

Notifying your Representative or Senators about your Federal Funding

Find your Congressperson: <http://www.house.gov/representatives/find/>

Find your Senators: <http://www.senate.gov/senators/contact/>

The Honorable [Full Name]
[Room #] [Name of] Senate Office Building
United States Senate
Washington, DC 20510

OR

The Honorable [Full Name]
[Room #] [Name of] House Office Building
United States House of Representatives
Washington, DC 20515

Dear [Senator/Representative ____],

Paragraph 1: Identify yourself and why you are writing

My name is ____, and I am ____ [role at University/research institution in the district or state]. I am writing to you today as a recipient of funding for my research by the [grant-making organization]. I would like to inform you about my grant and discuss the importance of federal funding for political science.

Paragraph 2: Description of research

[Brief description of research and the “big picture”/“broader impacts” questions it addresses. Where relevant, note where it relates to any of your representative’s committees. Also address any local angles to your research, including impacts on students or any employment opportunities it may provide.]

Paragraph 3: The pitch for continued support

My research is one example of the many ways political science research expands our understanding of citizenship, governance, and public policy, and plays a critical role in improving society’s wellbeing, safety, and understanding of the world around us. Political science research is at the forefront of understanding and engaging the public on issues of vital importance to our country, such as understanding democracy, fighting terrorism, and supporting disaster relief and public health. Now more than ever, it is critical that Congress protects the United States’ proud legacy of supporting federally funded research, including the important research conducted by political scientists.

Closer:

I hope you will support robust funding for [grant-making org] and for the research taking place at [local university/college/institution]. If I can provide any additional information, please let me know. Thank you for your consideration.

Sincerely,

[Your name, title, any additional contact information]