

Office for Research & Sponsored Projects Administration

Justification and Approval for Intra-university Consulting Pay, ORSPA 310
 This form is required if indicated on ORSPA 300A, Section J. Revised 07/2007

A. PROPOSAL INFORMATION

Proposal Title

Principal/Lead Investigator

Sponsor

B. REQUEST TO CHARGE ASU EMPLOYEES AS CONSULTANTS ON SPONSORED PROJECTS

This form documents the university's compliance with OMB Circular A-21 regulations in charging employees as consultants to sponsored projects. When the following conditions are met, the university is permitted to hire intra-university consultants:

- The consulting is performed for a department, center or academic unit other than the employee's assigned department.
- The consulting is in addition to the employee's regular departmental load.
- The consultant is not named as an investigator on the project.
- The consultant is not providing services as an employee to the project.
- The consulting arrangements are specifically provided for in the agreement or approved in writing by the sponsoring agency. (Attach copy of written sponsor authorization for employing the employee as a consultant)
- Provisions for employee intra-university consulting comply with university policy. See Academic Affairs Policies ACD 510-01 and ACD 510-04; Staff Personnel Policies SPP 404-02 and Research Programs Policies RSP 502-01 for limitations.

Name _____ Department _____

ASU ID _____ Amount _____ Time Period _____

Justification: Briefly explain the reason for hiring the individual as a consultant instead of as an employee for the project.

C. SIGNATURE AND APPROVALS

My college may have policies and procedures related to intra-university consulting and I agree to abide by them. I have read the above and agree that all conditions stated on this form have been met and the employee qualifies for intra-university employee consulting pay.

PI Signature **X** _____ Date _____

Chair/Director _____ Print Name _____ Date _____

Dean _____ Print Name _____ Date _____

ORSPA USE ONLY

Justification and backup reviewed by ORSPA: _____ Date _____