

### **Suggested information to include in an initial email to a Program Officer**

- What program you are applying to (be as specific as you can). Include the title of your proposal.
- 1-3 sentences for your request, e.g., “I would like to inquire as to the suitability of the proposed research to meeting your program’s objectives.”, or “I feel that the proposed research addresses Objective 1 of the program in that... I would like to confirm my understanding of the program objective.”
- 4-6 sentences summarizing your proposed project, including project objectives, approach, expected results, and how the research will contribute to the field.
- 2-3 sentences providing your background and introducing your research program.
- 1-2 closing sentences acknowledging the PO’s time and efforts, and that you look forward to the PO’s response. I make myself available for follow-up contact and invite the PO to request any additional information.
- Make sure your full contact information is provided in the email.