

Hello All,

In preparation for the FY2011 Appropriations cycle, please note that we have moved to an internet submission process. Our process is roughly the same, except for the change to an internet form. The internet form will allow you to track your progress more easily. To begin please proceed to our [online application](#) and create a login.

Below are the instructions for the submission process and how to contact staff if you need assistance.

Thank you,

Patrick

Instructions for filling out the internet form (*these instructions are also on the website*):

Please follow these instructions carefully. Failure to follow the requirements or to provide all the required information may eliminate your request from consideration.

Deadline: February 12th 2010, 9:00 PM EST/6:00 PM PST.

Application Materials: The Standard Form is required for all requests. In addition:

- All Energy and Water requests must include the Energy and Water Supplement Form.
- All Interior requests must include the Interior Supplement Form.
- All Defense, Military Construction and Veterans Affairs, and State and Foreign Operations requests must include the Defense, Military Construction and Veterans Affairs, and State-Foreign Operations Supplement Form.
- All Transportation and Housing and Urban Development requests must include the Transportation and Housing and Urban Development Supplement Form.

Support letters (optional): If you are submitting any letters of support, create a single electronic file with copies of all letters. Name the file in the following format: "Requesting Entity Name _support.pdf". E-mail the file to Defense@boxer.senate.gov for Defense, Military Construction and Veterans Affairs or State and Foreign Operations requests and to Staff@boxer.senate.gov for all other requests. Mailing physical copies of support letters is not necessary.

Revisions: If you receive any additional support letters or need to make any changes after submitting the forms, please email the appropriate staff member with a brief explanation in the email and the form will be unlocked for revision.

Staff Contacts: If you have any questions, need further clarification, or need to schedule a meeting, please email (firstname_lastname@boxer.senate.gov) or call (202-224-3553) the appropriate staff member from the list below:

Agriculture:

Brian McKeon or Joaquin Esquivel

Commerce, Justice, and Science(Except NOAA):

Derrick Brent or Sam Rockman

Defense, Military-Veterans, or State-Foreign Operations:

Ann Norris, Ariana Reks, or Erica Iverson

Energy and Water Development, Interior and Environment, or NOAA (within CJS):

Lynn Abramson or Noah Walker

Labor, Health and Human Services and Education:

Cerin Lindgrensavage or Patrick Scandling

Legislative Branch or Financial Services:

Patrick Scandling

Transportation and Housing and Urban Development or Homeland Security:

Bridget Petruczok or Denise Braemer

Please keep in mind that you must fill out all necessary information — **Do not leave blank fields, unless the field is marked “If Applicable” and it does NOT apply to your request. If you have questions while filling out the forms please contact the correct staff member prior to submission so that your questions can be addressed.*