



CHEAT SHEET: 5 QUICK, EASY STEPS TO CONTACT YOUR MEMBERS OF CONGRESS

Contacting Members of Congress can feel like a daunting task, but it is important to remember that policymakers and their staff listen to their constituents. Use our step-by-step guide below to find the information you need to reach out directly.

Members of Congress

1. Visit congress.gov.
 - a. Scroll to the bottom of the page.
 - b. Click on "[Help](#)" under the "Help" section on the bottom left side of the page.
2. Scroll down and click on "[Find Your Member](#)" under the "Getting Started" section.
3. Enter your home address when prompted and click the magnifying glass.
4. Obtain contact information by clicking on "contact" under their address and phone number.
 - a. This will take you to their congressional website which includes a contact page, office locations, and phone numbers.
5. Utilize Research!America resources including [survey data](#), [fact sheets](#), and the [2024 candidate engagement toolkit](#).

Here is an example of an email that you might send to your Representative. Feel free to send this email to your members or to use it as a template and craft your own!

Dear [Name of Senator or Representative],

I am writing to urge you to finalize the Fiscal Year 2025 (FY25) appropriations process promptly and in a bipartisan manner to prevent disruptions to the medical and health research system.

As a constituent invested in continued medical and public health progress, I am deeply concerned about the impact of a government shutdown or lengthy continuing resolution (CR), both of which cause significant disruptions to the research and development ecosystem and put future breakthroughs on hold.

Prolonged CRs undermine strategic planning, delay vital research grants, halt clinical trials, and force hiring freezes. This hampers the ability of agencies like the National Institutes of Health (NIH) to conduct and support life-saving research, impacting patients and families who depend on the discoveries and advancements that emerge from this work. At a time when we need to accelerate progress against diseases and foster innovation, funding uncertainty and federal agency backlogs needlessly set us back.

A government shutdown would also be a fiscal misstep, with the 2018-2019 shutdown alone costing the economy \$3 billion that will never be recovered. Beyond the economic loss, the actual cost is measured in lost time, delayed discoveries, and diminished opportunities to improve health and save lives.

Faster progress and an outdated federal budget do not align – I urge you to champion finalization of the FY25 appropriations process by the end of this year.

Thank you and your respective staff members for your commitment to advancing medical progress and supporting your constituents.

Sincerely,