

Guidelines to Working with Diane Durnam, PhD

1. Researchers should alert me at least one month prior to the grant submission date that they will have a draft that they'd like edited.
2. Researchers need to submit drafts to be edited at least 2 weeks before submission deadline.
3. Grants will be edited in the order I receive them.
4. Only complete (close to final) drafts will be edited.
5. Drafts must be submitted as Word documents (not pdfs).
6. Researchers are responsible for reviewing and approving all edits/proposed changes prior to submission.

Regarding re-formatting for submission to other funding agencies:

1. Researchers should alert me that they would like a draft reformatted at least 6 weeks before the grant submission date
2. Researchers need to submit drafts to be reformatted at least 1 month before submission deadline (sooner if possible).
3. Grants will be reformatted in the order I receive them.
4. Researchers should be available for discussions/review of changes as needed.
5. Researchers may be required to help write additional material if the material is not included in first application.
6. Researchers are responsible for reviewing and approving final drafts.

You may contact Diane by email at: durnamd@uw.edu.