Before Application

Q1. *Which organisations are eligible for the Summation Programme?*

Your organisation should meet all the following criteria:

- *Proof of financial stability and runway of at least 8 to 10 months from the time of application; please provide supporting financial statements*
- *A minimum of five (5) full time employees, and a total number of employees not exceeding 100*
- *Startups should have completed seed stage of fundraising, but have yet to pursue Series B funding*
- *Incorporated for more than a year at the point of application*
- *Able to provide experienced mentor(s) to guide the apprentice(s)*
- *Able to offer projects in Deep Tech areas only, such as Artificial Intelligence, Blockchain, Cybersecurity, IoT, Robotics, Quantum, etc.*

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

Organisations may submit a maximum of two (2) projects and indicate the number of apprentices they would like to have for each project.

Q3. *What type of projects would be suitable for the Summation Programme?*

The Summation Programme only accepts projects in Deep Tech areas such as those stipulated in Q1. The apprentices must take on technical roles within these project areas. Roles such as web developers, UI/UX designers, and sales are not suitable for the programme, if you are keen to offer core tech roles, please apply for the [Infinity Series](#) instead.

Q4. *When is the project submission deadline?*

Please submit your completed application form by 13 November 2020, 12.00 pm (Singapore Time). No submissions will be accepted after the stipulated deadlines.

Q5. *What are the requirements to be a mentor for the Summation Programme?*

The mentor should:

- *Have at least five (5) years of solid technical experience and two (2) years of mentoring experience*
- *Be assigned for the full period of the programme*
- *Have 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*

Q6. **What kind of talent profiles can I expect?**

Organisations can expect candidates who are currently pursuing a Bachelor's, Master's or PhD from local and overseas Institutes of Higher Learning (IHL) or fresh graduates.

Q7. **What is the duration of the Summation Programme?**

3 – 6 months, with a required minimum commitment of 3 months full-time. If a minimum of 3 months full-time is not possible, we may accept a combination of full time and part time arrangement of the equivalent minimum commitment. The duration of the programme may vary based on project requirements and apprentices' availability.

Q8. **Can organisations continue with part-time or other forms of arrangement with the apprentices after the Summation Programme?**

Any arrangement after the apprenticeship programme is out of the programme scope. Your organisation is free to liaise directly with the apprentices afterwards. Any arrangement or agreement made would be between both parties only, and not associated with SGInnovate.

Q9.   *What are the costs incurred for the organisations to be part of this programme?*

Organisations are required to pay for all costs (except travel allowances) upfront and will be reimbursed monthly for items that are co-funded under the Summation Programme. The Summation programme is CPF exempted. The co-funding from SGInnovate will be <u>up to a maximum of 6 months</u>.

Item	Undergraduate or graduate	Masters student or graduate	PhD student or graduate
Apprentice's monthly stipend[1]	S$3,000	S$4,000	S$6,000
Travel allowances	Cost of round-trip air travel for overseas apprentices		
Living allowances	S$1,000 per month for foreign apprentices from an overseas university		
Training cost	a) No training costs are payable for Singaporeans / PRs b) Training costs (ranges from S$900 to S$2,000) for foreign apprentices from local university c) Training is not offered to foreigner apprentices from overseas universities		

All figures are quoted in Singapore dollars.

[1] *The Summation award will be reimbursed to the organisations on a monthly basis.*

Co-funded Items under the Summation Programme

Item	Singaporean Citizen / Permanent Residents	Foreigner
Summation award[1]	80% of apprentices' monthly stipend (see table above)	50% of apprentices' monthly stipend (see table above)
Travel allowance	50%	50%
Living allowance	Not applicable	50%
Training costs	Not applicable	50% for apprentices from local universities

Selection Process

Q10. *What is the selection process for the 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 be selected?*

Depending on the type and quality of projects submitted, the number of projects selected can vary in each run. Approximately 60 projects were selected for the last run.

Q12. *What would happen once the 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 proceed to publicise the project for full-time students and fresh graduates to apply.

*Approved projects will be publicised on public channels for full-time student / fresh graduate applications starting from **7 December 2020** onwards.*

Q13. *What is the selection process for applicants?*

There are three stages:

- *Stage 1: SGInnovate will review all applications and shortlist those who meet the basic requirements required for each apprentice's role specified in the project(s)*
- *Stage 2: Shortlisted applicants will go through technical and cognitive (General Reasoning) assessments*
- *Stage 3: Organisations will conduct interviews with shortlisted applicants*

Q14. *How would an applicant be matched to projects?*

Applicants may apply and interview for multiple projects. In the event an applicant receives multiple offers, their preferences will be considered during the matching process. SGInnovate's decision is final.

Post Selection

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

Once an applicant accepts your organisation's offer, an agreement between yourself, SGInnovate and the apprentice must be signed within three (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. The target start date will be from May 2021 onwards.

Q17. **What other obligations are there for organisations?**

Apprentices are required to complete feedback forms and training logs, attend planned training workshops and participate in the Summation Programme event(s). The participating organisations should support and encourage them to participate in these activities. Mentors will also need to complete a short online feedback form 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 apprentice each month. Reimbursement of the award monies paid, co-funded amount for travel and living allowance, will be arranged at the end of each month.

Summation Programme Run 7 Timeline

Event	Dates
Project submission Organisations can submit new projects during this period	*12 Oct – 13 Nov 2020*
Projects review Projects are reviewed on a rolling basis as soon as they are submitted	*16 Nov – 27 Nov 2020*
Candidates application Candidates can apply to the projects during this period	*7 Dec 2020 – 15 Jan 2021*
Shortlisting of candidates	*25 Jan – 5 Mar 2021*
Results of offer	*End March 2021 onwards*
Start of apprenticeship	*May 2021 onwards*

More Questions?

If you have more questions or would like to discuss our programme in detail, please email us at summation@sginnovate.com