

CONSULTANTS ON SPONSORED PROJECTS

Guidelines for Completing Consulting Agreements

Proposals:

A consultant is an **independent contractor** and not an employee (or recent [within 1 year] employee) of the University. A Sponsored Consultant is defined as any person engaged in a professional capacity to provide specific services under a sponsored agreement (grant, contract, cooperative agreement, etc.), bringing expertise in the technical area of the project. A consultant engaged under a sponsored project may be compensated for services, and reimbursed for travel (including meals and lodging) and other miscellaneous expenses. Any payment made to consultants must comply with the University's and the sponsoring organization's regulations on compensation and travel.

Post-Award:

– To prepare the Sponsored Consulting Agreement:

- Use the Sponsored Consulting Agreement package - *includes cover letter, Agreement, page for Exhibits A & B, Exhibit C (invoice)*. See URA website at <http://researchadmin.uchicago.edu/guidelines/400/403.shtml>
[NOTE: Open document and **immediately save it** (do not work on the document online—work on a downloaded copy directly in Microsoft Word or Adobe Acrobat and not through your web browser).] The document is password protected.
Tab through all of the fillable portions of the document using spaces allotted.
 - Cover letter (for U.S. citizens or resident aliens)—use consultant **home address** (use hard return if you need additional address lines); fill in URA manager contact information on top right of page and name and title under signature line
 - Tab through and fill in necessary information on Sponsored Consulting Agreement
 - Exhibit **A** Statement of work, be as specific as possible, including the dates the services are to be performed (you may paste it in under Exhibit A)
 - Exhibit **B** Budget--a breakdown of total costs (in US \$), performance-based, usually tied to deliverables or tasks based on a daily (sometimes hourly) rate. Note: Some federal agencies cap the daily rate a consultant may be paid. Check specific agency guidelines for such caps.
 - Exhibit **C** Invoice – tab through and fill in any necessary information
 - PI signature on the Agreement constitutes concurrence
 - In addition to the Sponsored Consulting Agreement, consultant is required to complete and submit signed Debarred Vendors and Excluded Parties Screening Certificate of Compliance; Consultant and Independent Contractor Questionnaire; and Form W-9, Request for Taxpayer Identification Number and Certification (for U.S. citizens or resident aliens). [See **Independent Contractors** for information about additional forms that are required for Permanent Residents, TN VISA holders, and Foreigners]
 - Route document through your division as required; approved version is submitted to appropriate URA manager for institutional review and endorsement
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Process Hints for paying Sponsored Consultants:

- For the **first payment request**, submit
 - a *copy* of the fully signed consulting agreement
 - *originals* of **all other appropriate forms** (per above instruction)
 - a DPV to the Comptroller's Office. Sponsored Consultants are charged to **subaccount 2700** on the FAS ledgers.
- For **subsequent payments**, please submit
 - a *copy* of the current consulting agreement (this means the current modification, if one is in place)
 - a signed invoice
 - a DPV
- Please make sure the period of service on the invoice falls within the period of performance of the sponsored consulting agreement or the modification (if one is in place).
- **The invoice is for services already rendered**; consultant cannot be paid for future (not yet rendered) service.
- Remember it is good practice to get PI/PD approval before any invoice is submitted for payment.
- Always keep copies of what you submit for your files.