

## **Policy on Outside Work and Consultancy**

### **1. General Policy and Principles**

1.1. The University of Manchester recognises the value of its staff undertaking work for outside bodies. Such work is an important channel through which the knowledge and expertise residing within, and developed by, the University can be transferred to business, the public and voluntary sectors and the wider community. The University also recognises the value of its employees making a wider contribution to public life and citizenship. At the same time, the University must ensure compliance with its rules, including the Financial Regulations and Procedures.

1.2. All work for outside bodies is subject to formal written approval by the University (see Section 6 below). In all circumstances, the person giving permission for such work must be satisfied that the member of staff will continue to perform all the duties required of them by their contract of employment with the University. Should this not be the case, permission to undertake the activity will be withheld.

1.3. In accordance with this policy, the University's arrangements for the approval and management of work for outside bodies are intended to ensure that:

- the anticipated benefits to both the employee and the University are realised;
- the work is appropriate to, and consistent with, the discharge of employees' contractual responsibilities, whether the additional work is undertaken on behalf of the University or on a private basis;
- professional indemnity insurance, resources, facilities and services are provided where the work is undertaken on behalf of the University;
- the full costs of any of the University's resources, facilities or services utilised in undertaking the work are recovered;
- the price charged for the work generates additional income where appropriate and reflects the true value of our expertise to the partner;
- the terms and conditions applied by outside bodies are not unduly onerous or unacceptable, and the University's interests regarding intellectual property are safeguarded;
- the reputation of the University is not endangered; and
- appropriate arrangements are in place to confirm the quality of the work, and to ensure that it can be completed.

### **2. Definition of Work for Outside Bodies**

2.1. The term "work for outside bodies" applies, whether or not personal remuneration is involved, to activities which:

- a member of staff carries out within or related to his or her professional field, and which are additional to the teaching, research and other requirements of the individual's University appointment; and/or
- are not directly related to the professional expertise of the member of staff, but which potentially, or in practice, involve substantial calls upon the individual's time, or energies, or impinge upon the individual's employment with the University in some other way, for example, through a potential conflict of interest.

2.2. This definition includes consultancy and outside work and other engagement with a third party, as well as membership of government and public organisations and work undertaken for other educational institutions.

2.3. For the purposes of this policy, "work for outside bodies" does not include research undertaken on behalf of, or funded by, an external sponsor through a research grant or

contract where undertaking such research is a requirement of an individual's University appointment provided that no payment is made to the individual for such research other than his or her normal University salary.

### **Disclosure of Work for Outside Bodies**

2.4. For the following reasons, the University requires disclosure to the Head of School or other authoriser (as set out below) of any work for outside bodies (even if approval is not required):

- **Public Accountability:** the University must be able to justify the use of public funds in all circumstances in which activities undertaken by its employee are not part of the formal contract of employment supported by public funds. Justification may be required by both internal and external auditors;
- **Costs and Pricing:** no costs may fall on the University in respect of work for outside bodies by an individual, except the time of the individual concerned. The price charged for consultancy and other work for outside bodies must ensure that, as a minimum, all costs to the University are recovered in full. These include all resources, facilities, services, personnel, materials and overheads, plus, if possible, generating additional income for the University and the employee
- **Contracts:** no work for outside bodies may be undertaken which implies any contractual obligations with a third party on the part of the University unless the University has fully agreed to such obligations;
- **Propriety:** work for outside bodies must be academically and professionally appropriate; it must not bring the University's good name into disrepute, be inconsistent with the University's Charter and/or endanger its charitable status;
- **Intellectual Property:** work for outside bodies must be consistent with the terms and conditions of the University's Intellectual Property Policy;
- **Probity:** care must be taken to avoid any conflicts of interest (see below);
- **Quality Assurance:** the Head of School or other authoriser must be satisfied that all work for outside bodies will be of appropriate quality, and that any contractual obligations to third parties can be met in the event that the member of staff is unable to complete it for any reason.

### **What is Consultancy?**

2.5. Consultancy is the provision of services to external clients based primarily on skills and expertise. This can be offering specialist opinion, by advising on technical issues or by solving problems. However, consultancy does not involve the generation of new knowledge or original investigation or research.

2.6. Assignments involving the generation of new knowledge, significant use of equipment or development of intellectual property are more likely to be research, rather than consultancy activities.

2.7. Professional activities where the individual is acting as a nominee of the University for no additional, or for nominal, remuneration i.e. less than £500 pa will not be classified as consultancy.

### **Types of Consultancy**

2.8. Consultancy work can be undertaken in one of two ways: as a University consultancy or as a private consultancy.

2.9. **University consultancy** is where the University contracts with an external client to provide the consulting services of member(s) of staff. Use of University facilities may be permitted providing they are fully costed and paid for and the use is limited (i.e. not consuming an unreasonable amount of time or taking priority over any research or teaching commitment). Such contracts benefit from the full support of the University's Contracts Team which has the experience and expertise to construct appropriate consultancy agreements

and other related aspects of the contract e.g. confidentiality considerations. These University contracts are covered by the University's professional indemnity insurance (to the extent of the cover). All payments to staff are made via the University payroll. The University administers the tax issues (VAT, income tax and National Insurance) relating to the consultancy contract.

2.10. **Private consultancy** is where a member of staff contracts with the external client to provide consulting services in their own time in a personal and private capacity. Such contracts cannot benefit from the support of the University nor use any of its facilities or resources. Staff undertaking private consultancy must be aware that they will have personal liability in the event of any problems arising. Private consultancy is not covered by the University's professional indemnity insurance (see Section 4 below), and so personal cover must be taken out. The University will not accept liability if the external client seeks any redress. The University does not administer any tax consequences arising out of a private consultancy arrangement.

### **Eligibility**

2.11. There is no fixed maximum number of days per year allowed for the conduct of consultancy work. However, the Head of School, Dean, Registrar, Secretary and Chief Operating Officer or other person authorising consultancy work must ensure (see below) that the amount of work performed does not conflict with the staff member's University responsibilities or prejudice the wider interests of the University. This usually means that only academic and research staff are eligible to undertake consultancy work within normal working time.

2.12. Academic-related and support staff may be involved in a University consultancy if approved by their Head of School, Directorate or Cultural Asset and by their own agreement, freely given. This involvement must be additional to their normal duties, and take place at times other than those at which they are expected to perform their normal duties. In those circumstances, the Head of School, Directorate or Cultural Asset may authorise additional payment from the consultancy income to be made, via the payroll system, to the member of staff concerned. Income tax and National Insurance will be deducted from all such payments.

### **Work for Outside Bodies Requiring Formal Approval**

2.13. The following is an indicative, but not exhaustive, list of work for outside bodies for which prior written approval from the University is required:

- University consultancies (see below);
- the supply of goods or services to an outside body;
- provision of Continuing Professional Development, teaching or training, where this is not part of the University's portfolio of credit-bearing courses and programmes;
- employment by outside bodies;
- membership of a Research Council, Government or similar committees or a Non-Departmental Public Body;
- private consultancies;
- directorships of companies;
- partnerships of any kind;
- private professional practice;
- charity and voluntary work during normal working hours;
- regular journalistic work; and
- public service and appointment as a:
  - magistrate (Justice of the Peace);

- member of a local authority or police or fire authority;
- member of national or the European Parliament;
- member of a statutory tribunal;
- member of NHS bodies, including Boards of Health Trusts, Primary Care Trusts and Strategic Health Authorities;
- member of a prison visitors or prison visiting committee; and
- member of educational bodies such as School or College Governors.

### **Work for Outside Bodies Not Normally Requiring Formal Approval**

2.14. The following is an indicative, but not exhaustive, list of work for outside bodies for which approval from the University is not normally required:

- work for royal colleges and similar outside bodies where this is a normal expectation of professionally qualified staff in medicine, dentistry, nursing and related medical areas;
- professional work involving academic scholarship. This includes (but is not limited to):
  - REF panel member;
  - the authorship/editorship of books, articles and journals, technical or literary advice, reviewing, refereeing, external examining;
  - public lecturing and broadcasting connected with the member of staff's professional field;
  - editorship of books, articles or journals coupled with whole or part ownership of the relevant book or journal by the member of staff; and
  - offering ad hoc comment or opinion to inform media discussion in an area in which the member of staff has professional expertise; and
- advising learned societies and charities, and charity and voluntary work generally when undertaken outside work hours and at no cost to the University.

2.15. If there is any doubt about whether or not approval is required, members of staff should discuss this with their Head of School or other authoriser as appropriate.

### **3. Conflicts of Interest**

3.1. Where a member of staff undertakes consultancy, or other outside, work for a third party, he or she must not be involved in any decisions regarding purchasing, sales, employment, ownership of assets (including Intellectual Property) or any other contract between that third party, its staff and the University. Work for outside bodies must be conducted within the University's Code of Conduct (see Ordinance XVIII) and Financial Regulations and Procedures governing conflict of interest and conflict of commitment. (See Financial Regulation 10.24 and Financial Procedures 10.57 to 10.78). These may also apply if the outside work is for a company or other body in which a family member is employed or has an interest.

3.2. Staff must declare in the Register of Interests any outside or other personal interest that may compromise or might be reasonably deemed to compromise impartiality, conflict with duty as an employee or could potentially result in a conflict of interests leading to private benefit.

### **4. Professional Indemnity, Insurance and Taxation**

4.1. The University will offer professional indemnity and insurance to a member of staff undertaking work for outside bodies relating to his or her professional discipline or the business of the University, including University consultancies, provided that prior written approval for the work has been granted by the University (as described in paragraph 6.1 below), and that the agreement or contract to undertake the work is between the University

and the outside body. The University will also provide professional indemnity and insurance (to the extent of the cover) for its employees undertaking public duties for which formal approval is required and has been obtained. The University will also be covered by insurance in these cases. However, the University disclaims all liability in every case in which work for outside bodies is undertaken without prior written approval.

4.2. In all circumstances where permission is sought for work for outside bodies which is not covered by the University's own insurance, the University will require assurance that adequate cover is obtained to insure against potential risks, and will wish to have sight of valid policies, before permission is granted. Queries should be addressed to the Insurance Officer in the Procurement Office. The holding of a University post in a particular discipline could, in certain circumstances, be held to be prima facie evidence of professional competence in that discipline. Despite the disclaimer above, the University might, in some circumstances, be pursued for damages in respect of alleged incompetence of a member of staff undertaking work for outside bodies where permission has not been granted.

4.3. The University will not provide professional indemnity insurance for a member of staff undertaking or involved in:

- private consultancies;
- directorships of companies (except where such directorships are held in pursuit of the University's business);
- partnerships (except when in pursuit of the University's business);
- employment by outside bodies; and
- private professional practice.

(Please note that the above is an indicative, not exhaustive, list.)

4.4. Employees undertaking such work must make it clear to their clients that they are doing so as a private individual and not as a University employee.

4.5. Employees are required to indemnify, and keep indemnified, the University against all costs, claims, damages or expenses incurred by the University or for which the University may become liable as a consequence of outside work. See also paragraphs 6.14 to 6.18 below.

4.6. In all circumstances, the employee must declare their income from private consultancy or other outside work on all relevant tax returns to HM Revenue and Customs (HMRC). They must pay direct to HMRC any tax and National Insurance relating to their outside work and reimburse the University any tax, national insurance, interest and penalties payable in connection with the work. Staff undertaking private work must be aware of the current threshold for compulsory VAT registration and when required account for VAT directly to HMRC on all supplies of goods and/or services that they make.

4.7. The University reserves the right to inform HMRC of any case where it becomes aware that staff have failed to report income from private consultancy or other outside work.

## **5. Earnings**

5.1. It is a condition of approval of work for outside bodies that all earnings generated by that work are disclosed to the University. In cases where the outside work is in the same professional area as the University appointment, disclosure of earnings will in all cases be a condition of granting approval. No one person's professional standing and ability to generate outside earnings is independent of the support of colleagues and the University, even though this support may not be direct. Hence, approval of outside work is conditional on any earnings being apportioned fairly to the individual and the University. Such disbursements are subject to internal and external audit.

5.2. In most circumstances, the University will allow all income received for approved work for outside bodies after the University's costs have been covered in full to be retained by the individual employee. This may be either paid to the employee personally or transferred to an account held by the University for the employee. All such accounts are governed by the

University's Financial Regulations and Procedures and policies on expenditure and the treatment of reserves. All personal payments must be made through the University payroll, subject to deduction of income tax and National Insurance contributions in the normal manner. In some circumstances, however, for example where very large consultancies or contracts are involved, the University may retain an appropriate share of the income generated in addition to that necessary to cover its costs. This issue will be addressed when the Head of School or other authoriser considers whether to approve the proposed consultancy.

5.3. The costs recovered by the University through contracts for consultancies and other work for outside bodies shall normally be made available to the area(s) of the University incurring the costs in addition to their regular budgetary allocations.

## 6. Process for the Approval and Monitoring of Consultancy and Outside Work

6.1. Members of staff wishing to undertake consultancy (whether University or private) or other work for an outside body for which formal approval is required must obtain prior written permission from the appropriate authoriser, as set out in the table below. This must be done before any formal agreement is made with the external client.

<b>Authoriser</b>	<b>Staff</b>
Chair of the Board of Governors	President & Vice Chancellor
President & Vice Chancellor	Registrar, Secretary and Chief Operating Officer, Deans and Vice Presidents
Deputy President and Deputy Vice-Chancellor	Directors of Cultural Assets
Faculty Dean	Heads of School or Institute Directors
Registrar, Secretary and Chief Operating Officer	Heads of Directorate
Head of School	Academic, academic-related, research or technical staff or others line-managed by the relevant Head of School
Institute Director	Those who are line-managed by the Institute Director
Directors of Cultural Assets	Those who are line-managed by the Director of the Cultural Asset
Head of Directorate	Those who are line-managed within the relevant administrative division

6.2. Members of staff wishing to undertake work for outside bodies for which approval is required must complete the Proposal to Undertake New Consultancy or other Outside Work Form (see below) and, if required, a Declaration of Interest Form and forward it to their authoriser. They should contact their Research Support Team for assistance with completing the form(s) and for guidance on the requirements of this policy and other contractual terms that may apply. The form is available below.

6.3. Full particulars must be supplied of consultancy work prior to its approval. All costings for consulting activities for subsequent recording purposes should be submitted on the Research Approval form, in a similar way as for research contracts.

6.4. In the case of University consultancies, subject to the approval of the authoriser, a contract to undertake the outside work will be prepared on behalf of the University by the Research Support Team and the Contracts Team in the Directorate of Research and Business Engagement Support Services.

## **Approval of University Consultancy**

6.5. Approval may be given for a University consultancy if:

- the work is in the general interests of the University;
- the work is in the area of expertise of the member of staff involved;
- the full market rate is being recovered for the work;
- the work can be undertaken without detriment to the individual member of staff's management of his/her existing workload/capacity;
- no costs, including overheads, will fall on the University which are not charged out to the external client;
- the work is not likely to bring the University into disrepute nor create unwarranted risks for the University nor likely to conflict with the individual's commitments to the University;
- the issue of intellectual property has been addressed appropriately; and
- the work is compatible with the University's charitable status.

If the market rate is not being recovered, other benefits to the University may exceptionally be taken into account. However, all direct and indirect costs incurred must be recovered.

## **Costing of University Consultancy or any Outside Work**

6.6. The Research Support Service must approve the costing of any University consultancy or outside work, subject to approval by the Head of School (or equivalent, see section 6.1 above). This must be at market rates subject to other benefits being received by the University. The fee will cover the consultant's daily rate, which must be equal to, or more than, full economic cost, plus all expenses and overheads. The total bill to the client must include the expenses of at least the full economic cost of all University facilities, equipment or the services of other members of staff required to complete the contract.

6.7. The Contracts Team in the Directorate of Research and Business Engagement Support Services must be involved with the drafting of any University consultancy contract between the University and the external client. The University will provide professional indemnity insurance to cover the contract and limit liability.

6.8. The University through the relevant School will invoice the external client, receive all payments under any University consultancy contract and be responsible for chasing any payments in accordance with the University's credit policy. For all University consultancies and other outside work, University sales invoices must be raised to external clients on the central finance system; the issuing of 'home made' invoices by staff is strictly forbidden. Prior to the raising of any sales invoice, advice on VAT liability should be sought from the University VAT Section in the Finance Directorate.

6.9. University consultancy must, like research, always be priced to recover the full economic cost. This includes set-up and preparation costs and overheads. Minimum daily rates may be determined and published by the University from time to time. Fee income from any University consultancy, i.e. after the deduction of all VAT and recovery of any full economic cost use of any staff costs and resources, is to be divided in a standard proportion which is set by each School for its staff or agreed at the outset with the authoriser.

6.10. The University will receive 10% of the fee income total from each School to cover, for example, a contribution to the cost of insurance and administrative work in constructing the contract for the consultancy. The member of staff's percentage will be paid to the member(s) of staff involved in providing the consultancy service through payroll subject to the usual deductions for tax and national insurance. Staff may donate fees to a nominated and approved School account to be spent in accordance with University Financial Regulations (see section 5.2 above).

6.11. Some Schools, supported by their Faculty, consider that consulting can be negotiated, managed and grown more effectively and can assist their specific external engagement objectives by creating a dedicated focus, branding device and additional "back office"

support, rather than staff acting as a lone University consultant. Where this is the case, staff are encouraged to carry out consulting work through these arrangements. A School Consultancy service using University facilities and resources will be costed and charged on the full economic cost basis, plus any appropriate margin, and the fee to be charged to the client will be determined by market conditions, taking into account full economic cost of a University consultant's time. Decisions on the pricing of these projects rest with the Head of School.

6.12. In the case of University consultancies, approval may be withheld or require further details for work for US or Canadian clients, for work which is done in the USA or Canada or for work concerning advice relating to use in aircraft or aerial devices or in nuclear technologies. This is due to the special need to ensure that appropriate limits to liability and insurance will apply for such assignments before any work is commissioned.

### **Approval of Private Consultancy**

6.13. Approval may be given for private consultancy if all the conditions for a University Consultancy (see paragraph 6.5 above) are met and if additionally:

- no University resources are being used, other than incidental resources;
- the work will not conflict with the staff member's other duties;
- the work does not put the University in conflict of interest positions; and
- the work is done in the staff member's own time.

### **Disclaimer for Private Consultancy and Outside Work**

6.14. A member of staff must not use the University's name, logos or intellectual property in connection with the negotiation of any contract for private consultancy or the provision of the private consultancy services or other outside work. Only use of incidental University resources is permitted, e.g. limited use of telephone, internet and photocopying. All such usage must comply with the University's IT policies:

<http://www.itservices.manchester.ac.uk/our-services/security/policy/>

The member of staff must make it clear to the client, before any contract is entered into, that the consultancy or work is being performed in his/her private capacity. A suitable letter, which must not be on University stationery, would be:

*"Dear Sir/Madam*

*Title of Consultancy / Outside Work*

*With reference to our previous discussions and correspondence, I must point out that, whilst my employer, The University of Manchester, allows its staff to undertake private consultancies / outside work, nevertheless, once its approval has been given, it exercises no control or supervision over the actual performance of the work. Consequently, the University cannot accept responsibility for the work which I do or the advice which I give in connection with it. This is given in a personal and private capacity.*

*Please acknowledge in writing the receipt of this letter and acceptance of the position.*

*Yours faithfully"*

Work must not commence until a positive response is received to this letter. This must be retained and made available to the University on request.

6.15. The member of staff must take out professional indemnity insurance and any other relevant insurance (e.g. business travel) to cover his/her liability for any private consultancy work (see Sections 4.1 to 4.3 above).

6.16. Staff undertaking private consultancy or other outside work must not state or imply that they are acting on behalf of the University. Letters, invoices and all other documents must not show the University's letterhead, logo, name or address, and University telephone numbers and staff e-mail accounts must not be used for private work.



6.17. All correspondence should normally be sent to a member of staff's private address. An exception may be allowed in special circumstances, for example where documents are to be delivered by courier. This will only be permitted if:

- a. The arrangement is approved by the person authorising the outside work; and
- b. All documents are addressed "care of" the University; and
- c. The outside body involved has agreed in writing that the University has no legal liability.

6.18. The income from a private consultancy will be retained wholly by the consultant and any billing and accounting is not to be done through the University, except where University resources are used when their cost will be charged against the consultancy as indicated below, and the income attributable to such use of resources/facilities will be divided between the University and the School concerned, as appropriate.

### **Use of University Resources**

6.19. Any University facilities, equipment, materials or services of other members of staff which are to be used for consultancy or other outside work must be identified in advance and written permission sought from the Head of School. Use of certain facilities or equipment for commercial purposes may fall outside the terms under which the University is authorised to use such facilities or equipment. The price to be charged against the consultancy for the use of such facilities, equipment or other members of staff must be on an arm's length basis and be agreed with the relevant budget holder.

### **Intellectual Property**

6.20. Any intellectual property generated in the course of a University consultancy or other outside work (except in the course of a private consultancy), other than copyright created specifically in the course of creating a report for the external client, must belong to the University.

6.21. The University's Intellectual Property Policy applies to consultancy and other outside work and members of staff must comply with this at all times. See: <http://documents.manchester.ac.uk/display.aspx?DocID=487>. If in doubt, seek advice from the University's Contracts Team or UMI3.

### **Annual Returns**

6.22. The University maintains a record of consultancy and other work for outside bodies for the completion of annual returns, for example to HEFCE and the University's insurers, to give recognition for professional development, to avoid conflicts of interest and for public accountability. The Director of Finance may also require details of consultancy and outside work to allow calculation of the returns for Corporation and other taxes.

6.23. Each member of academic and research staff is required to make an annual return to their Head of School within two months of the end of each financial year, providing a summary of all University consultancy work undertaken by them during the previous academic year. This must cover the number of days spent and give the name of the external clients. It may also be amended at any time on notification of changes by the member of staff concerned. Private Consultancy must be similarly recorded in the Register of Interests.

6.24. Heads of Schools must make a consolidated return to the relevant Director of Faculty Operations.

## **7. Failure to disclose or obtain approval for work for outside bodies**

7.1. Failure to disclose or obtain prior written approval for work for outside bodies as required by this policy is regarded as a disciplinary matter and subject to the University's disciplinary procedures. In addition, members of staff will not be indemnified or insured by the University in circumstances where formal approval for work for outside bodies has not been obtained (as set out in Section 4 above). Unauthorised use of University facilities,

materials and property could constitute serious misconduct and theft, and may be reported to the Police.

7.2. Disciplinary matters arising from the operation of this policy will be dealt with in accordance with the University's existing HR procedures.

## 8. Citizenship activities and voluntary disclosures

8.1. Many members of University staff engage in citizenship activities other than the public duties governed by this policy, and in their own time. The University recognises these contributions to public and community life and wishes to support and encourage them wherever appropriate. The University may, therefore, invite staff to disclose voluntarily their involvement in citizenship activities in order to publicise and promote them and thereby make a further contribution to the success and profile of the activities.

Document Control Box	
Policy title:	Policy on Outside Work and Consultancy
Date approved:	09/07/2011
Approving body:	Board of Governors
Version:	2
Previous review dates:	13/07/2011
Next review date:	2016
Related Statutes, Ordinances, General Regulations:	Statute VI.7(f), Statute XI(e), Statute XII Ordinance XVIII, Section 1.
Equality relevance outcome:	Medium
Related policies:	Financial Regulations - especially Regulation 10.24
Related procedures:	Financial Procedures
Related guidance and or codes of practice:	Handy Guide to the Policy on Outside Work and Consultancy
Policy owner	Director of Finance (Stephen Mole)
Lead contact	Internal Control Accountant (Laurence Clarke)

## Note on Terminology

**Dean** shall mean the Vice-President/Dean of a Faculty who has been appointed, following the procedures laid down by Statute XV, to manage one of the Faculties in the University;

**Head of School** shall mean the Head of one of the several Schools in the University. Where appropriate, the term shall also apply to any head of any Administrative Directorate, Division, Unit, Institute, Cultural Asset, Residence or other entity which has, for financial management purposes, the equivalent status of a School;

**Faculty** shall mean one of the several Faculties as defined by Statute XV;

**School** shall mean one of the several Schools in the University, but may also include Administrative Directorates, Offices and Divisions, Institutes, Units, Cultural Assets, Residences or any other body which has, for financial management purposes, the equivalent status of a School.

**Shall, will** and **must** denote mandatory requirements, and **should** denotes good practice. The University requires all members of the University to adhere to the principles of good practice. Any deviation must be for clear and cogent reasons, and approved in advance by the relevant Dean or Head of School.

**UNIVERSITY OF MANCHESTER**

**Application to Undertake New Consultancy or other Outside Work Form**

Members of staff wishing to undertake consultancy or other work for outside bodies for which formal approval is required must complete this form. They must contact their Research Development Manager or other appropriate administrator for assistance with completion and for guidance on the policy on any contractual terms that may apply. These forms are to be retained in the School, but will be subject to inspection by the University's auditors.

Staff may also have to make a separate entry in their School's Register of Interests.

1. Full Name:	
2. Job Title:	
3. Staff No:	
4. Other appointments held (e.g. Warden):	
5. Name and address of organisation for which work will be undertaken:	
6. Brief description of the nature of the work and where it will be done:	
7. Estimated time required for the work:	
8. Period over which it will be undertaken:	
9. Please specify any University facilities to be used:	
10. Name and status of any University staff or students to be employed	
11. Proposed total fee (if any)	
12. Breakdown of fee	
i) Payment to be made to the applicant	
ii) Individual payments to be made to staff or students (give total payments and hourly or daily rates)	
iii) Payment for computer / equipment time	
iv) Payment for consumable materials to be used	
v) Other payments	
13. Does the work involve a University-related company? (Yes or No)	
14. Has suitable insurance cover been obtained? (Yes or No)	
15. Will the work create or exchange any intellectual property? (Yes or No) <sup>1</sup>	
Signed _____ Date _____	
<b>Authorisation: See section 6.1 of the Policy on Consultancy and Outside Work for the appropriate signatory</b>	
Signed _____ Date _____	
<b>Please return the form to your Head of School Administration (or equivalent officer)</b>	

<sup>1</sup> If "Yes" this issue must be discussed with the Head of School/Directorate and the appropriate UMI3 representative.