



Scientific Writing and Proposal Development Services

FOR ADDITIONAL INFORMATION

This contract launch brief describes elements to the contract. For questions, or additional information, please email:

BusContracts@uthscsa.edu

Scientific Writing and Proposal Development Services

Preferred Supplier: Clarus Editorial Services

Contract Number: 2021-03189

Preferred Supplier: Dragonfly Editorial

Contract Number: 2021-03190

SERVICE DESCRIPTION

This is a multi-award contract to Clarus Editorial Services and Dragonfly Editorial. Either contractor can provide Scientific Writing and Proposal Development Services. Services include the initial proposal development and editorial services in efforts to support research infrastructure. Please reference **Exhibit A** for a comprehensive list of service offerings and **Exhibit B** for Hourly Rates and Turnaround Times.

SUPPLIER CONTACTS

Clarus Editorial Services

Karen P. Klein

Phone: 336-407-2855

Email: KPKleinnc@gmail.com

Supplier ID Number: 0000252987

Dragonfly Editorial

Rachel Thompson

Phone: 703-474-7060

Email: Rachel@dragonflyeditorial.com

Supplier ID Number: 0000295100

CONTRACT INFORMATION

- Contracts are for University wide usage
- Departments may choose to use either contractor
- Services are on an as needed basis
- Departments must create a Peoplesoft requisition each time services are utilized

EXHIBIT A

SCOPE OF SERVICES

Services include initial proposal development and editorial services to support the research infrastructure and extramural funding pillars of the research strategic plan:

1. A work product is defined as one distinct project. For each work product, the contractor will provide a cost estimate for services based on service request information within five (5) business days of receipt of all documents necessary to provide the estimate. Estimates must be approved by the requesting department in advance of initiating the work.

The designated departmental representative will provide notice of approval or disapproval within two (2) business days of receipt of the estimate.

For approved projects, if/when it becomes clear the final cost will exceed the estimate by more than \$500, the contractor is responsible for notifying the designated departmental representative before completing the additional hours.

2. Department may request contractor to provide a resume that clearly demonstrates expertise in scientific proposal writing/editing.
3. Department may request contractor to provide documentation and samples of relevant expertise (e.g. submissions to federal and major foundation funding sources).
4. Department may request contractor to provide references from previous customers with knowledge of applicant's scientific proposal writing/editing experience, and who can speak to outcomes.
5. The contractor is responsible for tracking expenditures accrued through this program and providing timely invoices. Unapproved work performed will not be reimbursed.
6. The contractor is responsible for providing monthly project progress updates, or more frequently if requested, including communication issues with investigators.

EXHIBIT B

1. **Fees:** Contractor will be paid the below fees for efforts expended directly and solely in performance of the Services at an Hourly Rate as noted below:

Service Name	Service Description	Turnaround Time	Hourly Rate
1. Pre-proposal consultation (for proposals in development).	Assist the principal investigator with framing their proposal to match a targeted funder/RFP's priorities. Work can include reviewing incoming RFPs, assessing requirements, and creating an outline for the proposal.	3-5 days.	\$150-\$200
2. Single proposal review.	Provide an external review to assess the strength of a submission, focusing on whether the proposal is compliant, complete, and compelling.	1 day for an average submission; more days for a longer submission.	\$150-\$200 for content review \$75 for editorial review
3. Responding to reviewer concerns (for applications that are close to the pay line or "on the bubble").	Gather feedback from the University or other proposal reviewers and incorporate that feedback into deliverables.	1 day to several days, depending on whether the feedback requires interviewing the principal investigator or other researchers to "fill in the gaps" in missing or inadequate content.	\$150
4. Letters of support.	Ghostwrite letters of support from University partners and work collaboratively with investigators/researchers to obtain signatures for those letters.	1 day for initial writing; time required to gain signatures depends on responsiveness of signatory.	\$150
5. Manuscript development.	Help authors navigate the peer review process and provide developmental editing and copyediting as needed for various manuscripts.	Varies depending on requirement.	\$95 for developmental editing and author coaching \$75 for copyediting
6. Other: Research and planning.	Audit existing grant seeking plans and calendars, conduct research to develop strategic funding plan in alignment with the University's strategic vision and goals, uncover and incorporate new opportunities, create annual grant seeking calendar, and draft/refresh some boilerplate content.	5-10 days, updated as government priorities change or new opportunities emerge.	\$150
7. Other: Graphic design.	Create and design graphics and templates for deliverables.	Proposal graphic: 4 hours each. One full page infographic: 8 hours. Simple charts/graphs/figures:	\$110
		1 hour each. PowerPoint: 10 slides = 8 hours.	

2. **Travel Expenses:** The hourly rates will be all inclusive of travel and expenses.