



## Guidelines: Procedure for Matching Funds

Zurich, 19 November 2007

### Situation

By law SystemsX.ch funds have to be matched at least 50% by the participating institutions. These contributions can be either in cash or in kind according to the rule approved by the Board of Directors on August 16, 2007 (see Call for Proposals).

Questions were asked about the detailed procedure for applying for RTD projects and their matching funds, and these Guidelines shall provide applicants with more details on the procedure.

After the four year funding period (2008-2011) SystemsX.ch will have to report on the following categories:

- (A) SystemsX.ch funds
- (B) Contributions "in cash" (Bc) and "in kind" (Bk) from the involved partners;
- (C) Contributions from the private industry or SME to the SystemsX.ch project;
- (D) Additional third party funds from competitive research foundations (SNSF, CTI, EU, NIH, etc) which support SystemsX.ch.

Basically, the government is allocating 100 Mio CHF over four years for SystemsX.ch research and is interested to know (1) how much the involved institutions contributed to the federal amount, (2) how much additional funding was raised with industry/SMEs with these efforts and (3) the impact of this initiative in terms of other competing funding agencies.

The law requires that the amount of matching funds (B) is greater than or equal to its investment (A). This will serve as an indicator for future allocations as it shows that there is enough interest at the individual institute level to make substantial investments into this kind of research. The procedure is followed by an example to illustrate and help you calculate the budget of your project and the funds you request from SystemsX.ch.

### Procedure

#### 1. Set up the project proposal and the budget (see Call for Proposals)

First, the proposal is put together on a scientific basis and the total budget (T) is calculated without considering the composition of the funding. **Note:** In this budget, "overhead costs" in the sense that additional extra efforts that are needed to actually run the projects shall be included as well (eg personnel to manage the project). Such direct costs can sum up to 20% of the total budget.



## 2. Determination of in-kind contributions of all involved institutions

The parts covered by in-kind contributions of all involved institutions are listed, i.e. (per institution)

- (1) personnel employed by partner institutions
- (2) large equipment from 2008
- (3) earlier investments

**Ad (1):** See table in the call for proposals and fill in the form.

### 3.1. Personnel

Nmbr Categories (100% per year)	Percent (mean over 4 yrs)	Percent (whole period)	In total over the whole period
Professor (250'000; max 20%)			
Assistant Professor (180'000)			
Senior Researcher (150'000)			

**Ad (2):** At some institutions, large equipment has to be requested through a particular procedure, allocated for example through a particular fund for equipment. In the "Own contribution to RTD projects" the information goes to section 3.2.:

### 3.2. Equipment planned to be purchased from the institution's budget

Equipment, institution	Assumed cost	Percentage avail. to SystemsX.ch	Eligible amount

⇒ Fill in this form assuming that the institutions will approve your request.

**Note:** The rectorate of the **hosting** institution has to sign the form when submitting the proposal before the deadline January 1, 2008. With this signature, the rectorate declares a general agreement that the listed equipment was / will be submitted to the internal procedures for review and approval. The signature **does not state** that the particular devices **will** be funded. At this stage, signatures of other involved institutions are not required, but it is the main applicant's duty to make sure that all involved rectorates are aware that their respective contributions are expected.

**Ad (3):** In the call it says "the SEB will determine the eligible amount on a case-by-case basis". The form asks for:

### 3.3. Existing infrastructure made available to SystemsX.ch

Note: The eligible amount will be determined by the SystemsX.ch SEB based on commonly applied depreciations rate. Please fill in the amount you are proposing.

Infrastructure, institution, year	Total cost	Percentage avail. to SystemsX.ch	Eligible amount proposed

⇒ Fill in the forms accordingly for each infrastructure you intend to use for your SystemsX.ch project.

Add up all "in kind" contributions (3.1.– 3.3.) from the respective institutions involved in your project. This amount is named (Bk).

## 3. Determination of the share requested from SystemsX.ch

After determining the amount of 'in kind' contributions (Bk) you can provide you must declare the amount of funds you have available from third parties (C) and/ or industry (D). This means your total budget (T) is split into the following categories so far:

- (Bk) In kind contributions
- (C) Contributions by the private industry or SME to the SystemsX.ch project;



(D) Additional third party funds from competitive research foundations (SNSF, CTI, EU, NIH, etc) which support SystemsX.ch.

The amount you can request from SystemsX.ch will however be determined in the following way:

**$[T-(C+D)]/2$** . This is the sum that you can request from SystemsX.ch (A). At least the same amount has to be 'matched' by the involved institutions (B).

#### **4. Confirmation of own contributions (B)**

Each partner of your RTD project has to contribute at least 50% matching funds. In fact, the final approval and confirmation of matching funds are only possible after the decision of the SNF Review Panel. This, in turn, means that own contributions requested by the applicants of the various institutions will be **negotiated** with the respective rectories for RTD-projects **approved by the SNSF**.

#### **Final remark**

Please allow enough time for your respective rectories to provide the signatures requested by the application form (Christmas – New Year!). For more information, please contact your respective rectorate.

Daniel Vonder Mühl

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## Step 1: Calculate the total Budget:

Total Budget = Annual Budget X 4  
(3'000 kCHF)

Step 4: Calculate amount from SystemsX.ch (see A= in legend)

(A)  
Funds requested from SystemsX.ch  
(A=??)

Step 2: Calculate total 'in kind' contributions:

(B)  
In Kind (Bk)  
(700 kCHF)  
In Cash (Bc)  
Funds  
(Bc=??)

Step 3: Calculate total budget minus 3rd party and industry funds

(C)  
Private Industry Funds  
(50 kCHF)

(D)  
Third Party Funds  
(75'kCHF)

$$A = [3'000k - (50k + 75k)] / 2$$
$$A = 1'437.5 \text{ kCHF}$$

Step 5: Calculate amount from 'in cash' matching funds you need

$$B \geq A^*$$
$$Bc = 1'437.5 - 700 \text{ kCHF}$$
$$Bc = 737.5 \text{ kCHF}$$

## LEGEND

$$A = [T - (C + D)] / 2$$

$$B \geq A$$

$$B = Bc + Bk \text{ (} Bc = A \text{ or } B - Bk \text{)}$$

$$T = A + B + C + D$$

\*In the case where  $Bk > A$ , you do not need to calculate  $Bc$ . Otherwise set  $B=A$

