



## General Guidance for Commenting on Pending Federal Actions

The goal of this document is to help Emory faculty, researchers, and staff navigate how to individually respond to proposed changes to federal regulations that are open for comment. Often, Emory will submit an institutional response that may be in collaboration with national associations we are a part of. This does not impact your individual right to respond and have your voice heard.

These notes below serve as a general guide for replying to any proposed change.

- The strongest comments:
  - Identify specific provisions (sections or citations) of the proposal rather than commenting on the document as a whole
  - Explain how a specific change would affect your research or what the likely unintended effects could be; Explain practical consequences and downstream impacts
  - Offer alternative language
  - Can be a short, specific comment which is often more valuable than a lengthy generic statement
  - Speak from direct experience and draw on your professional expertise
  - Provide evidence (published studies, institutional data, funding outcomes, etc.) when possible.
- Comments are public knowledge and identifiable, and you can use your name, title, and position in your comment – but they can also be made anonymously. Please take that into consideration when you are developing your response.
- Please state that the views expressed in the letter are yours alone and should not be construed as the official position of Emory
- Please send comments from a personal email as opposed to your emory.edu email
- Additional details of proposed changes will be updated on the [Emory Research Federal Updates website](#).

If you have any questions about this guidance, please reach out to [svpr@emory.edu](mailto:svpr@emory.edu).