

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
OFFICE OF RESEARCH ADMINISTRATION
CROSS-DEPARTMENTAL CONSULTING AGREEMENT**

This Agreement is made and entered into by the Board of Trustees of The University of Alabama for and on behalf of The University of Alabama in Huntsville (herein, the "University") and _____ (herein, the ("**Employee/Consultant**").

In consideration of the mutual promises and covenants herein contained and other good and sufficient consideration, it is agreed by and between the parties as follows:

1. **Scope of Work.** _____, agrees to provide the following services:

2. **Compensation.** The University shall pay you a fee of *\$_____ per hour, for _____ hours, not to exceed _____ hours, from, Contract No.: _____, Account No. _____. The **Employee/Consultant** shall submit a signed original invoice attached as Exhibit A, every two weeks, to _____. A Bi-weekly Leave and Labor Report (BLLR) and Special PAF, using SUBCODE 2290, will be completed by the department for the **Employee/Consultant's** signature. Payment will be included in the **Employee/Consultant's** UAH paycheck and is subject to all applicable withholding. Questions concerning payment method and applicable withholdings should be directed to Payroll Services, ext. 2254.

3. **Term.** This Agreement shall be effective as of the date of its execution. All work and services required hereunder shall be provided within the following period: _____. The University has the right to terminate this agreement on 30 days prior written notice.

Reports. Written reports are required as follows:

_____ Monthly Progress Reports: First report due _____
_____ Quarterly Progress Reports: first report due: _____
_____ Final Report due not later than: _____

Additional provisions/deliverables as follows:

5. **Entire Agreement.** This Agreement states the entire agreement between the parties with respect to the subject matter hereof and merges and/or supersedes all prior statements, representations, understandings, or agreements. No changes, modifications, or amendments shall be valid unless in writing and signed by the PI, Employee/Consultant and Director, OSP.

***I hereby certify that all work completed under this agreement, will conform with and be governed by all University policies and procedures and is in accordance with 2 CFR 200.430(h)(4), on additional compensation.*

Principal Investigator: _____
Signature Date

Consultant: _____
Signature Date

Type/Print Name: _____

Type/Print Name: _____

Department/Center: _____

Department/Center: _____

Employee A Number: _____

Office of Sponsored Programs

_____ Approved _____ Disapproved

Director, OSP: _____
Signature Date

Instructions

1. Fill in the name of the UAH Employee/Consultant
2. Scope of Work: Name of employee/consultant and description of services to be provided. If not enough space, type, “see attached” and attach a detailed scope of work.
3. *Cross department UAH employee/consultants cannot be paid at a rate greater than their actual UAH hourly rate equivalent. Actual salary must be verified through Human Resources, ext. 6545. To calculate the hourly rate, use the following formula, depending on appointment type:
 - a. Calendar appointment: Actual salary/2080, example: $\$98,000/2080 = \$47.12/\text{hr}$.
 - b. Academic appointment: Actual salary*1.405/2080, example: $\$47,500*1.405/2080 = \$32.09/\text{hr}$.
Do not include fringes and F&A in this rate, this will be charged directly to the contract/grant or cost share account.
 - c. It is the responsibility of the requesting department/center, not the UAH employee consultant’s department/center, to complete the BLLR, every two weeks and a one-time only special PAF.
Note the pay rate will be the employee/consultant’s hourly rate only.
 - d. Requesting department will complete the BLLR and PAF in accordance with invoice(s), submitted by the UAH employee/consultant every two weeks.
4. Term. Complete the effective period of performance.
5. Check the type of reports due and when they are due. All reports will be forwarded directly to the Principal Investigator. If there are any other deliverables required under this agreement, this should be noted in the “Additional provisions/deliverables” section.
6. Prior to the Office of Sponsored Programs (OSP) Director’s approval/signature, both the PI and the UAH employee/consultant must sign the agreement. All applicable areas must be completed. A completed/fully executed copy of the Request for Permission to Engage in Consulting Activities, must be attached to this Agreement.
7. OSP will verify the following***:
 - a. UAH employee/consultant is proposed and approved by the funding agency.
 - b. Obtain approval, if required by the funding agency, in accordance with 2 CFR 200(h)(4).
 - c. Verify consultant’s salary and calculations in accordance with type of appointment.
 - d. Completed and fully executed copy of the Request for Permission to Engage in Consulting Activities form is attached to the agreement.

If approved by OSP, the original signed agreement will be returned to the Principal Investigator. It is the responsibility of the Principal Investigator to ensure the UAH employee/consultant receives a copy of the fully executed agreement.

8. A copy of the agreement will be attached to the PAF and forwarded to Human Resources upon full execution of the Agreement.