A MESSAGE FROM DEAN FRIED

Dear Mailman School faculty,

In acknowledgement of the increasingly competitive federal funding environment, the School’s administrative and academic leadership teams have been working to develop new resources to support faculty in preparing grant applications with the highest chance of success. In the fall, we will announce and begin rolling out a suite of such supports.

Given the initial fall NIH submission deadline of October 5, I write today to inform you about the first of these resources. The School is providing support for pre-submission external review and for scientific final editing of R01, P, K, Center or other complex NIH proposals for NIH’s October 5 submission deadline, for all full-time faculty with primary appointments in the School. These services will only apply to first submissions. Note that, at this time, other grant types such as R03 and R21 are not eligible for this service [R2 addenda, effective Spring 2018, these services are being expanded to encompass resubmissions of otherwise eligible [R01, P, K, Center and T32] grants that have not yet utilized these services. Pam Factor-Litvak is available to review both grants that utilize this service and those that are ineligible for it.].

For the external review of applications, the PI will be requested to identify an external expert who they think would be willing to review the grant. Please remember that an individual who serves as a reviewer in this way would then become ineligible to review the proposal for NIH. The School will arrange for the review and provide reviewers a $750 honorarium for R01 review and $1,000 for review of P or other more complex proposals. This external review is independent of any departmental review of aims or entire proposals, is independent of review by R², and is entirely optional.

For the final scientific editing, an outside company that has already been used by several departments will be engaged as needed. The editing review will polish writing, help with organization and logical progression, and assist with the production of figures.
Below is the timeline and process for requesting and utilizing these supports:

- To ensure an adequate amount of time for grant review and/or editing, faculty wishing to participate must first inform Research Resources (via Craig Kandell at ckk7@cumc.columbia.edu) at least five weeks before the grant is due that you will be requesting one or both of these services. This request must include: the title of the grant, type of grant, due date, and name of the suggested external reviewer with contact information.
- Research Resources will contact the external reviewer to ensure his/her willingness to review within one week. That office will also send the appropriate paperwork for paying the honorarium. Three to four weeks prior to submission, the PI must send the draft of the science to Craig, who will forward it to the external reviewer to complete his/her review within one week. The external reviewer will return comments directly to Craig and the PI. If you think you cannot meet this timeline, please discuss with Pam Factor-Litvak, Associate Dean for Research Resources.
- For editing of grant proposals, Craig will send the revised manuscript to the scientific editor ten to 14 days prior to submission, and the editor’s comments will be returned to Craig and the PI for finalization and submission within a few days.

If you have any questions about your eligibility or the above process, please contact Pam Factor-Litvak at prf1@columbia.edu.

I hope you will consider taking advantage of these new services and that you find them helpful.

With best wishes,

[Signature]

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