

Process for carrying out University Consultancy

This process should be read in conjunction with the [University Consultancy Policy](#)

The following steps outline the process for setting up consultancy projects with the University.

1. Where there is an interest from an employee or organisation to undertake consultancy activity, the employee can speak to a member of the [Consultancy Team](#) within Business Engagement and Knowledge Exchange, or their faculty Business Engagement Team for more guidance in how to go about discussions.
2. Where there is a request from an organisation to put in place a consultancy project with an employee, the employee should input all the required details in the online 'Launch Consultancy Project' form, which can be found [here](#). When completing the Launch Consultancy Project form, please indicate any plans for spend.
3. Following completion of the online form, the Consultancy Services Team will contact the employee to discuss any issues or queries. If permission is given in the online form by the employee, the Consultancy Services Team will engage with the organisation to agree a fee and contract terms.
4. The Consultancy Team will create an application in Pure containing all the details of the potential consultancy project and will seek approval from the employee's Head of Department/Division through Pure. The Consultancy Services Team will wait until the project has been approved before finalising any agreement.
5. Pricing for all consultancy projects will be confirmed by the Consultancy Services Team, to ensure the University covers all costs and expenditure, and that surplus income is generated where applicable. A general day rate for employees can be provided upon request by contacting the Consultancy Services Team or Faculty Business Engagement Team.
6. The employee will be notified when an agreement is in place with the organisation and confirm when the consultancy activity can commence.

If you have any questions regarding this process please contact the [Consultancy Team](#)