**What is a Consultant?**

A Consultant may be an individual or a commercial entity and is a type of Contractor paid through a Purchase Order issued by the Department of Procurement and Strategic Sourcing.

a. A Consultant’s deliverable may be intermittent throughout the project, is clearly defined and similar other work is performed by that Consultant commercially on a routine basis;

b. A Consultant’s deliverables do not ordinarily generate patentable or copyrightable results of an original or substantive nature;

c. A Consultant is not subject to the compliance requirements of the Prime Contract;

d. A Consultant’s fee is based on an hourly or daily rate which is provided and explained in a Consultant rate proposal;

e. A Consultant’s services are on a “work for hire” basis and all intellectual property or copyrightable rights are assigned to UMBC by the Consultant;

f. A Consulting Firm is a commercial entity whose regular business activity is to provide services similar to those proposed under the current project.

g. An Individual Consultant is a non-UMBC employee hired to provide technical expertise in support of a sponsored research project. As a general rule, the activities performed by a non-UMBC faculty member who is named as an individual Consultant in a proposal must fall outside of the individual’s normal employment or academic duties and cannot make use of his/her employer’s (institutional) facilities, personnel or students. If these criteria are not met, then the faculty member’s home institution should appear as a Subcontractor in the UMBC Proposal rather than naming an individual as a Consultant.