



## Florida A&M University Board of Trustees Policy

**Board of Trustees Policy Number:**  
2008-10

**Date of Adoption/Revision:**  
October 8, 2008

<b>Subject</b>	<b>Consultant Services</b>
<b>Authority</b>	<b>Office of Management and Budget (OMB) Circular A-21, OMB Circular A-133, and 2 CFR Part 215, FAMU Regulations 6.007</b>
<b>Applicability</b>	<b>Administration of Sponsored Projects</b>

### I. Policy Statement and Purpose

The Florida Agriculture and Mechanical University Board of Trustees (FAMU or University) establishes the following policy to provide guidance to (University) staff responsible for the procurement, management and payment of consultant services charged to sponsored projects. Such use of consultants for sponsored projects shall first conform to the policies of the sponsor and the University and must be in direct support of the work to be performed under the sponsored project.

It is the policy of the University to comply with federal and state laws as constitutionally permissible and Board of Governors and University Regulations, policies and procedures, as now existing or hereafter promulgated, governing the charges of consultant services to sponsored projects. The allowable charge for consultants on sponsored projects is limited to the federal funding agency's maximum daily rate.

### II. Establishing Consulting Services Association

If prior approval of the sponsor is necessary for the use of consultant services, confer with the Office of Sponsored Programs (OSP) for such prior approvals and the required documentation. When specific consultants are required for a sponsored project, confer with OSP to determine the appropriate procedures and obtain the required documents.

Consultants must enter into a university consulting services agreement, which clearly outlines the nature of services to be provided, and which may be obtained from the OSP, and which must be processed by the Purchasing Department. The Purchasing Department is responsible for procuring such services and ensuring that the procurement conforms to University policies and procedures. As appropriate, the Purchasing Department will forward resulting agreements to the Office of the General Counsel for review and approval.

The Federal Government may limit the participation or term of a consulting engagement and the employment of non-citizen/foreign nationals. Consult with the Human Resources Department and the OSP regarding such employment.

### III. Definitions

**Consultant** is an independent contractor and not an employee of the University. Consultant services are rendered by persons who are members of a particular profession, provide highly technical advice, or possess a special skill or expertise. Such services may be advisory and are customarily temporary or intermittent. A consultant must meet the requirements of the contractual services between FAMU and the consultant but is not subject to compliance with the requirements of the sponsored or federal project.