

**Lifespan Office of Research
Administration Grants and
Contracts**

Subject:
Research Consultant Policy

File under:
ORA GEN 006

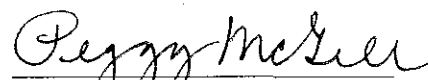
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Administration

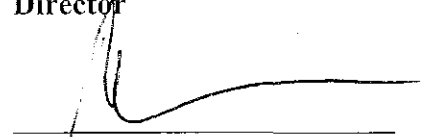
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Approved by:


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I. Purpose

This policy instructs in the authorization and use of consultants in research projects and programs at Lifespan.

II. Policy

The use of consultant services is an allowable cost for research projects and programs at Lifespan unless specifically prohibited by a project or program sponsor by policy or in terms of a specific research award. The use of consultant services must be in concert with the goals, scope and intent of the respective research project or program for which they are proposed. The proposed use of consultant services must be fully justified in the research budget and research plan for the project or program and approved by the Office of Research Administration (ORA). Hospital full-time faculty, staff and employees may not serve as consultants on research projects or programs in-house. Further guidance regarding consultancies may be found on the ORA website <http://www.lifespan.org/research/>.

III. Definition

Consultant: A consultant is an individual or firm who provides professional scientific or technical advice or services for a fee and is required for the furtherance of a specific research project or program.

IV. Allowable Consultant Costs

Costs may include fees and travel costs.

V. Procedure

The following documents are required for review and approval by ORA in order for a consultant to receive payment:

- 1) Professional Services Agreement (PSA) and Conflict of Interest (COI) form must be completed for each research project. Investigators should review their arrangements with their consultant(s) regularly. The PSA must be signed by the consultant and principal investigator. These forms can be downloaded from the ORA website.
- 2) The consultant must file a "Notice of Designation as Independent Contractor" form with the State of RI Department of Labor and Training, Division of Workers' Compensation Unit under the RI Workers Compensation Law. The State will then mail a certificate of acceptance to the consultant. The consultant is required to file this form with the State only once and the certificate is good for all Lifespan affiliate projects. The form and detailed procedure are located on the ORA website.
- 3) The consultant invoice must include:
 - a. the name of the individual consultant(s) or consulting firm;
 - b. social security number;
 - c. the nature of the services rendered and their relevance to the grant-supported activities, if not otherwise apparent from the nature of the services;
 - d. the period of service;
 - e. the basis for calculating the fee paid (e.g., rate per day or hour worked or rate per unit of service rendered); and
 - f. the amount to be paid.
- 4) A Request for Check (RFC) must be signed by the principal investigator or designee. The consultant's social security number must be included on the RFC for tax purposes. The following must be attached to the (RFC): original consultant invoice (and one copy) and a copy of the State of RI Department of Labor and Training certificate of acceptance of the Workers' Compensation Notice of Designation as Independent Contractor form.