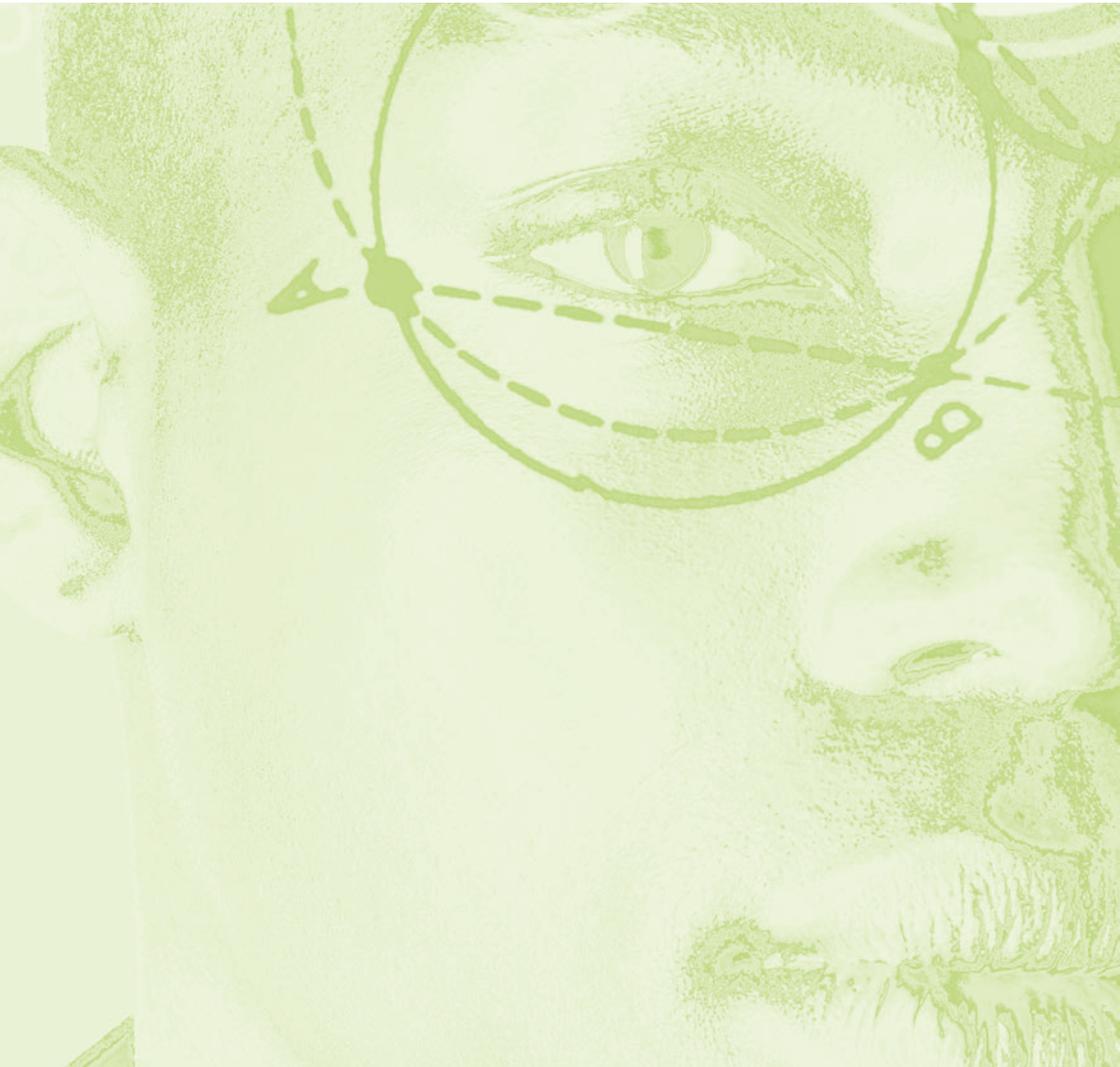


UNIVERSITY CONSULTANCY

Staff guide



The University of Reading is committed to supporting staff to make the most of University consultancy opportunities.

This leaflet is a brief guide for staff who wish to undertake University consultancy. Full details of the policy on consultancy, procedures, forms and FAQs are all available at www.reading.ac.uk/res/consultancy

Research & Enterprise Services (R&ES) co-ordinates and supports University consultancy to help its development, support academics who wish to engage in consultancy and to ensure that appropriate contracts are set up to cover any work done. If you would like any further information please contact your Research and Enterprise Contracts Manager – they will be happy to help.

UNIVERSITY CONSULTANCY WORKFLOW



What is consultancy?

Consultancy is a service where expertise is provided, for a fee or in-kind benefit, to assist or advise in relation to problem solving. It is not research. It is generally of a short duration and can be provided to clients from public, private, charitable or voluntary sectors by individuals or groups of staff of the University.

Is there a limit to how much consultancy I can do?

You have the opportunity to undertake up to 40 days consultancy (of which a maximum of 20 days may be private) in a single academic year.

Benefits associated with undertaking University consultancy

You could benefit in a number of ways by engaging in consultancy, including:

- building links with private and public sector companies and bodies that could build into impactful relationships
- creating opportunities for generating additional personal income or funds for research (money could be transferred from the School into your Staff Development Account)
- accessing new industrial and commercial opportunities for collaboration or contract research
- providing supporting information for teaching and research
- developing new skills and experience
- generating recognition for fostering enterprise activity and credit in an evaluation of academic performance.

Getting started

Opportunities for University consultancy could come from personal contacts that you may have or from enquiries that come into the University via your School or R&E. Once you have received a request to undertake consultancy, your first steps should be to discuss any proposed work with your Head of School or Function and to gain approval. You will also need to discuss a share of the fee with your Head of School or equivalent to reflect the level of departmental support your consultancy may require. R&ES and Finance Business Partner can support you through pricing the work, setting up the contract and ensuring that you get paid.

- **Permissions and payment form:** You must complete sections 1–6 of the permissions and payment form. It provides information required to set up a contract with the client, as well as your professional indemnity and public liability insurance cover. The form needs only the approval of your Head of School or Function. **Please be aware that without the form no invoice can be raised and you will not receive payment.** The permissions and payment form and guidance notes for completion are available online at www.reading.ac.uk/res/consultancy
- **Pricing:** A realistic fee, using a recommended daily rate (obtained by your Research Accounts Assistant or Contract Manager) and reflecting the market rate for your work, should be charged. R&ES can provide advice on costing and pricing as well as, where appropriate, undertake negotiations with the client on your behalf.
- **Contracts:** A contract must be in place before you start any work so that all appropriate legal aspects of the work are understood by both parties. Your Research & Enterprise Contract Manager will set up the contract for you. We aim to use, where possible, standard contracts for this type of work to enable contracts to be issued speedily.

How much will I be paid?

You should reach agreement with your Head of School or Function on an appropriate split of the fee when you first gain approval to undertake University consultancy.

How will I get paid?

You can choose to be paid either:

- as salary with the normal deduction of income tax, employees National Insurance Contributions (NIC) and, in addition, the value of the University's Employer's NIC. No superannuation will be payable.
- via the School and then to your SDA for research purposes.

You can only be paid once the client pays the University – please remember to email your Research Accounts Assistant to confirm that the work has been completed so that the invoice can be raised.

Self-Financing Centres

Self-Financing Centres are responsible for generating income to secure their own financial sustainability, so separate financial arrangements exist regarding the distribution of their income. If you work within a Self-Financing Centre, it will be at the discretion of the Head of School and the Head of the Centre whether income generated from consultancy will stay wholly within the centre or whether a fee can be paid to you or into your SDA.

What *isn't* University consultancy?

Some activities are not classed as University consultancy because they are germane to the teaching and research mission of the University. In addition, consultancy undertaken in a personal and private capacity based on reputation, knowledge or expertise as a member of the staff of the University is defined as private consultancy.

If you are in any doubt, R&ES can help you decide if the activity you propose to undertake is in fact consultancy and give you guidance on the next steps for you to take.

More information, including FAQs, is available at www.reading.ac.uk/res/consultancy

UNIVERSITY CONSULTANCY STAFF GUIDE

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www.reading.ac.uk/res/consultancy