

Moving forward, I would recommend relaying to the investigators that you work with that we are likely to return their documents within 2-3 weeks of when they submit their document to our office. Our recommended timeline for incorporating our review of a grant application is as follows, which can also be found on the [Editing Policies & Procedures](#) page of our website.

- 8 weeks before the sponsor deadline: submission of the first draft of the Specific Aims page
- 4 weeks before the sponsor deadline: submission of a revised Specific Aims page and other sections of the proposal

Note that this is a recommendation, and we are happy to work with investigators to find a timeline that works for them. But having some advance notice of their project and needs is really helpful to facilitate this and will also make it more likely we'll be able to prioritize their project over others that come in with no notice. To make this easier, we encourage investigators to submit a [Schedule an editing project](#) form or to email us directly at [com-scientificediting@uiowa.edu](mailto:com-scientificediting@uiowa.edu) in advance of their planned submission to our office.

I realize that it can be difficult to get some faculty members (junior or not) to follow timelines. I'm not sure if this would be much help, but we did recently publish the newsletter [Using a timeline to write a grant proposal](#), which may have some useful tips for encouraging on-time submissions. Finally, on occasion we do speak to departments about our services, policies, and resources (e.g., at a departmental seminar). Feel free to reach out if that seems like something that would be helpful.