# UTHSC-Office of Research

# Hanover Research Service Request Form

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The Office of Research has partnered with Hanover Research, a grant consulting firm in Arlington, VA, to provide proposal review, consultation, and prospecting research support to UTHSC faculty pursuing external funding. **PIs seeking Hanover's support should complete and submit this form to lyoungen@uthsc.edu**. The Office of Research Development (ORD) will evaluate each request and determine if the project can be accepted into Hanover's pipeline, which is limited to 6 active proposals at any one time.

To allow Hanover ample time to review your proposal, they **require**, at minimum, **two weeks** **(10 business days)** turn-around time. Requests for grant review with a window shorter than 2 weeks, will not be accepted.

**NOTE: Expedited services are now available:** Hanover is available is to provide proposal review support on a one-week turnaround when faculty confirm the dates of their support in advance of sharing their draft. To receive an expedited proposal review, faculty need to confirm the date **at least two weeks ahead** of when the proposal draft will be shared with Hanover.

See the ORD webpage for additional information regarding support services provided by Hanover Research <https://www.uthsc.edu/research/development/proposal-manuscript-development/grant-consulting.php>

1. **Complete the following for all Hanover support services:**

**Date:**

**PI Name:**

**PI email:**

**PI Phone #:**

**Co PIs (or secondary contacts) that should be included on project communication (name, email, phone):**

**Support requested: \_\_\_ Consultation \_\_\_ Proposal Review \_\_\_ Prospectiong (funding opportunities)**

1. **Complete the following for Proposal Review support:**

**Intended date to submit draft materials to Hanover:**

**Intended deadline for completion of these Hanover services:**

**Grant Title:**

**Funding Agency (Sponsor) and Institute (if applicable):**

**Funding Agency Submission Deadline:**

**Grant mechanism:**

**\_\_\_ R01 \_\_\_ R21 \_\_\_ U-Series \_\_\_ K-Series \_\_\_ Collaborative**

**\_\_\_Other please describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cayuse SP internal routing # : \_\_\_\_\_\_\_\_\_\_\_**

**If this is a new grant, send routing number to lyoungen@uthsc.edu, as soon as the grant has been entered into the Cayuse SP system**

**Choose one of the below:**

**\_\_\_ New submission**

**\_\_\_ Re-submission**

**If a resubmission, what was your Impact Score \_\_\_\_\_\_\_\_\_\_**

**Percentile Ranking \_\_\_\_\_\_\_**

**Required Materials:**

**For a new submission, please attach:**

1. **If written, a draft of your proposal (Specific Aims and Research Plan) in Word format**
2. **If available, a link to specific proposal announcement or guidelines**

**For a re-submission, please attach:**

1. **Specific Aims and Research Plan of reviewed grant (Word format)**
2. **Summary Statement or Reviewer Critiques (pdf format)**
3. **If written, a draft of your new/revised Specific Aims and Research Plan (Word format)**
4. **If written, a draft of your Response to Prior Review (Word format)**

**For a consultation, please attach (if applicable):**

1. **Grant announcement (if a new submission)**
2. **Reviewer comments or Summary Statement (if a resubmission)**
3. **Any grant material that is currently written**

**Please provide any additional information you would like Hanover to know regarding your proposal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Complete the following for Consultation support:**

**Describe the consultation service you are interested in** (i**.e. Unfunded Proposal Consult, Research Design Consult, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Complete the following for Prospecting support (identifying grant opportunities):**

**NOTE:** Before approaching a corporation or foundation, investigators should contact Greg Harris in the UTFI Office ([gharris@utfi.org](mailto:gharris@utfi.org))

**NOTE:** Investigators who identify a limited submission grant, award, or fellowship program (one that restricts the number of applications that can be submitted from an institution), should immediately contact the Office of Research Development ([lyoungen@uthsc.edu](mailto:lyoungen@uthsc.edu) ) if interested in submitting a proposal. Failure to do so will preclude routing of the application through the Office of Sponsored Programs’ Cayuse SP System, and submission to the funding agency.

**Describe the type of funding opportunites you are interested in and any additional information you would like Hanover to know. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please note:**

1. The Office of Research Development cannot schedule Hanover services until this completed form has been received by Lisa Youngentob, Director of Research Development [lyoungen@uthsc.edu](mailto:lyoungen@uthsc.edu).
2. Hanover's services are intended for UTHSC faculty members only.
3. Services can be used for extramural grants only, Hanover cannot provide feedback on internal funding opportunities.
4. Editing proposal content for clarity and effective use of language, (including punctuation and grammar) is not included in Hanover’s services, although, these services are available through the UTHSC [Office of Scientific Writing](https://www.uthsc.edu/research/scientific-writing/index.php).
5. UTHSC investigators have free access to the plagiarism detection service, ***iThenticate***. We strongly suggest that you take advantage of this service before submitting to a funding agency.

Using *iThenticate*:

1. Navigate to <https://app.ithenticate.com/en_us/login/fed/incommon> (do not go through the iThenticate website)
2. Choose "University of Tennessee" from the dropdown
3. Click "Next"
4. Login using your UT NetID and Password