

8 January 2024

Private & Confidential

Dear Dr Fan Bingwen Eugene,

Award as Innovation Fellow of the Singapore Biodesign Programme (“SB Programme”)

1. We, Singapore Biodesign Programme Office, A*STAR Research Entities (“SB Programme Office”), are pleased to offer you an award as an Innovation Fellow of the Singapore Biodesign Programme on the terms of this letter and attached documents together with all policies referred to therein (“Innovation Fellowship”).
2. Your Innovation Fellowship shall commence on **29 July 2024** and end on **31 January 2025**. Any extension of the Innovation Fellowship beyond the six-month period shall be at the discretion of the SB Programme Office and on terms to be agreed on separately.
3. For the duration of the Innovation Fellowship, you shall be given a net stipend of up to [REDACTED] per month, depending on your last drawn salary. You will also receive medical coverage and other insurance.
4. In addition, the following benefits shall be payable to or on behalf of you, which may be subject to review and adjusted at SB Programme Office’s discretion:
 - Overseas allowance for training at SB’s appointed curriculum partners.
 - Return air ticket from Singapore to the Asian region (Regional Immersion) and the United States (Silicon Valley Immersion), and;
 - Tuition fees for required classes and administrative expenses for required procedures with respective institutions and SB’s appointed curriculum partners.
5. If you accept the offer, please complete and return the attached Form of Acceptance (original) duly signed, by **15 JANUARY 2024**. Subsequently, you will also be required to sign an Innovation Fellowship Deed, which will set out the terms and conditions of your Innovation Fellowship, including the consequences of breach.
6. We look forward to having you as an Innovation Fellow of the Programme.
7. Feel free to contact the programme office, Singapore Biodesign Programme at SBEnquiry@hq.a-star.edu.sg, if further clarification or assistance is needed.

Empowering Asia's Healthtech Innovators of Tomorrow

*A global affiliate of Stanford Byers Center of Biodesign, and hosted by Agency for Science, Technology and Research (A*STAR)*
ARES: PRIVATE & CONFIDENTIAL

Fellow's Signature:

Thank you.

Yours sincerely,



Dr Mary Kan
Programme Director, Singapore Biodesign

INNOVATION FELLOWSHIP BENEFITS AND CONDITIONS

1. Application of Benefits

The following benefits and conditions (“the Innovation Fellowship Policy”) shall apply to all Innovation Fellows under the Singapore Biodesign Innovation Fellowship (“Innovation Fellowship”). The Innovation Fellowship Policy is to be read in conjunction with the **Innovation Fellowship Deed**.

2. Attendance

Each Innovation Fellow shall be committed to full-time training during the duration of the Innovation Fellowship. Each Innovation Fellow shall be present for such days and hours as required to execute project and training activities scheduled.

Healthcare professionals may apply for up to 0.2 FTE of clinical hours, i.e. 1 day per week, subject to approval.

3. Vacation Leave

An Innovation Fellow is eligible for **six (6) working days** of paid vacation leave for the duration of the Innovation Fellowship, subject to compliance with the following procedures and such other procedures which may be prescribed from time to time. Leave shall not be taken during the period of training at the Silicon Valley and regional immersions. Vacation leave is not required for Saturdays, Sundays and public holidays.

Vacation leaves not utilised prior to the end date of the Innovation Fellowship shall lapse. There shall be no payment of stipend in lieu thereof.

Leave applications should be submitted to the SB Programme Office for approval, at least one week prior to the commencement of the proposed leave period. The relevant leave approving personnel are the Innovation Fellowship Head and recording with SB Programme Manager.

4. Sick Leave

An Innovation Fellow may be granted up to **seven (7) working days** of paid sick leave for the duration of the Innovation Fellowship, subject to compliance with the following procedures and such other procedures which may be prescribed from time to time.