

October 10th, 2013

FROM: Matt Peterson
Director of Federal Research Affairs

TO: All Deans, Associate Deans and Vice Chancellors

RE: Federal Lobbying Disclosure Reports

To comply with the Lobbying Disclosure Act of 1995 and its modifications from October 2007, I am requesting that the colleges submit a brief reporting of federal lobbying activities by individuals within the college for the past three months, 7/1/13 – 9/30/13. The activities and expenditures will be incorporated into the document that will be submitted by the University to the Federal Government on October 20th, 2013.

The Act defines a lobbying contact as “any oral or written communication (including electronic communications) to a covered executive branch official or a covered legislative branch official” with the intent to influence legislation or executive action.

As a registrant, the University must fill out a report and estimate the amount of time spent contacting any Executive Branch officials, covered by the Lobbying Disclosure Act, or Members of Congress, including Legislative staff. In order for the University to make an accurate report, please report for the college/unit an estimated amount of money spent lobbying and the bill(s) and issues that were lobbied on when members of your college in their official capacity as an employee of the university made efforts to influence legislation or executive action.

Covered US executive branch officials include: the President, the Vice President, Officers and Employees of the Executive Office of the President, any official serving in an Executive Level I-V position, any military personnel at the rank of O-7 (Brigadier General) or above, and any Schedule C employees (any employees, appointed by the President, which advocate on policy on behalf of the Executive Branch). Schedule C officials are typically agency heads, deputy secretaries, and other high-ranking executive branch employees. **Routine communications between faculty or university administrators with agency program managers or other mid-level officials to discuss research grants or new thrust areas are NOT typically considered lobbying contacts.**

Covered legislative branch officials include: Members of Congress, any elected officers in either the House or the Senate, and any employee who works for a Member, committee, leadership staff of either the Senate or House, a joint committee of Congress, a working group or caucus organized to provide services to Members, and any other legislative branch employee serving in a position described under section 109(13) of the Ethics in Government Act of 1978.

You may review the complete act at the following web address:
http://www.senate.gov/legislative/Lobbying/Lobby_Disclosure_Act/TOC.htm. In addition we have attached a few examples of activities to guide you as you are completing your individual reports.

If you are unsure of whether or not an activity is considered lobbying according to the Act, please contact Matt Peterson, Director of Federal Relations, at 515-7876 or Matt_Peterson@ncsu.edu.

Please submit your report by email to matt_peterson@ncsu.edu, or to the Office of Federal Relations, Campus Box 7003 / 203 Holladay Hall by **COB on October 19th.**

Enclosures

c: Dr. Terri Lomax, Vice Chancellor for Research and Innovation
Miriam Hines, Office of Research and Innovation
Chancellor Randy Woodson

NC STATE UNIVERSITY

Office of Federal Relations

Lobbying Disclosure Act Worksheet

This worksheet is for your use to help you compile your lobbying report. Please list your estimated amount of money spent while lobbying on any specific issue or bill during the requested time period. If possible, please list the bill or issue that you were lobbying on behalf of. In addition we ask that you please report any specific sections if you were lobbying on behalf of an explicit part of a bill.

You should only list the amount of money spent while actually participating in lobbying activities including the salary and fringe associated with the time spent lobbying (use salary x 1.75) (Ex. You take a trip to Washington, D.C. for a non-lobbying professional cause. While in Washington, you speak with Legislative Staff for two hours on a specific issue or bill. **You would disclose the amount of money spent for your two hours with Legislative staff.**) If you did spend time lobbying, then there must be an associated cost to that activity.

Again, should you have any questions or concerns, please contact Matt Peterson, Director of Federal Relations, at 919.515.7876 or matt_peterson@ncsu.edu.

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|---|--|
| Estimated Amount of Money Spent on Federal Lobbying Activity | |
| Covered Executive or Legislative official/employee contacted | |
| University Personnel attending meetings with covered officials/staff | |
| Bill(s) or Issue(s)? | |
| If Bill – what part or section of Bill(s) was the lobbying referring too? | |

Second Instance (please use additional pages to report additional lobbying contacts)

| | |
|---|--|
| Estimated Amount of Money Spent on Federal Lobbying | |
| Covered Executive or Legislative official/employee contacted | |
| University Personnel attending meetings with covered officials/staff | |
| Bill(s) or Issue(s)? | |
| If Bill – what part or section of Bill(s) was the lobbying referring too? | |