

Vinnova's general terms and conditions for grants – 2024
SINGLE PARTICIPANT

Dnr: 2023-03483

The terms and conditions shall apply unless otherwise stipulated in a decision, special clauses or call for proposals and apply to grants to projects with a single participant

In Vinnova's decisions and systems we use "Participant" and "Coordinator". In projects with a single Participant this corresponds to "Beneficiary".

Definitions

Beneficiary The recipient of a grant from Vinnova.

Project Description – description of the project in the application form and attachments, including time schedule and budget.

Participant Approval – commitment by the Beneficiary to implement the project in accordance with the decision., A form is provided by Vinnova.

Aid Intensity – Vinnova's financial contribution expressed as a percentage of the Beneficiary's project's costs that are eligible. Maximum Aid Intensity is stated in the decision.

§ 1 Implementation of the project

The Beneficiary shall implement the project in accordance with the decision, including its terms and conditions and the Project Description. Amendments require written approval by Vinnova.

1.1 Regulatory requirements etc

The Beneficiary shall when implementing the project

- comply with ethical principles, good research practices, meet regulatory requirements, and
- comply with applicable laws and regulations.

1.2 Participant Approval

The Beneficiary shall sign the Participant Approval.

1.3 Project abstract

The Beneficiary shall provide Vinnova with project abstracts for publication on the Vinnova website. A project abstract is a brief description of the project and shall be drafted in accordance with Vinnova's instructions. A project abstract shall not include any confidential information. Vinnova has the right to make amendments to a project abstract.

1.4 Reporting and follow-up

Reporting and follow-up shall be made in accordance with Vinnova's decision and instructions. Costs in interim and final reports shall be actual and incurred, and otherwise in accordance with § 6.1 below.

The Beneficiary shall also after the end of the project provide information in accordance with Vinnova's instructions and requests. Such information will not be requested more than three (3) times within ten (10) years from the final report.

1.5 Other obligations

It is the responsibility of the Beneficiary

- to keep the original copy of the Participant Approval,
- to immediately notify Vinnova

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- if the project is delayed or risks being delayed, as well as if there is a risk that the project will not meet reasonable expectations,
- of any circumstances of importance that may affect the implementation of the project or its funding (e.g. additional public/EU funding, decreased conditions for utilisation of the project result),
- of insolvency relating to itself (see § 5),
- of any changes of business name, authorised signatory or address as well as
- of any changes of status (e.g. from SME to large enterprise).

The Beneficiary is responsible for the project manager. The project manager shall in relation to Vinnova be authorised to represent the Beneficiary regarding the project. A change of project manager requires Vinnova's written approval.

- § 2 Subcontractor** The Beneficiary may call upon a third party (subcontractor) to carry out activities only if such subcontracting is described in the budget of the Project Description. The Beneficiary is responsible for its subcontractors as for itself.
- § 3 Change of Beneficiary** The right to a grant cannot be transferred without Vinnova's written approval.
- § 4 Changed prerequisites** The Beneficiary may not, without Vinnova's written approval, pursue the project if the conditions for utilisation of the project result have decreased to a significant extent. This also applies when technical, financial or other circumstances that have a significant impact on the implementation of the project, arises.
- § 5 Insolvency¹** If a Beneficiary becomes insolvent during the project, it shall immediately inform Vinnova of the situation.
- § 6 Financial provisions**
- 6.1 Eligible costs**
- Eligible costs are the costs on which a Beneficiary's grant is calculated.
- 6.1.1 General conditions**
- For a cost to be eligible, it shall:
- be actual and verifiable,
 - be incurred by the Beneficiary,
 - have been incurred during the project time as specified in the decision,
 - be recorded in the Beneficiary's accounts and established in accordance with the Beneficiary's usual and generally accepted accounting principles,
 - be reasonable and incurred for the sole purpose of carrying out the project,
 - be in line with the Beneficiary's internal policies and guidelines, especially with regard to effects on environment and climate, and
 - be deductible under applicable tax laws including the regulations and guidelines of the Swedish Tax Agency (sw. *Skatteverket*)
- For costs to be eligible, the costs shall, in the Participant's accounting, be registered under a project-specific code or equivalent and be reported to Vinnova in the final report at the latest
- Vinnova's instruction to eligible costs shall apply² and is part of these terms. Applicable eligible cost categories depend on the activities for which the support is granted
- The following categories of costs may be eligible:

¹ Regarding insolvency see chapter 1, section 2, second paragraph of the Bankruptcy Act (1987:672).

² Instruction to eligible costs is available on the Vinnova website.

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1. personnel costs, i.e. gross salary and actual additional cost, to the extent that the Beneficiary's personnel work in the project, subject to the limitations and exceptions stated in 6.1.2 below,
2. costs of equipment, land and buildings to the extent and for the period used for the project,
3. costs of consultants and licenses etc. subject to the limitations and exceptions stated in 6.1.2 below,
4. other direct costs, and
5. indirect costs to the extent given below.

6.1.2 General limitations and exceptions

Costs of auditor's certificate according to Section 8.2 below, is an eligible cost up to SEK 30 000.

Universities and higher education establishments may calculate its indirect costs according to the full-cost principle applied by them. Universities and higher education establishments only need to keep costs corresponding to the grant separated from other transactions in their accounts.

Other Beneficiaries may add actual indirect costs, however not exceeding an amount corresponding to 30 % of its eligible personnel costs.

Excluded from eligible costs are costs incurred by the Beneficiary during insolvency and costs for work carried out by employees at a university or higher education establishment which is non-compliant with rules on such employee's outside activities.

When Vinnova requires that a foreign organization shall have a branch or a place of operations in Sweden to be eligible for a grant, the Beneficiary's costs shall be attributable to the branch or place of operations to be eligible.

6.2 Payments

The payment plan is preliminary and can be adjusted depending on the Beneficiary's actual use of funds. A prerequisite for the first payment of a grant is that the Start report and copy of the Participant Approval have been received by Vinnova on time, including any requested additional information.

In addition to implementing the project in accordance with the decision, including its terms and conditions, and Project Description, a prerequisite for continued payments is that reports have been received by Vinnova on time, including any requested additional information.

If the Beneficiary is insolvent Vinnova is entitled to change the conditions for payments.

If payments cannot be made during the calendar year to which they have been allocated for reasons attributable to the Beneficiary, the Beneficiary forfeits the right to these funds. However, Vinnova may decide to reallocate the funds to the next calendar year.

6.3 Repayment

A Beneficiary who has received payments exceeding the amount it is entitled to according to the decision, is obliged to repay such amount to Vinnova. A Beneficiary is never entitled to more than the lower of the amounts that follow from the maximum Aid Intensity and the maximum grant amount, respectively.

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Upon approval of the final report, Vinnova will notify the Beneficiary of any repayment obligation and the amount to be repaid. Repayment shall be made within 30 days from Vinnova's notification.

The obligation to repay in accordance with the above also occurs if the project is cancelled.

6.4 Set-off

Vinnova is entitled to set off a claim against the Beneficiary arisen in another project against unpaid financial contribution to the Beneficiary in this project.

§ 7 Use of results and dissemination etc.

7.1 Use of results

The Beneficiary shall use project results in accordance with a plan for use. Use means, for example commercialisation, licensing and publication. Scientific publications relating to results of the project must be published open access in accordance with Vinnova's instruction.³

A Beneficiary may not transfer or grant licences to project results or in any other way take any measure that results in indirect state aid.

Vinnova claims no ownership of project results.

7.2 Acknowledgement of Vinnova as a financier

When informing about the project and when making project results public, it shall be stated that the work has been performed with support from Vinnova (in English the name shall be given as Sweden's Innovation Agency). Making public means, for example, publishing regardless of form or medium and oral presentations.

7.3 Vinnova's right to disseminate information from the project

Vinnova has the right to reproduce and disseminate all or parts of reports from the project and to otherwise disseminate information from and about the project, provided no information covered by confidentiality is disclosed.

§ 8 Audit

8.1 Audit

Vinnova, or person(s) appointed by Vinnova, e.g. certified accountant or evaluator, has the right to audit the project and view documents that can provide information on financial, technical or other circumstances in the project. The Beneficiary shall then, at own cost, provide all the necessary material. This right applies during the Project time and ten (10) years after the final payment.

8.2 Auditor's certificate

If the Beneficiary's maximum granted amount according to the decision is SEK three (3) million or more, an auditor's certificate shall be attached to the final report. Universities and higher education establishments are exempt from the obligation to provide auditor's certificates.

Regardless of the above, an auditor's certificate shall be attached to a report if it is stated in the decision or in a special clause.

³ Anvisning för publicering med öppen tillgång is available on the Vinnova website.

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The certificate must be completed according to Vinnova's instructions⁴. The audit shall be performed by a certified accountant.

For municipalities, county councils, governmental agencies, an auditor's certificate from professional local government auditor or certified internal auditor is also acceptable.

§ 9 Sanctions

Vinnova may decide that an approved grant, in whole or in part, will not be paid if

1. the applicant or the recipient, by submitting incorrect information or by other means, has caused the grant to be approved on an incorrect basis or with an excessive amount,
2. the grant, for some other reason, has been approved on an incorrect basis or with an excessive amount, and the recipient should have realised this,
3. the grant has not been used or spent, or there is reason to believe that the grant will not be used or spent, for the purpose stated in the grant decision, or
4. the terms and conditions of the grant are not met.

A Beneficiary is liable to repay if any of the grounds specified in points 1, 2 or 4 above exists, or if the grant has not been used or spent for the purpose stated in the grant decision. Vinnova will, after a specific decision, claim repayment of the grant, in whole or in part, and interest in accordance with the Interest Act (1975:635).

If the grant constitutes unlawful state aid, Vinnova will recover the contribution plus interest from the day of payment in accordance with lagen (2013:388) om tillämpning av Europeiska unionens statsstödsregler.

§ 10 Amendments and addendums

Amendments or addendums to Vinnova's decision shall be made in writing in order to be valid.

Vinnova has the right to make decisions concerning amendments or addendums to the advantage of a Beneficiary.

⁴ Instructions and template are available on the Vinnova website.