



## UNC CHARLOTTE

### Vice Chancellor for Research and Economic Development

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## MEMORANDUM

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**TO:** Associate Deans for Research and College-Based Research Officers

**FROM:** Richard A. Tankersley, Interim Vice Chancellor for Research and Economic Development

**SUBJECT:** Management of Hanover Queues

**DATE:** 3/4/2019

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Beginning this month (March 2019), the Hanover Research Queues will be managed centrally by Lesley Brown and the Office of Proposal Development. However, the office will rely on the Associate Deans for Research and the College-Based Research Officers for help with identifying faculty researchers who could benefit from having Hanover review of their proposal or assist with the preparation of a complex, interdisciplinary proposal prior to submission. To maximize the use of the queues, PIs will be limited to one review per proposal per submission deadline. The queues will no longer be used to offer training for groups of faculty.

We anticipate an increase in the demand for the use of the queues. As a result, the following criteria will be used to guide the prioritization of requests:

### **Priority order for Hanover Queues:**

- a. Large interdisciplinary projects, especially those being processed through CLIPP (Complex, Large, Interdisciplinary Proposal Preparation)
- b. Proposals submitted by Catalyst Fellows (this includes faculty that have participated in the Boot Camp as well as the other disciplinary specific programs, i.e., CAREER, Arts and Humanities, etc.)
- c. Resubmissions of unsuccessful proposals that have been thoroughly *revised* based on reviewers' comments.
- d. Projects/proposals that have been selected by the University for a program that limits the number of proposals per institution.
- e. Proposals by early-career faculty.
- f. Other faculty who would benefit from having their proposal reviewed prior to submission.

**How to Request a Slot in the Hanover Queues:**

Faculty should notify their Associate Dean for Research or College-Based Research Officer (CBRO) if they are interested in a Hanover review. Associate Deans and CBROs should contact Lesley Brown directly (704-687-1880 or [labrown@uncc.edu](mailto:labrown@uncc.edu)) as soon as they identify a good candidate for a Hanover review. Hanover typically needs as much as 10 days (or more) advance notice. Thus, the sooner a request is received, the more likely we are to have an opening. Please do not contact Hanover directly.

If a request for a Hanover review cannot be accommodated, it is likely that the Office of Proposal Development can provide the review for you or assist with identifying an alternative reviewer to provide a “collegial review” of the proposal. Joy McAuley and Lesley Brown provide proposal review and editing services and can typically step in when the Hanover queues are filled.

cc: Lesley Brown, Director for Proposal Development