

# Innovation Process | Guidelines & Conditions

The Leading House – the Business School of the Bern University of Applied Sciences (BFH) – organizes the Ideation Campaign for the Innovation Booster Swiss Smart Cities, powered by Innosuisse. The Innovation Booster program aims to foster a culture of open innovation, co-creation and building multidisciplinary teams to develop ideas that lead to far reaching innovations.

For a description of key actors (in *italic*) please refer to the **Glossary** ([www.swissmartcities.org](http://www.swissmartcities.org)).

## IDEA SUBMISSION – REQUIREMENTS & ELIGIBILITY

---

Ideas can be submitted through the online innovation platform (<https://innobooster.org> powered by HYPE) during the Ideation Campaign submission phases as they are stated on the Innovation Booster Swiss Smart Cities website or on HYPE.

Submitted ideas and *innovation teams* need to adhere to the following requirements:

- Be in line with the Innovation Booster Swiss Smart Cities scope (as published on HYPE)
- Have a diverse team in place to ensure follow-up of the idea:
  - o Minimum size of team: 4, maximum size: 8
  - o Minimum of 1 *research partner*
  - o Minimum of 1 *implementation partner*\*
- If an award is granted to the team, the team must be willing to contribute cash co-funding of at least CHF 2'550 per team. Team members may be helped by Members of the *Consortium* to secure third-party funding.
- If an award is granted, commitment to undergo training with experts and deliver reporting

\* The implementation partner can also be a research partner. This is the exception however – in general the implementation partner should be able to commercialize the idea.

The participation to an Ideation Campaign of the Innovation Booster Swiss Smart Cities on HYPE is free of charge and open to everyone.

## IDEA SUBMISSION - PROCESS

---

1. Submission of ideas is possible during the Ideation Campaign submission phases as stated on [www.swissmartcities.org](http://www.swissmartcities.org) and the online innovation platform (<https://innobooster.org> powered by HYPE). Ideas submitted in Open Mode can benefit from community discussions on Hype.
2. Innovation teams will be contacted by Idea Coaches to substantiate the idea before they can undergo evaluation by the jury of experts.
3. If the requirements are met (see Idea Submission – Requirements & Eligibility), submitted ideas will be evaluated by members of the *jury of experts* (**Gate 1**).
4. Winners will be selected and rewarded with financial and experts' support (see Awards).
5. Awarded teams then proceed to the Project Fabric Phase (≈ 6 months), during which the innovation teams work on Idea Testing and Validation in collaboration with their *implementation partner*.
6. At the end of the Project Fabric Phase, innovation teams are again eligible for a second award to support their activities in the Ramp-up Phase leading to market implementation of the project (**Gate 2**).

## IDEA SUBMISSION - ACKNOWLEDGEMENT & IP

---

When submitting your idea through the online innovation platform you can choose between:

- Open Mode: Open Ideas are visible to everyone.
- Confidential Mode: For confidential ideas, only the idea title, illustration (optional) and a brief description of the idea are publicly visible.

To support the culture of open innovation we encourage you to submit in the Open Mode. Doing so allows to interact with the community and to find new partners. In the Open Mode all information submitted is disclosed to the public and in the public domain and can thus benefit from community discussions on HYPE.

## IDEA ASSESSMENT

---

Ideas are screened on a permanent basis, until the campaign closes, for eligibility and quality upon publication on the online innovation platform by the programs' co-managers. If you submit an idea that is not suitable for the current open challenge, the co-managers may allocate your idea to the global pool of ideas on the online innovation platform, and it is no longer eligible for awards in this specific campaign. The Innovation Booster Swiss Smart Cities is not obliged to retain, review or award your idea and reserves the right to block or delete any information and materials that it determines to infringe applicable law or third-party rights or that constitute a violation of the **Code of Conduct** ([www.swissmartcities.org](http://www.swissmartcities.org)) at its sole discretion and without further notice to you.

The submitted ideas will be assessed and evaluated at regular intervals communicated by the Innovation Booster by a designated *jury*. The members of the jury are bound to confidentiality. Unless agreed differently, they will not disclose any information to third parties.

Selection criteria are:

- Desirability: Potential of the idea to solve (part of) the proposed challenge and to generate an impact in a sustainable, ethical way
- Feasibility: Competences and commitment of the team, building on core operational strengths
- Viability: Sustainability/foresight of the idea proposal
- Potential for continuation as a collaborative development project
- Degree of innovation from incremental to disruptive

## AWARDS

---

At **Gate 1**, an award of CHF 17'000 will be granted to the winning teams, this must be topped-up with the cash co-funding of the participating team (at least CHF 2'550, see the Requirements above). The award and the co-funding are to be used for the further development of the idea leading to an innovation project. Teams have the right of refusal within 1 week after being notified on the decision. The awards are then valid to be retrieved within 3 months from the decision day on. Awards are legally bound to activities that support the further development of the idea leading to an innovation project or towards project implementation. Award money must be used within 12 months from approval. Award money that is not being used must be returned (Details will be described in the grant contract).

At **Gate 2**, a further award of CHF 8'000 can be won by the innovation teams, intended to support the teams in their ramp-up activities (e.g., funding the time spent writing an Innosuisse application).