

# Consulting Service to Non-Profit Organizations and Government Agencies

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## Scope

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

Laboratory employees covered by this policy include HHMI laboratory heads (Investigators, Group Leaders, Senior Group Leaders, and Freeman Hrabowski Scholars), Janelia Fellows, Principal Scientists, Senior Scientists, Research Scientists, Postdoctoral Scientists, and other laboratory staff including staff of Janelia shared resource facilities below the director or manager level.

Directors or managers of Janelia 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 on Outside Affiliations.

## Policy

### **Consulting by Laboratory Heads, Janelia Fellows, Principal Scientists, and Senior Scientists**

HHMI does not review consulting arrangements between laboratory heads, Janelia Fellows, Principal Scientists, or Senior Scientists and non-profit 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. Examples of such arrangements may include service on a Scientific Advisory Board or prize committee, engaging in peer review for grant proposals and research articles, or serving as a general advisor on a non-profit program.

However, if a laboratory head, Janelia Fellow, Principal Scientist, 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, Janelia Fellow, Principal Scientist, or Senior Scientist.

In addition, consulting or similar agreements from a non-profit organization or initiative that contemplate leadership or management roles or administrative services that exceed the provision of advice or discussion of ideas that is typical in a consulting arrangement must be reviewed and approved by HHMI under HHMI's policy on [Administrative Service, Leadership Roles, and Salary Supplementation](#). Consistent with the guidance in that policy, HHMI will generally not approve roles for Investigators or Freeman Hrabowski Scholars at institutions or initiatives outside of their

host institutions that create actual or apparent conflicts of interest or commitment. These may include, by way of example, roles with titles such as President, Vice President, Executive Director, Chief, or other executive or managerial titles typically held by officers with fiduciary duties or employees of an organization.

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, these agreements may also be sent to the Senior Director, Janelia Scientific Programs and Training, who should discuss them with the [HHMI attorney](#) responsible for Janelia.

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's Consulting for Companies - General Policy](#).

### **Time Limitations on Consulting Activity**

Time commitments under non-profit or government consulting arrangements do not count toward the annual limitation on consulting described in [HHMI's Consulting for Companies - General Policy](#). For Investigators and Freeman Hrabowski Scholars, these time commitments also do not count toward the 75% or 80% of time, respectively, that is required to be spent on research; for Janelia Principal Scientists, Fellows, Group Leaders and Senior Group Leaders, these time commitments do not count towards the 75% of time that is required to be spent at Janelia working on Janelia research. Those eligible for Personal Time Off (PTO) must use PTO for time that they take off from their HHMI work in order to consult for non-profit organizations or government agencies. Consistent with HHMI's policy on [Administrative Service, Leadership Roles, and Salary Supplementation](#), such time commitments or arrangements should not give rise to conflicts of commitment in a manner that interferes with the HHMI employee's ability to devote their primary professional efforts to the conduct of research on behalf of HHMI and their host institution.

Investigators and Freeman Hrabowski Scholars are not permitted to accept compensation for consulting services provided to their own host institution, other than standard honoraria for named lectures or similar engagements. However, Investigators and Freeman Hrabowski Scholars may accept compensation for consulting services provided to free-standing affiliates of the host institution (e.g., a separate hospital or research foundation) provided such arrangements are otherwise consistent with this policy and HHMI's policy on [Administrative Service, Leadership Roles, and Salary Supplementation](#).

### **Other Laboratory Staff – Talks, Seminars, and Teaching**

Because giving talks and teaching can be an important part of a scientist's professional development, Janelia Research Scientists, Postdoctoral Scientists, graduate students at Janelia, and other laboratory staff may, subject to the approval of their laboratory head, give talks or seminars and teach courses for non-profit organizations (including, for host-based laboratory staff, their host institution) or government agencies, and accept reasonable compensation for doing so. They may also receive travel expense reimbursements for this type of commitment either from the non-profit organization

or government agency that is engaging them, or from HHMI, again subject to the approval of their laboratory head. If a laboratory staff member who is eligible for PTO is allowed to accept compensation for giving a talk or seminar or teaching a course, the laboratory head may require the laboratory staff member to take PTO for HHMI working time the staff member misses.

## **Other Laboratory Staff – Consulting**

Because graduate students at Janelia are in an intensive training period of their career, they generally should not be doing consulting work. Other HHMI laboratory employees, such as Postdoctoral Scientists, Janelia Research Scientists, 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 (for Science, the Vice President and Chief Scientific Officer and, at Janelia, the Vice President and Executive Director) approves the arrangement in advance and the HHMI employee confirms in writing that the arrangement will be consistent with HHMI policies. HHMI laboratory employees (other than graduate students at Janelia) who wish to consult for non-profit organizations or government agencies should contact the [HHMI attorney](#) responsible for the site or Janelia, as applicable, to obtain the necessary approval and provide the required confirmation. The consulting commitment must not 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 who are eligible for PTO will generally be required to use PTO to cover HHMI working time missed to perform paid consulting services for non-profit organizations or government agencies.

## **Related Procedures, Forms and Policies**

- [Consulting for Companies – General Policy](#)
- [Administrative Service, Leadership Roles, and Salary Supplementation](#)
- Request for Administrative Service, Management, or Leadership Role Form on the [HHMI Science Portal](#)

## **Contact**

Any questions about proposed consulting for non-profit organizations or government agencies may be raised with the [Senior Director-Scientific Officer](#) (for Investigators), [Senior Director-Scientific Program Officer](#) (for Freeman Hrabowski Scholars), or [HHMI attorney](#) responsible for the site, or at Janelia with the [HHMI attorney](#) responsible for Janelia.

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