**Consultant Services**

**Intra-University Consulting**

Intra-University Consulting is assumed to be undertaken as a university obligation requiring no compensation in addition to full-time salary. However, in the unusual cases where consultation is across departmental lines or involves a separate or remote operation, and the work performed by the consultant is in addition to his/her regular appointment, any charges for such work representing extra compensation above the salary are allowable if consistent with established university policy and the applicable cost principles.

Payments to NIU Employees for consulting services across departmental lines would be made through the Payroll system.

**Outside Consultants**

Grantees are expected to utilize the services of their own officers or employees to the maximum extent in managing and performing the activities supported by externally funded grants. Where it is necessary for a grantee to enter into an agreement for the services of persons who are not its officers or employees, it is expected to do so in accordance with written organizational standards which provide for consideration of factors outlined in the governing cost principles.

Costs of professional and consultant services are allowable when reasonable in relation to the services rendered. Payment for consultant services should be comparable to the normal or customary fees charged and received by the consultant for comparable services, especially on non-government contracts and grants.

Payments to Outside Consultants for less than $5,000 would be with an invoice, and or letter of offering, a Purchase Requisition, Independent Workers Statement Certification, and W-9, being submitted to your Grant Administrator for review and processing through the Accounting system.

Payments to an Outside Consultant for more than $5,000 would follow the steps of a Subaward Agreement.