Instructions to complete ELF disclosure form “Federal Lobbying Activities”

Your Chair or Unit Head will receive quarterly requests to complete the “Federal Lobbying 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 Lobbying Activities.”
- This form is related to the “Federal Expenditure Activities” form, but distinct.
- The purpose of this form is to document any lobbying activities undertaken by the Chair or Unit Head.
- The questions asked by the form refer only to the Chair or Unit Head specifically.
- There is one question – “Reportable Activities” answered by choosing either
  - “Yes – I did have Lobbying contacts during this reporting period,” or
  - “No - I did not have any Lobbying contacts during this reporting period.”
  If answering “Yes,” please complete one Activity Report for each Contact. If answering “No,” or when finished with Reports, proceed to second drop down box to complete the form (“I certify . . .”). Chair/Unit Director completes this then clicks the “Send” button.
- Unless you are a Chair/Unit Director, this form WILL NOT BE in your choice of ELF forms.
- The form itself contains contact information should you have further questions. Do not contact Administrative Services.