**Questions to ask a grant officer before deciding to apply to a grant**

**OPEN-ENDED QUESTIONS**

First, describe your project, your career, stage, and all necessary elements. Then ask the grant officer:

- Do you think my project fits the grant type I wanted to apply? If not, why? Would another it be better matched to another grant from your organization?

- Do you have any suggestions or comments?

- I have located the solicitation on your web site and found references to the rules. Are there any other sources of information that I should review?

**SPECIFIC QUESTIONS**

**Suitability of your project**

- We have developed several approaches to address needs in this area. You may know whether or not one of our approaches has been tried. Could you review our concept paper and provide us with any guidance?

**Proposal writing**

- What are the most common mistakes in proposals that you receive?

- What keywords should I avoid in my application?

- What keywords should I include in my application?

- What is the background of the individuals who review the proposals (e.g. outside experts? Staff?)

**Interview**

- Could you describe me precisely what happens during the interview? Who will be on the panel?

- What are the most common mistakes during the interview?

- What will the panel try to assess?

**Budget**

**-** Is there a relationship between the type of project and the amount awarded?

- What is the minimum, maximum, average amount awarded for this type of grant?

- If I send in my grant application earlier than the deadline, does it increase my chances of getting funded?

- The required matching portion is *X %*. Would it improve the competitiveness of our proposal if we provided more?

- If no match is required, would it help our proposal if we volunteered cost-sharing or leveraging?