

## **InnoSTEP-DIGITAL**

### **Conditions of Participation and Evaluation Process**

#### **1. Purpose**

The InnoSTEP-DIGITAL Grant, a financial support program for UNIL-CHUV innovation, was created by PACTT (renamed in June 2025 as Knowledge Transfer UNIL CHUV – KT UNIL CHUV) to encourage innovation within UNIL and CHUV and to foster the valorization of projects in the digital field originating from these institutions.

With InnoSTEP-DIGITAL, KT UNIL CHUV offers grants to a limited number of projects, supporting the valorization of these digital innovations through licensing agreements with industrial partners.

#### **2. Eligibility Criteria**

- The project is not yet sufficiently developed to be valorized through licensing to an industrial partner,
- The applicant is an employee of UNIL-CHUV institutions,
- The allocated grant must be used within six months,
- The applicant commits to providing KT UNIL CHUV with a report describing the results obtained with InnoSTEP-DIGITAL support no later than six months after its allocation,
- Projects submitted by researchers must comply with ethical standards and institutional rules,
- Projects must be development projects in the digital field and not fundamental research work,
- The applicant has obtained the agreement of all inventors/designers of the technology to apply for the InnoSTEP-DIGITAL grant.

#### **3. How to apply**

Applicants must submit the application form available on the KT UNIL CHUV website, along with the required annexes.

Researchers may complement their application with any additional documents they consider useful for understanding their project.

Only duly completed applications meeting the eligibility criteria will be considered.

Applications must be submitted by email ([innofund@chuv.ch](mailto:innofund@chuv.ch)) to KT UNIL CHUV.

#### **4. Selection Process**

All submitted applications will be evaluated and selected by KT UNIL CHUV.

All information submitted in the applications will be treated confidentially. KT UNIL CHUV may request an oral presentation from the project leader. Decisions are final, not subject to appeal, and deliberations remain confidential.

KT UNIL CHUV reserves the right to amend this document, to postpone, or to cancel the allocation of InnoSTEP-DIGITAL.

Selection criteria include:

- Compliance with participation conditions,
- Innovative character of the project, and
- Economic potential and/or societal impact.

#### **5. Funding**

The maximum amount allocated per project under InnoSTEP-DIGITAL is CHF 40,000, depending on the project.

#### **6. Eligible Expenses**

The InnoSTEP-DIGITAL grant is allocated for six months.

Eligible expenses include:

- Service or consultancy costs,
- Recruitment of specific expertise,
- Purchase or rental of equipment or other material resources dedicated to the project.

Alternative expense allocations may be accepted on a case-by-case basis depending on project needs. In particular, the InnoSTEP-DIGITAL grant may be used to add features necessary for the commercialization of software that are not the subject of scientific research, such as user interfaces, add-ons, or additional functionalities.

## **7. Copyright, Invention, and Know-How**

All copyrights, inventions, know-how, and, more generally, intellectual property generated by the project leader before and during the funding must be disclosed to KT UNIL CHUV using the Software Disclosure Form (SWDF) for software or the Invention Disclosure Form (IDF) for inventions. These forms are available on the KT UNIL CHUV website.

The project leader commits to providing KT UNIL CHUV with a copy of the software.

Intellectual property generated during the project remains the property of the institutions and will be managed by KT UNIL CHUV in accordance with applicable institutional directives, notably: « Directive du Conseil de Direction UNIL-CHUV du 02.12.2009 relative aux contrats et à la valorisation de la recherche ».

## **8. Commitments**

The project leader commits to providing KT UNIL CHUV with a Final InnoSTEP-DIGITAL Report describing the results obtained with the grant, the precise use of the funding, and all invoices related to its use. The report must be submitted at the end of the funding period and no later than six months after the start of funding.

KT UNIL CHUV reserves the right to request that the project leader present the progress of the project following the submission of the report.

The project leader also commits to disclosing to KT UNIL CHUV all software disclosures (SWDF) and invention disclosures (IDF) related to the project, before and during the funding, if the digital project has patentable aspects.

In the event of termination or significant changes to the project during the funding period, the project leader commits to immediately informing KT UNIL CHUV and to reimbursing any unused portion of the grant.

The allocated amount, as stated in Section 5 above, will be deducted from future valorization revenues before distribution of said revenues by KT UNIL CHUV.

The project leader commits to recording all results, particularly developed code lines, in a laboratory notebook or any other traceability tool related to the project (e.g., lists of scripts used for development and their respective licenses).



The project leader commits not to make the software available to other entities without prior approval from KT UNIL CHUV.

The head of the host research group commits to providing the project leader with a project specification sheet consistent with the participation conditions and defined according to the development plan submitted in the InnoSTEP-DIGITAL application.

## **9. Communication**

The project leader and the head of the host research group commit:

- To provide KT UNIL CHUV with non-confidential information on the project upon request,
- To accept that KT UNIL CHUV (on behalf of UNIL-CHUV) may reference the supported project in its internal and external communications and use their image for the purpose of promoting UNIL-CHUV's technology transfer activities.

The project leader authorizes KT UNIL CHUV to store their personal data (name, first name, phone number, private address, email address, etc.).

## **10. Respect des conditions de participation et des engagements**

In the event of non-compliance with the participation conditions or commitments, KT UNIL CHUV reserves the right to cancel the InnoSTEP-DIGITAL grant or take appropriate measures.

In such cases, the project leader and/or the head of the laboratory agree to reimburse any portion of the grant that has not been used in accordance with InnoSTEP-DIGITAL conditions.