Academic Research Funding Strategies, LLC

Quote for Proposal Assistance and Editing Services for faculty applying to the 2024 NSF Faculty Early Career Development Program (CAREER)
due July 24, 2024

Academic Research Funding Strategies offers a range of services to assist faculty in preparing competitive NSF CAREER proposals, ranging from one-time strategy discussions to intensive assistance throughout the entire proposal development process. These services are listed below, along with applicable fees. Please be advised that we have a limited number of slots, and we tend to fill up quickly. To reserve a slot, we will schedule a time to talk to you about your proposal, and we will provide a reservation form for you to fill out. Requests for assistance can be made well in advance of having a draft ready. For more details on timing, please refer to the specific type of assistance, below.

A. HIGH LEVEL PROPOSAL DRAFT REVIEW

Option A1: **High-level Red Team Review**

Perform the equivalent of a "red team" review of a **relatively mature** proposal draft, providing comments and suggestions on each section of the Project Description, as well as overall comments and suggestions related to organization, clarity and responsiveness to review criteria. Reviews will be provided in writing and will be discussed in a Zoom meeting with the PI. This can be a one-time review, or can involve multiple reviews to provide feedback on how well concerns have been addressed.

Timing: To ensure that the PI has enough time to respond to review comments, all drafts must be provided by the end of June for initial review.

Fee: $600 per proposal for a one-time review and meeting; $200 for each additional round of review.
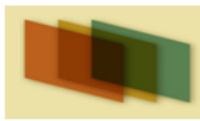
Option A2: Resubmission Strategy Assistance

This service is appropriate for PIs whose previous proposal was declined. We will read the submitted proposal and work with the PI to analyze the reviews and plan a path forward. The PI will share the previous proposal and reviews in advance, and we will then discuss them with the PI in a Zoom meeting. In that Zoom meeting, we will work with the PI to plan next steps, which could include a detailed plan on how to address the review comments, a plan to investigate resubmitting to a different core program, a plan to modify the proposed project, or the decision to change topics. We will then work with the PI to document the plan (with action items and dates, where possible).

Timing: We encourage PIs to contact us by January, or as soon as they are notified that their proposal was declined, if that is later than January.

Fee: $350

B. INTENSIVE ASSISTANCE WITH LINE EDITING

For intensive assistance, only Option B3 is available for first-time CAREER submissions. Services include working with the PI to identify the right core program and helping the PI outline her/his project and contact potential Program Officers. All options are available to PIs who have submitted a CAREER proposal before and know which core program they plan to submit to.

These options include discussing previous reviews and strategizing with the PI on how to address them, if appropriate.

Option B1: Up to three iterations of edits of the Project Summary and Project Description

Up to three iterations of reviews and edits of CAREER proposal Project Summary and Project Description drafts. Drafts are reviewed and edited for **organization**, **clarity**, and **responsiveness to review criteria** as well as for grammar, syntax and punctuation. For example, a PI might send a rough draft for initial review with attention to organization and content, a more polished draft, and then a close-to-final draft. This allows the PI to obtain feedback on how well issues raised in a previous review were addressed.

Timing: We recommend an initial telephone meeting with the PI as soon as possible after our services have been engaged. PIs are also encouraged to e-mail or call us with questions as they work on their drafts. Drafts will be returned with comments and edits (turn-around time for each draft is typically less than 1 week). First drafts are welcome as soon as they are ready. We recommend first drafts be submitted **no later** than **the first week of June** in order to allow the PI enough time to respond to comments and generate a new draft for review. However, first drafts may be submitted up until **the first week of July**, with the understanding that there may not be time for three editing iterations. The full fee will be charged.

Fee: $1,000 per proposal

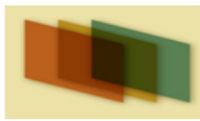### Option B2. Up to three edits of all portions of the NSF CAREER proposal

Work with the PI to address questions and perform multiple edits of drafts of all sections of the CAREER proposal (Project Summary, Project Description, Departmental letter, Data Management Plan, Postdoc Mentoring Plan if applicable, and Budget Justification). Drafts are reviewed and edited for **organization**, **clarity**, and **responsiveness to review criteria** as well as for grammar, syntax and punctuation.

Timing: We recommend an initial Zoom meeting with the PI as soon as possible after our services have been engaged. PIs are also encouraged to e-mail or call us with questions as they work on their drafts. Drafts will be returned with comments and edits (turn-around time for each draft is typically less than 1 week). First drafts are welcome as soon as they are ready. We recommend first drafts be submitted **no later** than **the first week of June** in order to allow the PI enough time to respond to comments and generate a new draft for review. However, first drafts may be submitted up until **the first week of July**, with the understanding that there may not be time for three editing iterations. The full fee will be charged.

Fee: $1,500 per proposal

Option B3. Intensive CAREER proposal mentoring

Work intensively with the PI on all sections of the proposal (Project Summary, Project Description, Dept Head letter, Data Management Plan, Postdoc Mentoring Plan if applicable, and Budget Justification). There is no limit on the number of editing iterations (within time limitations). This option is most appropriate for first-time CAREER submissions and PIs who wish to use this experience as a tool to improve their proposal writing skills. Typically, PIs who use this option start on their proposals **at least 3 months before the due date**, and we go through up to 20 iterations as well as discussions on project planning, outlining the proposal, identifying the right

NSF core program, etc. Web conferences may also be used to review the draft together and discuss ways to clarify or improve parts of the draft.

Timing: PIs may start on the process as soon as they wish. We recommend an initial Zoom meeting with the PI as soon as possible after our services have been engaged. PIs are encouraged to e-mail or call us with questions as they work on their drafts. PIs may submit rough draft of sections of their proposals as they are completed, or they may submit complete drafts, depending on their preference. Drafts or draft sections will be returned with comments and edits (turn-around time for each draft is typically less than 1 week). In this way, strategic and structural issues can be addressed as the proposal evolves.

Fee: $2,000 per proposal

It sometimes happens that, after working on their proposal for some time, the PI decides they are not ready to submit in the current round (e.g., because the PI realizes they need more preliminary data). In cases where the PI ultimately decides not to submit their proposal, we will bill for that project based on the consulting time spent (at $120/hour) up to a maximum of $2,000.

For all options: **Assistance interpreting reviews**
Included in the fees specified above, PIs who are not funded are encouraged to contact us to discuss the reviews and possible paths forward based on the feedback given by the reviewers and the Program Director.

Note: *Preferably, proposal drafts should be provided as MS Word files, and edits will be made using "track changes" and as separate comments. If the PI is using LaTeX, they should share their file in Overleaf, and we can make suggested edits and comments using the edit tracking function.* **We do not work directly with pdf files, except for high-level reviews described in Section A.**

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