

Grant-Writing Consultancy Service Initiative

Office of the SVP for Research
SUNY Downstate Health Sciences University

Success in obtaining funding from extramural agencies is reliant on a combination of an outstanding scientific question, strong research credentials, and effective grantsmanship. The *Grant-Writing Consultancy Service Initiative*, provided by the Office of the SVPR, is designed to enable faculty to avail of grant-writing consultancy services to develop highly competitive and well-written applications.

Eligibility: All Downstate faculty submitting federal or foundation applications as PI or MPI.

Process:

1. Requests to utilize the service should be made to the Office of the SVPR by submitting the **Consultancy Service Initiative Application** form along with an NIH biosketch and an NIH format Specific Aims page (or equivalent page from applications to other agencies).
2. Faculty can request one of the recommended consultancy services listed below.
3. The request will be reviewed by Ayesha Joshi, PhD (Director of Research Programs Development) and after discussion with the faculty, a recommendation will be submitted to the SVPR. When necessary, mentors or chairs of departments may be contacted to provide input. Final decisions regarding the request will be made by the SVPR.
4. Once approved, faculty will be required to complete any documentation/forms required by the external service of choice.
5. All payment arrangements will be handled by the SVPR's office.
6. After submission, the PI will be asked to (i) evaluate the firm and the consultant via a Qualtrics survey (ii) submit to the SVPR's Office the first draft (as originally submitted to the consultant) and the final version. These will remain confidential, viewed only by SVPR's office staff to help evaluate the program's ability to improve applications.

Recommended Consultancy Services

Optimize Science (Brett Mensch)

- Prefer to consult on new applications.
- Should be contacted 3 months before deadline.
- Most sessions are spent on the Specific Aims page.
- PI writes the rest of the proposal.
- Editing service provided for complete application.
- The company will also prepare a graphical abstract.

Meg Bouvier Medical Writing (Meg Bouvier)

- Spend a lot of time working with the PI on the Specific Aims page.
- Advice and assistance with selecting NIH agency, FOA, study section, identifying POs, how to reach out to POs to discuss suitability for a particular FOA.
- Help with all sections of the grant including Significance & Innovation, Program Plan, Approach etc. Consultant will write the narrative and summary/abstract section.
- Assistance with biosketch.

Grant Central (John Robertson)

- Individual consultations on the development of either new or revised applications (NIH grants preferred) are available on a limited basis.
- Work with PI on the entire proposal, for approximately 6 months.
- Individual consultations are guided by “The Grant Application Writer’s Workbook” and are usually conducted by telephone and e-mail communication.
- Resubmission proposals require contact 4 months prior to deadline.
- Help with interpreting reviewer scores and summary statements.

ScienceDocs (Charles Replogle)

- Match PI with a consultant who is a subject matter expert.
- Provide a high-level review with comments OR a full re-write.
- Copy editing services also available.
- Turn-around time for copy editing: 2-4 weeks, proposal development: 6-8 weeks