# University of Tennessee Health Science Center

# Office of Vice Chancellor for Research

# Grant Consultant Request – Hanover Research

# Proposal Summary Form

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The Office of Research has partnered with Hanover Research, a grant consulting firm in Arlington, VA, to provide grant support services 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 will evaluate each PI 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.

Please see Office of Research Development webpage for additional information regarding services provided by Hanover Research <https://www.uthsc.edu/research/development/proposal-manuscript-development/grant-consulting.php>

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

**\*\*(if this is a new grant, please send routing number to the email below, as soon as the grant has been entered into the Cayuse SP system)\*\***

**Date:**

**PI Name:**

**PI email:**

**PI Phone #:**

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

**Service requested: \_\_\_\_ Consultation \_\_\_\_Proposal Review**

**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Choose one:**

**\_\_\_ 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 describe any additional grant-specific information that you would like Hanover to know about your proposal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please note:**

1. To allow Hanover ample time to review your proposal, they require, at minimum, **two weeks** **(10 business days)** lead time before the established Office of Sponsored Programs internal grant deadline.
2. The Office of Research Development cannot schedule grant consulting services with Hanover until this completed form, and grant material listed above, have been received by Lisa Youngentob, Director of Research Development lyoungen@uthsc.edu.
3. Hanover's services are intended for faculty members pursuing external grants. 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).

\*UTHSC investigators have free access to the plagiarism detection service, ***iThenticate***.

We strongly suggest that you take advantage of this service before submission to the 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