

**Swiss Quantum Initiative
2024 Quantum Voucher Model**

Guidelines for Lifetime Management

January 10, 2025

Important dates

Billing period 1 until: February 28, 2025

Billing period 2 until: May 30, 2025

Billing period 3 until: August 29, 2025

Billing period 4 until: November 28, 2025

Billing period 5 until: February 27, 2026

Billing period 6 until: May 29, 2026

Billing period 7 until: August 31, 2026

Billing period 8 until: January 29, 2027

1. Eligible costs

As defined in the call regulation (Art. 4.3), the following costs can be covered by the voucher:

- a. Facility costs;
- b. Consumables;
- c. Computing time;
- d. Services provided by the host or by third parties which are directly related to the use of the infrastructure or platform, including but not limited to: setup of the work, training, help with the design of workflows or architectures, feasibility assessments;
- e. Travel and accommodation directly related to the use of the infrastructure or platform;
- f. Overhead directly related to the use and administration of the infrastructure, platform or service, not exceeding 5% of the voucher value.

2. Bilateral agreement

The SQI strongly advises grantee and host institution to conclude a bilateral agreement framing the use of the voucher. However, the SQI will not get operationally involved in the specific agreements.

3. Money flow

The SQI will pay invoices submitted by the host institution named in the proposal, the invoice shall include costs from partner institutes or companies (e.g. as supplier of equipment and services) and personal costs (e.g. travel linked to the use of the infrastructure). No money will be transferred to the grantee.

4. Invoice submission

Each voucher shall be invoiced separately. In case you have been awarded two vouchers, please submit Payment Forms and invoices *per voucher*.

The deadlines are: 28.02.25, 30.05.25, 29.08.25, 28.11.25, 27.02.26, 29.05.26, 31.08.26 and 29.01.27. The consolidated invoice per quarter (.pdf), together the filled Payment Form (.xls) should be sent to the email address quantum.voucher@scnat.ch. A maximum of one Payment Form can be submitted per billing period. The form should summarize all costs per expense type. Costs with a date outside the billing period (older) can also be submitted at a later point (e.g. several quarters or a full year consolidated can be submitted).

How to fill the Payment Form: indicate the billing period (B1 – B8), the name of the applicant, and the Voucher ID. In the “requested amount” section sum up all costs from similar type / category. The form should be signed by the host institution contact person. Please name the file as follow: “VoucherID_Bx”.

5. Reporting

The grantee is asked to submit a short Final Report (1 page) summarizing the goals and outcome of the project. The report should be submitted at the latest 29 of January 2027 at the address quantum.voucher@scnat.ch.