

Division Vice President for Research and Economic Development - Office of Sponsored Programs

Date September 7, 2012; Reviewed/Revised February 26, 2024

Purpose To establish UAH's policy on Intra-University Consulting, otherwise known as Across-Department Consulting.

Policy UAH encourages, collaboration, cooperation, and consulting among its faculty members. Often, that activity originates from professional friendship or professional courtesy. Sometime it is compensated through employment of a faculty member on a grant or contract to provide partial released time or summer employment. In rare occasions it may be compensated through consulting charges to a grant or contract. Payment for consulting from sponsored awards is guided by [OMB UG 2 CFR 200.459](#)

"Since intra-university consulting is assumed to be undertaken as a university obligation requiring no compensation in addition to full-time base salary, the principle also applies to faculty members who function as consultants or as a consultant is in addition to his regular departmental load, any charges for such consulting arrangements are specifically provided for in the agreement or approved in writing by the sponsoring agency." s d(enc)-2 l6.601.3 (e--6.6 trs)9.on, Ò@si involved in a recognized discipline and health purposes of this policy, research centers within college or school are not separate and distinct weeks. Therefore, a faculty member could X 18.5 weeks or 37 hours per semester. A

University consulting activity must be in addition to the faculty member's regular departmental duties and must take place across departmental or similar unit-lines.

**Agreements with Sponsoring Agencies:** Agreements must specify that consulting work will be performed by an employee of the institution and all associated fringes and overhead will apply. Additional expenditures related to the consulting work such as general office supplies and travel need not be specified in the agreement, however, these expenditures must be charged (at cost) to the sponsored agreement or other funds within the department receiving the consulting and cannot be included in the consulting rate. Funds allocated by the sponsor for Intra-University consulting will be budgeted in a distinct accounting code. Applicable fringes and overhead will apply.

**Procurement for Consulting Services:** When additional compensation for Intra-University consulting will occur, all institutional policies concerning procurement are applicable.

**Payment:** Compensation is processed through the University's hourly payroll system (using the object for Intra-University Consulting) bi-weekly during the consulting period.

**Rates for Interdepartmental Consulting:** Intra-University consulting payments, as provided by the sponsor in the approved project budget, shall be at a rate, including the current fringe benefit rate, which shall not exceed the then current rate for Executive Level IV Federal employee compensation. The daily equivalent rate for an Executive Level IV employee is established and published by the Federal Government at least annually and is available from the Office of Sponsored Programs.

Intra-University consulting for additional compensation is excluded from the effort reporting system.

"Incidental work (that in excess of normal for the individual), for which supplemental compensation is paid by an institution under institutional policy( )11.3 (f)-1 ino a

## Exceptions for More Than Nominal Commitment of Time

For involvement in a sponsored project which anticipates more than a nominal commitment of time, faculty effort should be included as a named position in the project budget with compensation requested commensurate with the proposed level of effort. No compensation in addition to full-time base salary is allowed in this case.

Exceptions - In unusual cases, exceptions may be granted, allowing the consultant to receive additional compensation for his or her efforts. In order to be considered for an exception, the following factors must be met:

- 1) The consulting must be across colleges or schools or in a remote location.
- 2) The consulting must be in addition to the faculty member's usual workload as certified by the consultant's dean or director
- 3)