Instructions to complete ELF disclosure form

“Federal Expenditure Activities”

Your Chair or Unit Head will receive bi-annual requests to complete the “Federal Expenditure Activities” disclosure form within ELF. The below information is instructive. Further information is contained within the body of the form.

- Via ARES [http://ares.umd.edu/home/](http://ares.umd.edu/home/), click Electronic Forms [http://ares.umd.edu/Elf/Elf.html](http://ares.umd.edu/Elf/Elf.html), select Access My Forms, from [https://was-4.umd.edu/elfClassic/ElfBox/startElfboxHandler](https://was-4.umd.edu/elfClassic/ElfBox/startElfboxHandler) click “New Form” then choose “Federal Expenditure Activities.”
- This form is related to the “Federal Lobbying Activities” form, but distinct.
- The purpose of this form is to document that Departments/Units did not contribute to political campaigns, nor bring candidates/incumbents on campus to honor/recognize them.
- The questions asked by the form refer only to the Department or Unit collectively. If a Chair/Unit Head has contributed to a political campaign as a private citizen, that is irrelevant to this form.
- There is one question – “Reportable Activities” answered by choosing one of two options in a drop down box. Chair/Unit Director should choose “NO.”
- The second drop down box completes the form (“I certify . . .”). Chair/Unit Director completes this then click the send button.
- Unless you are a Chair/Unit Director, this form WILL NOT BE in your choice of ELF forms. See attachment for visual.
- Contact information for further information appears on the form. Do not contact Administrative Services.