

Hampton University

USE OF CONSULTANTS ON GRANT PROJECTS

Purpose

To describes the procedures for the use of consultants on grant (federal and private) projects. It establishes the requirements for obtaining the services of consultants and for providing adequate documentation for consulting fees paid for such services.

Applicability

This policy applies to the use of individual consultants who are engaged to give professional advice or services for a fee. It applies primarily to non-University employees. A consultant is an independent contractor and is defined as any person or firm engaged in a professional capacity to provide specific services under a grant, bringing expertise in the technical area of the project.

Consulting fees for non-University employees are paid through the University's Purchasing and Accounts Payable systems.

Consultant Services Requirements

It is the objective of the University to obtain the services of consultants for grant projects **only** when services cannot be met by using a regular University employee within the context of his or her employment agreement with the University.

Principal Investigators are expected to anticipate consulting requirements and to indicate the need for proposed consultants in grant applications or contract proposals. Some agencies require prior approval for the use of consultants and, in some cases, restrict or limit the rate of reimbursement. Any such requirements will be specified in the Terms and Conditions of the award document. Questions concerning the allowability of the use of consultants or payment of consultant fees should be directed to the Office of Governmental Relations.

Approval to Use Consultant Services

Principal Investigators are responsible for documenting that (1) the services to be provided are essential and cannot be provided by persons receiving salary support under the project or otherwise compensated for their services; (2) a selection process has been employed to secure the best qualified person available to perform the required tasks; and (3) the charge is appropriate considering the qualifications of the consultant, normal consulting charges, and the nature of the services rendered.

To document this information, the Principal Investigator must complete a **Consultant Services Approval Form**. The completed Consultant Approval form should be attached to the requisition and sent to the Office of Governmental Relations for review.

Hampton University

Consultant Services Approval Form

Name of Consultant: _____

Documentation

1. Statement of Work
 - a. Task Description

 - b. Specific Duties

 - c. Reporting Requirements/Deliverables

 - d. Dates of Required Services

 - e. Any Additional Requirements
2. Explain why services of consultant are essential
3. Describe the process used to secure a highly qualified person/firm

Budgetary Data

1. Number of days/hours and daily/hourly fee

2. What is the customary fee for services of this nature (if substantially different from fee to be paid, explain)

3. Are travel costs included in fee? Yes No

Source of Funds

1. Budget Number: Index _____ Fund. _____ Org _____ Acct _____ Prog _____

2. Is Agency approval required? Yes No

3. If yes, has it been obtained? Yes No

Requestor: _____ Date: _____

Reviewer: _____ (Governmental Relations) Date: _____

Approved By: _____ Date: _____

Approved By: _____ Date: _____

Doretha J. Spells, Vice President for Business Affairs and Treasurer