PREPARING FOR A SUCCESSFUL MEETING
WITH YOUR PROGRAM OFFICER

A conversation with a federal agency program officer can provide valuable insight into the funding potential of your idea. Follow these steps, says Sally Bond, assistant director of Research Development Services:

» Make contact early (at least several months in advance).

» Do not make a cold call. Email a one-page summary and request a phone or in-person appointment to discuss.

» Develop your one-pager using the format below. Grant writers in the Office of the Executive Vice President for Research and Partnerships can help you write this. Email sbond@purdue.edu to request help.

Why a one-pager? Distilling your ideas into a brief summary — one that starts with a compelling storyline — will best communicate project relevance, highlight the logic of your approach and enable targeted feedback.

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For NIH Proposals Use: Specific Aims Page

Start with storyline:

» What is the human health problem?
» What has been done already to address this problem?
» What is the gap that still exists?
» How do you propose to address this gap?
Briefly mention why this team is ideal for the project.

**Aim X: Use a bold, concrete objective for each aim.** Describe each aim in one to three sentences that convey why this work needs to be done as well as what and how.

End with paragraph on expected outcomes.

For All Other Funding Agencies Use: One-Page Summary

Start with storyline:

» What is the problem?
» What has been done already to address this problem?
» What is the gap that still exists?
» How do you propose to address this gap?

List your goals/objectives.

Describe why this team is ideal for the project.

Overview methodology.

Summarize impact of your success.