EPFL special administrative requirements for Innosuisse R&D Projects

Innosuisse R&D Projects (ex-CTI) encourages higher education institutions and businesses to carry out joint research and development projects.

The Principal Investigator (PI) at EPFL funded by Innosuisse has two EPFL contacts*: the Research Office (ReO) and the Technology Transfer Office (TTO).

Therefore, two contracts are signed in parallel:

- A grant contract (“Contrat de subventionnement”), prepared by Innosuisse and signed by the PI and by the Head of ReO
- An “Innosuisse research agreement”, prepared by TTO and signed by the Head of TTO.

Steps on GrantsDB:

- Register your proposal as soon as possible, before receiving the final decision of Innosuisse. Please do not include the financial amounts of your industrial partner in the total.
- The opening of funds will only begin once the Innosuisse grant contract is uploaded under “Decision”. The Financial Service will then send you as soon as possible the grant account numbers for:
  - The funding of your unit/lab
  - The funding of your industrial partner
- If the project has several beneficiaries, please upload to GrantsDB the budget with the estimated part for each partner (see model in annex).

For Innosuisse research contracts:

- The unit/laboratory must contact the TTO to prepare the contract, which will have to be signed by the head of the lab (or unit), the industrial partner(s) and the Head of TTO
- Once the contract is signed by all parties, the laboratory (or the unit) must forward a PDF copy to TTO
- Please do not upload the contract prepared by TTO on GrantsDB (TTO will do it directly).

If you have any questions, please contact the Research Office or TTO.

*Non applicable for projects "without implementation partner" (No industrial partners are required)