

**Hampton University**  
**Consultant Services Approval Form HU Account Code: 7001**

**PART I**

Date:

Name of Consultant

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**PART II**

**Professional Information**

1. Have you ever been employed by Hampton University?

Yes

No

If yes, in what capacity and during what time frame?

2. Have you ever been accused of professional misconduct?

Yes

No

If yes, describe and provide dates?

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**PART III**

**Documentation**

1. Statement of work

a. Task description:

b. Specific Duties:

c. Reporting requirements/deliverable's:

d. Dates of required services:

e. Any additional requirements:

2. Explain why services of the consultant are essential:

3. Describe the process used to secure a highly qualified person/firm:

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**PART IV**

**Budgetary Data**

Number of days:

Hours/day:

Hourly Fee:

Flat Fee Rate:

Include the approved Budget Justification submitted to and approved by the funding agency/foundation.

If necessary, explain the above breakdown.

1. What is the customary fee for services of this nature (if substantially different from fee to be paid, explain):

2. Are travel costs included in fee?

Yes

No

3. Describe the proposed consultant's credentials in requested area (include current resume or C.V.):

4. Outline the proposed consultant's track record in securing grant funding to include the name, title, agency, foundation and amount of external funding received. If applicable.

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**PART V**

**Source of Funds**

1. Account information      Index:       Fund:       Org:       Prog:

2. Is agency approval required?    Y     N

3. If yes, has it been obtained?    Y     N

If yes to both questions, please provide evidence.

Requestor: \_\_\_\_\_

Date:

Reviewer: \_\_\_\_\_

Date:

Dr. Neelam Azad, Vice President for Research

Approved by: \_\_\_\_\_

Date:

Dr. JoAnn Haysbert, Executive Vice President and Provost

Approved by: \_\_\_\_\_

Date:

Charles Cansler, Senior Vice President for Business Operations and Finance