



## Communicating with your NSF Program Officer

1. Include your award number in the subject line  
All correspondence must be attached to your file and the project number is the way this is done
  2. Subject line should include the topic of the email
    - a. Example (Inquiry) “#1501183 Question about moving money in budget”
    - b. Example (Information/item) “#1501183 Press Release”
  3. Include NO graphics in body of email. This includes college logo in signature block. NSF will not permit emails with graphics to be attached to a project file as there is a danger of imbedded viruses. Graphics can be sent as Word or pdf files.
  4. Send everything electronically. Program Officers have no way to attach hard copies to your electronic project file.
  5. Sending photos is a good idea; however, be certain that you have written permission from your students or others in the photos before sending.
- ....and,
6. Share these tips with your grants office personnel and make sure that they, too, strip off signature logo blocks when corresponding with anyone at NSF.

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Advice from Dr. Elizabeth Teles, Program Officer, National Science Foundation, October 2015  
Provided by Mentor-Connect: Leadership Development and Outreach for ATE, DUE #1840856