Editorial assistance with grants and manuscripts is available to ICTR members. Editors can be reached by email (lhh@medicine.wisc.edu); please include any deadlines or your preferred time frame.

Eligible investigators
Priority for editorial assistance will be given to individuals from the following groups:
- Junior Faculty across ICTR partner schools and colleges (Tenure and CHS track)
- ICTR KL2 and TL1 scholars, and students in the ICTR Clinical Investigation degree programs

Other potential clients for editorial assistance on a time available basis include:
- Established investigators with existing publications and/or grants
- Post-doctoral fellows and other advanced trainees working with a mentor

Available Services
ICSC editors work primarily on scientific manuscripts and grant applications, although other projects may be done on a case-by-case basis. Our editorial review includes posing critical, scientifically-driven questions, in addition to proofreading and general edits for clarity. Documents should be almost ready for submission and in a time frame that allows investigators sufficient time for final revisions and formatting. The final content of the document is the responsibility of the investigator.

Service Limits
ICSC Editors are only available for editing assistance. Submission of the finished document is the responsibility of the investigator. We do not put grants on forms, create pdfs, insert graphics, upload to online submission sites, or write missing sections. We do not work on student dissertations.

Request Editorial Services Using the Online Web Form
Investigators may contact ICTR editors by email, phone, or submit an online writing consultation form. If the first contact is by email or phone, investigators will be required to complete both the online consultation form and the ICTR membership form (if not a member) after the initial consultation. Individuals should feel free to contact ICSC editors to discuss their eligibility and their project. We have lists of other writing resources, and may be able to direct clients to additional sources of assistance.

Project Scheduling
A grant with a deadline will have priority over a manuscript without a deadline.

Grant projects submitted two weeks or more in advance of the deadline will receive the most editorial time. 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. KL2 scholars will receive priority for assistance if they are working actively with a mentor and notify staff of their intention to submit a grant.

- Receipt three to four weeks in advance = 12 hours editing (three half-days), two-week maximum turnaround time guarantee.
- Receipt two to three 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, only as time available.

NOTE: We expect that all junior investigators are actively working with a mentor who has approved the draft submitted for review.

ICTR is funded by an NIH CTSA grant that must be acknowledged in all publications arising from our editing services and linked to accepted papers in PubMedCentral.

UW ICTR Partners
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