



THE WEBINAR WILL BEGIN SHORTLY

THE PROPOSAL DEVELOPMENT TIMELINE

A WEBINAR FOR HANOVER MEMBERS

December 10, 2020

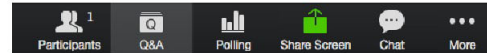


PRESENTATION LENGTH

~25 minutes plus additional time for Q&A

Q&A

Please submit your questions using the Q&A button rather than Chat so we can respond at the end of the presentation.



RECORDING & SLIDES

All attendees will receive a copy of the recording, including the slides.



ERIN BANGSBOLL, PMP

Content Director

Over 15 years experience overseeing, driving, and managing research and grant-related projects, Erin is well versed in translating client funding needs and questions into customized services and resources. Erin's background in research and strategy, along with her experience making quick and informed decisions to meet competing demands, position her as a partner for clients seeking dependable assistance, efficiencies, and unique solutions aligned with institutional goals.



MALLORY WATERS, PMP

Content Director

Mallory understands that proposal development is not one-size-fits-all and brings a customized management approach to each project. With over a decade of grants management and writing experience, Mallory brings exceptional project management skill to her clients in the higher education and healthcare space at Hanover. A certified Project Management Professional, Mallory specializes in complex projects, helping clients navigate challenging and rigorous grant development, review, and revision processes.

GRANTS CONSULTANT PANEL



ROB GUROFF
Senior Grants Consultant

- Worked in Development roles since 2001
- Joined Hanover Research in 2014
- More than \$19 million raised
- Specializes in program/concept development, ED TRIO and NSF competitions, and foundation cultivation



SARAH OTT
Senior Grants Consultant

- Worked in grant writing support roles since 2003
- Joined Hanover Research in 2013
- More than \$33 million raised
- Specializes in health and health services research with a focus on clinical and translational science and patient-centered outcomes research.



BRYAN DEBUSK, PHD
Senior Grants Consultant

- Transitioned from Biology faculty to grant writing
- Joined Hanover Research in 2009
- More than \$300 million raised
- Specializes in NIH and NSF, supporting individual researchers and teams with basic, clinical, and translational research



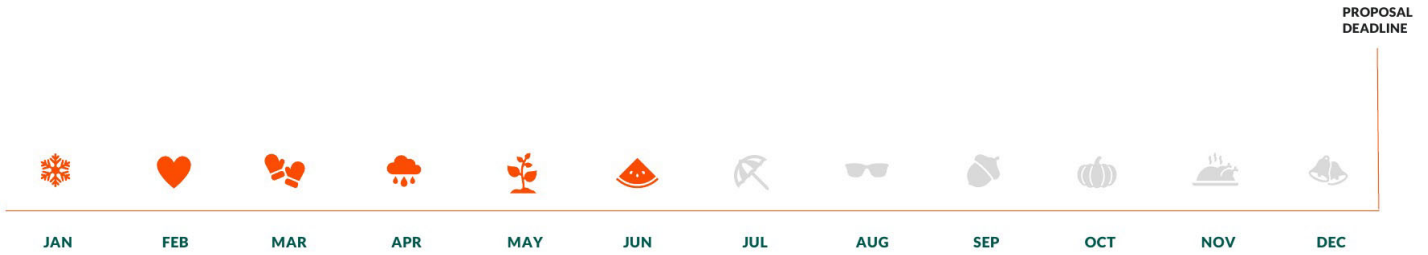
- **Best Practices for the Proposal Development Timeline**
 - *Making a Plan*
 - *Project Design*
 - *Stakeholder Engagement*
 - *Funder Engagement*
 - *Proposal Development and Refinement*
 - *Institutional Requirements*
 - *Dos and Don'ts*

- **Panel Discussion**
 - *Institutional Program Grants (ED)*
 - *Research Project Grants (NSF)*
 - *Research Center Grants (NIH)*

6-12

MONTHS BEFORE THE
EXTERNAL DEADLINE

- ✓ Develop research **idea** or program **plan**
- ✓ Assemble a **team**
- ✓ Identify potential **collaborators**
- ✓ Set a proposal development **timeline and task list**



4-6

MONTHS BEFORE THE
EXTERNAL DEADLINE

- ✓ Identify the **Need**
- ✓ Consult the **Literature**
- ✓ Be **SMART** – Goals and Objectives
- ✓ **Evaluation Plan**
- ✓ **Budget**

PROPOSAL
DEADLINE



JAN



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AUG



SEP



OCT



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DEC

4-6

MONTHS BEFORE THE EXTERNAL DEADLINE

- ✓ **Contact Sponsored Research** services or internal routing representatives
- ✓ Delegate team and collaborator **data requirements and tasks**
- ✓ Solicit and obtain **letters of support** or collaboration
- ✓ Formalize **partner involvement**
- ✓ Develop a **proposal outline**

PROPOSAL DEADLINE



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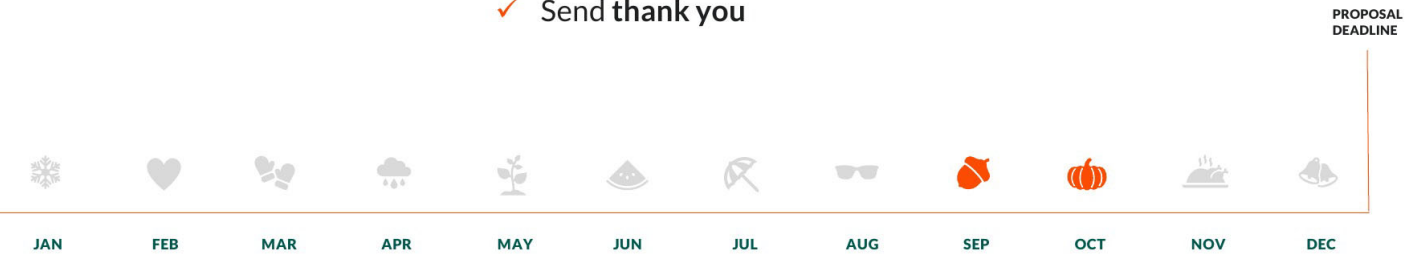


DEC

3-4

MONTHS BEFORE THE EXTERNAL DEADLINE

- ✓ Develop short **concept paper**
- ✓ Introduce yourself via email
- ✓ **Follow up**
- ✓ Prepare for the **Program Officer call**
- ✓ Send **thank you**



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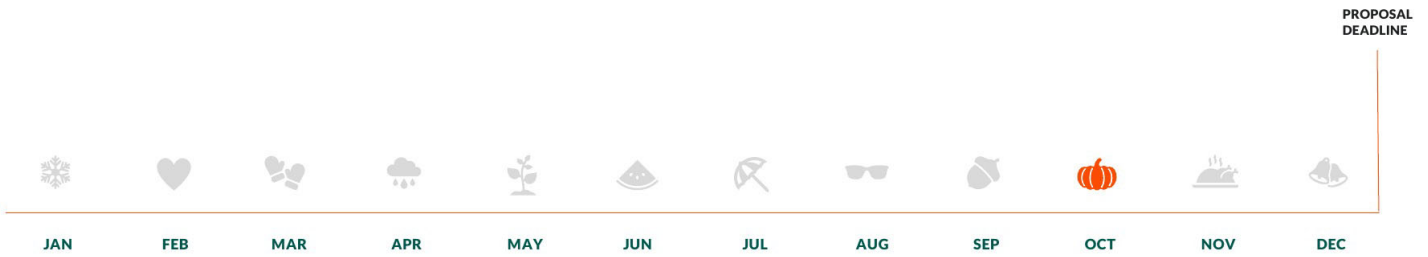
NOV

DEC

3

MONTHS BEFORE THE
EXTERNAL DEADLINE

- ✓ Begin **drafting** full proposal
- ✓ Coordinate **internal and external reviews**
- ✓ Request **biosketches, CVs, etc.**
- ✓ Develop **supplementary documents**



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MONTH BEFORE THE
EXTERNAL DEADLINE

- ✓ Review with your OSP **institutional requirements** for submission
 - Attachments
 - Forms
 - Budget documentation and sign off
- ✓ Finalize all **sign offs**
- ✓ **Submit final proposal** to OSP according to their internal deadline
- ✓ **Your OSP should be aware of your proposal and submission plans from the very beginning!**

PROPOSAL
DEADLINE



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- **DO** start early and set achievable milestones
- **DO** talk to a program officer early in the development process
- **DO** build in opportunities for internal and external reviews
- **DON'T** begin the proposal development process until you've confirmed you have the time to do it right
- **DON'T** wait to engage with ORSP
- **DON'T** submit on the submission deadline



- Best case scenario, when should one **get started** on a large institutional ED grant?
- When should you aim to have a **first draft** ready?
- In your experience, what are **the biggest mistakes** you see institutions make regarding proposal timelines on big institutional grants?
- What are some of the **strategies and best practices** you've seen institutions employ regarding proposal timelines?



- When should a PI **get started** on an NSF individual-investigator research proposal?
- When should you have a **first draft** ready?
- What are **the biggest mistakes** you see PIs make regarding proposal timelines?
- What are some great **strategies and best practices** you've seen PIs employ regarding proposal timelines?



National Institutes
of Health

- When should one **get started** on an NIH multi-investigator research center proposal?
- When should you have a **first draft** ready?
- What are **the biggest mistakes** you see research teams make regarding proposal development timeline?
- What are some great **strategies and best practices** you've seen research teams employ regarding proposal timelines?



HOW HANOVER CAN HELP WITH THE GRANT DEVELOPMENT PROCESS:

- Proposal planning guides with project planning questions and proposal development timeline
- Project narrative templates with section headings and prompts for required and competitive content
- Proposal development and revision
- Technical proposal review
- *NOTE:* Each project type has specific requirements for preparation and lead time.

Questions?

*Please use the Q&A function in
Zoom to submit questions to the
presenter*



Clinton Doggett

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