GENERAL
Circular A-21, J10d(1) – “...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 otherwise contribute to a sponsored agreement conducted by another faculty member of the same institution...”

- No Stevens employee(s) will serve as a Consultant for compensation on a Stevens proposal

NOTE: Consultants differ from individuals reimbursed in Consortiums/subcontracts in that they may provide advice, but should not be making decision for the direction of the research (NIH “Developing Your Budget”)

Circular A-21, J37 – “Costs of professional and consultant services rendered by persons who are members of a particular profession or possess a special skill, and who are not officers or employees of the institution, are allowable......in determining the allowability of costs in a particular case, no single factor or any special combination of factors is necessarily determinative. However the following factors are relevant...”

- Nature and scope of the service rendered in relation to the service required
- The necessity of contracting for the service, considering the institution’s capability in the particular area, i.e., does the university have any employee who could provide the desired service
- Whether the service can be performed more economically by direct employment rather than contracting
- Qualifications of the individual or concern rendering the service and the customary fees charged, especially on non-sponsored agreements
- Evidence of bona fide services available or rendered
- Consultants are not subject to the NIH salary cap

Additional considerations when including outside consultants:
- Presence must be justified
- Normal daily rate (number of days)
- Travel costs and subsistence should be included in rate
- Usually (but not required) have terminal degree in the field/discipline

The following should be considered when deciding whether to include outside consultants:
- Grantees normally expected to utilize services of their own officers of employees, whenever possible.
- Payment for consultants should be comparable to the normal fees charged by the consultant for comparable services
- Presence of consultants is normally considered to be of limited duration, i.e., a few days. Need for extended presence may indicate a need for different relationship

**SUBJECT TO FULL F&A**