

Preparing for a Successful Meeting with Your Program Officer

You are more likely to receive valuable insight into the funding potential of your idea if you follow these steps:

- Make contact early (at least several months in advance).
- Do not make a “cold call.” Email a one-page concept paper along with your agency biosketch and request a phone appointment to discuss.
- Develop your concept paper using the format below. Grant writers in the Office of Research and Partnerships can help you develop this text. 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 allow targeted rather than general feedback. Many program officers will not read more than one page since multiple pages represent a proposal review rather than an idea review. While you will not be told if you are “fundable,” the program officer can assess for program fit.

For NIH 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 Concept Page

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.