

## QUARTERLY LOBBYING ACTIVITY REPORT

Reporting Period: \_\_\_\_\_

Report Due Date: \_\_\_\_\_

Name:

Title:

E-Mail:

Telephone:

**Did you have any lobbying contacts during the Reporting Period? \_\_\_ Yes or \_\_\_ No**  
(Check one)

**Lobbying Contact** means any oral, written or electronic communication with a covered federal official that is made on behalf of the University to influence (1) federal legislation, rules or regulations; (2) an executive order, agency rule or any other program, policy or position of the U.S. government; (3) the negotiation, award or administration of a federal contract, grant, loan, permit or license; or (4) the nomination or confirmation of a person for a position subject to confirmation by the U.S. Senate.

**If yes, please complete one Lobbying Activity Report for each lobbying contact and, for each lobbying contact, please identify:**

1) **Date:**

2) **Lobbying Issue** (please include the type of contact, *e.g.*, letter, phone call, meeting and a brief description of the issue, as well as a bill number where applicable):

3) **Branch of Congress and/or federal agency contacted** (*e.g.*, Senate, Department of Agriculture, State Department; also please include the name and title of federal official contacted):

4) **Estimate of expenses incurred** (please include direct costs such as travel, postage, telephone, etc., as well as an estimate of the time spent on, and preparing for, the lobbying contact by you and other University employees):

**Additional information for completing the Report may be found in the attached Guidance Regarding Federal Lobbying activities.**

**Please direct any questions and send the completed Report to Rae Grad, Director of Federal Relations in the Office of the President at 1101 Main Administration Building**  
University of Maryland, College Park MD 20742; Phone:(703)509-2838 (mobile); Fax:  
(301)314-9560; rgrad@umd.edu.