

# Research and Sponsored Projects Manual (RSP)

## RSP 503–03: Consultants, Guest Lecturers, and Other Professional Services for Sponsored Projects

Effective: 3/1/1983

Revised: 11/1/2024

### Purpose

To define consultants, guest lecturers, and other professionals on sponsored projects

### Sources

Code of Federal Regulations – 2 CFR Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Office for Research and Sponsored Projects Administration (ORSPA)

Financial Services

Office of Human Resources

Purchasing and Business Services

### Policy

#### Consultant eligibility

Consultants are independent contractors that provide professional services to the university. University employees are generally ineligible to serve as consultants on [sponsored projects](#), except in compliance with 2 CFR 200.430(h)(3) and ACD 510-04, which governs intra-institutional consulting. Such arrangements require prior approval and are allowable only in “unusual cases.”

#### Prior approval and rate limits

Certain federal sponsors require prior written approval for the use of consultants, especially when costs exceed the federal maximum daily rate, as specified in 2 CFR 200.407. Under some conditions, a bidding process may be required before a consultant may be authorized to begin work. The principal investigator (PI) must ensure that consultant costs comply with these federal limits, as well as with sponsor and university policies.

#### Documentation and compliance

The PI is responsible for providing thorough documentation of consultant costs. The documentation must demonstrate compliance with 2 CFR 200.430 and the university’s financial policies. All consultant agreements must align with federal, sponsor and university regulations.

#### Authorized contracts

All formal consultant contracts must be signed by an authorized university official. The director of Purchasing and Business Services is the recommended signatory on all professional services contracts and is one of a limited number of officials at the university authorized to enter into contracts, in accordance with [PUR 107](#), “Contract Authority”.

## Payment of consultants

Payments to consultants on sponsored projects must be in strict compliance with university policies and procedures as outlined in the *Financial Services Policies and Procedures Manual (FIN)*—[FIN 421-01](#), “Guest Lecturers, Consultants, and Other Independent Contractors.” The PI must ensure that payments align with 2 CFR 200.430, requiring that all costs be reasonable, allocable and properly documented.

## Procedure(s)

Guidance to assist in making classification determinations is located at [researchadmin.asu.edu > researchadmin.asu.edu > Subrecipient vs. vendor vs. consultant](#) are located at <https://cfo.asu.edu/procurement>.

Intra-university consulting pay process instructions are located at [researchadmin.asu.edu > WI-EP-130 > Additional pay form](#).

## Additional Information

For definitions of underlined terms, see the [ORSPA Acronyms and glossary](#) webpage.

## Cross-References

- [RSP 101](#), “General Research Policy.”
- [FIN 421-01](#), “Guest Lecturers, Consultants, and Other Independent Contractors”
- [SPP 210](#), “Consultants/Independent Contractors.”
- [SPP 404-02](#), “Supplemental Pay”
- [ACD 510-01](#), “Notification of Consulting or Other Outside Business Activities or Arrangements for Faculty and Academic Professionals”
- [ACD 510-04](#), “Intra-Institution of Higher Education (IHE) Consulting.”
- [PUR 107](#), “Contract Authority”
- [PUR 202-01](#): Procurements Not Exceeding \$25,000
- [PUR 306-01](#), “Bidding Requirements for Procurements Costing \$100,000 or More”
- [PUR 306-02](#), “Waiver of Bidding Requirements for Procurements Costing \$100,000 or More.”
- [RSP 502-01](#), “Personnel Employed on Sponsored Projects.”