Proposal Writing Support

Guidelines

If you are working on a proposal, journal paper, or conference paper and need assistance fine-tuning your work before turning it in, we are available to help.

In order to maximize our ability to help you, and to ensure that documents can be reviewed as efficiently and comprehensively as possible, we ask that you get acquainted with the following guidelines:

1. Let us know ahead of time your need for support. Planning ahead will allow us to reduce the time it takes to review a proposal. Depending on workload, we may be able to review a proposal in just a few days, but if it arrives without any notice, this may result in a two-week turn-around time. If multiple proposals are received within a short period of time, preference will be given to those who informed us in advance their intent to submit a proposal. <u>An advance notice of at least two weeks is strongly recommended; the earlier the advance notice, the higher the priority.</u>

2. <u>Preference will be given to junior faculty</u> as to afford them the maximum amount of guidance.

3. Proposals (since they have a firm deadline) will be given the highest priority, followed by journal papers and conference papers. Progress reports and other documents will not be considered for review.

We will make an effort to be flexible, and we may accept work for editing one week or less in advance, but that will depend on the level of workload at the time. However, we likely will not have time to give a comprehensive review of a document – perhaps only having time for a spelling-and-grammar check – if we are given a few days to review it. Therefore, it is in the faculty member's best interests to plan accordingly and to keep on top of funding agency submittal deadlines.