

NUMBER: RSCH 1.04
SECTION: Office of Research
SUBJECT: Compliance with Lobbying Disclosure Act of 1995
DATE: September 24, 1996
REVISED: November 8, 2013
Policy for: All Campuses
Procedure for: All Campuses
Authorized by: Prakash Nagarkatti
Issued by: Office of Research

I. Policy

The University of South Carolina conducts all federal liaison efforts in full compliance with the Lobbying Disclosure Act of 1995 (PL 104-65) that became effective on January 1, 1996.

- A. Under this Act, the University of South Carolina is required to register and report on its lobbying activities if the institution spends more than \$20,000 on lobbying in a six month period, and if any employee spends more than 20% of his or her time (including preparation) on lobbying and makes at least two lobbying contacts within the six month period.
- B. Under this Act, lobbying includes any communication to key executive or legislative branch officials that concerns legislation; rules, regulations, Executive Orders, program policy; the administration or execution of a federal program or policy (including the award of federal contracts and grants); and the nomination or confirmation of a person for a position subject to confirmation by the Senate.
- C. The law specifies that the following contacts which may be made by university personnel are not considered "lobbying contacts": communications made in speeches, articles, or through any medium of mass communication; routine requests for meetings or for the status of an action as long as there is no attempt to influence covered executive or legislative branch officials; communications made in the course of participation in an advisory committee subject to the Federal Advisory Committee Act; testimony given before a congressional committee or submitted for the public record of a congressional hearing; information provided in writing at the request of a covered legislative or executive branch official, as long as it is provided to the federal official who made the request; communications required by subpoena, investigation or otherwise compelled by law or congressional or agency action; communications made in response to a notice in the Federal Register, Commerce Business Daily, or other similar publication soliciting public communications; and communications made on behalf of an individual concerning

his or her own benefits, employment or other personal matters involving only that individual.

D. If the University meets the criteria requiring registration, the six month report must include:

- 1) A list (including bill numbers and executive branch actions) of each general issue area.
- 2) A list of the Houses of Congress and federal agencies contacted.
- 3) A good faith estimate of total expenses for lobbying, rounded to the nearest \$20,000.

E. All units must report (by February 1 and August 1 of each year) any lobbying efforts that have incurred the expenditure of 20,000 and that have engaged more than 20% of an employee's time in the prior six month period.

II. Procedure

If any unit of the University has an employee who spends 20% or more of his or her time in lobbying activities (as described in IB) and if that employee makes at least two lobbying contacts in a six month period, the attached form should be returned to the Office of Research at the conclusion of each reporting period February 1 and August 1).

UNIT REPORTING OF LOBBYING ACTIVITIES

PERIOD: Six month period ending: _____

UNIT/CAMPUS:

_____ / _____

SUBMITTED BY: _____

I. General Issue Areas (list all, including bill numbers and executive branch actions)

II. Houses of Congress and federal Agencies Contacted (list all)

III. Estimate of Total Expenses for Lobbying, including personnel costs (good faith estimate rounded to nearest \$20,000)

III. Reason for Revision

Policy organization, content, and accuracy reviewed in October 2013; no substantive revision required.