

PERSONNEL

Requirements: Any person employed under Title III funds, must meet the following requirements:

1. The Title III office should be notified if any changes in status of personnel paid in full or in part from federal grants occur.
2. When persons are being considered to fill vacant positions in full or in part with federal assistance, the Title III office should be notified before the action is taken.
3. If the university is unable to secure a suitable person for a vacant Title III position the Title III, the Title III Office should be notified promptly for the ended search.
4. Title III office should be notified immediately when a person employed with Title III funds is discontinued.
5. The following guidelines applied to intra-institutional consulting on federally supported projects, especially

Department of Education programs, is self-explanatory.

“Since intra-University consulting is assumed to be undertaken as University obligation requiring no compensation in addition to full time base salary, the principle also applies to those who function as consultants or otherwise contribute to a research agreement conducted by another faculty member of the same institution. However, in unusual cases, consultation is across department lines or involves a separate remote operation, and the work performed by the consultant is in addition to his regular department load, any charges for such work representing extra compensation above the base salary are allowable provided such consulting arrangement is specifically provided for in the research agreement or approved in writing by the sponsoring agency.”

A Consultation Agreement Form should be submitted to the Title III Office for each consultant paid with Title III funds. A resume and proposed work plan must be

attached to the agreement form. The grantee must also maintain and submit a Consultant Report Form for the files on the results of all consultations charged to the grant. The report must include:

1. The consultant's name and address;
2. Dates, hours, and amount charged to the grant;
3. The names of the grantee staff for whom the services are provided; and
4. The result of the subject matter for consultation. An invoice, approved by the grantee, must be submitted after the consultation.