

# Commenting on Federal Regulations

TIPS FOR SUBMITTING EFFECTIVE PUBLIC COMMENTS



**Federal agencies seek public input on proposed regulations. As an expert in your field, you have the ability to inform regulatory decisionmaking on a national level by submitting public comments on federal regulations. Comments that are concise, evidence-based, and offer potential policy options or actions that have the potential to carry the most weight.**

1. Your comments can be as minimal or extensive as you'd like. If you have many comments on different sections of a regulation, a cover note that summarizes your key thoughts, with an attachment/addendum that provides more detail about each key comment, can be very effective.
2. Always reference the particular section of the regulation you are discussing, unless you are commenting broadly/in general about the regulation as a whole. You do not need to comment on every section of a rule. You may only have an opinion about one section, and that is okay.
3. If you think a proposed regulation could be improved, provide specific examples, including evidence that explains how an alternative may be more effective.
4. Arguments using sound science and reasoning are more likely to have an influence. Support your comments with evidence, including research findings and expert opinions, as well as citations and links as applicable.
5. Use your own letterhead (not U-M's), as your comments do not necessarily reflect the University's position. You can note your U-M affiliation in the letter but may want to note that you are commenting based on your expertise and these are your opinions, not those of the University.
  - a. If your department director sanctions your comments and recommends using U-M letterhead, coordinate with IHPI Policy Engagement & External Relations, as the letter should be shared with U-M Government Relations, Government Relations Officer of Michigan Medicine, and/or and Federal Relations for Research.
6. Comments are accepted through 11:59pm on the due date and can be submitted online or via mail.
7. Federal agencies look closely at all submitted comments and refer to some of them when a final rule is published. Your comments, whether on U-M letterhead or not, are relevant and will be read and taken into consideration. Note that all comments are publicly available.

## To provide comments online, find the webpage for the regulation

- U.S. Department of Health & Human Services: [www.federalregister.gov/agencies/health-and-human-services-department](http://www.federalregister.gov/agencies/health-and-human-services-department)

**Tips for submitting effective comments:** [http://www.regulations.gov/docs/Tips\\_For\\_Submitting\\_Effective\\_Comments.pdf](http://www.regulations.gov/docs/Tips_For_Submitting_Effective_Comments.pdf)