

Tuesday Tips is an outreach effort by OGCA. The idea behind Tuesday Tips is to convey tips, tricks and other helpful information around the area of research administration. Our goal is to post on (almost every) Tuesdays. If there is something you would like to see covered on Tuesday Tips, email: [UAF-GCReATE@alaska.edu](mailto:UAF-GCReATE@alaska.edu) For more Tips visit [OGCA website](#).

## Guidance for Contacting your Program Officer or Equivalent

The program director (also referred to as program manager or program officer) is an excellent resource to understand various places you might be able to submit your work, if similar or related work has been funded by the agency (that you might then leverage), and to be sure you thoroughly understand the key points of the program. It is generally good practice to contact program manager(s) at the agencies you are likely to submit proposals early in your career, and generally also before each submission. You can usually find contact for the program managers on the agency website and/or the call for proposals.

New faculty or faculty working in areas new to them are advised to contact the program manager(s) in the agencies and divisions where they might apply for funding. It is generally easiest to send a brief introductory email and ask if there is a good time you could call (provide days and times that you would be available within the next 10 days) to discuss your research goals and which of their programs might be applicable.

When you have identified a specific program to which you are planning to apply, review the application guidelines for the grant program first and then prepare a short overview or summary of your project idea. If possible, send the overview to the program manager in advance so he/she can have a chance to read about your ideas before you meet or discuss over the phone. The phone conversation provides you an excellent opportunity to get substantial feedback on your ideas from the program director.

For example, you can:

Briefly describe your project (and, if NSF, your broader impact) idea;  
then ask the program manager if it sounds like

These are ideas of question you might ask but do your homework first. Read the solicitation, check out the website, and answer as many of these yourself as you can so that you can have a productive conversation. Few

For additional Information visit the Office of Grants and Contracts Administration