

## **Subaward vs. Consultant**

UNM Subaward Administrative Policy 2470: <http://policy.unm.edu/university-policies/2000/2470.html>

### **SUBAWARD:**

- Typically another Institution
  - Collaboration can significantly impact the outcome of the aims
  - Ability to publish based on their contribution to the project
  - Typically stronger Intellectual Property (IP) Rights
  - EIN of Institution is being used
  - Operates under Institution's Insurance as an employee
  - Utilizing Institution resources, such as lab equipment
  - Sponsored Projects Office (SPO) Prepares/negotiates the subaward
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### **CONSULTANT:**

- Acts on his or her own, completely independently of an employer or Institution
- Checks are payable to the individual (responsible for own taxes)
- Operates under private insurance
- Often provides the same or very similar services to any number of other clients/customers, as in the case of most vendors
- UNM Purchasing is point of contact (POC). Procurement policy must be followed.
- May be "paid" or "unpaid" – see below:

### **Paid Consultant**

- If external to UNM, should be listed as a Consultant and should complete a Consultant Commitment Form. This form identifies the consultation service, proposed period of consulting, hourly rate and estimated number of hours to completion. Cost breakdown should be provided in a budget justification.
- UNM Employees CANNOT be paid consultants
- Prior UNM employees must be separated from the University for 12 months before they may be listed as a paid consultant.

### **Unpaid Consultant**

- If external to UNM, they should be listed as an Unpaid Consultant and must complete a Consultant Commitment form that would identify the volunteer effort, proposed period, and estimated amount of hours

### **Side Notes:**

- *An Institution can serve as a Consultant when they are providing specific services to the project. For example, another Institution's CTSC might be providing consultation services on a project; however it is not by a named individual.*
- *If UNM Personnel are requested to be consultants and the Chair approves, they will be identified as an "Unpaid Contributor." The budget justification must state that this person is merely advising as part of their normal duties at UNM. No effort or dollars may be displayed for this person.*