What to submit:
  • Document in Microsoft Word, sent to frankd@wudosis.wustl.edu
  • Grant application drafts (submit sections all at once or individually):
    o Title and Specific Aims page (early submission is strongly encouraged)
    o Research strategy section (Significance, Innovation, Approach, and References)
    o Other sections (Abstract, Project Narrative, Bio sketches, multi-PI plan, etc.)
    o Funding agency, grant type, RFA, and institution due date
  • Research manuscripts, review articles, book chapters, etc.:
    o Title and Abstract
    o Full text including references and figure legends
    o Figures in PDF format
    o Supplementary tables, figures, and accompanying text
    o Name of journal to which you will be submitting
    o Cover letter
  • An indication of what “phase” (see below) the document is in

What to expect:
  • I will inform you (usually within a few hours) as to when I expect to start working on your document.
  • What you receive from me will depend on the “phase” of the document:
    o Phase I: Early draft (e.g., faculty member still hashing out the Aims page for a grant, trainee-written draft of a paper that has not yet been critiqued by a mentor)
      ▪ This version probably requires rewriting, not editing. I will provide substantial comments to guide the author in rewriting.
    o Phase II: Well-developed draft (e.g., complete draft of a grant written by a faculty member, trainee-written paper after it has been critiqued by a mentor)
      ▪ I will provide extensive editing for language, clarity, and highlighting of significance. I will also include comments explaining my suggested changes and possibly posing scientific queries.
    o Phase III: Final draft (e.g., draft that has been through multiple rounds of revision, may be the day before a grant is due)
      ▪ I will provide last-minute reading to catch grammar mistakes and suggest other small changes for clarity and accuracy.

Factors that will be considered in prioritizing submissions:
  • Grants >> Research manuscripts and review articles > Other documents (correspondence, book chapters, meeting abstracts, etc.)
  • For grants: Phase II > Phase I > Phase III
  • For papers: Phase II > Phase III >> Phase I
  • When the document is received (generally, first-come, first-served)
  • Due date
  • Amount of notice provided by the author before submission
  • The number of documents edited for a particular lab group/investigator recently

Contact information:
  • Email: dfrank22@wustl.edu; Phone: (314) 747-1701; Office: BJCIH 10617
  • Office hours: 9:30-6:00 Monday, Tuesday, Thursday, Friday; 8:30-5:00 Wednesday