

Ten do's and don'ts when responding to a summary statement for your grant proposal*

General advice: Write your response, then toss it and start again. Your first try is frequently too emotional to be useful.

1. Thank the reviewers for their constructive criticisms.
2. Do not pit one reviewer against another.
3. Identify the major criticisms and repeat them succinctly in the response to the reviewers.
4. In responding to the reviewers, note the page and line where you have inserted new data or changed a section. It is irritating to reviewers to have to search for the changes.
5. Make sure that you note at the very beginning the device you have used to indicate changes in the revised proposal. The preferred method is generally a bold line in right or left hand margin (either side, but be consistent). Using *Italics* or **boldface** is also acceptable, but may be confusing or misleading if you also use italics or boldface for formatting purposes.
6. If you disagree with the reviewer, carefully substantiate your claim with published data or your own data.
7. Remember: less is more. If your grant has been termed overambitious, take it to heart and reduce its scope significantly.
8. Remember to include a timetable at the end of the grant proposal. Developing the timetable often helps you realize that you may have proposed too much.
9. Make sure that someone (or several people – mentor, senior colleague(s) consultants) reads your Introduction to Amended Application at least four weeks before the resubmission date.
10. PERSEVERE. DO NOT EVER GIVE UP.

*with thanks to Perry V. Halushka, MD, PhD