

Contacting your NSF Program Director

Do's and Don'ts

Dr. Jim Izat

Senior Research Development Officer

Research Development Services

Division of Research – Texas A&M University

Do's

- Do email your relevant NSF Program Director to request a telephone call
 - Include in your email the following:
 - A one half to one page summary of your proposed project
 - A copy of your current CV
 - A request for a phone call at the Program Director's earliest convenience
 - Include a list of questions you'd like to ask, for example, is my idea is a good fit for program?
 - **Never, ever ask a question for which you can find the answer yourself!**
- Do be prepared! Make sure you've read (studied) the program solicitation, and searched for funded abstracts from prior years)
 - As your NSF Program Director may email you back immediately and agree to speak with you at that time on the phone, BE PREPARED!
 - Don't assume you have more time to prepare for you call!

More Do's!

- Do arrange to speak with your relevant NSF Program Director at your annual conference if they will be in attendance.
- Do request an in-person meeting with your relevant NSF Program Director at NSF in DC, if you will already be in town for another reason.
- Do contact your relevant NSF Program Officer both BEFORE you submit, and after you've received your notification of the results of the review!

Don'ts

- Don't cold call an NSF Program Director
- Don't attempt an unscheduled in-person visit with an NSF Program Director
- Don't speak with an NSF Program Director unless you are completely prepared for the conversation
- Don't ask questions like: will you fund my proposal, do you like my idea; what is the review process like; or information about funding rates and submission cycles?
- Don't call an NSF Division Director or higher administrator before attempting to call your relevant Program Director
- The TAMUS Federal Relations team, including the DC office, does not set up meetings with Program Directors or Program Managers.