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Confédération suisse
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Federal Department of the Environment,
Transport, Energy and Communications DETEC

Swiss Federal Office of Energy SFOE
Energy Research and Cleantech

SWEET

Supplementary Budget Guideline



Version 2: September 2023



1 Introduction

Subject to the availability of additional funds, the SFOE may grant a supplementary budget in response to a request by the consortium or by the SWEET Office. Typically, the supplementary budget is limited to 10% of the core budget over the term of the consortium.

This guideline describes what the supplementary budget may be used for and how a consortium may apply for it. The guideline also describes how the consortium is informed about the remaining supplementary budget and what happens if it is not used.

The SWEET Office reserves the right to deviate from this procedure should it be deemed necessary.

The SWEET Office reserves the right to modify this document at any time. Updated versions will be sent to the consortium coordinators.

2 Overall procedure

The overall procedure governing the supplementary budget is as follows:

- When the subsidy contract comes into force, the consortium will be informed about how the supplementary budget reserved for it will be distributed over the term of the consortium.
- The consortium may request supplementary funding no earlier than the deadline for the second annual report.
- As soon as a funding request is approved the consortium can declare costs for it.
- The payment of supplementary funding may start no earlier than in the fourth year of the consortium, and takes place together with the annual budget tranche.
- Due to the annuality imposed on the overall SWEET budget, if a consortium does not fully exploit the supplementary budget reserved for it during a particular year, the remainder will be forfeited. In other words, a consortium may not transfer unused supplementary budget from one year to the next.

3 What the supplementary budget may be used for

Table 1 gives an overview of the three categories of using the supplementary budget and the corresponding restrictions.

4 How to request supplementary funding

An overview of how supplementary funding may be requested is provided in Table 1. The procedure for requests is as follows:

1. An email with the application document must be sent by the consortium coordinator to the SWEET email address with sufficient advance notice:
 - For category 1: within one month before start of the event.
 - For categories 2 and 3: at least three months before the start of the activities.

In the application the consortium must clearly describe the activity for which the supplementary funding is requested, highlight its novelty in comparison with activities included in the full proposal and other activities already supported by Federal funding, and explain the added value of the activity for the consortium.

2. The SWEET Office informs the coordinator whether the request is approved or rejected.



3. As soon as a request is approved, the consortium is allowed to implement the activities described in the request.
4. The SWEET Office may request the submission of an updated consortium budget.
5. Once a year (usually after the site visit), the SWEET Office collects all approved requests, prepares a draft of subsidy contract addendum and sends it to the coordinator.
6. Once the subsidy contract addendum is signed, and monitoring is satisfactory (see monitoring guideline), the supplementary funding approved for this year is paid together with the annual budget tranche.



Table 1: Overview of the uses and restrictions of the supplementary budget, including how and when to apply for, and who will evaluate the applications.

Cat.	Use/Activity	Restrictions	Application	Evaluation	Timeline
1	Additional consortium events (such as workshops or conferences not included in the full proposal)	Only events organised by the consortium and where the speakers are exclusively consortium members and/or cooperation partners can be financed through the supplementary budget. The supplementary budget may not be used to compensate for event costs that were underestimated in the full proposal.	Document (see template)	SWEET Office	Anytime during the year, but no earlier than the deadline for the second annual report
2	Modifications of existing WPs (such as modified or new tasks, or additional members)	Only modifications that bring added value (through modified or new tasks, or new members) can be financed through the supplementary budget. The supplementary budget may not be used to compensate for WP costs that were underestimated in the full proposal.	Step 1 (voluntary but strongly recommended): Presentation of initial ideas during a site visit	Monitoring Panel	Site visits (no earlier than the second site visit)
			Step 2: Document (see template)	SWEET Office and Monitoring Panel head	Anytime during the year, but no earlier than the deadline for the second annual report
3	New WPs (that deal with new research questions; with or without additional members)	New WPs should build on and feed into existing WPs.	Step 1 (voluntary but strongly recommended): Presentation of initial ideas during a site visit	Monitoring Panel	Site visits (no earlier than the second site visit)
			Step 2: Project note (similar to a pre-proposal)	SWEET Office and Monitoring Panel head	Anytime during the year, but no earlier than the deadline for the second annual report
			Step 3: 6-page WP description (similar to a full proposal), taking into account the feedback to the project note	Monitoring Panel	Anytime during the year, after positive feedback from Step 2