**Federal Lobbying Activities Report Form**

Florida State University

Please provide the following information regarding federal lobbying activities and contacts (oral, written, or electronic communication) made on behalf of Florida State University, with covered executive branch and legislative branch officials with regard to:

* The formulation, modification, or adoption of federal legislation;
* The administration or execution of a federal program or policy; or
* Formulation, modification, or adoption of a federal rule, executive order, policy, or position of the U.S. Government.

This form should be signed, scanned, and submitted via email to Diana Key, Director of Research Compliance Programs, at dkey@fsu.edu on or before the 5th day of the month immediately following the end of the calendar quarter in which the contact is made (i.e., January 5, April 5, July 5, and October 5). Copies of reports and supporting documentation shall be retained for at least six (6) years from date of report. Federal funds may not be used for lobbying purposes. See [Policy 7A-16 Policy for Contacting Federal Elected Official and Agencies](http://regulations.fsu.edu/content/download/323313/2181789/policy.7a-16.pdf) for definitions.

Additional information related to lobbying, including FAQs, may be found on the [Federal Relations website](http://www.research.fsu.edu/federalrelations/).

**PART I. CONTACT INFORMATION**

## Name: Position:

## Contact Information (phone/email):

**PART II. LOBBYING ACTIVITY DETAILS**

## Date(s) of lobbying contact and activities:

## Covered federal officials contacted as part of your activities:

Purpose of Contact: [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 project.]

**PART III. LOBBYING EXPENDITURES**

|  |  |
| --- | --- |
| **HOURS SPENT** | **ACTIVITY DESCRIPTION** |
|  | Communicating in person, via telephone, or email with a covered federal official |
|  | Preparing letters, correspondence, forms educational materials, etc. |
|  | Researching in preparation for communication with a covered federal government official |
|  | Travel time |
|  | Other (explain): |
|  | **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.

## Example: $40 Postage

##  $50 Long Distance Phone Charges

##  $400 Lodging, 2 nights

|  |  |
| --- | --- |
| **AMOUNT** | **EXPENSE DESCRIPTION** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  | **TOTAL OF EXPENSES FOR REPORTING PERIOD** |

**SIGNATURE OF EMPLOYEE: DATE:**