

Collaborator vs. Consultant

COLLABORATOR	CONSULTANT
Is "jointly involved" with the P.I. in the scientific development and/or execution of the proposed work.	Provides expert advice or services, but not heavily involved in the design or execution of the project.
Bears responsibility for progress of some portion of the project.	Does not bear responsibility for the progress of the project.
May be from WSU or from another organization.	Not from WSU.
Devotes a specific percent of effort to the project (within his/her 100% salaried effort).	Performs the consulting work as an independent contractor, usually on a per hour or per day basis.
<p>Budget implications: If the individual is a WSU employee, salary costs are included in the Personnel section of the budget.</p> <p>If the individual is from another organization, all of his/her project costs (salaries, supplies, travel etc.) should be budgeted as "consortium costs" and a subrecipient agreement will be issued by Office of Research and Development to the other organization after the grant or contract is funded.</p>	<p>Budget implications: Consulting fees to be paid to individuals from other organizations and reimbursement for their travel and subsistence costs are budgeted as "consultant costs." Normally consultants are paid as individuals, but a company whose business is consulting would also fall under this budget category. Some sponsors limit the amount that Consultants can be paid (refer to the sponsor's guidelines). Payment is made via a Consulting Agreement issued by Contracted Services.</p> <p>It is important to contact Procurement before a Consultant begins to work on the project to put the Consulting Agreement in place.</p>
<p>Application Requirements: At the time of proposal routing, a sign-off from an authorized official for the collaborating organization is required. This may be in the form of a "letter of intent to enter into a consortium" or a signed proposal page. A description of the scope of work to be performed by the collaborators at the other organization is required, as well as a budget and budget justification. Other information may be specified by the sponsor, including biosketches or other support information.</p>	<p>Application Requirements: At the time of proposal, a letter from each Consultant is required, stating his/her willingness to participate in the project and describing the type of consulting activities or services to be provided and the consulting rate (usually per day or per hour).</p>