



UMCES Guidance in Brief: Consulting

Consulting and other external professional services may enhance the reputation of the individual as well as the institution. Nevertheless, the faculty and the institution must remain vigilant to ensure that such external services enhance and do not detract from a faculty member's fulfillment of his or her responsibilities to the institution and the UMCES mission.

Some key items to keep in mind when considering consulting work:

1. Significant commitment to professional activities to be undertaken outside UMCES shall be discussed with and approved by the laboratory director or unit head **before** any such commitment is finalized.
2. Avoid conflicts of commitment by considering whether the work could be effectively and appropriately accomplished through a contractual arrangement with UMCES. (See [Policy on Conflict of Interest and Conflict of Commitment](#) UMCES II--3.10, Section VI.A.)
3. Avoid conflicts of interest that could be created by providing consulting services on matters subject to regulatory decisions by Maryland agencies that call on UMCES for review and advice. (See [Policy on Conflict of Interest and Conflict of Commitment](#) UMCES II--3.10, Section VI.A.)
4. Payment for consulting or professional service by a state agency, including UMCES, another University System of Maryland institution or State agency is generally prohibited.
5. Use of UMCES resources:
 - Modest use (e.g., occasional office, computer, phone) is generally allowed.
 - Greater use (e.g., lab facilities, equipment) requires prior written agreement with the unit director for cost reimbursement.
 - Use of the time of UMCES staff, students or other faculty paid from UMCES funds of any type, is generally not allowed.
6. Consulting agreements may not convey any endorsement by UMCES of products or advice.
7. Consulting agreements may not conflict with University System policy on intellectual property. (See <http://www.usmd.edu/regents/bylaws/SectionIV/IV320.html>)
8. Consulting agreements may not conflict with other UMCES policies.
9. If the entity you are consulting for does business with UMCES, then a potential conflict of interest exists and under Maryland State Ethics Law and UMCES policy, a conflict of interest

disclosure and approval must be in place **before** the consulting may occur. (See Policy on Conflict of Interest and Conflict of Commitment II---3.10, [Section IV](#) and [footnote 2](#))

10. Exceptions to restrictions, if allowed, require approval from the President.

Questions concerning this Guidance and the relevant polices may be directed to:

Angela Richmond, Director of Research Administration and UMCES Conflict of Interest Administrator (arichmond@umces.edu) or,

Erica Kropp, Vice President for Administration (ekropp@umces.edu)

Relevant UMCES Policy & Procedures and information:

[Policy on Conflict of Interest and Conflict of Commitment](#)

[Procedures on Conflict of Interest and Conflict of Commitment](#)

[Conflict of Interest Disclosure Form for Research or Development](#)

[Annual Report of Consulting & Outside Professional Activities](#)

[FAQ's on Annual Report of Consulting & Outside Activities](#)

[Overview of UMCES COI/COC Policy and Procedures](#)

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