

# Proposal Support from Hanover

## WHAT WE HEAR

- Institutions seek to improve the quality and competitiveness of their proposals.
- Consultation, editing, and writing support from an external expert can make all the difference in boosting submission quality.
- Converging deadlines and limited internal resources often create bottlenecks for proposal support, leaving some proposals neglected.

## HANOVER'S APPROACH:

We focus on narrative portions of the proposal



### PROPOSAL REVIEW

Critique of proposal content focused on compliance and alignment with the funding mechanism and improving grantsmanship aspects of the proposal.  
(\*2 weeks)



### PROPOSAL REVISION

Editing and revision of proposals for a polished final draft, with an eye toward funder compliance, grantsmanship, style/ presentation, and overall competitiveness.  
(\*3 weeks)

\*Timelines may be extended for center-level and multi-core proposals.

# PROPOSAL REVISION

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## WHAT'S INCLUDED:

- ❑ 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

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## WHAT'S INCLUDED:

- ❑ 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.**

# PROPOSAL SUPPORT PROCESS



## GRANTS CONSULTANT

Expert on grant writing and funding mechanisms

- As needed, is available to consult with the PI in advance of the review.

- Provides a proposal review or revision depending on scope requested, with an eye toward funder compliance, quality, and grantsmanship.
- Provides margin comments and key recommendations for Proposal Reviews.
- Provides documents with tracked changes for Proposal Revisions.

- Debriefs with the PI to review key recommendations and/or changes made to the proposal.
- Addresses outstanding questions and comments from the PI.

## CONTENT DIRECTOR



Project manager and team facilitator

- Evaluates needs of the PI and identifies best-fit Grants Consultant to support the proposal.
- Learns key questions and areas of concern from PI.

- Delivers proposal review or revision documents to the PI or project team.

- Coordinates and facilitates conference call with PI and the Grants Consultant.

SCOPING

PROPOSAL REVIEW/  
REVISION

DEBRIEF

SUBMISSION

# PROPOSAL SUPPORT TIMELINES

Lock in a one-week turnaround for proposal support when you confirm the date you will be sending us your draft.

For revisions, lock in the date **3+ weeks** ahead of your delivery to us. For reviews, we need **2+ weeks** notice.

MON	TUE	WED	THU	FRI
1	2	3	4	5
				
8	9	10	11	12
				
15	16	17	18	19
				
22	23	24	25	26
				

## EXPEDITED REVIEW or REVISION



## STANDARD REVIEW



## STANDARD REVISION



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