

CONSULTANT vs. SUBCONTRACT

Consultant:

- One-time event such as a review, analysis, etc. as opposed to an ongoing relationship.
- Used for expertise that is assumed not available within the university. In some cases, even though the expertise is available at UND, the department's time deadlines cannot be met by UND.
- Agreement not required. Purchase Requisition required for =>\$5,000.
- Justification on the Voucher or Purchase Requisition should include the; who, what, when, where, and why.
- For consultants on Grant and Contract projects, prior agency approval may be required even if the consultant is identified in the proposal.

Subcontract:

- Relationship is ongoing rather than a one-time event.
- Substantive work-results not related to cost and not routine analysis.
- Used for expertise that is assumed not available within the university. In some cases, even though the expertise is available at UND, the department's time deadlines cannot be met by UND.
- Subcontractor has control of the work.
- Agreements should be reviewed by Grants & Contract Administration working with Legal Counsel. This includes the review of the applicable terms and conditions including flow down provisions from sponsor.
- Agreements are signed by third party and a UND official (or their designee) that can legally bind the university.
- For subcontracts on Grant and Contract projects, prior written agency approval may be required even if the subcontract is identified in the proposal.
- Approved billing rates for overhead, fringe benefits, etc. are required for payments with federal funds and some private (commercial) funds.