# INSTRUCTIONS

It is important to take advantage of the opportunity to speak with a topic manager. It is recommended that you send an introductory e-mail first. The following is a template that you are free to use in preparing your e-mail. Just personalize the areas highlighted below in blue and then copy and paste into the body of your e-mail.

# Sample e-mail to send to topic authors

Dear [Insert Topic Manager Name]

By way of introduction my name is [insert name] and I am [describe affiliation]. I have reviewed the current Funding Opportunity Announcement [FOA] and am interested in Topic#, Subtopic Y. After reviewing the topic and subtopic carefully, as well as the links and references, I have a few lingering questions that I would like to discuss with you. Would you have time in the next couple of days for a brief, 10-15 minutes phone call? A brief conversation with you will help me determine if I can submit a responsive proposal. Please recommend a time when I may call you.

My questions relate to: [insert 1 or 2 of your key questions – the following is an example -*technology approaches - are there certain approaches which are of no interest to DOE? what are the performance expectations in Phase I as opposed to Phase II?* ]

Thanks for your consideration of my request.