

GUIDELINES FOR ICTR CLIENTS

Editorial Services for Investigators through ICTR Client Services Center (ICSC)

Client services available to members of the UW Institute for Clinical and Translational Research include editorial assistance with scientific writing. Editors are located in the ICTR Client Services Center in HSLC 2112 and can be reached by email or using an online consultation form.

Eligible investigators

Priority for editorial assistance will be given to individuals from the following groups:

- Junior Faculty across ICTR partner schools and colleges (both Tenure and CHS track, typically within the first 5 years of appointment)
- ICTR KL2 and TL1 scholars
- Students in the ICTR Clinical Investigation degree program (beginning Fall 2009)

Other potential clients for editorial assistance on a time available basis include:

- Established investigators with existing publications and/or grants

Available Services

ICSC editors will work primarily on scientific manuscripts and grant applications. Other projects may be done on a case-by-case basis after consultation with editors. As part of the initial conversation, the editor and client will agree upon the nature of the assistance and a timeframe. ICSC/ICTR editors will strive to be responsive to the level of assistance requested by individual investigators, but with a preference for an approach which includes posing critical, scientifically-driven questions as part of the editorial review. In addition, individuals may request proofreading, general edits for clarity, or editing for length. Particularly in the case of editing for length, the document will be edited electronically so that deletions and changes can be reversed or restored by the investigator and the overall final content of the document is the responsibility of the investigator.

Junior investigators must have already worked with a senior faculty mentor or in a didactic writing process (class, writing group, etc.) on their grant or manuscript; serious writing flaws should already be fixed prior to requests for editorial assistance. It will not be the role of editors to write missing sections or documents for investigators. Major problems will be addressed with written critiques to clients outlining critical issues and suggestions for improvement.

Service Limits

ICSC Editors are only available for editing and writing assistance. *The final formatting and assembly of the finished document and its submission are the responsibility of the individual investigator.* ICSC Editing does not put grants on the right forms, create pdfs, insert graphics into text documents, photocopy, or upload documents to online submission sites. Investigators are expected to give editors a complete draft on the correct form pages and to allow sufficient time after editing for their final reviews and formatting.

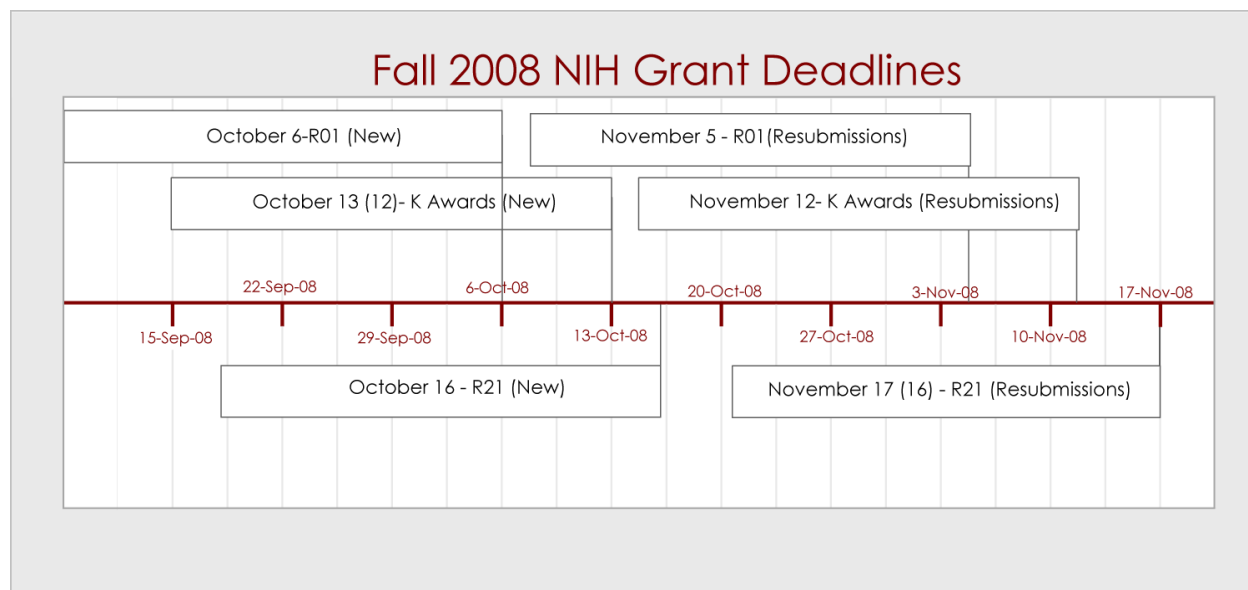
How to Schedule Editorial Services.

Investigators may contact ICTR reviewers by email, phone, or submission of an online writing consultation form. If the contact is by email or phone, investigators will be asked to complete both the online consultation form and the ICTR membership form (if not a member) after the initial consultation. Investigators can schedule a face-to-face meeting with editors at any stage in the process.

Individuals should feel free to contact ICSC editors to discuss their eligibility and their project. We will maintain extensive lists of writing resources available from other ICTR cores and elsewhere, and may be able to direct clients to other sources of assistance.

Project Scheduling

A grant with a deadline will have priority over a manuscript without a deadline. Manuscript editing or assistance with other documents will be done primarily outside the busy grant-submission windows to NIH (June/July, Oct/Nov, Feb/Mar) (See example from fall 2008).



Twelve hours or three half-days of work will be the *maximum* commitment for a grant, unless there is no wait list and time is available. Junior investigators and scholars will receive saved slots in the editing schedule if they give editors advance notice and deliver projects on time. Saved spots will expire after one week.

To manage demand during high volume grant deadline periods, all clients submitting two weeks or more in advance of the grant deadline will receive an incentive of more editorial time for their project.

- Receipt between four and three weeks in advance = 12 hours editing (three half-days), two week maximum turnaround time guarantee.
- Receipt between three and two weeks in advance = eight hours editing (two half-days), 10 day maximum turnaround time guarantee.
- Receipt within two weeks of deadline = four-six hours editing, no turnaround time guarantee.

KL2 scholars will receive priority for assistance if they have planned in advance by taking a writing group, participating in a targeted preparation series, or working actively with a mentor. To receive priority, scholars must also notify staff of their intention to submit a grant, so editing time can be reserved and other clients placed on waiting lists.

A summary of these guidelines is shown in **Table 1**.

Table 1. Summary of Recommendations

Our primary clients are young faculty investigators within first 5 years of faculty appointment and KL2 scholars with and without faculty appointments.

Potential Projects	Recommended Resources and/or Referrals	ICSC Editorial Role
New manuscripts (from new investigators)	Mentor input Didactic training-workshops or writing groups	Edit after mentor or writing group input (4-8 hour).
Pilot Grants (5-10 pages, from new investigators)	Mentor input Didactic training-workshops or writing groups Grant-specific writing groups	Edit after mentor or writing group input (6-8 hour). Time commitment after grant-specific writing group i.e. pilot grant or K award writing groups
Major grants (15-25 pages, from new investigators)	Mock study sections (available for KL2 scholars and in some departments)	Edit dependant upon advance timing and use of peer review on campus (4-12 hours). Study session review increases priority.
Grant revisions (from new investigators)	Required review by mentor and/or mock study sections	Edit dependant upon advance timing (4-12 hours).
Revised manuscripts (from new investigators)	Mentor/peer input	Consult prior to revision to look at reviewer's comments. Edit revised manuscript (4-8 hr outside of grant season after mentor or peer review).
Major grants and revisions Manuscripts (from established investigators)		Edit dependant upon advance timing and availability. No pre-review requirement.