Example email to Program Officer Requesting Meeting:

Greetings Dr. [Insert PO Name],

I am contacting you regarding a [funding opportunity] grant submission I am currently preparing. The purpose of this grant is to identify [brief summary of your project goal].

[The second paragraph I tailor to let them know some specific questions I have]:

I am interested in knowing whether my project is a good fit for your study section and addresses current high priority areas of research. Additionally, I have some specific questions regarding my own level of experience (early career researcher) and whether or not you might recommend I bring on a Co-PI.

If you would be available for a brief 30 minute phone call to discuss these questions, I would greatly appreciate the opportunity to speak with you. To give you a better idea of the project and myself, I have attached my Specific Aims/Objectives and most current Biosketch.

Thank you for your time and consideration,

Julie