

Submit a FY22 Appropriations Request

This resource has been created to assist CGS members in submitting appropriations requests to their Members of Congress for programs of importance to graduate education and research. Visit our [webpage](#) for more information on CGS's Fiscal Year 2022 appropriations advocacy.

Please be aware of your institution's policies regarding advocacy outreach and work with your government relations staff, communications team, and others who have a vested interest.

Contents

Submitting an Appropriations Request.....	2
How to Locate an Appropriations Request Form.....	2
Searching for an Appropriations Form.....	3
Examples of Appropriations Forms	3
Filling Out an Appropriations Form for the GAANN Program	3
Send an Appropriations Request Letter.....	4

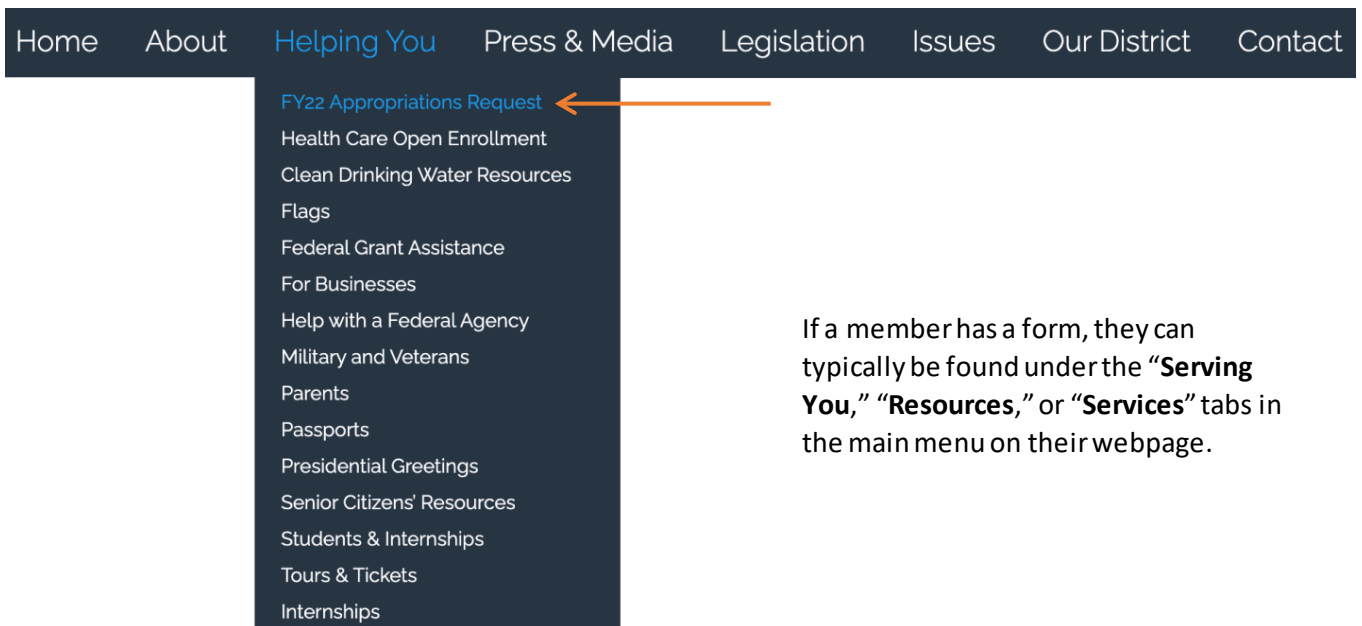
Submit a FY22 Appropriations Request

Submitting an Appropriations Request

Each year Members of Congress solicit requests from stakeholders regarding appropriations funding for various agencies and programs. For Fiscal Year 2022, several members are already requesting feedback on appropriate funding levels as Congress begins the appropriations process. Members of Congress will use this feedback as they submit their official requests to the Appropriations Committee.

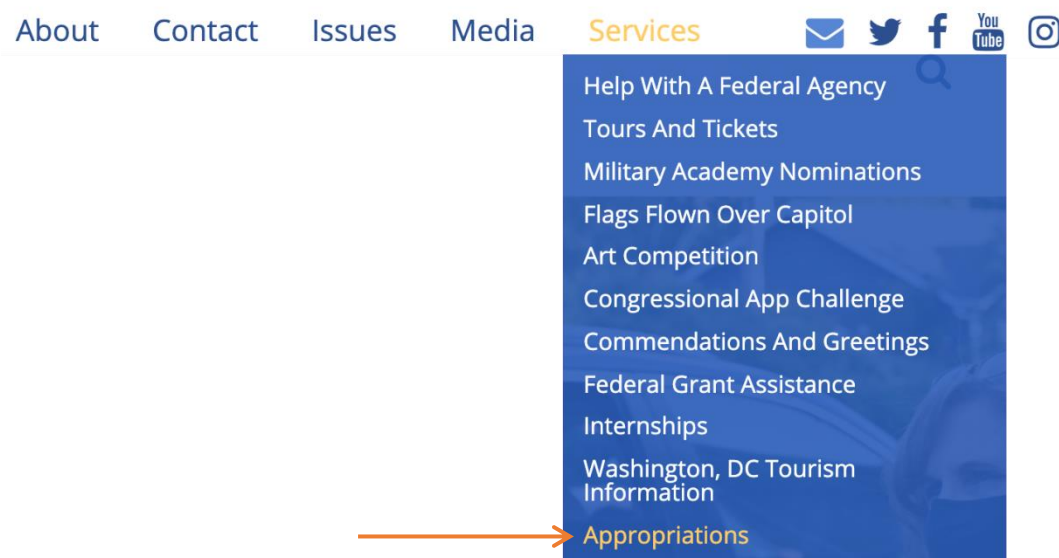
How to Locate an Appropriations Request Form

CGS encourages you to submit a recommendation using your Member of Congress' online request form. Many members have these forms posted on their websites, but **not all Members of Congress offer a form to gather feedback.**



The screenshot shows a dark navigation bar with the following items: Home, About, Helping You, Press & Media, Legislation, Issues, Our District, and Contact. The 'Helping You' dropdown menu is open, listing the following options: FY22 Appropriations Request (highlighted with an orange arrow), Health Care Open Enrollment, Clean Drinking Water Resources, Flags, Federal Grant Assistance For Businesses, Help with a Federal Agency, Military and Veterans, Parents, Passports, Presidential Greetings, Senior Citizens' Resources, Students & Internships, Tours & Tickets, and Internships.

If a member has a form, they can typically be found under the “**Serving You,**” “**Resources,**” or “**Services**” tabs in the main menu on their webpage.

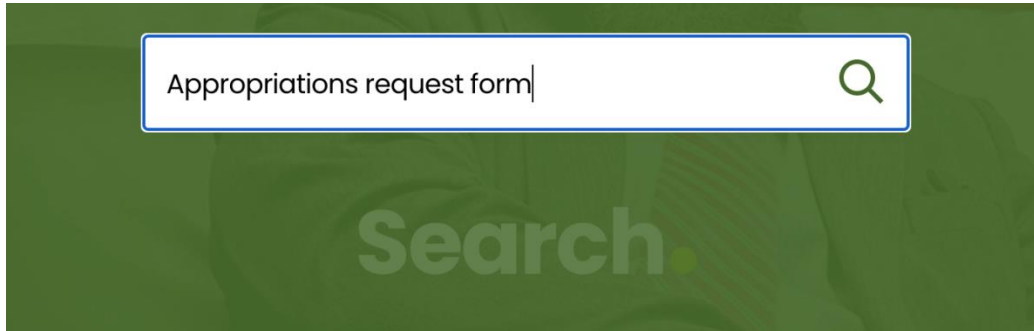


The screenshot shows a navigation bar with the following items: About, Contact, Issues, Media, and Services (highlighted in yellow). Below the 'Services' tab is a blue dropdown menu with the following options: Help With A Federal Agency, Tours And Tickets, Military Academy Nominations, Flags Flown Over Capitol, Art Competition, Congressional App Challenge, Commendations And Greetings, Federal Grant Assistance, Internships, Washington, DC Tourism Information, and Appropriations (highlighted with an orange arrow).

Submit a FY22 Appropriations Request

Searching for an Appropriations Form

If you are unable to locate your Representative's and Senators' request forms through the main menu bar, try searching for it on their website:



Examples of Appropriations Forms

Not all forms look the same; forms may be embedded on the website itself; accessible through a hyperlink; or available for download. Examples are available below:

[Representative Mike Simpson \(ID-02\)](#)

[Representative Suzanne Bonamici \(OR-01\)](#)

[Representative Cheri Bustos \(IL-17\)](#)

[Senator Chris Coons \(DE\)](#)

Filling Out an Appropriations Form for the GAANN Program

The example below serves as a guide to submitting a request for the Graduate Assistance in Areas of National Need (GAANN) program. While CGS urges you to submit a funding recommendation for the GAANN program, keep in mind you may submit a request for any agency or program of your interest (i.e., NSF, NIH, TRIO program, etc.).

Please see the directions below, which are available to fill in common questions asked on appropriation request forms inline with CGS's appropriations request of \$35 million for the GAANN program. Not all forms are consistent; some may request more or less information. **Note: this is for appropriations request forms, not for Community Project Funding.**

- **Request type:** Program Funding
- **Subcommittee:** Labor, Health and Human Services, Education, and Related Agencies
- **Agency:** Department of Education
- **Program Title:** Graduate Assistance in Areas of National Need program

Submit a FY22 Appropriations Request

- **Description of program/activity:** The Graduate Assistance in Areas of National Need (GAANN) Program is the only federal program that supports graduate students in fields designated as areas of national need. GAANN provides fellowships to assist graduate students with excellent records who demonstrate financial need and plan to pursue the highest degree available in their course study. Fellowships are provided through departments of institutions of higher education.
- **Program funding level:** Funding should be increased or new request
- **Program funding amount/request:** \$35 million
- **FY21 Enacted Amount:** \$24 million
- **President's FY22 Requested Amount:** N/A
- **Does this programmatic request have a direct [district] connection or impact?** Yes
- **Description of [district] connection/impact:** This section is the opportunity to detail how increased funding for the GAANN program could impact your institution and surrounding area. Make this description personal to your institution and your experience as a graduate dean. An example may include:
 - As the [position title] at [institution], I have had firsthand experience with the GAANN program and its impact on our students, campus, and community. The GAANN Program is a valuable opportunity for students with demonstrated financial need and excellent academic records to pursue the highest degree in their chose field of national need. [insert a specific example as to why this program is important to you, the institution and/or graduate students.]

These “fill in the blank” options are available in Word format, [here](#). If there are questions on your Representative or Senators’ requests forms that are not present here, please feel free to reach out to Matthew Smith at msmith@cgs.nche.edu if you would like further guidance for completing the form.

Send an Appropriations Request Letter

If your Representative and Senators do not have an online request form, you may consider sending an appropriations request letter. A sample letter template can be found [here](#), which you can personalize to fit your needs and experience.