



**Consultant Services on Sponsored Projects Proposals #2320.015**

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| <b>INITIAL EFFECTIVE DATE:</b><br><br>February 11, 2004 | <b>LAST REVISION DATE:</b><br><br>March 26, 2021 | <b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b><br><br>Office of Research and Economic Development |
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**POLICY STATEMENT**

Consultant payments on sponsored projects must represent compensation to individuals who are NOT FIU employees and who render independent services that are needed for the performance of a particular project.

**SCOPE**

University Community (faculty, staff and students)

**REASON FOR POLICY**

To ensure compliance with federal regulations regarding charging consultant services on sponsored projects.

| <b>DEFINITIONS</b> |   |
|--------------------|---|
| <b>TERM</b>        | <b>DEFINITIONS</b>  |
| ORED               | “ORED” is the Florida International University Office of Research and Economic Development. |
| PI                 | “PI” is the principal investigator.   |

**ROLES AND RESPONSIBILITIES**

PI - Principal Investigator and their respective department should review this policy and related procedure before moving forward with a consultant as part of their project.

ORED - Assist PI with questions regarding consultant including salary/fee limits.



#### RELATED RESOURCES

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 (the “Uniform Guidance”)  
ORED Policy - Hiring and Paying Consultants on Sponsored Projects

#### CONTACTS

Office of Research and Economic Development  
Florida International University  
11200 S.W. Eighth Street - MARC 430  
Miami, Florida 33199  
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#### HISTORY

**Initial Effective Date:** Office of Sponsored Research Administration Faculty/Staff Guide for the Administration of Externally Funded Projects, INTERIM VERSION; Effective Date: February 11, 2004

**Review Dates** (*review performed, no updates*): N/A

**Revision Dates** (*updates made to document*): March 26, 2021



**Consultant Services on Sponsored Projects Proposals # 2320.015a**

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**PROCEDURE STATEMENT**

It is expected that consulting needs can normally be satisfied from resources within the University community. However, if the expertise needed for the project is not reasonably available within FIU, then outside consulting services may be charged if all of the following conditions are met:

- a. the consultant has professional skills or other special expertise related to the work on the sponsored project;
- b. the skills or expertise of the consultant are not available within the university;
- c. the consultant has a written contract that states clearly the nature of services to be provided;
- d. the services are in direct support of work to be performed under the sponsored agreement; and
- e. the amount paid to the consultant is reasonable in relation to the services provided.

No cost of a consultant may be charged directly to a sponsored agreement if the services provided by the consultant:

- a. are in the nature of marketing, proposal development, business development, or any other activity whose purpose is to obtain outside funding;
- b. consist of general management support or advice; or
- c. consist of administrative support that would not be directly chargeable to the sponsored agreement if provided by an employee of the university.

Because it is expected that consulting needs can normally be satisfied from resources within the University community, PIs should explain in the proposal narrative or budget justification how the specific expertise either does not exist on campus or is not readily available.

Some federal sponsors, such as the National Institutes of Health place a cap on the rate of salary or the rate for consultant payments that may be charged to a project. The PI must ensure that the salary/fees requested and paid on the project do not exceed these limitations. See the ORED web page or contact your ORED representative for these salary/fee limits.

FIU employees may not be listed as consultants on sponsored project budgets. If FIU employees are to work on a federally funded project, they should be listed on the proposal budget in the “senior salary” section and, if funded, are paid out of the sponsor’s project funds for their regular salary attributable to their work on the project.

FIU employees may also work on a federally funded project on a cost sharing basis as professional courtesy. In those situations, the FIU employee would not be compensated from the federal funds and an FIU cost sharing form would be completed for that FIU employee’s salary portion attributable to the project only if cost sharing is mandatory on the project or an exemption has been granted to cost share said effort.