

A. Purpose

The Office of the Dean has a program to assist junior faculty with the editing of funding applications. The program is available to Assistant Professors. This document outlines the process for securing editing assistance prior to a research proposal submission.

B. Policy

- **The College will cover the cost of proposal editing by a qualified service provider prior to submission.**

C. Eligibility

- Any proposal to a major federal agency such as NIH, NSF, NEH, DOE, etc. that is submitted by a College of Arts and Sciences junior faculty member as Principal Investigator.
- The proposal must be for \$50,000 total costs (Direct and Indirect) or greater.
- The Department Chair must authorize the proposal prior to the request.

D. Application Process

- The Senior Associate Dean for Research and Graduate Education is contacted within a reasonable time of the submission deadline with the grant program announcement number (if applicable), deadline and electronic copy of the project description.
- The Senior Associate Dean determines if the application is eligible and if there is enough time to secure quality-editing services. If so, (s)he will contract with the service and notify the PI that (s)he can send the application to the service.
- It is the PI's responsibility to initiate the entire process in a timely fashion, allowing enough time to make all arrangements before the submission deadline. The PI should also notify the Senior Associate Dean as soon as the service provider returns the edited proposal.