



**UNIVERSITY OF TORONTO**  
**FACULTY OF MEDICINE**

To: Department Chairs, Directors and faculty members  
 From: Alison Buchan, Vice Dean, Research & International Relations  
 cc: Della Saunders, Project Coordinator, Vice Dean Research Office  
 Date: June 15, 2011  
 Re: Editing Service for CIHR Operating Grants and New Investigator Salary Awards for St. George on-Campus Researchers

The Vice Dean Research Office (VDRO) is providing a grant editing service to investigators to help improve the effectiveness of proposals and increase grant success rates. This editing service is to enhance proposal organization, structure and grammar. It is not a scientific peer-review, which should be organized for faculty members through your academic unit. We encourage investigators to submit their proposals for editing review after scientific peer-review and as early as possible. For the upcoming September CIHR Operating Grants, we ask that investigators please provide the VDRO with their names (and other details as noted in checklist below) by mid-July.

For New Investigator Salary Awards, we strongly recommend that Chairs provide the names of these applicants to the VDRO also by mid-July (see form attached and checklist below). The VDRO coordinators then will contact new investigators with the offer to work with them individually to help write and edit their grants. The office also will contact Chairs with regard to writing the required Appendix 2A and draft Dean’s letter of support for New Investigators.

<b>Checklist &amp; Steps to Follow</b>	<b>✓</b>	<b>Optimal Deadline</b>
Email <a href="mailto:della.saunders@utoronto.ca">della.saunders@utoronto.ca</a>		Tuesday, July 19
1. Your intent to submit proposal(s) for editorial review with:		
• Name of PI, academic rank, department		
• One-page summary of grant proposal		
• Grant proposal title or topic		
• CIHR Operating Grant?		
• CIHR New Investigator Award? Also see attached form		
2. Full proposal in Word for editing with track-changes		Tuesday, August 2
3. Confirmation of departmental scientific peer review		

This service is provided to St. George on-campus investigators at no charge (and on a fee-for-service basis for hospital-based off-campus investigators). Editorially reviewed documents will be returned with as speedy turn-around as possible and no later than 1 week prior to CIHR deadline (September 15). Grants will be accepted for editing review up to September 1. However, please bear in mind that the less review time there is, the more cursory the review will be.

**Questions?** Please contact:  
 Della Saunders, PhD  
 Project Coordinator, Vice Dean Research Office  
[della.saunders@utoronto.ca](mailto:della.saunders@utoronto.ca) 416-978-3932

**Chair/Director's Request for Editing Service for  
NEW INVESTIGATOR SALARY AWARD  
– Provided at No Cost for St. George On-Campus Researchers –**

Name of New Investigator: \_\_\_\_\_

Email/Phone Number of Investigator: \_\_\_\_\_

Academic Rank of Investigator: \_\_\_\_\_

Grant Title or Research Topic: \_\_\_\_\_

Name of New Investigator: \_\_\_\_\_

Email/Phone Number of Investigator: \_\_\_\_\_

Academic Rank of Investigator: \_\_\_\_\_

Grant Title or Research Topic: \_\_\_\_\_

Name of New Investigator: \_\_\_\_\_

Email/Phone Number of Investigator: \_\_\_\_\_

Academic Rank of Investigator: \_\_\_\_\_

Grant Title or Research Topic: \_\_\_\_\_

*Name of Chair/Director:* \_\_\_\_\_

*Department/Institute:* \_\_\_\_\_

*Signature of Chair/Director:* \_\_\_\_\_

**Email or deliver to:**  
Della Saunders, PhD  
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