



SGInnovate Summation Programme FAQ (Organisations)

Before Project Submission

Q1: Is my organisation eligible for the SGInnovate Summation Programme?

Your organisation must meet all the following criteria:

- is financially stable
- has a minimum of 10 and not more than 100 employees
- startups should have completed at least series A of fund raising
- has been incorporated for more than 2 years at the point of application
- able to provide experienced mentor(s) to guide the apprentice(s)
- offers projects only in deep tech areas (e.g. artificial intelligence, blockchain, medtech)

Q2: How many projects can my organisation offer for the SGInnovate Summation Programme?

Each organisation can offer up to a maximum of 3 projects.



Q3: Is the project my organisation is offering suitable for the SGInnovate Summation Programme?

The SGInnovate Summation Programme only accepts projects in deep tech areas (e.g. artificial intelligence, blockchain, medtech). The apprentices must also be involved in technical roles. Roles such as web developer, UI/UX designer, and sales will not be suitable.

Q4: What are the mentor requirements for the SGInnovate Summation Programme?

- Mentors should have at least 5 years of technical experience and 2 years of mentoring experience
- Mentors must be able to commit for the duration of the whole programme
- Mentors have the flexibility to design the mentorship framework (e.g. regular sessions with the apprentice) to ensure the best possible experience for all parties involved.

Q5: What is the duration for the SGInnovate Summation Programme?

3 – 6 months, with a required full-time commitment of at least 3 months. The duration of the programme may vary based on project requirements and apprentices' availability.

Q6: Can my organisation continue with any part-time arrangements with the apprentice(s) after programme has concluded?

The programme has a required full-time commitment of at least 3 months, with an option to extend it for an additional 3 months. Any part-time arrangement after the sixth month is out of the programme scope. However, your organisation is free to liaise directly with the apprentices afterwards. Any arrangement or agreement made would be between the both parties only, and not associated with SGInnovate.

Q7: How much does my organisation have to pay the apprentice?

Organisations must provide

- A minimum monthly stipend of SGD\$1000 for undergrads, and SGD\$1500 for Master's and PhD students
- CPF contributions (if applicable)



- CPF is typically payable for stipends paid in **non-credit bearing internships**. Some universities may offer exemptions – the student will need to contact their respective IHLs for more details. Please note that the award given by SGInnovate for the Summation programme is not applicable for CPF contributions.
- 50% of the apprentice's living allowance (An estimated of SGD\$500 / month) and round-trip travel expenses for overseas students

SGInnovate will award up to SGD\$2000 per month to each apprentice in addition to the stipend paid by your organisation.

Q8: When is the project submission deadline?

Please submit your completed application form by **22 June 2018, 12 noon (GMT+8)**.

Q9: What if my organisation misses the application deadline?

No submissions will be accepted after the deadline.

Selection Process

Q10: What is the selection process for projects?

SGInnovate will review all submitted projects, and shortlist projects that meet the programme requirements. Projects are selected based on the type of technology, the exposure and development opportunities offered, and quality of the mentorship provided by the organisation. SGInnovate reserves all rights to select the projects and organisations for the Summation Programme.

Q11: How many projects will SGInnovate select?

Up to 20 projects will be selected for each round. Organisations may indicate the number of apprentices (maximum of 3) they would like to have for each project. If multiple apprentices are sought, the organisation should elaborate on each apprentice's role and how they will be working together.

Q12: What will happen once projects are selected?

There will be a partner agreement between your organisation and SGInnovate. Upon the signing of the agreement, SGInnovate would get in touch with you to understand your selection requirements (including any technical assessment details) and then proceed to publicise the project for students to apply.

Q13: What is the selection process for students?

There are three rounds of selections:

- **Round 1:** SGInnovate will review all student applications and shortlist students who meet the basic requirements required for each apprentice's role specified in the project(s). SGInnovate's decision is final.
- **Round 2:** Shortlisted students will go through a technical assessment.
- **Round 3:** Students who pass the technical assessment will be shortlisted for an interview.

Q14: How will SGInnovate match the apprentices to the projects?

Students may apply and interview for multiple projects. If a student receives multiple offers, their preferences will be taken into account during the matching process. SGInnovate's decision is final.

Post Selection

Q15: What will happen once an apprentice is confirmed for our project?

Once a student accepts your organisation's offer, an agreement between your organisation and the apprentice must be signed within 3 working days. More information will be provided later, should your organisation be selected.



Q16: What is the start date of the apprenticeship?

Start dates are flexible and should be agreed between the organisation and the apprentice during the signing of the agreement.

Q17: What other obligations does my organisation have?

Apprentices are required to complete feedback forms, training logs and participate in SGInnovate Summation Programme event(s). Your organisation should support and encourage them to participate in these activities. Mentors will also need to complete two online feedback forms during the apprenticeship programme.

Q18: When and how will my organisation receive the co-funding from SGInnovate?

Your organisation is expected to pay the award amount together with the stipend to the student each month. A one-time reimbursement of the award monies paid, less the co-fund amount for travel and accommodation allowances, will be arranged at the end of the apprenticeship.

Q19: Is the award subjected to CPF contribution?

No. Please see Question 7 for more details.



Summation Programme Round 2 Timeline

Date	Event
16-May to 22-June	Open for project submissions
25-Jun to 13 Jul	Project review
23-Jul to 31 Aug	Open for student applications
17 Sep to 28 Sep	Technical assessments
1 Oct to 12 Oct	Interview
15 Oct to 26 Oct	Results of offer
Dec 18 / Jan 19	Start of apprenticeship

More Questions?

SGInnovate will be hosting a briefing session for organisations on **31 May 2018, 2-3pm** at our office (BASH, Blk 79, #03-01). Please [register your interest here](#) and attend the event for more details.

If you are unable to join or would like to discuss our programme in detail, please email us at summation@sginnovate.com.