

CSIRO Synthetic Biology Future Science Fellowships: Call for Applications

Overview

The *CSIRO Synthetic Biology Future Science Fellowships* scheme is funded through the CSIRO Future Science Platform in Synthetic Biology (SynBio FSP). The scheme aims to attract outstanding national and international early-career post-doctoral researchers (equivalent to Academic Levels A and B, or in exceptional circumstances, Level C) to expand Australian research capacity in synthetic biology. A key element of the SynBio FSP is establishment of a collaborative community of practice extending across CSIRO and Australia more broadly, and linking into international efforts in the field.

Fellowships will be hosted at a Host Organisation (usually an Australian University, but other Australian research organisations may also be eligible). The Fellowships program is a partnership between the Fellow, CSIRO, and the Host Organisation. Fellows will be employed by the Host Organisation but will maintain a strong linkage to CSIRO through a partnering CSIRO Mentor(s) and various joint activities designed to support development of a synthetic biology community of practice across Australia. Fellows will have a Visiting Scientist appointment at CSIRO and may spend a portion of time physically located within a CSIRO research group if appropriate for the Fellowship project.

The Fellowships are co-funding agreements, requiring a 1:1 cash commitment from the Host Organisation to match the cash commitment from the SynBio FSP. The Fellowships will provide three years of funding (salary and operating expenses) to be administered by the Host Organisation. Operating expenses may be used for experimental costs, equipment, travel, and other expenses directly related to the CSIRO Future Science Fellow's research. A host organisation financial commitment must be provided in order for the proposal to be assessed.

The SynBio FSP is built on a philosophy of responsible development of synthetic biology technology, striving for ethical outcomes and working within the bounds of social acceptance. This is embedded in the SynBio FSP through the Maximising Impact Science Domain, one of four [Science Domains](#) in the FSP. Our mission is to develop capacity in synthetic biology within CSIRO and across Australia, in a collaborative and transparent manner.

At this time, a single call is funded and will support Fellowships to start by 1st November 2017. Further calls under this scheme may be made in the future pending funding arrangements and prior success of the CSIRO-Partner Organisation collaboration.

The scheme opens on 8th February 2017. Applications must be submitted through the Host Organisation's Research Office by **5pm Australian Eastern Standard Time 27th March 2017**.

Instructions to Applicants

Background: The SynBio FSP

Synthetic Biology (SynBio) is the design and construction of biological parts, devices, and organisms, usually based on DNA-encoded componentry; and their application for useful purposes.

It is becoming widely recognised that SynBio is the next transformative technology. SynBio is an emerging interdisciplinary field representing the convergence of diverse domains, such as biotechnology, evolutionary biology, molecular biology, systems biology, physics, chemistry, computer engineering and informatics, electrical engineering, and genetic engineering, among others. SynBio involves modeling, writing, and printing DNA code for the design and fabrication of new biological parts, devices, systems, and machines, as well as the re-design of existing, natural biological systems. SynBio has potential applications in areas as diverse as manufacturing, human health, agriculture and protecting ecosystems. Because of SynBio's transformative nature, Australia must develop a strong SynBio 'Research Ecosystem' or it will lose competitiveness in almost every industry, including traditional areas such as agriculture.

The SynBio FSP provides a platform comprised of a capability core with the skills suitable to continually develop and improve the SynBio tool box. The FSP will work closely with domain specific researchers and technologists to design, fabricate, and construct the novel, fit-for-purpose biological assemblies and machines across CSIRO and with research partners to deliver outcomes and impacts for the nation. The core Science Domains (capability areas) of the FSP are Integrative Biological Modelling, Engineering Novel Biological Components, Assembling Innovative Biosystems and Maximising Impact (see Funding Rules for details). In addition, there are three Application Domains where we are focussing our research program: Environment & Biocontrol, Chemicals & Fibres, and Endosymbionts & Organelles (see Funding Rules for details).

The FSP is supporting a number of activities, including the *CSIRO Synthetic Biology Future Science Fellowships*. Fellowships will be funded for three years.

Projects and Project Structure

Research projects must demonstrate an ability to build Australian capacity in synthetic biology. Inter-institutional collaboration is encouraged (in addition to the University and CSIRO partners). Interdisciplinary collaboration and international collaborations are also encouraged. Industry involvement is not a requirement, but is welcome if it supports and aligns with the project. Financial co-sponsorship from collaborative partners (in addition to the 1:1 matched funding from the Partner Organisation) will be viewed favourably, but is not a requirement.

Tips for your proposal

- Proposals that focus on a narrowly defined application without providing actual or potential platform technology development (technologies with broad applicability) in synthetic biology will not be scored well
- Conversely, proposals that include development of platform technologies with multiple different applications will be scored well
- Proposals that link with third parties (national/international; outside of the host organisation and CSIRO) to access expertise and capacity are encouraged
- The Fellow should ideally be bringing new capability to the synthetic biology field in Australia. This capability should be competitive on an international scale
- Projects within scope, but that appear to be continuations of long standing projects, will be given greater scrutiny than those that clearly articulate their novelty, and may not be considered distinct enough to be supported. Projects that are associated with, but are demonstrably novel and distinct from current projects, are eligible
- Systems biology is not synthetic biology, although the two technologies are often used together. Projects that are clearly systems biology focussed with no capacity development in synthetic biology will not be funded.

Identifying your Host Organisation and CSIRO Mentors

Applicants must identify a host organisation Mentor(s) (normally senior academics) and a CSIRO Mentor(s) who will work together to support the Fellow. The SynBio FSP will assist in identifying suitably qualified Mentors where required, both within the University system and within CSIRO. Applicants may enquire directly to the SynBio FSP (SynBioFSP@csiro.au) with a brief project outline and the FSP will provide a list of potential candidates. Applicants should discuss their project with the proposed Mentors; it is expected that the mentors will assist in development of the project with the applicant.

CSIRO Support

The CSIRO Mentor will provide added technical and intellectual expertise to support the project. CSIRO resources and facilities will also be available to the project through this collaboration. Some applicants/host research groups/mentors will already have formal or informal associations with an appropriate CSIRO Mentor. Groups with pre-existing relationships will not be given priority over new collaborations; however, there will be a greater onus on the new collaborative partners to demonstrate that there is a genuine potential for collaboration. Conversely, groups with pre-existing collaborations will have a greater onus to demonstrate that the research project is novel and not a continuation of a currently-funded project. The SynBio FSP will work with the Applicant to identify a suitably-qualified collaborator if required. Applicants may enquire directly to the SynBio FSP (SynBioFSP@csiro.au) with a brief project outline and the FSP will provide a list of potential candidates.

Process

Applications must be submitted by email (see How to Apply). Applications will be assessed against the Selection Criteria. Assessors will be required to declare any real or perceived conflicts of interest during the assessment process. Assessors will not assess applications where conflicts of interest are identified. During the proposal assessment phase, reviewers may request further information from the Applicant.

CSIRO is committed to developing and maintaining a culture that respects, values and actively pursues the benefits of a diverse workforce. The selection process at all stages will reflect this aim by considering gender balance and research output relative to opportunity.

Feedback will be provided for all full proposals. Unsuccessful applicants have the right of appeal against administrative processes employed in the selection process, but not assessment outcomes. Final project details for successful applications may be modified according to feedback by agreement between the SynBio FSP Executive and the Applicant.

Potential host organisations will be identified as early as possible and contract negotiations will be initiated in order to minimise delays after award of Fellowships. This may occur prior to announcement of successful proposals, and should not be taken as an indication that any proposals submitted from that organisation will be awarded.

Important Dates

Applications open: 8th February 2017

Applications close: 27th March 2017 – 5pm Australian Eastern Standard Time

The following are indicative dates, and may change subject to numbers of applications received:

Notification of outcomes: 13th April 2017

Fellowships begin: By 1st November 2017

Funding Rules

Before making an enquiry please check the [Frequently Asked Questions](#), which will be added to and updated regularly while the Proposal Call is open. Enquiries about eligibility and other Funding Rules should be made **via your Host Organisation's Research Office contact person** by email to SynBioFSP@csiro.au.

Eligibility Criteria

Applicants

- Applicants must hold a PhD conferred between 1st July 2009 and 1st July 2017, i.e. no more than 8 years' post-PhD research experience on the closing date for the applications
 - Allowances will be made for career interruptions. Space is provided to note career interruptions on the CV Template provided
 - Eligible career interruptions are defined as: carer's responsibility; disruption due to international relocation for post-doctoral studies or other research employment not exceeding three months per international relocation; illness; maternity or parental leave; unemployment and/or non-research employment not concurrent with research employment
 - Periods of career interruption must occur between the PhD award date and the closing time for submission of applications.
- For University-hosted applicants: The scheme is open to researchers at Academic Levels A and B. In exceptional circumstances funding for a level C position may be approved for a truly outstanding candidate; however, the gap in funding must be provided as an extra contribution by the Host University (over and above the 1:1 matched funding required by the scheme). Otherwise, applicants who have previously held a position at a higher academic level are not eligible to apply. Applicants who currently hold a continuing/tenured/permanent/faculty/indefinite position are not eligible to apply.
- Applicants may be Australian or international; international applicants will be responsible for ensuring that they are eligible to apply for a visa to work in Australia

- For the duration of the appointment, Fellows are expected to reside in Australia and be employed by an Australian Host Organisation

Host Organisation

The Host Organisation nominates the applicant. The Host Organisation will physically host the Fellow for some or all of the Project and will be financially responsible for the Fellow and the Project. The Host Organisation will usually be an Australian University; however other Australian research agencies will be considered on a case-by-case basis. Host Organisations must be located in Australia.

The Host Organisation is required to provide cash funds that match or exceed the CSIRO funding. A Certification and Financial Commitment must be completed by the Host Organisation as part of the application form. Applications that do not provide a financial commitment from the Host Organisation will not be assessed. Proposals must be submitted through the Research Office (or similar) of the Host Organisation.

The Host Organisation will negotiate a Financial and Intellectual Property Agreement with CSIRO, and will be responsible for managing the finances of the project and for ensuring that the project is executed according to the project plan. A milestone plan will be negotiated and will be appended to the Financial and Intellectual Property Agreement. The Host Organisation will be responsible for supporting successful Fellows through any necessary relocation processes (including visa applications etc.).

A contract including a financial and intellectual property agreement and milestone plan must be in place prior to starting the project and transfer of funding. Contracts will be negotiated in parallel with assessment of the proposals to ensure their timely conclusion and allow initiation of the project as soon as feasible after the award is made.

Projects

For the purposes of this Call, synthetic biology is defined as *the design and construction of biological parts, devices, and organisms, usually based on DNA-encoded componentry; and their application for useful purposes*. Projects in the Synthetic Biology FSP are distinguished by their engineering aspects. Projects must aim to deliver an outcome through the engineering of biological systems, typically through the engineering of genetic componentry. This may include biobrick-like components (not necessarily using the BioBrick standard design rules) and/or development of technologies underpinning synthetic biology tool construction or application. Orthologous component construction is acceptable and encouraged. Proposals that do not have identifiable synthetic biology components will be disqualified as being out of scope. The only exceptions are projects falling under the Maximising Impact Science Domain (see Domain details below); these projects must still demonstrate a broad capability development applicable in the synthetic biology domain.

Proposals must align with one or more of the three Application Domains and must involve capacity development in one or more of the four Science Domains (see details below). In addition, proposals that use established synthetic biology techniques but do not demonstrate development of new capacity in the synthetic biology field will not be funded.

The FSP program is a space for development of basic science and foundational technical capability, and does not necessarily require commercial/industrial outcomes. However, it will be considered a positive where a path to market is articulated in parallel with a project scope that fulfils the requirement of SynBio capacity building. As noted, an industry partner may or may not be identified as part of the proposal. Applications marked commercial-in-confidence cannot be assessed and will be excluded.

Strict word limits and page limits apply. **Proposals that exceed word or page limits will not be assessed.** Arial 10 point font is used where text is entered in the form; **do not change the font style, font size, or external box margins.** Applicants are responsible for ensuring that word limits and page limits are not exceeded.

Ethics and Licence to Operate

As with other interventionist technologies, ethical considerations are critical in synthetic biology. The SynBio FSP is built on a philosophy of responsible development, striving for ethical outcomes and working within the bounds of social acceptance. We therefore ask the proponents to identify any ethical issues that could affect the delivery of the project outcomes or arise as an unintended consequence of the work done. Ethical considerations include, but are not limited to: dual use issues, effects of environmental release of gene drives, impacts on social equity, etc. In this section the proponents should consider the broader implications of their work, in line with the Maximising Impact Science Domain.

Licence to operate is essential for maximising the impacts of the work that originates in the FSP, and projects need to demonstrate that their outcomes have the potential to be socially acceptable. This may not be possible at the inception of a

project; however, a plan for early community engagement will be critical for some projects, although the extent and nature of such engagement is clearly outcome dependent. Please include details of how licence to operate will be considered during the project.

Projects will not be scored on ethical or licence to operate issues, but failure to adequately address these issues will disqualify projects from FSP funding.

Application Domains

Our research program is focussed around three priority Application Domains:

Environment & Biocontrol

SynBio has the potential to revolutionise our capacity to control our environment by modifying the resilience of species under threat, altering the capacity of insects to vector human disease or controlling populations of invasive species. Australia's unique geographical and regulatory environments, combined with CSIRO's world class capabilities in the environmental and biocontrol sciences, give CSIRO considerable competitive advantage in this area.

Projects in this program of work will contribute to a world class capability in delivering environmental and biocontrol solutions based on SynBio technologies.

Chemicals & Fibres

SynBio will have a significant role in providing substantial and disruptive technologies to our traditional industries, including chemical and fibre manufacture. In future, manufacture of many chemicals will be achieved via biological routes, this will include new chemicals that are currently unobtainable or impractical *via* traditional chemical syntheses. Many traditional fibre production systems and chemical manufacturing processes will be supplanted by more efficient and intensified biological systems and processes through SynBio, and new or highly modified versions of extant fibres and chemicals will become accessible through the advanced bioengineering capability of SynBio. To compete Australia must become leading in these areas as they relate to Australia's traditional economic strengths.

Projects in this program of work will contribute to a world class SynBio capability in delivering production and manufacturing innovations in the fibres and chemicals space.

Endosymbionts & Organelles

Plastids (mitochondria and chloroplasts) and endosymbionts offer some extremely attractive features as delivery vehicles for novel 'code' for repurposing eukaryotic cells, including: control of gene flow, containment, low complexity (bacteria-like) genetic systems, and somatic (but not germ-line) inheritance. Moreover, free-living bacterial systems can be used as model systems to test new code in a high-throughput manner. However, tools are not yet available to re-engineer plastids and endosymbionts or to engineer obligate relationships between eukaryotes and otherwise free-living bacteria/algae.

This program of work will focus on developing appropriate tools to the extent that they can be used to deploy highly desirable traits (e.g. nitrogen-fixation in plants or thermal resilience in coral).

Science Domains

Four broad science domains have been identified as critical for the FSP, and capability that supports these areas are in scope for FSP supported projects.

Integrative Biological Modelling

Predictive Systems modelling of biological systems is essential for the successful development of SynBio products and for the deployment of many SynBio solutions. Such modelling could include:

- Molecular modelling of biomolecules including genetic circuits, proteins and genome architecture (particularly in response to the introduction of new genetic elements)
- Modelling at an organismal level, including predictive metabolic and phenotypic modelling
- Population modelling: for example, modelling the proliferation of gene drives through a population
- Ecosystem modelling to understand the risks and outcomes of introducing SynBio interventions in the environment
- Integration of modelling at different levels of organisation.

Engineering Novel Biological Components

Biology has provided a vast array of functional components that can be integrated in to new SynBio circuits, devices etc. However, novel functionality may be required for some applications; for example, tuneable genetic logic gates, novel organic synthetic chemistry steps, or tissue/life-stage specific genetic switches. Such novel biological components could include:

- New genetic switches, circuits and logic gates that control spatial, temporal, tissue-specific and other conditional gene expression
- Novel functional proteins, including sensors, enzymes and structural proteins
- Non-model chassis organisms, including bacteria, fungi, yeast, plants, and animals as well as eukaryotic organelles and endosymbionts.

Capabilities that support the engineering/evolving/discovery of new biological components are in scope for SynBio FSP projects.

Assembling Novel Biosystems

Novel Biosystems are engineered biological systems, including living organisms, ecosystems and complex *in vitro* systems and devices. Capability that contributes to this area includes:

- Gene delivery and genome editing, particularly in non-model organisms
- Physiological, genomic and genetic understanding of target organisms
- Genetic, genomic, transcriptomic, metabolomics and phenomic tools and systems approaches for assessing outcomes of engineering (and feedback to modelling approaches).

Priority biosystems may be targeted; where a clear and pressing need can be articulated, but where clearly identified technology gaps are present.

Maximising Impact

An understanding of social and environmental impacts is critical to the successful deployment of appropriate and socially acceptable SynBio solutions. Capability that contributes to this area includes:

- Social licence to operate
- Environmental risk assessment
- General technology risk assessment
- Ethical considerations
- Governance, regulatory issues, and legal framework/considerations.

Selection Criteria

Note that alignment of projects is an eligibility requirement; proposals that do not align with one or more of the Application Domains and/or Science Domains will not be assessed. Projects must also align with the definition of SynBio. For the purposes of this Call, SynBio is defined as '*the design and construction of biological parts, devices, and organisms, usually based on DNA-encoded componentry; and their application for useful purposes.*' As noted in the Eligibility Criteria, projects under the Maximizing Impact Science Domain may not have engineering components directly, but they must still demonstrate a broad capability development applicable in the synthetic biology domain.

1. Excellence and Track Record of the Applicant (40 %)

The excellence and track record of the applying Fellow will be assessed with consideration for output relative to opportunity. Publications, bibliometrics, benchmarking, awards, etc. will be used to assess the applicant. The applicant's CV will be used to assess this selection criterion; the CV Template must be used to prepare the CV.

2. Ground-breaking, excellent science (30 %):

One of the major purposes of the FSP is to generate new programs of work in Synthetic Biology. Expressions of interest will be selected on the scientific merits of the proposals. This includes the excellence and novelty of the work. If there are indications that the work proposed is simply a continuation of existing projects, then the proposal is not suitable.

3. Capability Building (20 %):

Expressions of interest will be scored on the capability that they contribute to the FSP. The capability requirements of the FSP are those that enable the four Science Domains (described above). Growing an Australian community of practice in SynBio is a key outcome for the FSP, and as such capability can be drawn from CSIRO, universities and other research agencies. Leveraging FSP investment through co-investment is a favourable outcome, as it allows improved capability building potential for the FSP. Scoring in this section will include how closely proposals align with the Application Domains and Science Domains of the FSP (described above).

4. Feasibility (10 %)

Is the project technically and practically feasible? Does the applicant's track record support the project? Is appropriate mentorship available, and does the Mentor/Mentoring Team's track record support the project? What will be the role of each person? Does the Research Environment support the project? High risk, ambitious and/or 'blue-sky' projects are encouraged, but must be considered feasible with the resources available to the investigator.

General Considerations

CSIRO Support for University-Hosted Fellows

University-hosted Fellows will hold a Visiting Scientist appointment with CSIRO. It is envisioned that different projects will have different levels of engagement with CSIRO depending on the nature of the collaboration. The linkage with CSIRO is intended to ensure that the Fellow is actively engaged with the developing community of practice in synthetic biology within CSIRO and across Australia, and to provide further support for the Fellow during the execution of their project. To this end, a minimum standard will be required to demonstrate collaborations are genuine. Support from CSIRO will be provided through the partnering CSIRO Mentor. The Future Science Platform will also provide professional training and career development support for the Fellow.

A CSIRO Mentor is required; however, it is recognised that suitable expertise may not be available within CSIRO to support the proposed project. Applicants without nominated CSIRO Mentors will engage directly with the SynBio FSP Director or a member of the SynBio FSP Executive (all of who are senior scientists) with the closest relevant expertise. This contact person will provide a linkage with CSIRO to assist in access to CSIRO facilities and project support (where appropriate), career development of the Fellow, and engagement with the Australian synthetic biology community of practice.

Partner/Co-Sponsor Organisation Support

Projects may include a partner or co-sponsor (fourth party) that provides additional expertise and/or funding for the Fellowship project. A letter of support is required outlining the nature of the support. Partner/Co-Sponsor support is not compulsory, but will be viewed favourably where it aligns with and contributes to the project.

Membership of Synthetic Biology Australasia

All successful applicants will be provided with a three-year membership to Synthetic Biology Australasia (www.synbioaustralasia.org) paid for by the SynBio FSP. This membership will assist in engagement with the Australian Community of Practice in synthetic biology.

Project Costing and Expenditure of Funds

Funding can be used to support the Fellow's salary and on-costs only for salary. Institutional overheads will not be supported. In addition, reasonable operating costs can be requested (a full justification of operating costs will be required at full proposal stage). Funding can be used for travel (including travel to present at conferences, relocation allowances for interstate and international applications and visa costs for internationals), experimental costs (maintenance etc.), equipment, and other expenses directly related to the Future Fellow's research. Conference travel will only be supported where the Fellow is delivering a presentation (oral/poster). Projects that have a large operating budget will be scrutinised carefully, particularly at the full proposal stage where details of planned expenses will be required. Only eligible expenditure incurred on or after the start date and prior to the end date of the Fellowship can be claimed. All funds must be expended on the Fellowship project; non-Fellowship expenses will not be supported. Administrative support staff costs will not be supported. It is expected that reasonable effort will be made to ensure value for money; unusually expensive projects will be scrutinised carefully and may not be supported at full costing if the financial or technical justification is not considered

sufficient. It is unlikely that the SynBio FSP will support extremely expensive Fellowship projects even where justification is appropriate unless the project value to Australian SynBio is extraordinary.

Budgets should be prepared using the provided Budget Pro Forma and inserted into the Application Form in the Budget section.

Salary Level

The requested salary level (Academic A or B, or, in very exceptional circumstances, Level C) should be commensurate with the experience and track record of the applicant. Track record (Selection Criterion 1) for applicants will be assessed in a pool of applicants requesting the equivalent salary level; consequently, applicants requesting higher salary support will be assessed with significantly more rigour.

Post-Award Conditions

- Fellowships may begin as soon as a financial agreement is in place between the Host Organisation and CSIRO. Fellowships must commence by 1st November 2017.
- Successful applicants may not hold another Fellowship or other position concurrently; if the applicant already holds a different fellowship, it must be relinquished before the CSIRO Synthetic Biology Future Science Fellowship is taken up
- The Fellowships are not bankable or transferrable, that is, recipients must relinquish these Fellowships if they secure another position or Fellowship
- A minimum of 80 % of the Applicant's time must be devoted to the Fellowship project. At their own discretion, Fellows may spend up to 20 % of their time on non-Fellowship activities that are important for their career development (e.g., teaching, service, outreach, other non-Fellowship research activities)
- Fellowships are not transferrable between people
- Fellowships are transferrable between Host Organisations, as long as it can be demonstrated that the new Host Organisation and Mentor can support the Fellowship project adequately and that the project milestones can be met
- Fellowships must be undertaken in Australia
- Fellowships are normally expected to be completed continuously over three years. Interruptions are allowed and will be negotiated and approved on a case-by-case basis
 - Eligible interruptions include parental leave, carer's responsibility, and illness
 - Where interruptions are approved, the Fellow must demonstrate that the project milestones can still be completed in a reasonable timeframe
 - Where interruptions are approved milestone delivery dates will be renegotiated
- Where necessary and with approval from the Host Organisation and CSIRO (if not otherwise approved as part of the original application), Fellows may spend periods of time conducting research activities interstate or overseas (e.g., for fieldwork, international collaboration, or industry placement). Such travel should contribute to the Fellowship objectives, and will be funded independently from the Fellowship (i.e. no further funding will be available for post-award requests)
- Fellowships may be held on a part-time basis if the recipient is fulfilling family and/or carer responsibilities, or in the case of illness interfering with full time work
- Including interruptions and any periods of part-time employment, fellowships must be completed within 6 years of the start date
- The Fellowship may also be converted to (or from) part-time at any time to enable the Fellowship recipient to fulfil family and/or carer responsibilities
- The Fellow will be required to attend SynBio FSP activities including retreats and research symposia
- The Fellow will be expected to contribute to establishment and development of a SynBio community of practice, including membership of Synthetic Biology Australasia (SBA)
- The Fellow is expected to engage in outreach and promotional activities from time to time as part of the SynBio FSP

- There should be regular contact between the University and CSIRO Mentors to assist in support of the Fellow
- The Fellow is required to notify CSIRO of any changes or conditions that are likely to impact on eligibility, progress, project funding, financial expenditure, or reporting.

Reporting

Formal progress and financial reports will be required at 3 months (interim report), 12 months, 24 months and 36 months; and a final report on any remaining (post-Fellowship) outcomes of the project will be required within 6 months of the completion date of the Fellowship. A template will be provided for these reports. Informal project planning and reporting will also occur through regular meetings with the Fellow's mentors.

Other considerations

- Each applicant may only submit one application in a given funding round
- If further funding round calls are made as part of the SynBio FSP program, no more than two applications may be made over the life of the program
- Applications may be withdrawn but may not be changed after submission. Additions, deletions and modifications will not be accepted after submission, unless invited
- Applications must conform to the prescribed page, word, and formatting conditions on the forms provided.

How to Apply

Application packages must include:

- A completed Application Form [[Download Application Form](#)], including a budget prepared using the Budget Pro Forma provided [[Download Budget Pro Forma](#)]
- A CV for the applicant and one for each Mentor, each completed on the CV Template provided [[Download CV Template](#)]
- A letter of support from the host Mentor, one from the CSIRO Mentor (if applicable), and one from any partner organisations/collaborators.

The **Certification by the Host Organisation** at the end of the Application Form should be signed by an appropriate representative from the host organisation (e.g. Deputy Vice Chancellor of Research, Director of Research Office, or similar officer).

Letters of support should outline the strategic alignment of the research project with host organisation/CSIRO group/partner organisation/collaborator, and any expected cash contribution. The Host Organisation Mentor letter should also act as a recommendation and letter of support for the Applicant. Letters should be drafted on the organisation's letterhead and signed by an appropriate representative. Letters should be 1-2 pages long.

All application documents must be assembled, in the order listed above, into a single PDF which must be submitted through the Host Organisation's research office by email to SynBioFSP@csiro.au, no later than **5pm Australian Eastern Standard Time, 27th March 2017**.

Enquiries

Enquiries should be made **via your Host Organisation's Research Office contact person** (except for initial enquiries to help identify a Host Organisation/CSIRO Mentor, which may be sent directly to the FSP) by email to SynBioFSP@csiro.au.