**POLICY**

Upstate Carolina NCORP (UC-NCORP) may utilize consultants to help in specialized areas (e.g. Intellectual Property) or where it is not economical to hire a full‐time person to fill a position for a short‐term project. The use of consultants allows UC-NCORP to gain access to highly skilled professionals to assist in specialized areas.

The process for determination of need and selection process is as follows

|  |  |  |
| --- | --- | --- |
| **Step** | **Description** | **Response** |
| Consulting Request | Identification of the need for outside consulting services to be used. All requests are reviewed a management meeting | Anyone in the Consortium may submit a request |
| Approval of Consulting | Approve request for consultant services. | Principal Investigators /Administrator |
| Selection of Consultant | Selection depends on area of specialty and expertise required. | Vice President of Oncology Support Services |
| Establishment of Rate | SRHS has a procedure to market-based salary levels for consultants. A rate for each consultant is established based on the following: Education, Experience & Skills required, and Market Forces  The established rate is documented in the contract for recruitment. | SRHS Compensation Specialist |
| Rates and Contract | All consultants are required to sign a consultant agreement that describes the services to be performed, the rate of payment, and terms (e.g., confidentiality). All rates approved by the VP of Oncology Support Services and basis determined by regional salary scales, consultant institutional rate, or other reasonable methods. | Vice President of Oncology Support Services |
| Payment | Consultants must submit an invoice for services prior to payment. Rate based consultant services (e.g. hourly or daily charge), the invoice must include the time report specifying date, time, and description of work. The Vice President, prior to payment, must approve fixed fee consultant services after review of consultant report/work performed. Approval will be indicated on the signed check request. | Vice President of Oncology Support Services |

**REFERENCES: Office of Grants Management, New Organization Information Package, July 15, 2019**

**ASSOCIATED FORMS:** NA

**COMMITTEE APPROVAL:** Policy and Procedure Committee