**FY25 Federal Appropriations guidelines for Tennessee Tech University is now posted**.

In consultation with the Tennessee Tech Office of Governmental Affairs and our consultants at Cornerstone Government Affairs, we are launching internal applications for FY25 Federal and State funding requests. The formatting will follow the templates that Cornerstone has provided and can be found at: <https://www.tntech.edu/research>

The schedule for FY25 appropriations and federal agenda requests is as follows:

November 30-December 1, 2023 Cornerstone visit and faculty information session

February 14, 2024 Call for proposals (Cornerstone template)

February 28, 2024 Deadline for proposals

March 2, 2024 Proposal Review Meetings: Request for edits and budget information

March 7, 2024 President Oldham finalizes priorities for federal agenda

March 15–April 15, 2024 Delegation Meetings

Please contact The Office of Research and Economic Development at extension 3897 or email Dr. John Liu ([johnliu@tntech.edu](mailto:johnliu@tntech.edu)) with any questions.

For Templates, see the following pages

**FY 25 Congressionally Directed Spending (CDS) Request**

(Not to exceed two pages total)

**Subcommittee:**

**Title of Request:**

**Agency:**

**Account:**

**Total Amount Requested:**

**A brief description of the budget:** (Personnel: salaries: fringe benefits: travel: equipment: contractual, commodities, construction/renovation, and indirect costs)

**Brief Description and Justification:**

**Projected Impact of the Project if Funded:**

**Project Principal Investigator (name and contact info):**

**University Administrator (name and contact info):**

**Plus-Up Templates (defense)** (not to exceed two pages)

**Defense Requesting Organization:**

**Agency: Account:**

**Program or Activity:**

**Line Item & PE:**

**FY 24 Enacted:**

**FY 25 President’s Budget Amount:**

**Proposed Increase Amount:**

**Justification:**

**Requested Report Language:**

**University Contact:**

**DOD Contact Information:**

**Plus-Up Templates (non-defense)** (not to exceed two pages)

**Non-Defense Subcommittee:**

**Title of Request:**

**Agency: Account:**

**Amount Requested:**

**Amount in the President’s Budget for FY25:**

**Amount included in FY24 Conference:**

**Brief Description and Justification:**

**Requested Report Language:**

**University Contact:**

**Agency Contact Information:**