

**INSTRUCTIONS FOR COMPLETING
THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
FEDERAL LOBBYING CONTACT AND EXPENSE REPORTING FORM**

As amended, the Federal Lobbying Disclosure Act requires the University of North Carolina at Chapel Hill (the “University”) to report federal lobbying contacts and lobbying activities made on behalf of the University. In order for the University to comply with its reporting obligations, all employees must complete a “Federal Lobbying Contact and Expense Reporting Form” on a quarterly basis (see attached). If you have any questions or concerns about your activities in Washington, please contact Karen Regan, Director, Office of Federal Affairs and the University’s Federal Relations Officer (919.843.0052 or karenregan@unc.edu).

FREQUENTLY ASKED QUESTIONS

What Triggers the Need to Report?

If you are speaking for the University and you spend time or money trying to influence legislation or executive action, this activity is likely to be considered a lobbying activity and must be reported. We suggest that you keep a log of these types of contacts with federal agencies such as NSF, NIH, the Department of Energy, or the Department of Education, as well as contacts with Members of Congress and their staff. Keep in mind these are contacts initiated by you or the University, not in response to a request received from an agency or elected official.

What Types of Activities and Contacts Must be Reported?

You must report any oral or written communication to a federal official, Member of Congress, or staff **if you are speaking for the University**. Contact to be reported includes:

- Letters and faxes
- E-mail messages
- Telephone calls
- Face-to-face meetings

The nature of the contact must also be considered. Any of the following activity prompts the need to report:

- Seeking any action on specific legislation such as co-sponsorship or support of a bill
- Suggesting changes or additions to language in legislation
- Asking for funding for a specific program, either funding directly for UNC or for an established agency project
- Proposing or suggesting development of legislation
- Suggesting changes or development of policies at agencies
- Seeking changes in funding at an agency including extension or modification of a contract, grant or cooperative agreement

Finally, you must consider who you are contacting. Because contact with numerous officials within an agency would trigger the need to report, the list below is not exhaustive but rather an illustration of the types of officials contemplated by the law:

- A Member of Congress – Senate or House
- Staff to a Member of Congress, including Committee staff
- The President, Vice President, and their staff
- Staff at the Office of Management and Budget (OMB), Domestic Policy Council, Office of Science and Technology Policy (OSTP)

- Cabinet level officials and senior staff at agencies
- Political appointees and certain senior members of the uniformed services

What Information Needs to be Reported?

If your contact constitutes a lobbying activity, you must report both direct and indirect expenses.

Direct expenses include:

- Travel (local or out-of-state)
- Proportion of your or any UNC employee's salary spent on activity
- Printing costs of materials
- Delivery expenses

Indirect expenses include:

- Meetings or phone calls to discuss lobbying strategy
- Time spent by you or staff in preparation of materials or memorandum
- Research and planning in advance of the activity

What Activities are Exempt from Reporting?

Generally, you do not need to report exempt activities, such as responding to requests from agencies or Congress, inquiries regarding competitive grants, and contacts made in an individual capacity. Other examples of activities that are exempt from reporting include:

- Testimony given before a committee of Congress (oral or written)
- Information given in response to a request by a federal official
- Communication required by subpoena or an investigation
- Speeches, articles, or communications in the mass media
- Information in response to a notice in the Federal Register
- Activity related to federal grant competition

What About Professional and Association Activity?

If you are in Washington, D.C. as part of a national meeting and participate in organized activities where you are in contact with federal officials or Congressional Members and staff, you do not need to report the activity. You should be mindful of the fact you are involved as a representative of a larger group, not as a representative of University.

For example, if you travel to Washington to attend the American Chemical Society annual meeting and participate in visits on Capitol Hill with a larger group, that does not have to be reported. **However**, if you make separate appointments with an elected official, staff, an agency or agency staff to discuss funding for UNC at Chapel Hill or funding for your particular research, that would trigger a reportable event.

Please keep in mind that if you travel to Washington using federal grant funds you may not participate in **any** lobbying activity.

**THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
FEDERAL LOBBYING CONTACT AND EXPENSE REPORTING FORM**

PART I. CONTACT INFORMATION

Name:

Position:

Your Contact Information (address/phone/email):

PART II. LOBBYING ACTIVITY DETAILS

Date(s) of lobbying contact and activities:

Covered federal officials contacted as part of your activities:

If lobbying activities related to legislation, list the bill number(s), if known:

If lobbying activities were to secure funding for research, list the name(s) of the project(s) and provide brief summaries (2-3 sentences) of the projects:

PART III. LOBBYING EXPENDITURES

HOURS SPENT

ACTIVITY DESCRIPTION

Communicating in person, via telephone, or email with a covered federal government official

Preparing letters, correspondence, forms educational materials, etc.

Researching in preparation for communication with a covered federal government official

Travel time

Other: _____

TOTAL HOURS SPENT FOR REPORTING PERIOD

EXPENSES

Please identify and itemize all expenses related to federal lobbying activities on the chart below. Add more lines as necessary. Expenses include such things as airfare, fleet rental, lodging, meals, parking, ground transportation, telephone charges, postage, copying costs, etc.

| <u>AMOUNT</u> | <u>EXPENSE DESCRIPTION</u> |
|----------------------|---|
| \$ _____ | _____ |
| \$ _____ | _____ |
| \$ _____ | _____ |
| \$ _____ | _____ |
| \$ _____ | _____ |
| \$ _____ | _____ |
| \$ _____ | TOTAL OF EXPENSES FOR REPORTING PERIOD |

SIGNATURE OF EMPLOYEE: _____ **DATE:** _____

Please return this completed worksheet to Karen Regan, Director, Office of Federal Affairs (karenregan@unc.edu; Campus Box: # 7006). If you have questions, please call Karen at 919.843.0052.