiaries. As the detailed costs of associated partners will not necessarily be visible in the GA, SERI will refer to the costs indicated in the proposal[8]. We'll come back to that later in this text (see 2.2).

The maximum federal contribution and the reimbursement rate are defined in the subsidy contract between the Swiss project partner and SERI, according to the ones used in the project GA (i.e. 100% or 70%). If more than one Swiss partner is participating in the same project, all partners must submit a funding request for their respective part and conclude an individual subsidy contract with SERI.

### 2.2 Important remarks on budget rules and timing

As partners from a non-associated country, Swiss project partners will have the legal status of "associated partners", who do not sign the grant agreement (GA) as a beneficiary[9]. We highly recommend keeping the following important points in mind already for the *proposal preparation*:

- Swiss partners must be included as "associated partner". The Euresearch website informs how this is done in practice.
- In the budget table (Part A of the proposal template), generally only the total amount of the Swiss partner can be included as "financial contribution" of an "associated partner".
- Though the EC does not require this (see Art. 9.1 AGA and references therein), the Swiss legal framework outlined in 1 assumes that, unless stating otherwise (see second last paragraph of Section 1), Swiss partners adhere to the EC budgeting rules according to Art. 6 AGA.
- We strongly recommend Swiss partners to check with the respective project's coordinator whether the **detailed** budget can be included in the proposal[10].
- Ideally[11], the point above is included in the consortium agreement that is concluded between all project partners before the GA is signed. Even more important, try to negotiate access to the participant portal (at least to the reporting documents which SERI is obliged to check to be able to release funding instalments).
- Note that the Swiss participant's costs requested in the proposal constitute the maximum amount SERI can consider when drafting the subsidy contract.

### 2.3 Eligible costs

Eligible costs are those that are related to the project, are *necessary* for implementing the project and are *reasonable*, *identifiable* and *verifiable*. Art. 6 AGA gives a comprehensive overview over what this means in detail.

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[8] Note that according to Art. 12a and Art. 12b FIPBV funding must not exceed the Swiss partner's budget in the grant agreement or in the proposal. However, it is not required by the EC that the GA does mention the costs of the Swiss participation (see p.100 of the AGA on including total estimates of costs in the proposal: "The information is not transferred to the grant as the associated partners are not required to report on their costs").

[9] The total costs of the associated partners will be mentioned somewhere in the proposal, but there is no formal need to also split them into cost categories.

[10] To be placed either in Part B, section 3 or in an annex (not counting to the page limit) to the proposal template. SERI is fully aware that this depends on the goodwill of the project's coordinator.

[11] Depending on the project partners', coordinators' and EC project officer's goodwill.

Costs are deemed to be project-related if they are incurred during the project period[12] which is stipulated in the contract with SERI. However, costs associated with compiling final documentation, final reports[13] and audits may be claimed until up to 60 days after the conclusion of the project.

Finally, double funding of the same costs is not permitted: any additional funding source and the costs accounted to it must be reported to SERI.

The eligible project-related expenses should be booked to a separate project account or cost centre so that they are clearly assigned to the project and separated for accounting purposes from the costs covered by basic funding (separate accounts).

### 2.4 Exchange rate

Funding requests should be made in euros (EUR). SERI will then convert the requested amount into Swiss francs (CHF). The conversion is based on the average exchange rate of the Swiss National Bank in the month of the project proposal submission to the EC or of the call's submission deadline.

For single-stage evaluation procedures, we use the submission deadline of the relevant call as reference date. For projects that are evaluated in a two-stage procedure, the final submission date for the second stage is considered the reference date and for open calls, the reference date is the actual submission date of the project proposal.

The financial reporting must be submitted in Swiss francs. Project costs that incurred in another currency should be converted into Swiss francs. SERI will accept any of the following exchange rates:

- Daily exchange rate of the Swiss National Bank at the time of the accounting entry.
- Monthly average exchange rate of the Swiss National Bank at the time of the accounting entry.
- Exchange rate charged by the credit card provider.
- Exchange rate applied by your institution, if it does not deviate by more than three percent from the daily exchange rate or from the monthly average exchange rate of the Swiss National Bank at the time of the accounting entry.

### 2.5 Cuts by SERI

Cuts applied by the EC to the requested amount that affect all project partners are usually also applied to the Swiss funding contribution. In such cases, SERI will proportionally reduce the grant based on the ECs reduction rate for participants with a similar role in the project.

**Please note: As of 20 June 2025, SERI applies measures based on an order of priority to all pending funding requests in relation to 2021–2024 calls for proposals. The order of priority and detailed information on the measures and their implementation can be found on the SERI website > Order of Priority.**

### 2.6 Project extension and early termination

Any project extension requires written approval and should therefore be reported to SERI immediately. In principle, the SERI contract can only be extended if the EC officially approves an extension of the overall project. If the success of the project is called into question, SERI must be notified immediately. If the overall project is terminated early by the EC or a Swiss

[12] The time at which the goods and/or services are actually used is decisive; *not* the invoice nor booking date.
[13] This also may include travel costs to final project meetings.

partner terminates its part of the project early, the corresponding SERI contract is also terminated on the same date. As outlined in Section 2.3, only costs incurred up to this date may be reimbursed, as well as costs associated with compiling final documentation, final reports and audits.

### 2.7 Level of federal contribution

The level of the federal contribution is calculated based on the overall costs approved by SERI, which are multiplied by the reimbursement rate as stipulated in the contract between SERI and the Swiss project partner. If the costs incurred during the project and approved by SERI are lower than the maximum federal contribution stipulated in the subsidy contract, the subsidy paid by SERI will be reduced accordingly.

## 3 Eligible costs: cost items

Art. 6 para. 3 and Art. 12 FIPBV specifies personnel costs, other costs and indirect costs as eligible for funding, where the FIPBV category "other costs" corresponds to the cost items B-D referred to in the GA and in the contract between SERI and the Swiss project partner.

### 3.1 Direct personnel costs (cost item A)

#### 3.1.1 General working conditions

Following Art. 11 para. 6 FIPBV employees must generally be hired under Swiss law (definition according to Art 121 Abs. 1 IPRG). Exceptions are possible but require the explicit prior approval of SERI.

#### 3.1.2 Proof of working hours – time records

Working hours should be documented using timesheets showing the actual number of hours each person has worked on the project. The timesheets must be signed at least monthly by the employee and by her/his supervisor or employer.

Staff employed to work exclusively on the project at a fixed work-time percentage may, instead of submitting timesheets, submit a confirmation signed by their superior, stating that they were employed to work exclusively on the project.

If the time recording system is computer-based, the signatures may be electronic with a documented and secure process for managing user rights and an auditable log of all electronic transactions.

Alternatively, working hours can be documented using a "declaration on exclusive work for the action". The declaration on exclusive work for the action, which is to be signed by the employee's supervisor, must state the fixed work-time percentage a given person has worked on the project.

#### 3.1.3 Salary rates and calculation of personnel costs for higher education research institutions

In accordance with Art. 12 and, implicitly, Art 7 para. 2-5 FIPBV, higher education research centres[14] may claim their actual personnel costs (gross salary and employer's social security contributions). However, the remuneration must be in line with the institution's usual salary rates.

#### 3.1.4 Salary rates and personnel categories for companies and (non) commercial institutions outside the higher education domain

Actual personnel costs incurred (gross salary and employer's social security contributions)

[14] See RIPA Art.4 Lett. c for list of higher education institutions which are included.

may be claimed in the same way as for higher education institutions.

However, as set out by Art. 7 para. 2 FIPBV[15], the companies' or institutions' usual salary rates only apply up to the maximal annual and hourly gross salary rates given in Table 1.

The hourly rates in Table 1 correspond to 1/2100 of the gross annual salary and include a supplement of 13.5 % as holiday and public holiday compensation. This is an equivalent for 2100 / 1.135 = 1850 effective working hours per year. The specific calculation of the effective working hours per year may vary. A calculation guide is provided under 3.1.5.

Furthermore, Art. 7 para. 4 FIPBV, by virtue of Art 12 FIPBV, allows to also claim social contributions actually paid by the employer.

For every management role in the project, one person in the personnel category "project leader" and one person in the "category deputy project leader" will be accepted

- To manage the project for the Swiss partner (even if the Swiss partner does not hold a project coordination role or work package lead).
- To lead a work package.

| staff category | CHF/a | CHF/h |
|---|---|---|
| (deputy) project leader; experienced scientist | 220'500 | 119 |
| research assistant | 126'000 | 68 |
| specialist staff member | 113'400 | 61 |
| doctoral student / assistant | 85'100 | 46 |

*Table 1: Staff categories and their maximum gross annual and hourly salary rates for companies and non-higher education institutions.*

The maximal gross annual salary only applies, if a person is working under a yearly contract. The maximal gross hourly salary only applies, if a person is working under an hourly contract. Note that employer's social contributions are not included and that these can be claimed on top for every employee working under Swiss law. If a person is not working under Swiss law, no social contributions can be claimed on top.

SME owners who do not pay themselves a regular salary may bill their working hours based on the rules set out in the AGA and in line with Art. 7 FIPBV. Meaning that they can charge a maximum of CHF 42.50 per hour.[16]

### 3.1.5 Calculation of the effective working hours

The following example is based on a 42-hour work week. In this case an employee works 42 * 60 / 5 = 504 Minutes per day on a 100% equivalent.

The total workdays per year are 365 – 104 (Saturday and Sunday) – 11 (public holidays, varies) – 25 (holidays, varies) = 225 workdays.

Therefore, this person works 504 * 225 / 60 = 1890 hours per year, which is also known as effective working hours.

## 3.2 Subcontracting costs (cost item B)

According to Art. 11 para. 6 FIPBV, actual research costs, including subcontracting costs, must be incurred in Switzerland. Costs for the use of research infrastructures and/or services abroad may be eligible if the relevant infrastructures are not available in Switzerland. This logic also

[15] Art 12 FIPBV is relevant here and then refers to this one.
[16] This applies to projects funded within calls with deadline prior to July 2024. Please note that for all calls with deadline as of July 2024, the maximum rate is CHF 73 per hour.

applies to costs incurred in the context of subcontracting work that cannot be carried out on Swiss territory.

If applicable, the financial reporting should include justification and substantiation as to why no Swiss service provider was considered. Note that lower costs abroad are usually not a sufficient justification for subcontracting work to a service provider outside Switzerland.

Subcontracting refers to the outsourcing of specific tasks that are defined as 'action tasks' in the grant agreement (GA). Please note that according to Art. 6.2.B of the AGA, only limited parts of the action may be subcontracted.

In case of doubt, we advise Swiss project partners to contact SERI before awarding a subcontract.

## 3.3 Purchase costs (cost item C)

According to the categories set out in the GA, these include: (1) Travel, accommodation and subsistence, (2) Equipment, (3) Other goods, works or services, if necessary to implement the action.

Regarding supporting documents such as invoices, receipts or accounting extracts, SERI follows the EC's guidelines[17], which are referenced in the GA and its annexes.

### 3.3.1 Travel costs

SERI reimburses travel costs that fulfil the general cost eligibility conditions (cf. 2.3) and that are proportionate (number of persons, number of journeys). The costs must comply with the expense regulations of the institution and should respect, if feasible, the following limits:

- **Accommodation:** mid-range hotels
- **Transport:** In principle, the most economic and ecologic option should be chosen. As a guide: flights only if necessary and, if so, in economy class; costs for car/taxi journeys only if a journey cannot reasonably be made on public transport, etc.
- **Additional expenses** (e.g. meals): according to the regulations of the employing institution.

According to Art. 20 of the AGA, relevant supporting documents must be presented which demonstrate that the journey was related to the project, such as (but not exclusively) minutes from meetings, workshops and conferences, correct booking of costs in the project accounts and consistent timesheets.

### 3.3.2 Equipment costs

This cost category covers items that need to be depreciated according to national tax legislation ("low price ceiling") and according to the GA (Art. 6.2.C.2 of the Annotated Grant Agreement AGA).

Regarding the eligibility of investments for funding, SERI follows the practice described in the AGA: Swiss partners should depreciate the purchase price for equipment in accordance with their usual depreciation practice and national accounting laws. Only the portion of the costs that corresponds to the rate of actual use for the action during the action duration can be taken into account.

### 3.3.3 Other goods, works and services

This category covers all goods and services that were necessary for executing the project, such as:

[17] These can be downloaded here under bullet 'guidance'.

- Consumables and supplies (e.g. raw materials)
- Communication and dissemination (e.g. translation and printing, graphic design for flyers, posters etc.)
- Conference fees
- Costs for invited speakers and interpreters
- IPR-related costs
- Where necessary: certificates on financial statements (CFS).

For more information, see Art. 6.2.C.3 AGA.

### 3.4 Other direct costs (cost item D)

Under cost item D, additional cost categories are listed that are not used frequently, such as:

- Financial support to third parties
- Internally invoiced goods and services
- Transnational access to research infrastructure unit costs
- Virtual access to research infrastructure unit costs
- PCP/PPI/PAC procurement costs
- Euratom Cofund staff mobility costs

Should such cost categories, however, apply to your project, please let us know if you have any questions.

### 3.5 Flat-rate indirect research costs / "overhead" (cost item E)

Funding for Swiss partners to cover overhead costs complies with Art. 6 para. 3 let. c and Art. 7 para. 5 FIPBV[18]. In Horizon Europe, overhead costs are calculated on a flat-rate basis. The maximum flat rate is 25% of the direct costs, in line with the rules set out in FIPBV. As described in the AGA, no overhead costs may be charged for subcontracting costs, financial support to third parties, internally invoiced goods, transnational access to research infrastructure unit costs, virtual access to research infrastructure unit costs, PCP/PPI/PAC procurement costs and Euratom Cofund staff mobility costs.

**For collaborative and mono-beneficiary projects from the programme years 2021, 2022, 2023 and 2024, the contribution to indirect costs (overhead) are capped at 15% of eligible direct project costs. This measure is applied as of June 20 2025 to all pending funding requests. Detailed information can be found on the SERI website > Order of Priority.**

## 4 Handling and shifting costs

### 4.1 on VAT

#### 4.1.1 VAT on SERI subsidies

As it is a subsidy, SERI funding is not subject to value added tax (VAT), in accordance with Art. 18 para. 2 let. a of the Federal Act of 12 June 2009 on Value Added Tax (VATA, SR 641.20). It does not qualify as a consideration. The requests for (interim) payments submitted to SERI shall be made without adding VAT to the claimed amounts.

[18] Also here, that actually it is Art 12 FIPBV which is relevant and then refers to these ones.

#### 4.1.2 VAT on research costs

The AGA of Horizon Europe stipulates that VAT paid on services purchased is eligible for reimbursement if it cannot be claimed back under the legislation of the relevant country. In principle, federal contributions as subsidies are exempt from VAT in accordance with Art. 18 para. 2 let. a Federal Act of 12 June 2009 on Value Added Tax (VATA, SR 641.20). Swiss project partners may bill SERI the actual costs incurred, including any VAT paid by them (pre-paid tax). It should be noted that any input tax deduction should be reduced in proportion (see Art. 33 para. 2 VATA).

### 4.2 Shifting and transferring costs or project tasks

As a general rule, it is not permitted for Swiss partners to transfer funding granted to them by SERI to partners in other countries. Transferring budget from one project partner in a member state or associated country to a project partner in a non-associated country is also not permitted, in accordance with the AGA. This may only be done between project partners receiving funding from the EC. The following section describes how Swiss partners should go about shifting costs and tasks and transferring projects.

#### 4.2.1 Shifting costs between cost categories within the budget of a Swiss project partner

Costs and funding may be shifted between cost categories without a contract amendment, provided they are used to fulfil the contractually agreed tasks. If additional sub- contracts turn out to be necessary, however, SERI should be contacted as an amendment to the subsidy contract is necessary.

#### 4.2.2 Shifting costs between two project partners funded by SERI

Costs may be shifted between two or more Swiss partners on the same project who receive funding from SERI in cost-neutral way. For such cost shifting, SERI requires the affected contracts between SERI and the involved Swiss partners to be amended (contract amendment in accordance with Art. 4.10 of the contract).

#### 4.2.3 Transfer of tasks between project partners

Transferring tasks requires an amendment to both the SERI contract and to the grant agreement (GA) in accordance with the GA with the EC and with the contract between SERI and the Swiss project partner.

**Taking over tasks from foreign project partners:** As of 20 June 2025, costs incurred from taking over tasks from project partners outside Switzerland are not eligible for direct funding. This measure is applied as of June 20 2025 to all pending funding requests. Detailed information can be found on the SERI website > Order of Priority.

**Transfer of tasks abroad:** If Swiss partners transfer tasks (e.g. entire work packages or individual tasks) to project partners abroad, they must notify SERI and the approved contribution is then reduced accordingly. No SERI subsidies may be transferred abroad. The EC's funding guidelines also exclude the possibility of applying for additional EU funding once a project is under way, the maximum grant amount being fixed. If foreign partners take over tasks from Swiss partners, they cannot apply for additional funding from the EC and need to rely on already approved budget that may, however, be redistributed.

#### 4.2.4 Transfer of projects

**Transfer of ERC grants to Switzerland:** For ERC Transfer Grants, only funds from ongoing decommitments will be available from 1 January 2026. Direct funding will be approved on a first-come, first-served basis to the extent of the available budget. Detailed information can be found on the SERI website > Order of Priority.

**Transfer of projects abroad:** The contractual parties in a GA with the EC and in a subsidy agreement with SERI are the participating institutions, not the individual researchers. If a Swiss partner terminates its participation in a joint project, e.g. because leading researchers are moving abroad and the relevant research activities are to be completely transferred abroad, the subsidy agreement between SERI and the Swiss institution expires. In accordance with the provisions of the SubA and the FIPBV, SERI may not conclude subsidy agreements with research facilities abroad.

In order to allow continued funding from SERI, a project would have to be continued in Switzerland even if it were led from abroad. In such cases, costs may only be claimed for project management if project leaders can prove they still have a link to the Swiss institution. Whether and how this is possible should be agreed between the institution and the person concerned. SERI should be informed in due time of such a planned change.

The EC's funding guidelines also exclude the possibility of applying for additional EU funding once a project is under way. Therefore, if a project is transferred during the project period from Switzerland to another EU member state or associated country, this country's institution will not receive any funding from the EC, even if the new institution would be eligible for funding[19].

# 5 Additional and/or deviating rules

This financial guide is a generic document on how to handle Swiss participants' costs in HEU projects. The EC rules reflected in the projects' grant agreements[20] have been designed in a "one-size-fits-all"-fashion. However, there are still some specific additional and/or deviating rules for some programme parts that are worth to be briefly mentioned.

## 5.1 Lump sums and unit contributions

In certain HEU instruments (e.g. Marie Skłodowska-Curie Actions MSCA, Lump Sum Pilot Actions), eligible costs can be indicated as lump sums and/or unit contributions. As national funding must be in line with the national legal basis, the State Secretariat for Education, Research and Innovation (SERI) might need to categorise such costs in another way (i.e. to fit them in the cost category scheme). In case of doubt, please contact SERI.

For MSCA reporting please see the MSCA Reporting sheet on the SERI website.

## 5.2 Sure, there is more!

It is obvious that this guide does not grasp all specifities that may occur in the vast domain of possible project setups.

In case of doubt, we encourage Swiss participants to get in touch with their regional Euresearch office or with SERI whose officers will address the problems on a case-by-case base. The solutions of frequently raised issues will be published in updates of this document or in the Q&A on Horizon package 2021–2027.

# 6 Financial reporting and checks

According to the subsidy contract with SERI, the actual costs for the project participation should be presented and substantiated in the final report. An interim financial report must be submitted within 60 days after the end of the first 12 months of the project for projects lasting more than 12 months and less than 36 months, or after the end of the first 24 months of the project for projects lasting 36 months or more. The final financial report should be submitted at the latest 60 days after the end of the contract term.

[19] However, within the maximum EC contribution the consortium partners may redistribute "unspent" budget amounts to a new beneficiary eligible for funding.
[20] note that quite some paragraphs in the AGA have the option to switch them on/off.

## 6.1 Interim financial report

The interim report also serves as a request for payment of the second funding installment.

The Swiss project partners' interim financial report[21] for the attention of SERI must include:

- A list of all project costs incurred in the billing period, split by cost item.
- Copies of the original supporting documents in electronic form, arranged in the order they are listed in the report.
- Balance confirmation or account statement from the accountant or credit institution.
- Detailed information on the acquisition costs of the equipment, its depreciation period and the rate of use for the project.
- All technical reports prepared by the consortium and submitted to the EU by the coordinator.

It is not necessary to substantiate indirect costs (overhead). The federal contribution (including overheads) is calculated based on the reimbursement rate and the total costs submitted.

## 6.2 Final financial report

In addition to the ones required for the interim financial report, the following information or documents need to be submitted along with the final financial report[22]:

- Project-related revenue (e.g. resale of equipment that was specifically purchased for the project.
- Contributions from third parties.
- In-kind contributions provided free of charge by third parties).
- Certificate on financial statements; audit certificate in accordance with Section 6.4.
- In the case of subcontracting of research work abroad or if research infrastructures outside Switzerland have been used: justification or proof that the activities could not have been performed in Switzerland or that the research infrastructures have not been available in Switzerland.
- All technical reports prepared by the consortium and submitted to the EU by the coordinator.

## 6.3 On-site assessments

SERI reserves the right to inspect evidence of use on the beneficiary's premises or to have it inspected by an auditor, provided no audit is requested. For this purpose, original supporting documents must be retained for 10 years after project completion, in accordance with the subsidy contract.

## 6.4 Audits

Article 4.1 of the subsidy contract between SERI and the beneficiary states that each beneficiary who requests a total financial contribution of ≥ 500'000.- CHF, must submit an audit certificate covering the entire project period together with the final financial report.

An external licensed audit expert must carry out the audit. At public institutions, this may also be done by the competent financial control unit (hereinafter referred to as auditor).

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[21] A scientific report will have to be submitted along with the financial report. For details, see Guidelines for Swiss participants in collaborative projects.

[22] A scientific report will have to be submitted along with the financial report. For details, see Guidelines for Swiss participants in collaborative projects.

### 6.5 Cuts to granted funding

If federal contributions are used in breach of the terms of the contract or in the event of other breaches of contractual obligations, SERI is entitled, under SubA, to reduce further payments and to claim back payments already made including default interest.

In addition, payments may be suspended and repayment of funds already paid, including interest on arrears, may be demanded if the beneficiary of the grant fails to carry out the activities for which he/she is contractually responsible.

### 6.6 Review of final report and final financial audit by SERI

Following examination of the final report and final financial audit, SERI will inform the beneficiaries of the SERI subsidy of the outcome by email. Any objections against the final financial audit must be justified and sent in writing to SERI within six weeks of receiving the result.

### 6.7 Reimbursement of unclaimed funds

Under no circumstances can unclaimed federal contributions be transferred to another project. Funds already paid by SERI and not claimed must be reimbursed to SERI. After examination of the final financial report, SERI will invoice the beneficiary for such funds, if necessary.