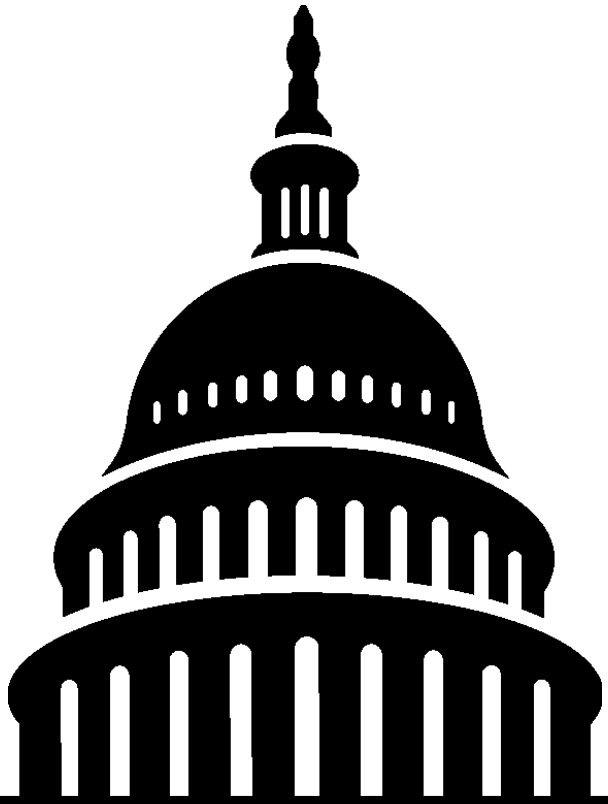
2018 Edition



COSSA Handbook *for* Social & Behavioral Science Research Advocacy

CONSORTIUM *of* SOCIAL SCIENCE ASSOCIATIONS

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Additional resources—including one-pagers and social and behavioral science success stories—can be found on the COSSA website, www.cossa.org.

Introduction

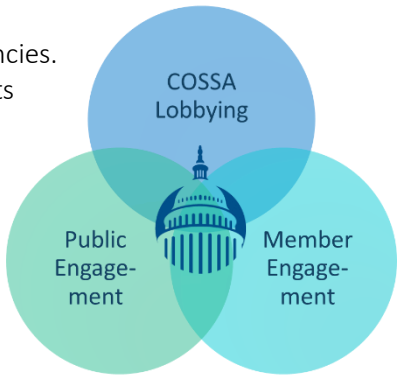
COSSA is a nonprofit advocacy organization working to promote sustainable federal funding for and widespread use of social and behavioral science research and federal policies that positively impact the conduct of research. COSSA serves as a united voice for a broad, diverse network of organizations, institutions, communities, and stakeholders who care about a successful and vibrant social science research enterprise. The COSSA membership includes professional and disciplinary associations, scientific societies, research centers and institutes, and U.S. colleges and universities.

This handbook is intended to provide COSSA members with an introduction to the federal policymaking process and offer basics and best practices for advocating for the social and behavioral sciences.

COSSA's advocacy and outreach

COSSA monitors the full range of federal issues impacting the social and behavioral science community as a whole, from funding to new research policies and directives.

COSSA advocates during the appropriations process for sustained federal support for social and behavioral science research across the federal agencies. We also advocate for authorizing (policy) and other legislation that reflects the importance of these sciences. Within the federal agencies and administration, COSSA weighs in on regulatory and policy issues by submitting comments to and otherwise engaging with agency officials to promote our science.



We strive to both proactively educate the government and the public about the value of social and behavioral science research and to defend these sciences against baseless attacks and criticism.

For matters of particular significance to the COSSA community, we issue **action alerts** to urge our advocates to write to their Members of Congress. We also keep our members informed about emerging issues so they may take action at any time.

Why we need your help

COSSA works hard every day to communicate the importance of social and behavioral science research to policymakers. But ultimately, the most powerful stories come from people who can speak from experience about what it is like to apply for a federal grant, conduct research, or watch as their findings reach (or fail to reach) a broader audience.

In a survey conducted by the Congressional Management Foundation, 94 percent of Congressional staff said that constituent visits have "some" or "a lot" of influence on an undecided Member of Congress—more than any other strategy for communicating with Congress.[1] And social and behavioral scientists are not just any constituents—they bring invaluable expertise on a wealth of important issues facing our nation.

[1] http://www.congressfoundation.org/projects/communicating-with-congress/citizen-centric-advocacy-2017

Educating policymakers about social and behavioral science research—and its contributions to sound public policy—is especially important because these sciences are not always well understood on Capitol Hill or in some federal agencies.

Do I have to register as a lobbyist?

NO. You do not need to be a registered lobbyist to communicate with Congress or federal officials. It is a common misconception that anyone who attempts to influence a Member of Congress is "lobbying," and therefore subject to regulation. In fact, the U.S. government strictly defines a lobbyist as someone who is:

(1) "Employed or retained by a client for financial or other compensation;
(2) Whose services include more than one lobbying contact; and
(3) Whose lobbying activities constitute 20 percent or more of his or her services' time on behalf of that client during any three-month period."[2]

In most cases, if you are not sure if you are a lobbyist, you probably aren't.

COSSA's advocacy and outreach partners

We believe that our message will go further if it comes from many voices. We work closely with the broad community of organizations and individuals who care deeply about the future of the social and behavioral sciences. First and most important are our members, who provide us with expertise and direction on the issues facing their individual disciplines and organizations.

We also work within coalitions that advocate for specific issues or federal agencies ranging from agriculture statistics to the National Science Foundation, and collaborate with other organizations, like the American Association for the Advancement of Science, the Association of American Universities, the Association of Public and Land-grant Universities, and the Council of Professional Associations on Federal Statistics, among others, to address issues that affect the science community as a whole.

Lastly, we work directly with federal agency and Congressional colleagues that support social and behavioral science research.

[2] http://lobbyingdisclosure.house.gov/amended_lda_guide.html

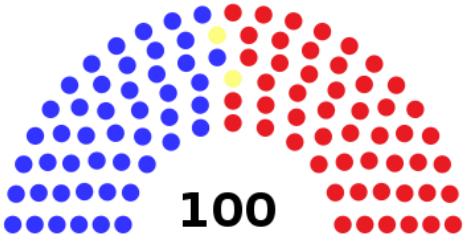
Congress and the Policy-Making Process

This section provides a high-level refresher on the basics of Congress and how laws are made.

Congress 101

Congress, the lawmaking branch of the U.S. government, is divided into two chambers: the Senate and the House of Representatives. A "term" of Congress is two years long (defined by the election cycle), and begins on January 3 of every odd-numbered year. Each year of a Congress' term is called a "session," referred to as either the first or second session of the Congress.

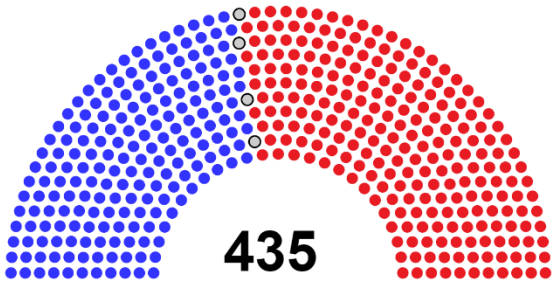
The Senate



51 Republicans
47 Democrats
2 Independents

The **Senate** is known as the "upper chamber" and is comprised of 100 members, with two Senators representing each state. Senators serve six-year terms with staggered elections, so about one-third of the Senate is up for reelection every two years. The longer serving Senator from each state is referred to as the "senior" Senator, and the more recent arrival the "junior" Senator. The Senate is solely responsible for confirming high-level federal positions (such as cabinet secretaries) and ratifying treaties. The Vice President of the United States presides over the Senate; however, he or she may only vote in cases of a tie. In his or her absence, the *president pro tempore*, who is selected by the chamber (typically the most senior member of the majority party), assumes those duties. At the beginning of every Congressional term, members of each party elect a Majority and Minority Leader who manage their party's legislative agenda.

The House of Representatives



238 Republicans
193 Democrats
4 Vacancies

The **House of Representatives** is the "lower chamber" and has 435 voting members, each representing a single Congressional district. Districts are allocated to states in proportion to their populations, with a guarantee of at least one district per state. Each Congressional District represents approximately 700,000 people. Members of the House serve two-year terms, thus the entire chamber is up for reelection every two years. Sometimes referred to as "the people's house" because Representatives are considered "closer" to the people, the House of Representatives is responsible for choosing the President of the

United States if the Electoral College is tied. In addition, all spending bills must originate in the House. Members elect a Speaker of the House at the start of every term to preside over the chamber. Like the Senate, House Members elect Majority and Minority Leaders to guide each party's legislative agenda.

Committees

Much of the work of developing and refining legislation happens within Congressional committees and subcommittees. Therefore, it is important that advocates reach Members serving on committees whose jurisdictions impact the social and behavioral sciences (see page 23-24 for a list of the most relevant committees). Committees are led by a Chair (from the majority party) and the Ranking Member (from the minority party). Most Members of Congress sit on multiple committees.

Deciding How to Vote

A wide variety of factors affect Members' decisions on how to vote on a given measure. These considerations range from the Members' own personal beliefs, to their party's position, to information received from staff, colleagues, constituents, interest groups, and the media. The parties in Congress have become increasingly polarized over the past several years, so legislators are likely to vote with their party most of the time. However, Members do deviate from the party line sometimes, and it is often because their constituents feel strongly about a given issue.

As constituents with expertise in social and behavioral science, you can play an important role in giving Members and their staff the background information they need to make informed decisions. And because staffers and Members regularly share information with other offices, you should encourage the office you meet with to share your materials with their colleagues.

The Legislative Process

How a Bill Becomes a Law

House **Senate**

A Member of the House of Representatives or Senate introduces a bill, which is given a number (e.g. H.R. 1427 or S. 58) and assigned to the appropriate committee and/or subcommittee.

Subcommittee Work

If the bill is referred to a subcommittee, the subcommittee may hold hearings to inform Members' consideration of the bill. It may also conduct a "markup," in which Members can revise the bill's language through amendments. The subcommittee will vote to approve the bill and send it to the full committee.

Committee Work

The full committee may also hold hearings and make changes to the bill. If the committee approves the bill, it will be reported to the full chamber and placed on the legislative calendar. The bill "dies" if it does not receive a majority of the committee's votes, or if the committee fails to vote on it before the legislative term ends.

House Rules Committee **Senate Leadership**

The House Rules Committee determines when and how a bill will be debated on the House floor. In the Senate, the Majority Leader determines when a bill will be considered. They each control the floor calendar for their respective chambers.

Floor Debate & Vote

The bill is debated on the floor of the chamber in which it was introduced. The Senate does not have rules limiting debate on bills. This allows Senators to "filibuster" a bill by prolonging debate as a stalling tactic. A filibuster can be ended if the Senate invokes cloture, which requires a two-thirds vote. The Senate also allows amendments to be proposed regardless of their relevance to the bill. In the House, the rules on debate are much stricter; the time allowed for debate is limited and amendments must be germane to the bill under consideration. If the bill passes, it moves to the floor of the other chamber for a vote. Often the House and Senate work on different versions of the same bill concurrently. If the bills passed by the House and Senate differ, a Conference Committee is formed to negotiate a final product.

Conference Committee Work

A conference committee, comprised of Members of both the House and Senate, work together to adjudicate differences in the versions of the bill passed by each chamber. Generally, the conference committee produces a "conference report," which includes the compromise legislative language and a section-by-section explanation of the agreement. Both chambers must approve the revised, identical versions of the bill.

President

The conferenced bill is sent to the President for his signature, which turns the bill into law. If Congress is not in session and the President does not sign the bill within ten days, the law is not enacted; this is called a "pocket veto" and is fairly rare. The President can also veto a bill, which sends it back to Congress. If two-thirds of each chamber votes in favor the bill, the veto is "overridden" and the bill becomes law. While not common, if the President does nothing, the bill becomes law after ten days so long as Congress is still in session.

Law

Implementing legislation at agencies

Once a law is enacted, it falls to the federal agencies affected by the legislation to interpret the law and determine how to implement it. This is generally accomplished through regulations, which ensure uniform implementation across the federal government by explaining how the law should be applied. All federal agencies follow the same general set of procedures for writing regulations (also referred to as rules). Notices of draft and final regulations are published in the *Federal Register* for public consumption.[3]

Advanced Notice of Proposed Rule Making

- An agency issues an **Advanced Notice of Proposed Rule Making** to explain the agency's rationale for writing regulations and to request comments from the public, usually giving a 30 to 90 day window (though these may be extended).

Notice of Proposed Rule Making

- After reviewing comments, the agency publishes proposed regulations in a **Notice of Proposed Rule Making**. It will again solicit public comment, which it will take into consideration as it revises the rules. Though the agency is not required to make all suggested changes, it must demonstrate that it has considered them.

Public Hearings

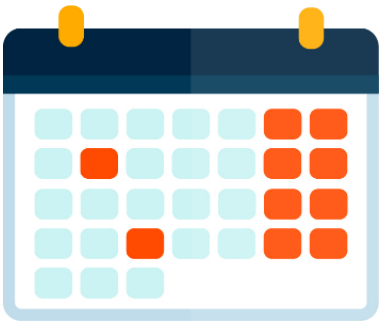
- Agencies often hold **public hearings** both before and after the publication of the Notice of Proposed Rule Making to collect additional comments from the public. Opinions expressed at public hearings become part of the official record.

Notice of Final Rule

- Once all comments have been reviewed, the agency issues the finalized regulations in a **Notice of Final Rule**. The President has the opportunity to review the regulations prior to their inclusion in the Code of Federal Regulations.[4]

Timing Your Advocacy

When focusing your advocacy on a particular piece of legislation, it's important to pay attention to where the bill is in its "life cycle." If it has just been introduced, asking your legislator to co-sponsor it might make the most sense. Generally, the most effective time to advocate is when the Member's office is weighing the pros and cons of the legislation—after it has been introduced, but before it has been voted on. The days leading up to a vote, whether in the subcommittee, committee, or on the floor, are a good time for constituents to reach out and ask Members to vote for or against the bill or to support an amendment. And if the Member votes in your favor, sending a note thanking them for their support is always appreciated—and can lay the groundwork for your next interaction.

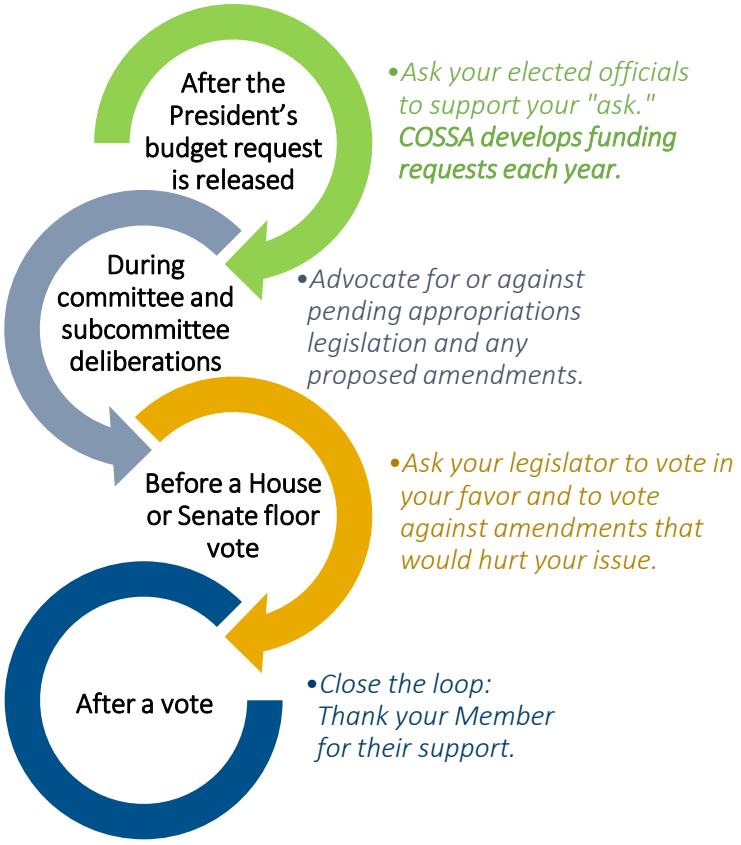


[3] https://www.federalregister.gov/
[4] http://www.ecfr.gov/cgi-bin/ECFR?page=browse

Advocacy & the appropriations process

A perennial topic for social and behavioral science advocacy is funding for research, which is tied to the annual appropriations process. "Appropriations season" begins when the President releases his budget request in February (though it has been known to come out later in the year). The Appropriations Committees in the House and Senate then hold hearings and begin to move drafts of the individual appropriations bills through the subcommittees. The Committees generally aspire to send the bills to the floor before the month-long August recess, but in recent years that has been the exception, not the rule. In fact, the last time all 12 appropriations bills were passed on time was 1996; generally, Congress will pass a short-term (or longer) **Continuing Resolution** (CR) to maintain funding in the absence of final appropriations laws, otherwise, the government would "shutdown."

Key opportunities for advocacy during the appropriations process include:



Communicating with Congress

"Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and ***to petition the government for a redress of grievances."***

--First Amendment to the U.S. Constitution

We all know that the First Amendment to the U.S. Constitution provides for freedom of religion, speech, press, and assembly. However, we tend to hear less about the right to "petition the government for a redress of grievances." The right to make your opinions known to your elected officials is written into our founding documents, but, unfortunately, is not exercised by many.

There are a number of ways to interact meaningfully with your Members of Congress:

- Meeting directly with your Member or their staff in-person, either in Washington or in your home district.
- Writing to your Member (email is preferred to "snail mail").
- Calling your Member's office.
- Engaging with your Member's office on social media.
- Attending a local event like a Town Hall Meeting.

Finding your Members of Congress

If you are not sure who your elected officials are, you can easily find them by searching your address on www.house.gov and www.senate.gov. When searching for your House Representative, you can use both your home and work addresses to expand your reach.

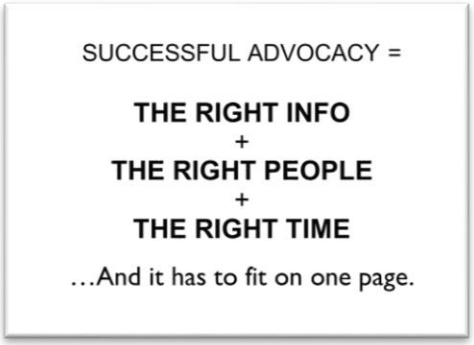
Once you have identified your delegation, you can do a little background research to aid in your advocacy efforts. You might want to find out what committees and subcommittees they serve on or if they belong to any relevant caucuses (informal groups of Members formed around issues of mutual interest). Each Member of Congress maintains a website where you can find detailed information on their legislative priorities and policy positions.

Crafting your message

No matter what method you choose to reach out to Congress, knowing ahead of time *what* you want to say and *how* to say it will make your advocacy most effective (and easier!).

The Ask

The first thing you need to determine is what you are asking your Member to do—for example, increase funding for the NIH, vote down amendments that interfere with peer review, reach out to colleagues in support of social and behavioral science, etc. This is called your "ask" and should be front and center in your advocacy message.



Framing: Lives and Money

Next, you should be prepared to explain *why* the Member should take action. You can highlight examples from your own work or other federally funded social and behavioral science research—but be sure to tie the findings to real world problems. A particularly effective way to frame this is to relate the implications of research to (1) saving or improving lives, or (2) saving money. Under the first category, you can discuss research that touches on public health, national security, disaster resilience, education, etc. When talking about saving money, you can cite research that focuses on improving government efficiency and effectiveness, generating revenue, creating jobs, or assisting decision-making.

Keep it Local

Whenever possible, try to relate your discussion to your Member's state or district and the people whose interests he or she was elected to represent. You can talk about the federal research dollars going to the local universities, the impact of research findings on the local economy, or improvements to local programs that are the result of evidence-based policymaking.

Make it Relevant

When crafting your message, take into consideration the priorities of the Members of Congress you are communicating with, which committees they sit on, and what their district/state is like. By discussing your research in a way that is accessible to a non-specialist and explaining why you care about your work, policy-makers will better understand how social science research is relevant to them.

You can use resources found on COSSA's website (www.cossa.org) to help explain what social and behavioral science is and find examples of the benefits this research has brought to society.

* * *

In-person meetings

In-person meetings with Members and staff can be one of the most effective forms of advocacy. Each Member of Congress has an office in Washington, DC and in their Congressional District. You can set up a meeting in either the Member's office in Washington, DC or the office located in their home district. When deciding whether to meet in Washington or locally, you should consider the following:

Timing

Congress periodically breaks for recess so Members can return to their districts (for example, Congress is generally not in session in August or in the weeks surrounding federal holidays). Recess periods are an excellent time for a meeting with your Member in your home district.

Your Message

Congressional staff in Washington work on specific sets of legislative issues (such as science, health, education, or defense). Members of Congress rely on policy staff members to keep them up-to-date on developments in their issue areas. In district offices, staff members do not generally handle a legislative portfolio. Instead they are experts on what is going on in the district—what constituents are concerned about and the local impact of federal programs—and relay this information to the Senator or Representative. Thus, if you are meeting to discuss upcoming legislation, such as appropriations for the National Science Foundation, you're best off meeting with Washington, DC staff. If you would like to

discuss, for example, the impacts of federal research and development funding on the local economy, you may want to request a meeting in the district.

If you are still not sure about the best course of action, ask COSSA! In addition, if you choose to come to Washington, consider reaching out to COSSA and/or your professional association, who can help you schedule your meeting, provide educational materials to bring with you, and perhaps even accompany you on the meeting.

How to request a meeting

Once you have decided to meet with your elected officials, the next step is to request an in-person meeting by calling the Member's Washington or district office (the telephone numbers will be on the Member's website). You can make your request over the phone or ask for the name and contact information of the scheduler and request a meeting by email.

While it is always worth trying to schedule a meeting with the Member, you will more likely be scheduled to meet with a staff member—do not be discouraged! Congressional staff are crucial to keeping the Member informed about the topics in their portfolio and may actually be more knowledgeable about the particulars of the issue you have come to discuss. In Washington, request to meet with the staff member who handles "science issues." For meetings in the district, request to meet with the district director.

Below is a template email for requesting a meeting in Washington. You can also use it as a script to request a meeting over the phone.

Dear **Ms. Smith [relevant staff member or scheduler]**,

I am a constituent and **professor of political science at COSSA University**. I will be in Washington on **March 10** and would like to set up a meeting with **Representative Jones** or a staff member who handles science and research issues to discuss the importance of federal support for social and behavioral science research in **Virginia**.

I can be reached at this email address or **555-555-5555**. Thank you for your consideration. I look forward to hearing from you.

Regards,
Jane Doe

Before your meeting

Do a little background research on the Member whose office you are visiting. You should know what committees they serve on and how they have voted on legislation you care about. A quick Google search or perusal of the Member's website can give you important information on where the Member's priorities lie. If you are meeting with a member of the staff, you may be able to find staff information about their responsibilities or background (such as where they went to school), although this information is not always readily available.

Make sure you know ahead of time what you plan to say (see the section on "Crafting your message"). Prepare and organize any written materials you plan to leave behind. COSSA's website

(www.cossa.org/advocacy/take-action) has a number of "one-pagers" that you may use during your visit (e.g. state-specific fact sheets on social and behavioral science funding). You may want to put them in a folder so the staff member can keep everything together after you have left.

A Typical Congressional Office

Chief of Staff
The most senior staff position in a Member's office, the chief of staff reports directly to the elected official and is responsible for evaluating the political outcome of various legislative proposals and constituent requests. He or she is also in charge of overall office operations, including assigning work and supervising the staff.

Legislative Director (LD)
The legislative director monitors the legislative schedule and makes recommendations to the member on the pros and cons of each issue.

Legislative Aide/Assistant (LA) or Legislative Correspondent (LC)
Legislative aides, assistants, and correspondents are assigned to work on a portfolio of issues related to the Member's responsibilities and interests. LAs and LCs assist with research and accompany the Member to meetings and hearings. They are also the staff members often assigned to meet with constituents and interest groups.

Press Secretary/Communications Director
The press secretary builds and maintains open and effective lines of communication between the Member, his/her constituency, and the general public. He or she works with both print and electronic media to promote the member's views or positions on specific issues.

Scheduler
The scheduler maintains the Member's calendar and is responsible for allocating the Member's time for hearings, meetings, staff responsibilities, and constituent requests.

How to follow up

Always send a follow-up email to anyone with whom you have met. Thank them for taking the time to meet and provide any additional information or answers to questions that came up during the meeting. The goal of these emails is not just to be polite; you want to establish a line of communication between you and the Member or staffer in hopes that they will reach out to you and draw on your expertise in the future.

Find organic ways to stay in touch. No one wants to receive frequent unsolicited emails, but you could send updates about your research from time to time if they seemed interested or forward the occasional press release or news story highlighting research in their district. Local connections are always appreciated.

Besides following up directly with the Member or their staff, get in touch with COSSA and tell us how your meeting went. COSSA can always follow up later to reinforce your message or to share additional information with the office.

Tips for a successful meeting

BE ON TIME, AND BE PATIENT.
It's important to arrive on time for your meeting, but schedules on the Hill are tight and constantly changing, so try to be understanding if your meeting starts late.

BRING PLENTY OF BUSINESS CARDS.
You may be asked to provide one when you check in at the front desk, swap cards with the staff member you are meeting with, and give one to any interns or new staff members who may be sitting in on the meeting.

SAY THANK YOU.
Begin the meeting by thanking the Congressperson or staff member for taking the time to meet with you. Congressional offices, especially in DC, are incredibly busy; acknowledging this is always appreciated.

FEEL FREE TO TAKE NOTES.
You may want to jot down points you'd like to follow up on later as well as any questions you couldn't answer off the top of your head, as long as the Member or staffer would not rather speak "off the record."

BE BRIEF AND FOCUSED.
Most meetings with staff are quite short and last 15 to 20 minutes (although some may go as long as an hour). Meetings with Members can be even shorter, as quick as five minutes. It is important to be concise and to stay on message. Quickly explain who you are and why you're interested in this issue. Provide some very brief background in support of your position and end with your "ask" (i.e. what action you would like the Member to take).

ENGAGE IN A DIALOGUE.
Try not to let your meeting turn into a lecture. Instead aim to have a conversation with the staffer or Member you are meeting with. Give them room to jump in, and ask them questions. Also ask if they have any questions for you.

USE PERSONAL ANECDOTES.
Telling a story from your own personal experience is generally more powerful—and more memorable—than reciting generic talking points or hypotheticals. Stories that come firsthand from constituents generally carry more weight with Members.

BE INFORMED, BUT DON'T BE AFRAID TO SAY "I DON'T KNOW."
Make sure you have researched the issue you are planning to discuss and be prepared to answer questions about the arguments for and against it. However, if you are asked a question you are not sure how to answer, it is perfectly appropriate to say "I don't know" and offer to follow up later.

BE POLITE.
Even if you strongly disagree with the Member's position, it is important to be professional and respectful. Further, you never know when you might need the Member's help in the future. Focus on building a relationship that can be sustained, regardless of your respective positions.

AVOID JARGON.
Assume you are speaking to someone unfamiliar with the details of the topic you are discussing, especially if you are describing scientific research. Try not to use acronyms without explaining what they are. They will let you know their level of familiarity with an issue, at which time you can elevate the conversation.

OFFER TO BE A RESOURCE.
Let the staff member or legislator know that you are willing to answer questions their office may have in the future.

SAY THANK YOU!
End the meeting the way it began – by thanking them for their time and thoughtful consideration of your requests.

Sending a letter or email

You may choose to write a letter to your Senator or Representative. Most offices keep tallies of how many letters they receive on a given issue, so writing to your Member of Congress is one way to make your views "count." You can either send a letter by email or through the post, which may take up to three weeks to reach the office but is more likely receive a response (though form letter responses tend to be the norm). Information on where to send your letter or email will be posted on your Member's website.

When writing your letter, follow the principles discussed in the "Crafting your message" section above. Be sure to state that you are a constituent and include your job title and affiliation. Make clear why you are writing (i.e. your "ask") and make concise arguments in support of your position. Draw from your own personal experience and try to relate your points back to the district. Keep the letter brief—it should not be longer than one or two pages.

Lastly, forward a copy of your letter to COSSA. We may be able to use it in our own advocacy efforts.

POPVOX (http://popvox.com) is a free social media tool that makes it easy to send a letter to your Congressional representatives about specific legislation. COSSA's Take Action website (http://www.cossa.org/advocacy/take-action) integrates with POPVOX to make it easy for you to respond to COSSA's Action Alerts on particular bills important to the social science community.

* * *

Calling your Member's office

Calling your Member's office is particularly useful when you are focusing on an immediate issue that has a tight timeline, such as an upcoming vote or markup. You can find your Member's office phone number on their website or by calling the Capitol Switchboard (202-224-3121) and providing the name of your Senator or Representative. Ask to speak with the staff member who handles science issues.

Make sure you have thought through what you wish to say before you call the office (see the section above on "Crafting your message"). You may want to write out a script or talking points to help organize your thoughts. As always, begin by noting that you are a constituent and explain who you are before moving on to your "ask." It is very important to be concise, so limit yourself to three or four brief points.

If you would like to continue to engage with the staff member you spoke to, you can ask them for their email address so you may follow up.

* * *

Congress and social media

Social media is an increasingly important way for constituents to voice their opinions to their representatives in Congress. Every office uses social media differently, but nearly every Member of Congress has a Twitter and Facebook account. Some Members use these accounts personally, and some accounts are maintained by staff. Most offices monitor social media "chatter" about their Members to get a sense of where public opinion stands.

If you are already active on social media, using Facebook or Twitter could be a good way increase the visibility of your advocacy efforts. When reaching out to your Member on social media:

- **Keep your messages simple and concrete.** Character limits obviously necessitate this on Twitter, but it is a good strategy regardless. Asking your Member to vote yes or no on a particular bill, or thanking them for remarks in favor of your issue are examples of simple outreach strategies.
- **Use hashtags associated with your campaign and tag relevant organizations.** This will help your issue "trend" and can give staffers an easy way to find out more, as well as loop other groups in on your message.
    - #WhySocialScience
    - @COSSADC (Twitter), @SocialScienceAssociations (Facebook)
- **Don't expect a direct response from your Member—but you may be surprised.** Members receive a lot of messages from constituents on social media, so not receiving a reply is normal. However, some Members are known for actively engaging with constituents on social media.

Resources

Glossary

Act — Legislation that has been passed by both chambers of Congress and signed by the President, thus becoming a law.

Amendment — A proposed or actual change to a piece of legislation or another amendment. Amendments may strike, insert, or strike *and* insert bill text.

Appropriations — Legislation to provide the money required to fund governmental departments, agencies, and programs previously established by authorizing legislation. There are 12 annual appropriations bills, which must be passed by the start of each fiscal year. Failure to pass appropriations results in the need for Congress to pass a temporary funding measure to avert a shutdown of government operations.

Authorization — Legislation that establishes and authorizes funding for a federal program or agency. It specifies the program's general purpose, how that purpose is to be achieved, and recommends a funding ceiling for the program.

Bill — A proposed law. All formally introduced bills are assigned a number and denoted "H.R." if they originate in the House and "S." if they originate in the Senate.

Caucus — An informal group of Members of the House, Senate, or both formed around a shared interest in a specific policy issue (e.g. the Congressional Research and Development Caucus)

Chair — Member of the majority party—often the most senior Member—who presides over the work of a committee or subcommittee.

Committee — A subgroup of Members assigned the responsibility to hold hearings and consider legislation within their jurisdiction.

Committee Report — A committee's written statement about a given piece of legislation. It includes recommendations for enforcement and implementation.

Conference Committee — An ad hoc committee consisting of Members from both chambers tasked with reconciling differences in legislation that has been passed by both chambers.

Congressional Record —The daily transcript of debate and proceedings in Congress.

Continuing Resolution — A joint resolution that appropriates money to fund agencies (often at the level of the previous fiscal year) whose funding bill has not yet been passed at the start of the new fiscal year.

Discretionary Spending — Spending controlled by the appropriations process. It is "discretionary" because Congress is not required to fund these programs.

Filibuster — A procedural tactic in the Senate whereby a Senator refuses to relinquish the floor in an attempt to delay or prevent a vote.

Fiscal Year — The accounting year for the federal government, spanning October 1 through September 30.

Hearing — Committee or subcommittee meetings, generally open to the public, to hear testimony by expert witnesses on a topic related to current or upcoming legislation or to conduct oversight or review of a federal agency or program.

Hold — An informal practice by which a Senator informs his or her floor leader that he or she does not wish a particular bill or other measure to reach the floor for consideration.

Joint Committee — A committee consisting of members of both the House and Senate.

Majority Leader — Leader of the majority party in each chamber, elected by Members of the majority.

Mandatory Spending — Spending controlled by laws other than annual appropriations acts (e.g. Social Security and Medicare). These funds are obligated automatically by virtue of previously enacted laws, unlike discretionary spending.

Markup — The process by which committees and subcommittees debate, amend, and rewrite proposed legislation, usually ending with a vote to send the approved legislation to the floor for a final vote.

Minority Leader — Leader of the minority party in each chamber, elected by members of the minority.

Motion — A formal proposal for procedural action.

Omnibus Bill — Legislation that packages two or more bills into one, often used to pass several appropriations bills with one vote.

Override — The process by which Congress may pass a law in spite of a veto of the President. Overriding a veto requires a two-thirds vote from each chamber.

Oversight — Committee review of the activities of a federal agency or program.

Quorum — The number of Members whose presence is required to conduct business.

Ranking Member — Senior Member of the minority on a committee or subcommittee.

Recess — A temporary break in Congressional business.

Rider — An informal term to describe an amendment to a bill that has little, if any, connection with the subject matter of the bill.

Sponsor — The Member of Congress who introduces a bill. Other Members may show support by becoming "cosponsors."

Subcommittee — A subset of a larger committee assigned with reviewing particular bills and issues and making recommendations to the full committee.

Veto — The procedure by which the President refuses to sign a bill, thus preventing it from becoming law. It may be overridden by a two-thirds majority vote in both the Senate and House.

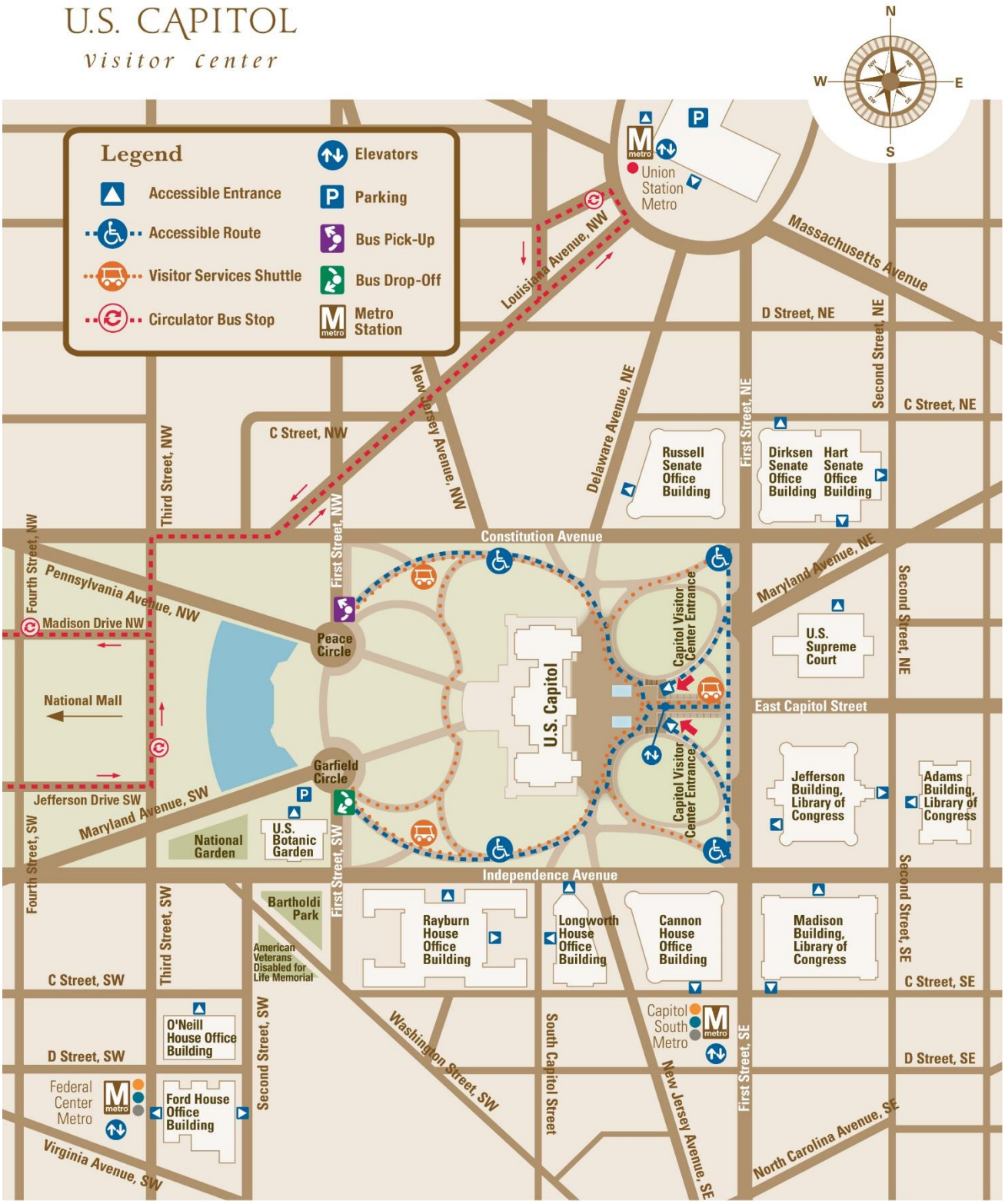
Whip — The second-in-command to the majority or minority leader, responsible for marshalling the party's support for legislation ("whipping votes").

Acronyms & Abbreviations

ACS	American Community Survey
AHRQ	Agency for Healthcare Research and Quality
BEA	Bureau of Economic Analysis
BLS	Bureau of Labor Statistics
CBO	Congressional Budget Office
CDC	Centers for Disease Control and Prevention
CHOB	Cannon House Office Building
CJS	Commerce, Justice, Science, and Related Agencies Appropriations Subcommittee/Bill
CR	Continuing Resolution
DOD	Department of Defense
DOJ	Department of Justice
DOL	Department of Labor
EHR	National Science Foundation Directorate for Education and Human Resources
FY	Fiscal Year
GAO	Government Accountability Office
HELP	Senate Committee on Health, Education, Labor, and Pensions
HHS	Department of Health and Human Services
IC	National Institutes of Health Institutes & Centers
LA	Legislative Aide/Assistant
Labor-H	Labor, Health and Human Services, Education, and Related Agencies Appropriations Subcommittee/Bill
LC	Legislative Correspondent
LD	Legislative Director
LHOB	Longworth House Office Building
NIH	National Institutes of Health
NSF	National Science Foundation
OBSSR	National Institutes of Health Office of Behavioral and Social Science Research
OMB	White House Office of Management and Budget
OSTP	White House Office of Science and Technology Policy
R&D	Research & Development
RHOB	Rayburn House Office Building
SBE	National Science Foundation Directorate for Social, Behavioral, & Economic Science
SBS	Social and Behavioral Science
SD	Dirksen Senate Office Building
SH	Hart Senate Office Building
SR	Russell Senate Office Building
USDA	U.S. Department of Agriculture

Getting around Capitol Hill

Map of the Capitol Complex



House Office Buildings

Members of the House of Representatives have offices in one of three buildings located on the south side of the Capitol. The buildings are connected by a tunnel that runs through the basement level. If you need a quick caffeine boost or a place to sit between meetings, the buildings have coffee shops and cafeterias on the lower levels. The closest Metro stop is Capitol South on the blue, orange, and silver lines.

Each office building has multiple entrances, some of which may be closed or only accessible to Members of Congress and their staff. Signs outside the building will direct visitors to open entrances.

Cannon House Office Building

27 Independence Ave, SE

- Bounded by Independence Ave, SE (north), First St, SE (east), C St, SE (south), and New Jersey Ave, SE (west).

Longworth House Office Building

9 Independence Ave, SE

- Bounded by Independence Ave, SE (north), New Jersey Ave, SE (east), C St, SE (south), and South Capitol St, SE (west).

Rayburn House Office Building

45 Independence Ave, SW

- Bounded by Independence Ave, SE (north), South Capitol St, SE (east), C St, SE (south), and First St, SW (west).

Senate Office Buildings

Senators' offices are located in three buildings on the northeast side of the Capitol. The Russell and Dirksen Buildings are connected by a tunnel on the basement level. Dirksen and Hart are connected by stairways on each level. Food and coffee shops are located in the basement of Russell and Dirksen and on the ground floor connecting corridor between Dirksen and Hart. The closest Metro stop is Union Station on the red line.

Each office building has multiple entrances, some of which may be closed or only accessible to Members of Congress and their staff. Signs outside the building will direct visitors to open entrances.

Russell Senate Office Building
2 Constitution Ave, NE

- Bounded by C St, NE (north), First St, NE (east), Constitution Ave, NE (south), and Delaware Ave, NE (west).

Dirksen Senate Office Building
100 Constitution Ave, NE

- Adjoins the Hart building on the east side. Bounded by C St, NE (north), Constitution Ave, NE (south), and First St, NE (west).

Hart Senate Office Building
120 Constitution Ave, NE

- Adjoins the Dirksen building on the west side. Bounded by C St, NE (north), 2nd St, NE (east), and Constitution Ave, NE (south).

Security

All visitors to Congressional office buildings must pass through security. Plan ahead and leave extra time for this as there can be a wait—particularly during the morning rush (8:30-10:00 a.m.) and lunchtime (11:30 a.m.-1:30 p.m.).

You will be asked to pass any items you have brought with you through an X-ray machine and walk through a metal detector. You will not have to take off your shoes, but you should take off your coat and empty your pockets.

The following items are prohibited:

- Aerosol containers
- Non-aerosol spray (prescriptions for medical needs are permitted)
- Any pointed object, e.g. knitting needles and letter openers (pens and pencils are permitted)
- Any bag larger than 18" wide x 14" high x 8.5" deep
- Electric stun guns, martial arts weapons or devices
- Guns, replica guns, ammunition, and fireworks
- Knives of any size
- Mace and pepper spray
- Razors and box cutters
- Gift-wrapped items

Leadership of the 115th Congress

House of Representatives

Speaker of the House	Paul Ryan (R-WI)
Majority Leader	Kevin McCarthy (R-CA)
Majority Whip	Steve Scalise (R-LA)
Minority Leader	Nancy Pelosi (D-CA)
Minority Whip	Steny Hoyer (D-MD)

Senate

President of the Senate	Vice President Mike Pence
President Pro Tempore	Orrin Hatch (R-UT)
Majority Leader	Mitch McConnell (R-KY)
Assistant Republican Leader	John Cornyn (R-TX)
Minority Leader	Chuck Schumer (D-NY)
Minority Whip	Richard “Dick” Durbin (D-IL)

House Committee on Appropriations

Chair: Rodney Frelinghuysen (R-NJ)
Ranking Member: Nita M. Lowey (D-NY)
Web: http://appropriations.house.gov

The House Appropriations Committee is responsible for crafting the legislation each year that funds the federal government. This legislation is divided into twelve individual funding bills, each of which is assigned to a designated subcommittee. These subcommittees review the President's annual budget request, hear testimony from federal agency officials and outside witnesses, and draft legislation that will fund their respective agencies for the coming fiscal year.

Some of the key appropriations subcommittees for social and behavioral science are:

- Agriculture, Rural Development, Food and Drug Administration, and Related Agencies
- Commerce, Justice, Science, and Related Agencies (CJS)
- Labor, Health and Human Services, Education, and Related Agencies (Labor-H)

House Committee on Energy and Commerce

Chair: Greg Walden (R-OR)
Ranking Member: Frank Pallone, Jr. (D-NJ)
Web: http://energycommerce.house.gov

The House Energy and Commerce Committee has broad jurisdiction, including over biomedical research and development, consumer affairs and consumer protection, health and health facilities, energy policy, and interstate and foreign commerce. It is an authorizing committee that oversees the Departments of Energy, Health and Human Services, Commerce, and Transportation, as well as the Food and Drug Administration, Environmental Protection Agency, Federal Communications Commission, and other agencies.

Energy and Commerce's six subcommittees are:

- Commerce, Manufacturing, and Trade
- Communications and Technology
- Energy and Power
- Environment and the Economy
- Health
- Oversight and Investigations

House Committee on Science, Space, and Technology

Chair: Lamar Smith (R-TX)
Ranking Member: Eddie Bernice Johnson (D-TX)
Web: http://science.house.gov

The House Science Committee has jurisdiction over the National Science Foundation, NASA, and the National Institute of Standards and Technology, as well as issues including energy research, environmental research, and other scientific research and development areas. This Committee is responsible for passing the legislation that authorizes the National Science Foundation.

The Committee has five subcommittees:

- Energy
- Environment
- Oversight
- Research and Technology
- Space

House Committee on Education and the Workforce

Chair: Virginia Foxx (R-NC)
Ranking Member: Robert "Bobby" Scott (D-VA)
Web: http://edworkforce.house.gov

The House Committee on Education and the Workforce has jurisdiction over education programs (including early childhood, primary, secondary, and adult education) and programs affecting the labor market, such as pensions, job training, employee benefits, and worker health and safety. It oversees the Departments of Education and Labor.

The Committee has four subcommittees:

- Early Childhood, Elementary, and Secondary Education
- Workforce Protections
- Higher Education and Workforce Training
- Health, Employment, Labor, and Pensions

Senate Committee on Appropriations

Chair: Richard Shelby (R-AL)
Vice Chair: Patrick Leahy (D-VT)
Web: http://appropriations.senate.gov

As in the House, the Senate Appropriations Committee is responsible for crafting the legislation that funds the federal government each year. This legislation is divided into twelve individual funding bills, each of which is assigned to a designated subcommittee. These subcommittees review the President's annual budget request, hear testimony from federal agency officials and outside witnesses, and draft legislation that will fund their respective agencies for the coming fiscal year.

Some of the key appropriations subcommittees for social and behavioral science are:

- Agriculture, Rural Development, Food and Drug Administration, and Related Agencies
- Commerce, Justice, Science, and Related Agencies (CJS)
- Labor, Health and Human Services, Education, and Related Agencies (Labor-H)

Senate Committee on Health, Education, Labor, and Pensions

Chair: Lamar Alexander (R-TN)
Ranking Member: Patty Murray (D-WA)
Web: http://www.help.senate.gov

The HELP Committee legislates on issues affecting the agencies within the Department of Health and Human Services (including the National Institutes of Health, the Centers for Disease Control and Prevention, the Agency for Healthcare Research and Quality, and the Food and Drug Administration), the Department of Education (including the Institute of Education Sciences), and the Department of Labor (including the Bureau of Labor Statistics).

Its three subcommittees are:

- Children and Families
- Employment and Workplace Security
- Primary Health and Aging

Senate Committee on Commerce, Science, and Transportation

Chair: John Thune (R-SD)
Ranking Member: Bill Nelson (D-FL)
Web: http://www.commerce.senate.gov

The Senate Commerce, Science, and Transportation Committee has jurisdiction over science, engineering, technology, and research and development policy; communications; interstate commerce; highway safety and other transportation issues; oceans, weather, and atmospheric activities; and standards and measurement. This committee drafts the authorizing legislation for the National Science Foundation (NSF), which makes it particularly important to the social and behavioral science community.

The Committee has seven subcommittees:

- Aviation Operations, Safety, and Security
- Communications, Technology, and the Internet
- Consumer Protection, Product Safety, Insurance, and Data Security
- Oceans, Atmosphere, Fisheries, and Coast Guard
- Space, Science, and Competitiveness
- Surface Transportation and Merchant Marine Infrastructure, Safety, and Security

Federal agencies that support social and behavioral science research

Department of Agriculture
- National Institute of Food and Agriculture ..... http://nifa.usda.gov
- Economic Research Service ..... http://ers.usda.gov
- National Agricultural Statistical Service ..... http://www.nass.usda.gov

Department of Commerce
- Census Bureau ..... http://census.gov
- Bureau of Economic Analysis ..... http://www.bea.gov
- National Oceanic and Atmospheric Administration ..... http://www.noaa.gov

Department of Defense
- Minerva Initiative ..... http://minerva.defense.gov

Department of Education
- Institute of Education Sciences ..... http://ies.ed.gov

Department of Energy
- Energy Information Administration ..... http://www.eia.gov

Department of Health and Human Services
- Agency for Healthcare Research and Quality ..... http://www.ahrq.gov
- Centers for Disease Control and Prevention ..... http://www.cdc.gov
  - National Center for Health Statistics ..... http://www.cdc.gov/nchs
- National Institutes of Health ..... http://www.nih.gov
  - Office of Behavioral and Social Sciences Research ..... http://obssr.od.nih.gov/index.aspx

Department of Homeland Security
- Science and Technology Directorate ..... http://www.dhs.gov/science-and-technology

Department of Housing and Urban Development
- Office of Policy Development and Research ..... https://www.huduser.gov/portal

Department of Justice
- Bureau of Justice Statistics ..... http://www.bjs.gov
- National Institute of Justice ..... http://nij.gov

Department of Labor
- Bureau of Labor Statistics ..... http://www.bls.gov

Department of State
- Bureau of Educational and Cultural Affairs ..... http://eca.state.gov

Department of Transportation
- Bureau of Transportation Statistics ..... https://www.bts.org

National Archives and Records Administration ..... http://www.archives.gov

National Science Foundation ..... http://nsf.gov
- Social, Behavioral and Economic Sciences Directorate ..... https://www.nsf.gov/dir/index.jsp?org=SBE

National Endowment for the Humanities ..... http://www.neh.gov

United States Institute of Peace ..... http://www.usip.org

Woodrow Wilson International Center for Scholars ..... http://www.wilsoncenter.org/

On the web

The White House ..... http://www.whitehouse.gov
Office of Management and Budget ..... http://www.whitehouse.gov/omb
Office of Science and Technology Policy ..... http://www.whitehouse.gov/administration/eop/ostp
The White House office that advises the president on the effects of science and technology on domestic and international affairs.
USA.gov ..... http://www.usa.gov
The official web portal of the federal government.

Congress ..... http://www.congress.gov
Research legislation and public laws.
House of Representatives ..... http://www.house.gov
Access individual Member and Committee webpages.
Senate ..... http://www.senate.gov
Access individual Senator and Committee webpages.
Congressional Budget Office ..... http://www.cbo.gov
Library of Congress ..... http://www.loc.gov
Government Accountability Office ..... http://www.gao.gov

Federal Register ..... https://www.federalregister.gov

CSPAN ..... http://www.c-span.org
Capitol Hearings ..... http://capitolhearings.org
POPVOX ..... https://www.popvox.com

COSSA ..... http://www.cossa.org
Take Action ..... http://www.cossa.org/advocacy/take-action
Resources ..... http://www.cossa.org/resources
COSSA Washington Update ..... http://www.cossa.org/washington-update/archive
Why Social Science? ..... http://www.whysocialscience.com