

Preparing to Visit a Research Sponsor

College of Engineering

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Sponsor Information

- Locate Requests for Proposals in areas of interest
 - Be knowledgeable of programs in which you may be interested
 - Read RFPs carefully
 - Make notes on RFPs; include questions

Sponsor Information

- Important items in RFPs
 - Cognizant program officer
 - Total funds available
 - Projected number of awards
 - Cost sharing requirements
 - Evaluation criteria for review process
 - Review process mechanism
 - Peer review
 - Agency review

Sponsor Information

- Preproposal/letter of intent
 - Required or suggested
 - Deadline
- Deadline for full proposal submission (local time?)
 - Is the program a continuing program for which the date is the same time each year?
- Deadline for review completion
- Sponsor's award history
 - Who has received funding for what types of activities
 - Funding range

Contact with agency

- Prepare a concept paper with the general plan for your project
 - When meeting individually with programs officers or phone appointment, send copy of concept paper prior to appointment
- Have questions prepared

Contact with Agency

- Listen carefully and take notes during the appointment
 - Is there money actually in the program for new funding or is the money already committed to current projects?
 - Program officers may talk of new opportunities for which RFPs are not yet available
 - New directions for programs may be discussed

Contact with Agency

- Develop a relationship with program officers
 - Be prepared for a change in program officers between the time you make the initial visit and submission of a proposal
- Take only as much time as necessary (A program officer's time is valuable.)
- Have business cards with you
- Follow-up your visits with an e-mail or handwritten "Thank You"

Contact Information

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