

*Department of Obstetrics & Gynecology*

# **Service Guidelines for Scientific Editing and Research Strategizing**

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## **Introduction**

Developing and sustaining a successful research career requires much more than passion and good ideas. An investigator needs solid publications in the research area, collaborators with complementary expertise, access to appropriate resources, a strong understanding of the funder's priorities and review criteria, and sufficient time to write, revise, receive feedback on, and finalize the proposal. The goal of the Scientific Editing and Research Strategizing Service is to help investigators with all of these aspects and more, ideally starting long before a funding opportunity is identified!

## **Editing**

### **What to submit**

<b>Grants</b>	<b>Research manuscripts</b>
<ul style="list-style-type: none"> <li>• Specific Aims page (the earlier, the better!)</li> <li>• Research strategy section (Significance, Innovation, Approach, and Reference list)</li> <li>• Other sections (Abstract, Project Narrative, Biosketches, Multi-PI plan, etc.)</li> <li>• Funding agency, grant type, RFA, due date</li> <li>• Previous reviewers' comments (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• Title and Abstract</li> <li>• Full text including reference list and figure legends</li> <li>• Figures (pdf, tiff, jpeg, or ppt)</li> <li>• Supplementary tables, figures, and text</li> <li>• Name of intended journal and author instructions</li> <li>• Cover letter</li> <li>• Previous reviewers' comments (if applicable)</li> </ul>

### **What to expect**

<b>Phase</b>	<b>Examples</b>	<b>Editing services provided</b>
Early draft	<ul style="list-style-type: none"> <li>• Faculty member hashing out the Aims page</li> <li>• Trainee-written draft before a mentor's critiques</li> </ul>	<ul style="list-style-type: none"> <li>• Substantial comments to guide the author in rewriting</li> <li>• Anticipated reviewer concerns</li> </ul>
Well-developed draft	<ul style="list-style-type: none"> <li>• Complete draft of a grant written by a faculty member</li> <li>• Trainee-written paper after a mentor's critiques</li> </ul>	<ul style="list-style-type: none"> <li>• Extensive editing for language, clarity, and highlighting significance</li> <li>• Comments explaining suggested changes and possibly posing scientific queries</li> </ul>
Final draft	<ul style="list-style-type: none"> <li>• Draft that has been through multiple rounds of revision</li> </ul>	<ul style="list-style-type: none"> <li>• Correction of grammar mistakes</li> <li>• Other small changes for clarity and accuracy</li> </ul>

## Editing: Applicable requests

Type of Document	Yes	If time allows	No
<b>Single project grants and trainee awards</b>			
Grant: PI has primary faculty appointment in Ob/Gyn	X		
Grant: Ob/Gyn faculty member is Co-I		X	
Fellowship/award: trainee mentored by primary Ob/Gyn faculty member	X		
NIH loan repayment program: Ob/Gyn member		X	
SBIR/STTR grant			X
Grant due in two days or fewer		X	
<b>Multi-project grants involving Ob/Gyn faculty</b>			
Ob/Gyn project in a grant submitted by another department or university	X		
Non-Ob/Gyn project in a grant submitted by Ob/Gyn		X	
<b>Manuscripts and other documents*</b>			
Work done at WU, first or senior author has primary appointment in Ob/Gyn	X		
Work done when author was not affiliated with WU			X
Review article, conference abstract, book chapter, etc.		X	
PhD student qualifying exam, thesis proposal, dissertation chapter		comments only	

\*Trainees are encouraged to consult with [InPrint](#) for manuscript editing.

## Research Strategizing

### Services

Type	Examples
Project development	Discuss interests in one-on-one meeting, develop abstract for project idea
Identify collaborators	Help find local expertise for a project
Grant readiness	Help define short-term goals to be ready to apply for external funding
Funding opportunities	Introduce databases, notifications of relevant opportunities, assess appropriateness given stage and timeline
Grant planning	Help develop aims responsive to funding opportunity, identify appropriate study section
Identify resources	Help find local resources (e.g., collaborators, cores, sample grants) to prepare a strong proposal
Response to critiques	Help decide how to improve a grant in response to critiques

## **Factors considered in prioritizing requests**

- Grant editing > Research manuscript editing > Research strategizing > Review article editing > Other document editing
- Due date
- Order of receipt (generally, first-come, first-served)
- Departmental/institutional importance
- Amount of assistance provided to faculty member recently

## **Services that are NOT provided**

- Writing first draft of grant or manuscript
- Performing exhaustive research funding opportunity searches
- Initial revising of grant or manuscript in response to critiques
- Collecting, collating, managing references
- Making or revising figures and graphics

## **Contact Information**

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