

Tips on When and What to Say to a Program Officer

1. Before contacting the Program Officer...
 - a. Read guidance thoroughly, arm yourself with deliberate questions
 - b. Write a brief abstract of your idea/project
 - c. Email abstract and request a telephone appointment
2. Some Potential Questions to Choose from...
 1. Am I talking to the correct person?
 2. Does my project fall within your current priorities?
 3. Does the project design use the right approach?
 4. Are there certain types of projects that are currently “trending” that are more likely to be funded?
 5. What do you recommend to improve my chances?
 6. Are there any alternative funding tracks for the project?
3. Follow up with...
 1. A personal thank you note
 2. Continue the relationship regardless of the result