A Little Background About Our Project

Making Rich Mathematics Accessible to All Students in Grades K-5

Funding Partners

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Importance of Building A Good Relationship with Your Program Officer

- Keep program officer up to date about **what is happening with your project**
- Solicit **assistance and advice** to help your project succeed
- Keep program officer informed about **challenges** and request **approval for changes** you need to make
The Role of the EIR Program Officer (from EIR Grantee Orientation)

- Maintains regular communication with project director
- Provides advice/assistance
- Oversees project spending/drawdowns
- Executes administrative actions/approves changes to the grant activities or budget
- Reviews all project reports
- Conducts site visits
Issues to Discuss with Program Officer (from EIR Grantee Orientation)

- Delays or changes in **project activities or timeline**
- Changes to any of your **partners or school sites**
- Changes to your **evaluation plan**
- Changes in important **staff positions**
- Problems with any of your **partners or contractors**
- Significant changes to your **budget**
- Other **challenges or questions**
Keep in Mind

Program Officers…

- Have many responsibilities
- Often oversee many different projects
- Are bound by regulations that govern their programs
- May not have specific expertise in the area that your project is focusing on
- Are eager to be helpful
General Tips

- Establish a **regular meeting schedule** to periodically update your program officer about the progress of your project—ask your program officer what works for him/her
- Be **proactive** in communication—reach out in-between meetings, as needed
- **Know the regulations** that govern your program (check Grant Award Notices or ask your Office of Sponsored Programs) to get answers to your questions before you reach out to your program officer
- Contact your program officer by **email first** and give a brief summary of what you want to discuss rather than making a cold call
Tips for Meetings with Your Program Officer

- **Don’t assume** that your program officer remembers many of the details of your project.

- Helpful to prepare and share a **1-2 page written update** about the progress of your project and/or issues you want to discuss prior to your meeting.

- If you want help with a specific technical question, **email the program officer** about it ahead of time so that she or he can get input from others if need be.

- Meetings with program officers typically last **30 minutes**—use time wisely to get key agenda items covered.

- Set an **agenda** ahead of time—ask your program officer what he/she would like to talk about but also propose agenda items that you would like to discuss.

- Ask your program officer to keep you informed about **updates and changes at ED**.

- Involve **other members of your team** (e.g., co-PIs, evaluators) in meetings as appropriate.
Other Suggestions

- Keep up with the **larger picture** regarding the EIR program and what is important to program officers (e.g., EIR program priorities)
- Try to meet with program officer **in person**
- Keep program officer informed about **special events** and **dissemination activities** (share publications, let them know about conference presentations and invite them to attend)
- Invite program officer for a **site visit**
- Ask program officer to **connect you with related projects**
Examples of When to Reach Out to Your Program Officer

- **Questions** about submitting the annual report (especially the first time around)
- **Discussion** of annual report after the program officer had a chance to read it
- **Unusual circumstances** that impact project implementation (e.g., COVID-19, government shut down)
- **Staffing changes**
- Changes that need to be made in **project design**
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