

Get to Know Your PO

Program officers (PO) are the heart and soul of NSF. They are researchers - experts from the research community who guide grant proposals through Merit Review, part of the process that determines if a proposal is funded. Program officers are a valuable resource for applicants, and anyone can reach out to an NSF program officer—at any stage of their career, no matter their institution.

Don't be intimidated to reach out to a program officer—they are there to help!

5 TIPS FOR REACHING OUT TO AN NSF PROGRAM OFFICER (PO)



1. Do your homework
2. Reach out to the PO early
3. Continue to stay in contact with your PO
4. Be patient
5. Recognize that there are limits to what a PO can do

Read the full article here:



Flip for an email template!



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There is no one right way to reach out to NSF program officers (PO). Each project and researcher is unique, and different NSF divisions may have specific advice on how to work with a PO within their programs.

This email template provides one (of many) ways to start thinking about how to contact a PO, after you have researched relevant guidelines and program information on NSF's website.

EMAIL TEMPLATE



Dear [Add Program Officer/Contact name],

My team will be seeking funding from the **[Add specific program name and solicitation number]** program for my project, **[Add project title]**. I feel that our proposed research meets the requirements listed in the program solicitation; however, I would like to confirm that my project is a good fit for your program.

Our proposed research will **[Add short summary of hypothesis objectives, and NSF review criteria - intellectual merit and broader impacts]**.

[Add 2-3 sentences providing your background (and co-PI's background) and introducing your research program (this is your career program, five-year goal etc.)].

Thank you for taking the time to provide feedback on whether my proposed research aligns with your program's objectives. I look forward to your response..

Best,

[Your name]