

ADMINISTRATIVE DIVISION RSCH Office of Research
POLICY NUMBER RSCH 1.04
POLICY TITLE Compliance with Lobbying Disclosure Act of 1995
SCOPE OF POLICY USC System
DATE OF REVISION February 7, 2020
RESPONSIBLE OFFICER Vice President for Research
ADMINISTRATIVE OFFICE Office of Research

PURPOSE

The University of South Carolina conducts all federal liaison efforts in full compliance with the Lobbying Disclosure Act of 1995 (PL 104-65).

DEFINITIONS

Lobbying: 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.

POLICY STATEMENT

The University of South Carolina conducts all federal liaison efforts in full compliance with the Lobbying Disclosure Act of 1995 (PL 104-65) which includes the following definitions and requirements.

- A. 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. 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, 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.

- C. 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.
- D. 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.

PROCEDURES

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 the definition above) and if that employee makes at least two lobbying contacts in a six month period, the following information must be provided to the Office of Research at the conclusion of each reporting period February 1 and August 1.

Unit Reporting of Lobbying Activities

- Period
- Unit/Campus
- Submitted By
- General Issue Areas (list all, including bill numbers and executive branch actions)
- Houses of Congress and Federal Agencies contacted (list all)
- Estimate of Total Expenses for Lobbying, including personnel costs (good faith estimate rounded to nearest \$20,000)

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

[Lobbying Disclosure Act of 1995](#)

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
September 24, 1996	New policy approval
November 8, 2013	Policy organization, content, and accuracy reviewed in October 2013; no substantive revision required.
February 7, 2020	Updated to new policy format