

EXECUTIVE-LEVEL PROPOSAL DEVELOPMENT OPPORTUNITY

The University of Cincinnati has partnered with Hanover Research to provide executive-level proposal development services to eligible faculty. Hanover provides pre-submission review and revision support to faculty grantseekers, improving the proposal's alignment with the funder and responsiveness to the solicitation which greatly enhances the competitiveness of faculty proposals. Hanover reviewers hold advanced and doctoral degrees and are experts in a diverse array of federal and foundation funding mechanisms.

Available Support

Each faculty member selected for support from Hanover shall receive **both** a Consult Call with a Hanover Grants Consultant and a Proposal Revision.

- **Consult Call:** A one-hour phone call with a Hanover Grants Consultant. You may discuss a variety of topics during your call, but some of the commonly requested topics include:
 - Discuss your project's alignment with an identified funding mechanism;
 - Compare and contrast multiple funding programs and receive guidance on which may be the best fit for your research in its current state;
 - Discuss previous review feedback;
 - Prepare for an upcoming call with a Program Officer; or
 - Other general questions.
- **Two Waves of Proposal Revision:** Written feedback on your draft proposal to help you improve it prior to submission, or to prepare for resubmission. Hanover can provide up to two waves of revision on your proposal. This support includes:
 - Review the proposal narrative for alignment with funding opportunity announcement;
 - Make specific recommendations using margin comments and/or produce a memo outlining high-level recommendations;
 - Track changes to suggest revision to the proposal narrative;
 - Track changes to focus on achieving clarity and effective use of language, which include addressing punctuation and grammar; and
 - Debrief via teleconference.

Please note that the Hanover reviewer may not be a subject matter expert in your research discipline; their focus is on funder alignment, grantsmanship, and competitiveness. They do not typically provide substantive feedback regarding research design or methodology outside of how it complies with the funder's guidelines and expectations.

Important Considerations

Hanover support is a valuable resource. It is important to us that those selected to receive this support make the most of UC's investment in their research career. UC would like applicants to understand the following expectations before applying:

- **Plan Ahead:** Working with an external consultant means working well in advance of the funder's submission deadline. A single wave of revision takes about three weeks. UC will prioritize applicants who can take advantage of both available waves of revision, meaning you should be prepared to devote **a minimum of seven weeks** to the process,

and you should plan to have additional time after the final wave of written feedback to revise your draft and prepare for submission.

- **Commit to Your Deadlines:** Please note that Hanover often has projects scheduled back to back, and cannot always accommodate a shift in timeline. If your materials are not delivered to Hanover by the agreed upon start date for your project, your project may be cancelled. Just as NSF expects you to meet the stated application deadlines, UC expects you to meet your Hanover deadlines.

EXPECTATIONS FOR WORKING WITH HANOVER

Prepared for University of Cincinnati

This partnership represents a significant investment on the part of the institution, and as such, selection for Hanover support by the Office of Research is something to take very seriously. This document will give you an overview of the process and expectations, to help you ensure that you are getting the full benefit of this valuable resource.

PROCESS

- **Selection:** Office of Research staff will introduce you via email to Katy Bristow, UC's Hanover project manager, to schedule an initial scoping call. Please schedule promptly upon receiving your invitation.
- **Planning:** On your scoping call, Katy will get some background information about your project or proposal and confirm the scope and timing of support. She will send you a follow-up email after this call confirming your project timeline, and any deadlines for you to submit materials to Hanover. The Office of Research staff will help you with scheduling these, should you need assistance.
- **Assignment:** Katy will assign a Grants Consultant to work with you on your project based on his/her experience with similar proposals. Please note that this person will not be a subject matter expert in your research discipline; their focus is to help you present your research to the funder in the most competitive way possible. This person will be introduced to you via email in advance of your project start date, and you may have a phone call with them based on the project timeline confirmed in your call with Katy.
- **Debrief:** After Hanover delivers your written feedback, you are welcome to schedule a debrief call with your reviewer to discuss their feedback, ask questions, and get clarification on any comments as needed.

PLANNING AHEAD

Start Early: Successful PIs are thinking about their proposal plans months, even years, in advance of the funder deadlines. Working with an external consultant means allowing extra time beyond even that.

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advance of the proposal submission deadline, to ensure that we can support your project on your desired timeline.

Timing of Hanover Support: Be mindful of this buffer when thinking about your own proposal writing schedule and allow extra time for your own final revisions after your Hanover feedback is delivered.

Early Submission: We always encourage PIs to submit their proposals at least a few days in advance of the deadline date, in case of last-minute technical glitches; missing or incomplete attachments; or other issues.

DELAYS AND RESCHEDULES

- Please note that Hanover often has projects scheduled back to back and cannot always accommodate a shift in timeline.
- If your materials are not delivered to Hanover by the agreed upon start date for your project, **your project may be cancelled.**
- If you know that your materials will not be ready, **inform Katy Bristow as early as possible.**

While Hanover will attempt to accommodate unexpected delays and reschedule projects if possible, there is no guarantee that a new project window will be available.