

SEN'S BILLING GUIDELINES

THE HOURLY RATE

- SEN bills \$80/hour for most work. Each editor bills SEN \$72/hour. This 10% fee is for SEN overhead and development.
- Projects for industry clients are generally negotiated at a higher rate, often \$100-\$160. Again, 10% goes to SEN.
- Departments, Centers, and Institutes within universities are generally billed at \$120/hour, 10% to SEN.
- The \$80-\$160 rate is for “ready to go” work. Time spent “getting it together” is not billable.

Ready to go: Writing project-required emails, efficient reading of starting materials, all writing or editing or website development, admin/management tasks.

Getting it together: Phone calls on broader topics, maintenance of personal computer/software, optimizing management tasks.

RESEARCH

- SEN editors generally do not bill time spent reading scientific background outside of project starting materials.
- Time spent reading journal requirements and funding announcements is billed to the client.
- Brief, unrequested research that is necessary for project completion can be billed.
Brief research: Pubmed searches and Abstracts, Wikipedia, investigating features of a software tool you already use.
- More substantive (scientific or process-related) research may be approved by the client and billed. If client does not/likely would not approve, SEN can consider paying for this internally, or editors may undertake this at their own expense.

SKILLS DEVELOPMENT

- SEN currently doesn't fund skills development for its editors.

SELF-IDENTIFICATION

- SEN editors work in teams and can view each other's time records. An editor should self-identify if a type of task is taking unusually long, and reduce billed hours accordingly. We recommend discussing with a colleague before reducing hours to avoid undervaluing work.

PROCESS DEVELOPMENT

- SEN editors sometimes create materials for the SEN Best Practices Dropbox. These are meant to standardize processes in SEN and provide training materials.

- Wherever possible, some of this work should be done (very efficiently) in the context of client work to avoid internal billing. E.g., a copy of an instructions email to colleagues can be saved in SEN Best Practices and edited later.
- If the task is brief and clearly worthwhile to the majority of the group, it can be billed internally.

RECRUITING NEW CLIENTS (WORK IN PROGRESS)

- Modest amount of time spent in outreach to new clients is internally billable (though editors seem to handle this differently). This does not include travel time, and should include minimal preparation time.
- The first project for a new client may include a 5% rainmaker fee on the project for the editor who brought the client (again, editors seem to handle this differently—in fact it is rarely applied).
- For larger project, a signing bonus should be mentioned to the client early during communication, and included in the Statement of Work. Editors who developed the Statement of Work can bill their time to the signing bonus, and the rest goes to SEN.

RECRUITING PROJECTS FROM REPEAT CLIENTS

- If SEN has an ongoing project management relationship with a client, as in the Stanford pilot, outreach time is billable to the client.
- In other cases, time spent in outreach to repeat clients is not billable.
- Outreach is limited to project-related communication (“Are you thinking of applying to NIH for the October 5th deadline?”) and does not include relationship building.

TRAINING

- Time spent gatekeeping new editors’ work is billable to the client (in the Stanford Pilot, some of this time can be billed to Pilot Project Management). If the total project hours exceed expectations, the editor-in-training may be asked to reduce hours.
- Time spent providing SEN-related guidance and feedback to trainees is internally billable.