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Swiss Confederation

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

Research and Innovation

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# **Horizon Europe – Guidelines for financial reporting** on SERI financed participation of Swiss partners in EU research framework programmes

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# 1 Introduction

As long as Switzerland is not associated to the EU framework programme for research and innovation 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. However, note that for units of the central federal administration<sup>1</sup> special conditions<sup>2</sup> apply.

Currently, SERI will fund Swiss partners<sup>3</sup> in HEU projects with 2021 and 2022 call identifiers<sup>4</sup>, unless EC funding is exceptionally provided for participants from non-EU-member states who are not associated to HEU<sup>5,6</sup>.

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<sup>7</sup>.

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 European Union 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

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<sup>1</sup> the ordinance on governmental and administrative organisation [RVOV](#) provides a list of the offices that make up the central federal administration.

<sup>2</sup> A specific [factsheet](#) has been distributed to the institutions to which it may concern.

<sup>3</sup> 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.

<sup>4</sup> i.e. "2021" or "2022" is included in the call ID on the EC's funding & tenders portal

<sup>5</sup> Such countries (to which, for the time being, Switzerland belongs) have the status of a so-called "non-associated third country" (TC) or are "in TC-mode".

<sup>6</sup> 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 European Commission (EC). In either case, the Swiss project partner will receive funding for the entire duration of the project (either by SERI or the EC).

<sup>7</sup> For the time being, it is not yet clear how far TC participants will be involved in the project reporting to the EC and have access to the EC's project review documents. If necessary, SERI will also publish a guideline on scientific reporting in due time.



applicable funding principles, is defined by a set of EU regulations and EC implementing documents<sup>8</sup>. Most of what is relevant for our purposes is condensed in the so-called Annotated Model 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. These are not yet expounded here and in case of doubt, we recommend Swiss applicants and/or participants to contact SERI<sup>9</sup>.

## 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.

### 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. 10 FIPBV). The budgeted total costs of the Swiss partner are submitted to SERI as a part of the online funding request<sup>10</sup> where they need to be allocated to the appropriate cost categories:

- A. Personnel costs;
- B. Subcontracting costs;
- C. Purchase costs;
- D. Other direct costs (only applying to specific instruments);
- E. Indirect costs.

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<sup>8</sup> see [here](#)

<sup>9</sup> for contact information, see [www.horizon-europe.ch](http://www.horizon-europe.ch).

<sup>10</sup>to be found [here](#)



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<sup>11</sup>. We'll come back to that later in this text (see 2.2) and, in some more detail, [here](#).

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<sup>12</sup>.

We highly recommend to keep the following important points in mind already for the *proposal preparation*:

- Swiss partners have to be included as “associated partner”. The Euresearch fact-sheet<sup>13</sup> informs how this is done in practice;
- in the budget table (Part A of the proposal template), only the total amount of the Swiss partner can be included as a “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](#);

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<sup>11</sup>Note that in stating that funding must not exceed the Swiss partner's budget in the grant agreement, Art. 12 para. 4 FIPBV assumes that the GA does mention the costs of the Swiss participation. However, this is not required by the EC (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”).

<sup>12</sup>The total costs of the associated partners probably will be mentioned somewhere in the proposal, but there is no formal need to also split them into cost categories.

<sup>13</sup>it can be found [here](#)



- we strongly recommend Swiss partners to check with the respective project's coordinator whether the detailed budget can be included in the proposal<sup>14</sup>;
- ideally<sup>15</sup>, 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.

As it is up to the project coordinator to also include the associated partner's detailed budget in the proposal, it is highly recommended to ask the project coordinator to mind doing so. The budget will then also appear in the description of the action which is an annex of the GA.

Furthermore, for calls with 2022 identifier<sup>16</sup>, the Swiss participants' budget should fit into the call's indicative project budget: should Switzerland be associated to HEU in 2022<sup>17</sup>, the Swiss participants then would be participating as beneficiaries from an associated country (AC) and be funded directly by the EC. In this case, their budget would count to the overall project budget and could not be funded by SERI. We therefore recommend preparing proposals in response to 2022-calls in a flexible way that allows for short term adaptation.

## 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.

Costs are deemed to be project-related if they are incurred during the project period<sup>18</sup>

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<sup>14</sup>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.

<sup>15</sup>depending on the project partners', coordinator's and EC project officer's goodwill

<sup>16</sup>i.e. "2022" is included in the call ID on the EC's funding & tenders portal

<sup>17</sup>In this case, this status would likely be applied retroactively by 1 January 2022.

<sup>18</sup>NB: the time at which the goods and/or services are actually used is decisive; *not* the invoice nor booking date.



which is stipulated in the contract with SERI. However, costs associated with compiling final documentation, final reports<sup>19</sup> 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.

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<sup>19</sup>This also may include travel costs to final project meetings.





## **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.

## **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 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 if the cost approved are lower than the maximum federal contribution, the subsidy paid by SERI will be reduced accordingly. If the costs are higher than the maximum federal contribution, the additional costs are to be borne by the Swiss project partner.

## **3 Eligible costs: cost items**

Art.6 para.3 [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 grant agreement and in the contract between SERI and the Swiss project partner.



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

#### **3.1.1 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 monthly by the employee and, if applicable, by her/his supervisor or employer.

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.

#### **3.1.2 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<sup>20</sup> 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.

#### **3.1.3 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) may be claimed in the same way as for higher education institutions.

However, as set out by Art. 7 para. 2 [FIPBV](#)<sup>21</sup>, 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.

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

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<sup>20</sup>See [RIPA Art.4 Lett. c](#) for list of higher education institutions which are included

<sup>21</sup>Actually, Art 12 FIPBV is relevant here and then refers to this one.



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.

<b>staff category</b>	<b>CHF/a</b>	<b>CHF/h</b>
(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. Note that employer's social contributions are not included and that these can be claimed on top.

SME owners who do not pay themselves a regular salary may bill their working hours based on the rate for the personnel category that corresponds to their role in the project.

### **3.2 Subcontracting costs (cost item B)**

According to Art. 11 para. 5 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 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.

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<sup>22</sup>, 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<sup>23</sup>:

**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<sup>24</sup>, 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

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<sup>22</sup>these can be downloaded [here](#) under bullet 'guidance'.

<sup>23</sup>in general, the travel guidelines of the federal administration (*link to be inserted*) should serve as a guide to maximum amounts and SERI reserves the right to cut excessive costs.

<sup>24</sup>Note that for accommodation/meals during project meetings, SERI may require a confirmation from the coordinator that the costs of the participants were not already covered.



Grant Agreement [AGA](#)). As a rule of thumb, this is relevant for investments that can also be used beyond the project's duration and scope (e.g. computers, lab equipment). 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.

### **3.3.3 Other goods, works and services**

This category covers all goods and services that were necessary for executing the project, such as • 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<sup>25</sup>. 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 and costs for in-kind contributions from third parties, which are performed outside of the facility premises.

## **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.

#### **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](#)).

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<sup>25</sup>NB also here, that actually it is Art 12 FIPBV which is relevant and then refers to these ones.



## **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. 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. 4.9 of the contract).

### **4.2.3 Transfer of work packages between project partners**

Transferring work packages requires an amendment to both the SERI contract and to the grant agreement in accordance with the grant agreement with the EC and with the contract between SERI and the Swiss project partner.

**Taking over work packages from foreign project partners:** If Swiss project partners wish to take over the lead of the work packages of non-Swiss project partners, they must contact SERI. SERI reviews whether it is possible to finance the additional



project part<sup>26</sup> and draws up a contract amendment in accordance with Art. 4.9 of the contract, if necessary. Funding by SERI requires the EC having approved an amendment to the grant agreement. The same process applies if a Swiss institution wishes to join an existing project consortium and to take over project parts.

**Transfer of work packages 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 projects to Switzerland:** When a researcher transfers to a Swiss institution and continues the execution of the part of a collaborative project for which he/she is responsible, he/she may apply for funding from SERI, on the condition that Switzerland was considered as a non-associated country at the date of signature of the grant agreement (GA) and that the Swiss institution is listed as a new (associated) partner in the amended Grant Agreement. The request for funding may only concern the costs incurred for the continuation of the project in Switzerland.

**Transfer of projects abroad:** The contractual parties in a grant agreement 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.

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<sup>26</sup>Note that it will make a difference if a Swiss partner changes its status from associate partner to beneficiary (for example if Switzerland gets associated during the project period).





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<sup>27</sup>.

## 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<sup>28</sup> 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 an other way (i.e. to fit them in the cost category scheme). In case of doubt, please contact SERI.

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<sup>27</sup>However, within the maximum EC contribution the consortium partners may redistribute "unspent" budget amounts to a new beneficiary eligible for funding.

<sup>28</sup>note that quite some paragraphs in the AGA have the option to switch them on/off.



## 5.2 Sure, there is more !

It is obvious that this guide does not grasp all specificities 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<sup>29</sup> or with SERI<sup>30</sup> 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 [FAQ](#) on [www.horizon-europe.ch](http://www.horizon-europe.ch).

## 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 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.

### 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<sup>31</sup> 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;

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<sup>29</sup>contacts to be found at [www.euresearch.ch](http://www.euresearch.ch).

<sup>30</sup>contacts to be found at [www.horizon-europe.ch](http://www.horizon-europe.ch).

<sup>31</sup>A scientific report will have to be submitted along with the financial report. For details, see the Horizon Europe [guide](#) for Swiss participants.



- 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.

It is not necessary to substantiate the 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<sup>32</sup>:

- 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.

## 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.

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<sup>32</sup>A scientific report will have to be submitted along with the financial report. For details, see the Horizon Europe [guide](#) for Swiss participants.



## 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  $\geq 500'000.-$  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).

## 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.

SERI-EURA; 02/2022