

# Research Policies

## Consulting

### Service to Non-Profit Organizations and Government Agencies (SC – 550)

#### Scope

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This policy applies to all HHMI laboratory employees, other than directors or managers of shared resource facilities at HHMI's Janelia Farm Research Campus ("Janelia Farm").

Laboratory employees covered by this policy include HHMI laboratory heads, Postdoctoral Associates, and other laboratory staff. Laboratory heads are Investigators and Early Career Scientists at HHMI's host-based sites, and Group Leaders and Fellows at Janelia Farm. Senior Scientists are also covered by this policy.

Directors or managers of Janelia Farm shared resource facilities are not considered laboratory heads for this purpose and any service they propose to do for non-profit organizations or government agencies is subject to review and approval under [HHMI Policies AD-310-330, Outside Affiliations](#), which are more restrictive than this policy. However, this policy, not the Outside Affiliations policies, applies to staff of Janelia Farm shared resource facilities below the director or manager level.

#### Policy

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##### Laboratory Heads and Senior Scientists

HHMI does not review consulting arrangements between laboratory heads or Senior Scientists and nonprofit entities or government organizations, provided that the arrangements (1) are not covered by a written agreement, or (2) are covered by a written agreement that includes only basic terms such as the scope of duties, time commitment, and the amount of any honorarium or other compensation.

However, if a laboratory head or Senior Scientist is asked to sign a consulting or similar agreement from a non-profit organization or government agency, and the agreement asserts rights or imposes limitations that may affect the consulting scientist's laboratory activities, research results, or ability to publish, the agreement must be approved by HHMI before it is signed by the laboratory head or Senior Scientist.

Any consulting or similar agreement from a non-profit organization or government agency that contains references to intellectual property, confidential information, or scientific publications should be sent to the [HHMI attorney responsible for the site](#). At Janelia Farm these agreements may also be sent to the Chief Administrative Officer, who should discuss them with the HHMI attorney responsible for Janelia Farm.

Particular care should be taken with agreements from non-profit affiliates of biotech, pharmaceutical or other for-profit companies. In most cases, HHMI will treat consulting for a non-profit affiliate of a company as consulting for the company, and therefore as subject to [HHMI Policy SC-500, Consulting for Companies - General Policy](#).

Time commitments under non-profit or government consulting arrangements do not count toward the annual limitation on consulting described in SC-500, Consulting for Companies - General Policy. For Investigators and Early Career Scientists, these time commitments also do not count toward the 75% of time that is required to be spent on research; for Group Leaders and Fellows, these time commitments do not count towards the 75% of time that is required to be spent at Janelia Farm working on Janelia Farm research. Senior Scientists must take Personal Time Off for any time that they take off from their HHMI work in order to consult for non-profit organizations or government agencies.

Investigators and Early Career Scientists are not permitted to accept honoraria or other compensation for consulting services provided to their own host institution. This rule does not preclude receiving compensation for consulting services provided to free-standing affiliates of the host institution (e.g., a separate hospital or research foundation).

### **Postdoctoral Associates**

Although Postdoctoral Associates are in an intensive training period of their career and therefore generally should not be doing consulting work for other non-profit organizations or for government agencies, they may, subject to the approval of their laboratory head, give talks or seminars for non-profit organizations or government agencies as is customary in the scientific community. They may receive honoraria and/or travel expense reimbursements for doing so, except that Postdoctoral Associates in the laboratories of Investigators and Early Career Scientists are not permitted to accept honoraria or other compensation for consulting services from their own host institution.

Generally, a talk or seminar to be given by a Postdoctoral Associate for a non-profit organization or government agency either should not require any written agreement or should be covered by a written agreement that includes only basic terms such as the scope of duties, time commitment, and the amount of any honorarium or other compensation. Any written agreement for this type of activity that contains references to intellectual property, confidential information, or scientific publications should be sent to

the [HHMI attorney responsible for the site](#). At Janelia Farm these agreements may also be sent to the Chief Administrative Officer, who should discuss them with the HHMI attorney responsible for Janelia Farm.

### **Other Laboratory Staff**

Other HHMI laboratory employees, such as bioinformatics specialists or technicians, may engage in paid consulting for non-profit organizations or government agencies only if their laboratory head and the appropriate HHMI Vice President (or at Janelia Farm, the Executive Director) approve the arrangement in advance. Such consulting must not be allowed to interfere with the employee's HHMI work, and HHMI resources must not be used to perform the services unless specifically approved as part of the arrangement. Laboratory staff are not permitted to accept honoraria or other compensation for consulting services from their own host institution. Laboratory staff will generally be required to use Personal Time Off to perform any paid consulting services for non-profit organizations or government agencies.

Generally, paid consulting by laboratory staff for a non-profit organization or government agency either should not require any written agreement or should be covered by a written agreement that includes only basic terms such as the scope of duties, time commitment, and the amount of any honorarium or other compensation. Any written agreement for this type of activity that contains references to intellectual property, confidential information, or scientific publications should be sent to [the HHMI attorney responsible for the site](#). At Janelia Farm these agreements may also be sent to Chief Administrative Officer, who should discuss them with the HHMI attorney responsible for Janelia Farm.

Any questions about proposed consulting for non-profit organizations or government agencies may be raised with the [scientific officer](#) or [HHMI attorney](#) responsible for the site, or at Janelia Farm with the Chief Administrative Officer, or the HHMI attorney responsible for Janelia Farm.

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