



You can get editorial assistance from ICTR for your grants and manuscripts depending on the availability of staff time. To schedule your project, please contact us by email ([lh@medicine.wisc.edu](mailto:lh@medicine.wisc.edu)) including any deadlines or your preferred time frame. Feel free to include anything special about your project or what you need. We may also be able to direct you to additional writing resources.

### **Eligible Investigators**

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

- Junior Faculty across ICTR partner schools and colleges (Tenure and CHS track)
- ICTR KL2 Scholars, TL1 trainees, and students in the ICTR Clinical Investigation degree program.

Editorial assistance will also be provided on a time available basis to:

- Established investigators with existing publications and/or grants
- Post-doctoral fellows and other advanced trainees working with a mentor

### **Available Services**

Our 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.

NOTE: All junior investigators should be actively working with a mentor who has approved the draft.

### **Service Limits**

We are only available for editing assistance. 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.

### **Project Scheduling**

A grant with a deadline will have priority over a manuscript without a deadline. For planning, please contact us if you have long term plans for grant submissions and intend to ask for editorial assistance. We will check in with you closer to the grant submission window to finalize the review.

Grant projects submitted two weeks or more in advance of the deadline will receive the most editorial time. 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.

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

*June 3, 2020*

#### **UW ICTR Partners**

School of Medicine and Public Health • School of Nursing • School of Pharmacy • School of Veterinary Medicine • College of Engineering • Marshfield Clinic