

17 DEC 2024

Private & Confidential

Dear Dr. Chew Ming Xian, Grace,

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 **28 July 2025** and end on **31 January 2026**. 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 will continue to receive employment salary and benefits from your host institution. SB will be responsible for the associated tuition fees and related travel expenses incurred for the Biodesign Innovation Fellowship.

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 **24 Dec 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 Mussallem Center for Biodesign, and hosted by
Agency for Science, Technology and Research (A*STAR)*
ARES: PRIVATE & CONFIDENTIAL

Fellow’s Signature:

Thank you.

Yours sincerely,



Dr Lee Phin Peng
Acting 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.

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.

If an Innovation Fellow is on sick leave/has to be hospitalised for a total of **more than twenty-three (23) days** during the Innovation Fellowship, SB Programme Office may in its sole discretion terminate the Innovation Fellowship, and liquidated damages may apply. An Innovation Fellow on sick leave must notify the SB Programme Office as soon as possible, giving the reason for the Innovation Fellow’s inability to report for duty. Upon resumption of duty, the Innovation Fellow must declare the sick leave taken and submit to the SB Programme Office the original medical certificate issued by a medical practitioner (referred to as a qualified and practising medical doctor registered in Singapore, United States, or the country in which medical consultation was sought). In addition, during the period of training for Regional immersion and at Silicon Valley immersion, the Innovation

Fellow should also notify the relevant Biodesign supervisors at the host institution(s), of the sick leave, and comply with their procedures.

5. Hospitalisation Leave

If an Innovation Fellow is hospitalised, the Innovation Fellow may be granted up to thirty (30) days of paid medical leave per calendar year for the duration of the Innovation Fellowship, which is inclusive of the 7 days of paid sick leave mentioned above, subject to compliance with the above procedures for paid sick leave and such other procedures which may be prescribed from time to time.

Given the duration of the Innovation Fellowship, if an Innovation Fellow is on sick leave/has to be hospitalised for a total of more than twenty-three (23) days during the Innovation Fellowship, SB Programme Office may in its sole discretion terminate the Innovation Fellowship, and liquidated damages may apply.

6. Maternity Leave

An Innovation Fellow who is pregnant and whose date of confinement/delivery is within the Innovation fellowship period may be granted up to four (4) weeks of paid maternity leave for the duration of the Innovation Fellowship, subject to compliance with the above procedures for the application for leave and such other procedures which may be prescribed from time to time. A copy of the birth certificate must be attached to the leave application.

7. Paternity Leave

An Innovation Fellow expecting a child and whose spouse's confinement/delivery falls within the Innovation fellowship period may be granted up to one (1) weeks of paid paternity leave for the duration of the Innovation Fellowship, subject to compliance with the above procedures for the application for leave and such other procedures which may be prescribed from time to time. A copy of the child's birth certificate must be attached to the leave application.

8. Unpaid Leave

An Innovation Fellow who wishes to apply for unpaid leave within the duration of the Innovation Fellowship must do so in advance with strong reasons, and any such leave will be assessed and may be granted on a case-by-case basis.

If an Innovation Fellow is absent or is going to be absent for a cumulative period of two (2) months or more (including any approved unpaid leave) during the Innovation Fellowship and it is anticipated that the Innovation Fellow will not be able to satisfactorily complete the Programme, the SB Programme Office may in its sole discretion, terminate the

Innovation Fellowship in which case liquidated damages may apply, or require the Innovation Fellow to defer and repeat the Innovation Fellowship at the next session.

9. Singapore National Service Leave

An Innovation Fellow shall be released, enabling him to fulfil his Singapore national service reservist obligations upon giving prior written notice to the SB Programme Director in Singapore.

10. Overseas Allowance

For the period of the Regional immersion, each Innovation Fellow shall be provided with an additional allowance up to **SGD 1000 per week**, in addition to the Innovation Fellow's normal stipend. With the allowance, each Innovation Fellow is required to make his/her own housing and other living arrangements (transport service, rental of a vehicle, per Diem, roaming, telco services, etc) in the country in which the regional immersion is conducted.

For the period of the Silicon Valley immersion, each Innovation Fellow shall be provided with an additional allowance up to **SGD 1750 per week**, in addition to the Fellow's normal stipend. With the allowance, each Innovation Fellow is required to make his/her own housing and other living arrangements (transport service, rental of a vehicle, per Diem, roaming, telco services, ESTA, etc) in the United States.

11. Return Air Tickets

For the period of the regional immersion, each Fellow is entitled to a return economy class air ticket from Singapore to the country in which the regional immersion is conducted, via the most direct and economical means possible. Airport taxes and travel insurance fees are also covered. Where necessary, visa processing fees imposed by the country of the immersion are also covered.

For the period of training at Silicon Valley immersion, each Innovation Fellow is entitled to a return economy class air ticket from Singapore to the United States, via the most direct and economical means possible. Airport taxes and travel insurance fees are also covered. SB Programme Office will assist to make the relevant air ticket and associated bookings for the Innovation Fellow in accordance with the host institution's guidelines.

An Innovation Fellow who is granted maternity leave or leave to serve National Service obligations during the time of the training at Silicon Valley immersion /regional immersion shall make separate arrangements for travel between Singapore and respective immersions as necessary. Reimbursement shall be subject to approval on a case-by-case basis.

12. **Medical and Other Insurances**

An Innovation Fellow shall be provided with medical coverage, overseas travel insurance and other insurance as determined by the SB Programme Office in its sole discretion.

During the period of immersion at an Asian region and training at Silicon Valley, the Innovation Fellow shall purchase an appropriate insurance package in accordance with the host institution's country or in accordance with the federal law of the United States, as recommended by respective institutions respectively. The Innovation Fellow shall be reimbursed for such costs incurred, up to a cap to be stipulated by the SB Programme Office. In the event, that the Innovation Fellow prefers to opt for another insurance package with wider benefits and/or extend insurance coverage to accompanying family member(s), he/she will have to bear any additional costs incurred.

During the period of training in Singapore, the Innovation Fellow shall receive the benefit of the medical insurance policy, as determined by the SB Programme Office, in its sole discretion.

13. **Tuition and Administrative Fees**

For the period of training at Silicon Valley, SB Programme Office shall pay all relevant tuition and administrative fees directly to the respective institution.

If the Innovation Fellow incurs any additional fees from other coursework and/or purposes beyond the standard SB Fellowship curriculum and syllabus without the prior consent of the SB Programme Office, such costs are to be borne by the Innovation Fellow. SB Programme Office will not bear such additional costs.

14. **Observation of Confidentiality and Other Matters**

The Innovation Fellow shall observe all applicable laws (including but not limited to all applicable legislation relating to the protection of data), and rules and regulations of any institution hosting the Innovation Fellow for the purpose of the Innovation Fellowship (including but not limited to any immersion programmes for the same) ("Host Institution").

The Innovation Fellow shall also observe strict confidentiality in respect of all matters and information relating to patients and the operations of the Host Institution and without prejudice to the generality of the requirement for confidentiality, shall execute (on a personal basis) such confidentiality and non-disclosure undertakings as may be required by the Host Institution.

The Innovation Fellow shall also comply with all applicable infection control protocols of the Host Institution.

The Innovation Fellow shall execute undertaking(s) to the Host Institution if so required to ensure that he/she complies with the above obligations.

15. **Exemption and Revisions**

SB Programme Office may, in its absolute discretion, grant such exemptions from the provisions of this Innovation Fellowship Policy as it deems appropriate.

SB Programme Office may revise the Innovation Fellowship Policy from time to time at its absolute discretion.

An Innovation Fellow who has his/her award terminated by SB Programme Office by reason of his/her breach of the terms and conditions thereof shall immediately cease to be entitled to any benefits under the Innovation Fellowship and be required to pay the liquidation damages as set out in the Innovation Fellowship Deed.

SB Programme Office shall be entitled to make and issue additional guidelines with respect to this Innovation Fellowship Policy from time to time and to revise or amend such guidelines as it deems fit. All such guidelines shall be deemed to be a part of this Innovation Fellowship Policy.

FORM OF ACCEPTANCE

To: Programme Director, Singapore Biodesign

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

I, _____, of NRIC/FIN Number, _____ hereby accept the offer of award as a Fellow of the Singapore Biodesign Programme. I have read through the documents provided and accept the terms and conditions therein.

My fellowship shall commence on **28 July 2025 and end on 31 January 2026.**

Signed By: _____

Name: _____

Date: _____