WORKING WITH HANOVER GRANTS

INTRODUCTION FOR GRANT-SEEKERS

We're excited to start supporting you.

Your institution has contracted with Hanover to support your grantseeking efforts. This presentation will review the following:

- Who we are

- How we support people like you

- How to engage with our services

- Grant Academy

WHO WE ARE

Hanover provides research development, grant writing, and strategic advising support to faculty at a wide range of colleges and universities. Our professionals deliver customized proposal review, revision, and production support, while also helping to align strategic priorities to funding trends and opportunities at all levels. Hanover's services are designed to help faculty secure funding, with support across the lifecycle of the grantseeking process:

Develop grant writing skills and understanding of the funding landscape

Find grant opportunities aligned to your projects and areas of interest

Strategize around the best approach for success with targeted funders

Develop compliant and well-crafted proposals for submission

Refine and rework proposals to improve competitiveness

YOUR HANOVER TEAM

Kristen Beales, PHD
CONTENT DIRECTOR

E: kbeales@hanoverresearch.com

P: 703.346.4762

- Primary project contact

- Secures and guides appropriate consultants or analysts to support projects

- Ensures timely and quality delivery of support

Brandon Millowitz
RELATIONSHIP DIRECTOR

E: bmillowitz@hanoverresearch.com

P: 202.517.6252

- Primary commercial and service contact

- Confirms satisfaction with and effective utilization of Hanover services

- Engages new users to leverage our capabilities

OUR ENGAGEMENT

As part of your contract with Hanover, we will be providing access to our full range of grant support and advising services, including: proposal review, proposal revision, proposal development, prospect research, grantsmanship training, and more.

Support will be delivered through our Grants Project Queue, with projects completed one at time in a sequential workflow.
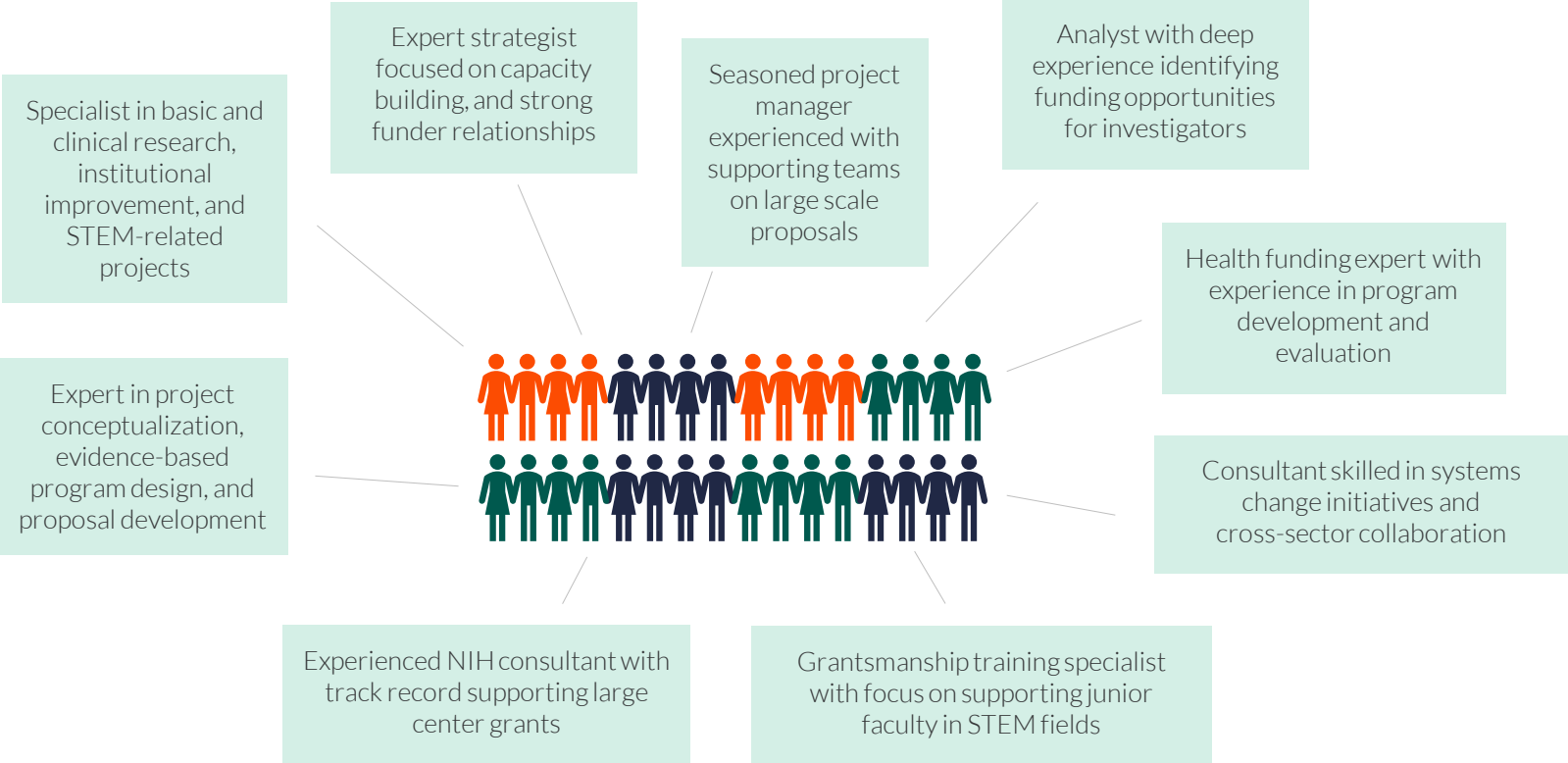
WHO MANAGES OUR HANOVER MEMBERSHIP?

Dr. Ritchie Taylor
Professor and Faculty Fellow for Research and Creative Activity

E: Ritchie.Taylor@wku.edu

Dr. Tania Basta
Dean, College of Health and Human Services

E: tania.basta@wku.edu

THE GRANTS SUPPORT TEAM

Specialist in basic and clinical research, institutional improvement, and STEM-related projects

Expert strategist focused on capacity building, and strong funder relationships

Seasoned project manager experienced with supporting teams on large scale proposals

Analyst with deep experience identifying funding opportunities for investigators

Expert in project conceptualization, evidence-based program design, and proposal development

Health funding expert with experience in program development and evaluation

Consultant skilled in systems change initiatives and cross-sector collaboration

Experienced NIH consultant with track record supporting large center grants

Grantsmanship training specialist with focus on supporting junior faculty in STEM fields

Gain access to our full-time, in-house team of Grants Consultants and Grants Research Analysts, with 200+ years of collective experience in grant-seeking and research development.

GRANTS SOLUTIONS

GRANTS CAPACITY DEVELOPMENT

Developing organizational capacity to pursue and win grant funding, through training, strategic assessment, and benchmarking.

FUNDING RESEARCH

Identifying and evaluating grant opportunities aligned to member projects, while enabling longer-term planning through funded project research and forecasting.

PRE-PROPOSAL ACTIVITIES

Assessing and developing competitive project concepts, helping members to navigate funder requirements and build relationships prior to completing submissions.

PROPOSAL SUPPORT

Supporting member-led grant proposal projects by providing review and revision services designed to ensure the strongest possible proposals are submitted.

PROPOSAL DEVELOPMENT

Leading programmatic grant proposals, in close coordination with member teams, crafting narrative drafts over a defined timeline towards a polished submission.

FREQUENTLY REQUESTED SERVICES

PROPOSAL REVIEW
~2 WEEKS

- 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; and
- Debrief via teleconference.

PROPOSAL REVISION
~3 WEEKS

- 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.

CONSULT CALL
~1 WEEK

- Call with a Grants Consultant to discuss your project's alignment and competitiveness with a particular solicitation, program, or funding agency.
- Typically an hour in length, and the GC may provide some follow-up materials.

PROSPECTING
4 WEEKS

- Review the federal and foundation funding landscape to identify funders and mechanisms with an interest in research topics similar to yours;
- Prepare a report detailing our findings, with profiles of identified funding mechanism; analysis of previous funding; and guidance on next steps.

PROPOSAL REVISION

❑ Revision to address all areas where the proposal does not **comply with funder requirements**.

❑ **Editing** for spelling, grammar, and punctuation.

❑ Revision of content for **style and presentation**.

❑ Revision of formatting to match **best practice** and **funder preference**.

❑ Revision of the **structure** to improve **logical presentation** of material.

❑ Identification of material that should be supported with a citation.

❑ Confirmation that **tables and figures** are numbered correctly and appropriately placed.

❑ Identification of any **missing / needed content**.

❑ **Debrief** to review recommendations, proposed changes, and PI questions.

For Proposal Revision projects, Hanover provides a full edit and revision of the proposal with an eye toward compliance, quality, and grantsmanship.

PROPOSAL REVIEW-ONLY

❑ Identification of all areas where the proposal does not comply with **funder requirements** and guidelines, with explicit advice on how to comply.

❑ Prescriptive comments on areas of **grantsmanship** that can be improved, with supporting rationale.

❑ Review of **spelling, grammar, and punctuation**, highlighting recurring concerns across the draft.

❑ Consultative advice on **research or program design**, supporting data or literature, or other elements.

❑ Advice on obtaining feedback from a **PO, peer, or grants office.**

❑ **Debrief** to review recommendations, proposed changes, and PI questions.

For Proposal Review-only projects, Hanover provides margin comments and guidance with an eye toward compliance, quality, and grantsmanship.

EXPEDITED TIMELINES

Hanover members can now lock in **one-week** turnarounds for proposal support projects when they provide advance notice of draft delivery. This allows us the flexibility to support later stages of development and reduces the amount of time we hold a draft.

	PROPOSAL REVISION	PROPOSAL REVIEW	PROPOSAL CONSULT
Standard Timelines For responsive proposal support requests	3 WEEKS	2 WEEKS	2 WEEKS
Forward Planning For scheduled proposal support requests	1 WEEK *With advanced notice of 4 weeks*	1 WEEK *With advanced notice of 3 weeks*	1 WEEK *With advanced notice of 3 weeks*

In order to extend this flexibility to members, project queues will remain occupied for the duration of our standard timelines for these proposal support projects.

HOW TO REQUEST SUPPORT

STEP 1: PROVIDING BACKGROUND

- Get in touch with Dr. Taylor and Dr. Basta to provide background information on your project and the type of support you are seeking.

- Your institution's designated contact will prioritize access to Hanover and communicate next steps for working with us.

HOW TO REQUEST SUPPORT

STEP 2: SCOPING WITH HANOVER

- A scoping conversation will be coordinated between you and your Content Director (CD).

- On that call, your CD will ask additional questions about the project, confirm the scope and timing of support, and answer any questions you may have. **It's never too early to reach out!**

- Afterwards, your CD will send written confirmation of the scope and timeline for our support.

HOW TO REQUEST SUPPORT

STEP 3: INITIATING WORK

- With a full understanding of your request, your CD will identify the right person on our team to work with you.

- Key dates and deliverables will be determined and we will confirm details with you regarding executing on the scope of work.

- Your CD will follow up with you in advance of your project start date to introduce your Grants Consultant or request additional background materials if needed.

DELAYS & RESCHEDULES

- 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 your Content Director as early as possible.**

- Our queue allows us to work on one project at a time. If Hanover is working on a grant for you, it means that they are not working on a grant for one of your colleagues.
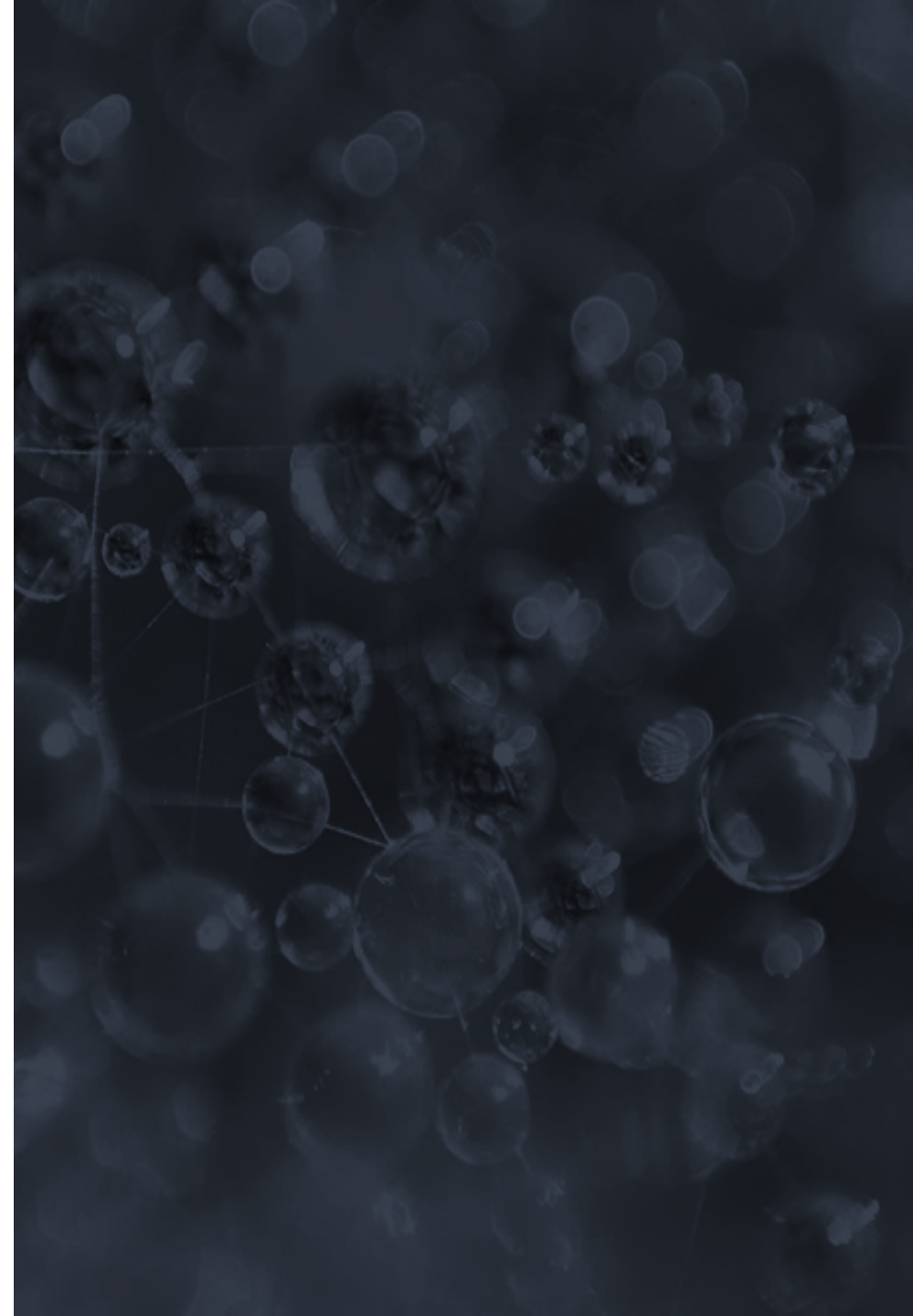
PLANNING AHEAD

- Successful PIs are thinking about their proposal plans months—sometimes years—in advance of funder deadlines. Working with an external consultant means allowing extra time.

- Try to reach out to your CD **approximately 6 weeks** in advance of the proposal submission deadline so that we can support your project on your desired timeline.
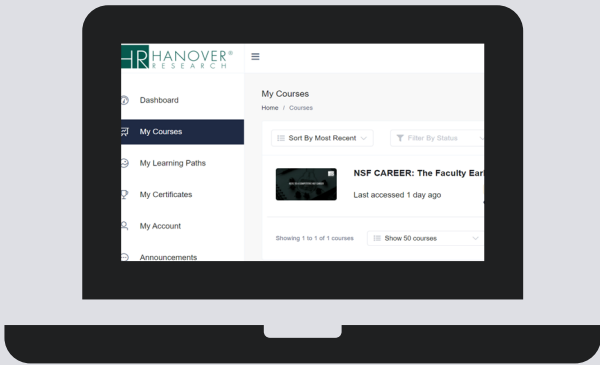
PLANNING AHEAD
STARTING EARLY

- Serious grantseekers <u>don't wait until the RFP is released</u> to begin writing.

- Begin preparing a draft based on the most recent solicitation; talk to your PO about competition timing or program changes; and start talking to Hanover about what sort of support you want.

GRANTS LEARNING CENTER

Build your own grant-seeking capacity with flexible training for faculty

Hanover's **Grants Learning Center** offers on-demand grantsmanship training designed specifically for higher education professionals. Online training, resources, and tools can be accessed at anytime from anywhere.

KEY FEATURES

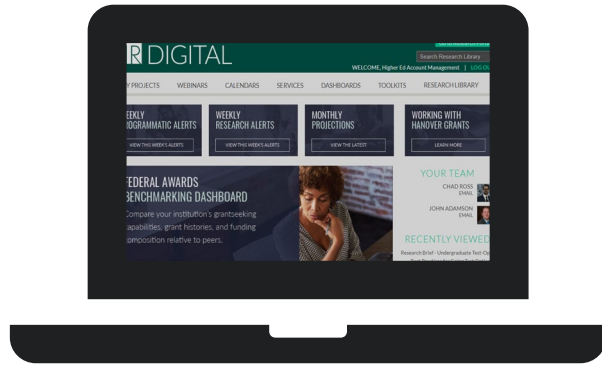**Agency-specific** federal funding support (such as NSF CAREER and NIH R-series mechanisms)

Self-paced modules with step-by-step guidance to develop compelling proposals

Interactive exercises, videos, and resources to navigate the process

Sign up here and use the referral code Toppers.

HR DIGITAL

The member portal provides centralized access to an extensive array of resources designed to help institutions answer key questions, make data-informed decisions, and develop sound strategies. Contact Dr. Taylor and Dean Basta to discuss access.

Grants Learning Center & Grants Webinar Archive
Interactive modules and recorded webinars designed to help grant-seekers develop their skills and improve their grant proposals.

Grants Calendar Archive & Grant Alerts Dashboard
An archive of newsletters and calendars created to help Hanover clients to track new grant opportunities and plan for those on the horizon.

Interactive Dashboards
A series data-rich dashboards to track trends and inform decision-making, including the Federal Award Benchmarking Dashboard and Funder Search.

The Hanover Research Library
A vast library redacted research reports commissioned by clients on wide-ranging topics of interest to higher education institutions.

GRANTS NEWSLETTERS

Through a series of newsletters, the Hanover Grants team tracks funding opportunities in line with strategic interests of our members. Subscription is open for faculty and administrators to select which updates they would like to receive from our team. Sign up here!

GRANT ALERTS
WEEKLY

Every Monday, learn about the previous week's grant solicitations of interest from federal agencies and select private foundations. Alerts are broken up into research and programmatic grant opportunities: Higher Education Programmatic, Higher Education Research, Health Programmatic, and Health Research.

GRANT PROJECTIONS
MONTHLY

Hanover looks three months ahead at major grant competitions, providing details on program background, key deadlines, and timelines for engaging Hanover for varying levels of assistance. Projections available: Higher Education, Health, and K-12.

GRANTS CALENDARS
BIMONTHLY

Hanover produces a specialized calendar twice each month, tracking grant opportunities across the coming year of interest to different types of institutions and to faculty in different areas of focus. These calendars include:

- Minority-Serving Institutions
- Arts, Humanities, & Social Sciences
- STEM Programs
- STEM Research Grants
- Health Research
- Early Career Faculty Grants
- Interdisciplinary Research
- Student Success
- Diversity , Equity, & Inclusion
- Environmental Sustainability
- Research Centers
- Education Research & Programs

HANOVER GRANT ACADEMY

Our **Grant Academy** services support a defined cohort of faculty by putting them on the path towards submitting competitive proposals while equipping them with deeper grantsmanship skills and knowledge of the funding landscape.

INDIVIDUALIZED PLAN

After consulting with the Hanover team regarding interests and experience, each faculty member receives an individual development plan.

PROSPECTING

Strategic guidance on finding aligned funders for your project.

GRANTSMANSHIP TRAININGS

Faculty participate in grantsmanship trainings designed to develop their grantseeking skills, in alignment with targeted needs and interest areas.

PROPOSAL REVISION

Hanover provides proposal critique and revision support to faculty proposals to improve their quality and competitiveness.

HANOVER LINGO

PROJECT QUEUE
The sequence of Hanover projects for your institution; often planned out weeks or months in advance, and we typically work on one project at a time.

PROJECT BUNDLE / PACKAGE
A collection of individual proposal support projects or workshops commissioned by a Hanover member.

TOKEN
For members with bundles/packages, this represents a project unit to be redeemed and completed by our team.

CONTENT DIRECTOR (CD)
Your Hanover project manager, who will conduct your scoping call, schedule your project, assign your review/research support team, send reminders, deliver materials, and schedule any follow-up calls. While not a grant writing expert, the CD has deep experience with the funding landscape and can point you to useful resources.

GRANTS CONSULTANT (GC)
The person who reviews, revises, or provides other support to your proposal. GCs are experts in a variety of federal and foundation funding mechanisms. Although many have research backgrounds, they are not subject matter experts in your discipline. Their role is to help you present your research in the most compelling way possible.

SCOPING CALL
Informal call with your Content Director to discuss your project support needs. This does not occupy time in the queue, and is just a chance for the CD to get some background about your desired support and the timing of your project.

DEBRIEF CALL
A call after your project has been delivered to discuss or ask additional questions about the feedback you received. This is typically a call with your Grants Consultant or a member of our Research team, scheduled by your Content Director.

PROJECT
A unit of support where Hanover assigns a Grants Consultant or Analyst to complete a scope of work across a defined timeline.

CONTACT

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🌐 hanoverresearch.com