|  |
| --- |
| **Application to Undertake Work for Outside Bodies** |
| Please refer to the [Work for Outside Bodies Policy](https://documents.manchester.ac.uk/display.aspx?DocID=75526) when completing this request form and ensure it is sent to the relevant authoriser as per Appendix 1 of the policy. Any Work for Outside Bodies that requires formal approval **must not commence** until approval has been granted by the appropriate authoriser. Once approval is gained you are also required to make a separate declaration in the [Register of Interest Declaration](https://livemanchesterac.sharepoint.com/sites/UOM-ROI). Regarding consultancy activities, please note that **only private consultancy** requests should be submitted via this form. University Consultancy arrangements should be considered via the [University Consultancy Policy](https://documents.manchester.ac.uk/admin/EditDoc1.aspx?DocID=75531)  |
| **Personal Information** |
| Employee Name  |  |
| Job Title  |  |
| Directorate/Faculty  |  |
| Department/School  |  |
| **Nature of outside work activity (Select what applies and include details of the activity)**  |
| **Private Consultancy**  |
| **Directorship** (Executive or Non-executive; paid, unpaid or honorary. |
| **University spin-out company**  |
| **Start-up company**  |
| **Paid employment** (by an external employer) |
| **Shareholding in a business or other entity, which could give rise to a perceived or actual conflict of interest with your University role** |
| **Private Professional Practice**  |
| **Public Service Appointment**  |
| **Membership of a Research Council, Government or similar committees or a Non-Departmental Public Body** |
| **Other** (please confirm details) |
| **Information relation to proposed outside work to be undertaken** |
| Name and address of organisation for which proposed work will be undertaken  |  |
| Description of the organisation for which proposed work will be undertaken  |  |
| Location of where proposed activity will be undertaken  |  |
| Proposed start and end date of the proposed work |  |
| Proposed amount of time involved (e.g. expected number of days per week/months per annum, expected pattern of work). Include any number of days committed in this academic year under the appointment and number of days committed in the next academic year.   |  |
| Provide any other relevant information about the organisation which should be clear to the person approving this request: |  |
| Please confirm any other outside activities or work that you have already gained permission to undertake or might expect to apply to undertake during the period covered by the current application. |  |
| **Potential Conflict of Interests / Required information for Authoriser** |
| As per the Work for Outside Bodies Policy, please confirm if any actual or perceived conflict of interest exits. |  |
| Please confirm if there are any actual or perceived risks that this proposed work could breach the Outside Work policy. |  |
| Please confirm if there are any actual or perceived risk that this proposed work could imply any contractual obligations with a third party on the part of the University. |  |
| Please provide any other relevant information and attach any relevant documentation that is pertinent for the authoriser of this request to consider and be aware of |  |
| **Research Grants/Contracts:** |
| Do you confirm that you are satisfied that the proposed arrangement is permitted under the terms of any external research grant or contract in which you are involved? Yes - IF YES THEN ANSWER BELOW No N/APlease confirm that you have obtained the necessary permissions from the research funder/collaborator). |
| **International Collaboration** |
| Where working or collaborating with an organisation outside the UK, are you satisfied that the proposed arrangement will not give rise to any security-related issues? Yes NoN/APlease confirm that you will comply with legal and regulatory requirements (including UK or international export control regulations).I CONFIRMI DO NOT CONFIRM |
| **Declaration** |
| I confirm that I have read and understood the Work for Outside Bodies Policy and the information I have provided is accurate. I confirm that if this request is approved, I will immediately make the authoriser aware of any change in circumstances which may impact the initial approval granted. I am satisfied that the proposed arrangement is permitted under the terms of any external research grant or contract in which I am involved (and confirm that I have or will obtain the necessary permissions from the research funder/collaborator).I confirm that if this is approved I will complete a separate declaration in the [Register of Interest Declaration process.](https://livemanchesterac.sharepoint.com/sites/UOM-ROI).  |
| Signature  |
| Date |

**Next Steps:**

**Once completed and signed please send to the appropriate authoriser as per Section 13 and Appendix 1 of the Policy.**

|  |
| --- |
| **AUTHORISERS SECTION** |
| Please refer to the Work for Outside Bodies Policy when considering this request and ensure you seek any relevant advice and support if required to make an informed decision.  |
| **Outcome of Work for Outside Body Request** |
| Approved  |
| Approved with specific conditions (please ensure conditions are detailed in this section |
| Not approved (please provide reasons in this section  |
| Declaration I confirm that I have read and understood the Work for Outside Bodies policy and have reviewed this outside work request in line with the policy.If the approved work is ongoing I will make the necessary arrangements to follow up with the employee annually to ensure that the approval remains appropriate.Signature Date  |

Please send the outcome to the employee and the relevant Faculty/School Administrator to retain for annual monitoring and reporting purposes. You can send the approved form to Employment Services to file on the employees central file.

* FSE: People.EmploymentServicesFSE@manchester.ac.uk
* FBMH: People.EmploymentServicesFBMH@manchester.ac.uk
* Humanities: People.EmploymentServicesFHUM@manchester.ac.uk
* Professional Services and CI People.EmploymentServicesPSCI@manchester.ac.uk

**Appendix 1:**

**Table of Authorisers**

|  |  |
| --- | --- |
| **Authoriser** | **Employee** |
| Chair of the Board of Governors | President & Vice Chancellor |
| President & Vice Chancellor | Registrar, Secretary and Chief Operating Officer, Deputy President, Vice Presidents **and Deputy Vice Chancellor**  |
| Vice President of Social Responsibility  | Directors of Cultural Assets  |
| Faculty Dean | Heads of School, Research Institute Directors and Vice Deans |
| Registrar, Secretary and Chief Operating Officer | [Members of the PS Leadership Team](https://www.staffnet.manchester.ac.uk/ps/structure/ps-leaders/)   |
| Director of Faculty Operations  | Faculty PS Leadership Teams, Head of School Operations, Functional Heads |
| Heads of Department/Division  | Academic Employees(excluding HoD’s/HoS, Deans) |
| Head of School | Heads of Division/Department |
| Head of School Operations  | All employees that are line managed by Head of School Operations  |
| Appropriate PS Directorate Director  | Technical Employees  |
| Directors of Cultural Assets  | Those who are line-managed by the Director of the Cultural Asset  |
| Head of Directorate | Professional Services Employees  |