SGInnovate Summation Programme FAQ (Organisations)

Before Project Submission

Q1: Which organisations are eligible for the Summation Programme?

Ideally, your organisation should meet all the following criteria:

- is financially stable (must provide supporting financial statements)
- has a minimum of 5 and not more than 100 employees
- startups should have completed at least seed stage of fund raising
- has been incorporated for more than 1 year at the point of application
- able to provide experienced mentor(s) to guide the apprentice(s)
- offers projects only in deep technology areas, for example artificial intelligence, blockchain, machine learning, deep learning, robotics, etc

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

Each organisation can offer up to a maximum of 2 projects.

Q3: What kind of projects are suitable for the Summation Programme?

The Summation Programme only accepts projects in deep technology areas, for example artificial intelligence, machine learning, blockchain, robotics and others. The apprentices must be involved in technical roles. Roles such as web developer, UI/UX designer, sales etc. are not suitable for the programme.

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

- The mentor should have at least 5 years of solid technical experience and 2 years of mentoring experience
- The mentor should be assigned for the full period of the programme
- The mentor has the flexibility to design the mentorship programme (for example, regular engagement sessions with the apprentice) to ensure the best possible experience for all parties involved

Q5: What is the duration for the Summation Programme?

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

Q6: Can organisations continue with part-time arrangements with the apprentices after the Summation Programme?

The apprenticeship must be at least 3 months full-time and can include an additional maximum of 3 months part-time. 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: What is the amount of allowance that organisations have to co-fund?

Organisations must:
- Provide a minimum stipend of SGD$1,000 per month for undergrads and masters, SGD$1,500 and above for PhD candidates

- Provide any CPF contribution incurred (if applicable) for both the stipend and the Summation award. This depends if the students are intending to use Summation for their credit bearing internships. CPF is typically payable for the stipend in **non-credit bearing internships.** Some universities may offer exemptions to the CPF contribution; the

student will need to contact their respective administrative office for more details.

- co-fund 50% of living allowance (SGD$500 per month estimated) and round-trip travel expenses for overseas students

SGInnovate will provide an award of up to SGD$2,000 per month to each apprentice in addition to the stipend paid by your organisation. Award amount is pro-rated for approved part-time arrangements.

Q8: When is the project submission deadline?

Please submit your completed application form by **2 Nov 2018, 12.00 pm (Singapore Time).**

Q9: What if organisations miss the application deadline?

No submissions will be accepted after the stipulated deadline.

Selection Process

Q10: What is the selection process for projects?

SGInnovate will review all submitted projects, and shortlist projects that meet 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 be selected?

Up to 20 projects will be selected for each run. Organisations may indicate the number of apprentices (up to a max of 2) they would like to have for each project. If multiple apprentices are sought, the organisation should elaborate on each apprentice's role (if different) and how these apprentices will be working together (if relevant).

Q12: What would happen once projects are selected?

There will be a partner agreement between your organisation and SGInnovate. Upon signing, 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 phases of selections:

- **Round 1:** SGInnovate will review all candidate applications and shortlist those who meet the basic requirements required for each apprentice's role specified in the project(s). SGInnovate's decision is final.
- **Round 2:** Shortlisted candidates will go through a technical assessment (for example, test on programming and algorithm skills) if relevant
- **Round 3:** Candidates who pass the technical assessment will be shortlisted for an interview

Q14: How would an apprentice be matched to projects?

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

Post Selection

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

Once a candidate accepts your organisation's offer, an agreement between your organisation and the apprentice must be signed within 3 working days. More information on this agreement will be shared later with the selected organisations.

Q16: When must the apprenticeship start?

Start dates are flexible and should be agreed upon between the organisation and the apprentice prior to signing the agreement.

Q17: What other obligations are there for organisations?

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

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

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

Q19: Is the award subjected to CPF contribution?

No. SGInnovate will award up to a maximum of SGD$2,000 per month per apprentice. CPF contribution is applicable for non-exempted non-credit bearing internships. Please see Question 7 for more details.

Q20: Upon completion of the Summation Programme, how do organisations or startups participate in the next run of the programme again?

If you are interested in the next run of the Summation Programme, please apply again when it is open for application.

Summation Programme Run 3 Timeline

Date	Event
8 Oct to 2 Nov 18	Open for project submissions
5 Nov to 6 Nov 18	Project review
19 Nov 18 to 4 Jan 19	Open for candidate applications
7 Jan to 11 Jan 19	Technical assessments
23 Jan to 1 Feb 19	Interviews
18 Feb to 22 Feb 19	Results of offer
May/Jun 2019	Start of apprenticeship

More Questions?

If you have any further queries, please email us at summation@sginnovate.com.