

**House Appropriations Committee**  
**Subcommittee on Commerce, Justice, Science, and Related Agencies**

Instructions for Outside Witness Testimony Submission

Fiscal Year 2019 Appropriations

The Subcommittee on Commerce, Justice, Science, and Related Agencies will be accepting written testimony from interested outside witnesses on the Fiscal Year 2019 budget. Testimony will be accepted on programmatic issues only. *Testimony regarding earmarks, as defined by clause 9(e) of Rule XXI of the Rules of the House, will not be considered.*

**Guidelines**

**Format:**

- Must be in PDF form, Word documents will not be accepted.
- Do not exceed four pages.
- Testimony should be typed on 8 ½ x 11 paper, single spaced, 12 point font, with 1” margins.
- At the top of the first page, clearly indicate your name, title, and institutional affiliation (if any).
- Clearly indicate, in the first paragraph, the Agency or Department that your testimony addresses.
- Do not include color or detailed photos as the hearing volume will be photographically reproduced. However, use of charts and tables and the use of appropriate bold type and bullets are acceptable, as long as they are within the four page maximum length.

**Delivery Instructions:**

- Please email your testimony to [CJ.Approp@mail.house.gov](mailto:CJ.Approp@mail.house.gov).
- Please include in the subject line: FY2019 Written Testimony For the Record
- Do not send testimony via fax or mail. Only electronic submissions will be accepted.
- Please include your contact information in the email.
- Do not submit the same document multiple times.

**Deadline:**

- The deadline for emailing testimony to the Subcommittee on Commerce, Justice, Science, and Related Agencies is **April 27, 2018**.

Thank you for your interest in the Subcommittee on Commerce, Justice, Science, and Related Agencies. If you have any questions, please contact our staff at (202) 225-3351 or [CJ.Approp@mail.house.gov](mailto:CJ.Approp@mail.house.gov)