Proofreading Checklist #1
Biosketches

Make sure all formatting is consistent within the same biosketch. Multiple biosketches within the same grant application do NOT have to be in a uniform format, since they are filled out individually; however, each component must be consistent within the same biosketch and conform to the grant application guidelines. If there is an example biosketch, follow the formatting and guidelines for the example.

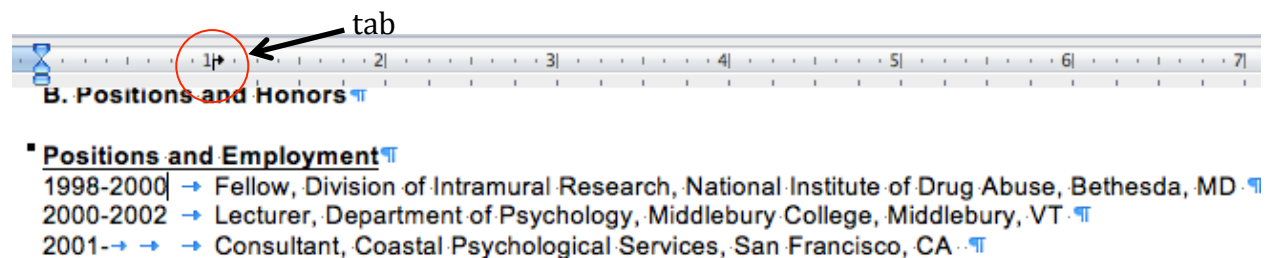Overall document (Check formatting guidelines for each application):
-Page limits (NIH=4)
-Font and font size is consistent throughout (NIH = Arial, others; ≥ 11 pt)
-Margins; Format>Document
-Header and Footer information conforms to formatting guidelines
-Spacing; one or two spaces between sentences, but be consistent throughout. To visualize spacing, click on the paragraph mark (¶) in the Standard toolbar in Word (View>Toolbars>Standard).
-Paragraph spacing; to alter the spacing either before or after paragraphs, click in the paragraph and go to Format>Paragraph>Spacing>Before/After. Try to be consistent between paragraphs from the same section and between different sections.

Education and Training:
-Period usage in degrees (B.S., Ph.D., etc.)-use with or without periods, but be consistent
-Date ranges: use "en" dashes (Mac: option-hyphen), not hyphens (e.g. 1998–2000);
          no spaces before or after en dashes.

Positions and Honors:
-Check if chronological or reverse-chronological (NIH=chronological)
-Date ranges: use "en" dashes, not hyphens
-Use tabs to separate date ranges from the descriptive text

Publications:
-What is the number limit (NIH encourages ≤ 15 references)?
-Can submitted or in prep manuscripts be included (NIH says "no.")?
-For NIH: include NIH Manuscript Submission reference number (e.g., NIHMS97531) or the PubMed Central (PMC) reference number (e.g. PMCID234567). If the PMCID is not yet available because journal submits directly to PMC, indicate "PMC Journal - In Process."
-Check that all references follow the same format within the same biosketch:
          -Format of authors' names

-Capitalization of title (usually in lower case, followed by a period)
-Placement of year of publication (parentheses or not?)
-Journal name (italicized, abbreviated, with/without periods?)
-Volume number included?
-Page numbers (first page only, or page range?)
-Use "en" dashes for page ranges
-PMID/PMCID included?
-Underlining?

Other Support

For NIH, this section is divided into Ongoing and Completed Research Support. Use tabs to separate the grant name and number from the PI name and the date range of the award.

Ongoing Research Support ¶
¶
R01 DA942367-03 → → Hunt (PI)→ → → → → → → 09/01/08-08/31/13 ¶
Health trajectories and behavioral interventions among older substance abusers ¶
The goal of this study is to compare the effects of two substance abuse interventions on health outcomes in an urban population of older opiate addicts. ¶
Role: PI ¶