

# TIPS FOR CONTACTING GRANT PROGRAM OFFICERS

## Be Prepared



- Identify a sponsor/grant opportunity whose interests align with your work or project idea.
- Review the sponsor's website and the funding announcement to understand their goals and objectives.
- Review recent awards to see what projects have been funded and whether your work can fill a gap.

## Start With an Email- Do Not Cold Call



- Avoid emailing during peak (deadline) periods.
- Be clear about the purpose of your email. E.g. to relay interest in serving as a reviewer, to request a phone call to seek feedback on a project idea etc.
- Introduce your work concisely and explain why it is relevant.
- Attach a short resume and project summary.
- Do not assume the Program Officer is an expert in your field - use plain language, do not use highly scientific jargon.
- If requesting a call, include your key questions and provide several times of availability.

## Phone/In-person Interactions



- Know your project and be ready to discuss it in detail.
- Explain your point of difference and how your work fills a gap.
- Ask questions to verify that your project will be competitive e.g. Does your project align with current priorities? How can you improve the chances of favorable review? Common reasons for rejection?

## Follow-Up



- Send the Program Officer a 'thank you', follow-up note.
- Reiterate your interest in serving as a reviewer.
- Highlight the key points of your discussion.
- Provide an option to reconnect with them in the future.