

Consultant and Other Professional Service Agreements using Sponsored Funds

If consulting or other professional services will be \$10,000 or greater: If consulting or other professional service costs are included in a sponsored agreement OR are subsequently anticipated at any point during the project, the following guidelines should be followed regarding dollar threshold requirements for consultant and other professional costs:

1. Please contact Purchasing (2-6214 or kspurch@ksu.edu) to complete the bid process or request sole source approval using the Waiver of Solicitation form. State of Kansas and K-State Purchasing rules apply to grants. If a consultant is mentioned by name in the proposal narrative and/or budget, sole source approval should be obtained through the Purchasing office by referencing the award proposal or budget. If there is not a specific consultant named, bids must be taken or specific sole-source approval must be received from the sponsor. Purchasing will issue an approved Waiver of Solicitation form or RFQ number for reference purposes. See PPM Chapter 6310 for more information.
2. After completing step one through Purchasing, contact PreAward Services (2-6804 or research@ksu.edu) to request the development and approval of a consulting or service agreement.

NOTE - If consultant or other professional service costs exceeding \$10,000 are to be charged to the project, and no agreement was established through the process described above, such payments cannot be processed until appropriate action is taken by the department to bid or get sole source approval for *each payment prior to these costs being incurred*. This is most likely going to occur when a PI wants to pay to bring a collaborator, fellow researcher, seminar speaker, etc. to campus on a sponsored project. Bringing an individual in more than once or for more than a few days can push the total cost to over \$10,000, so please take care to take the appropriate steps prior to scheduling these visits.

If consulting or other professional services will total under \$10,000: Contracts, bids and/or sole source approvals are not necessary. Finally, as with any cost charged directly to a sponsored project, the cost must meet all allowability criteria, no matter the dollar amount. Allowable direct costs are those that are necessary for completion of that specific project, are incurred during the project period and are not expressly disallowed by the sponsor.