

University of Sussex

A quick guide to Consultancy

What?

University Consultancy is usually a few days work undertaken by **academic or academic-related staff** to provide expertise for an external organisation. It will be unlikely to involve any other staff or make substantial use of University facilities.

Private Consultancy is the same as above, but without any use of University name or identity, facilities or insurances. Permission from Head of School/Director of Professional Services must still be given before Private Consultancy may be carried out.

Why?

The benefits of consultancy include:

- Building and maintaining relationships with external organisations
- Creating the potential for future research funding
- Opening up possibilities for student projects and graduate employment
- Staff motivation and career development
- Feedback into research and teaching
- Awareness of industry or policy developments and technological
- Personal and University income.

Who?

University academic or academic-related staff may undertake consultancy.

When?

Eligible staff may act as a consultant for up to 30 days in each Financial Year (01/08 - 31/07). This is pro rata for part-time staff.

Where can I find out more?

The Research and Enterprise team will be able to assist you with arranging the consultancy and agreeing the terms of work. Please see www.sussex.ac.uk/staff/consultancy for more information or contact your [Research Development Officer](#).

How?

- When an opportunity arises to undertake consultancy, please contact your Research Development Officer or the Research and Enterprise team as soon as possible.
- It is also important to ensure that you have an 'in principle' agreement from your Head of School to undertake consultancy in general and in particular for specific consultancies. Authorisation is required from your Head of School/Director of Professional Services for all consultancy whether University or privately undertaken.
- For all consultancy, it is necessary to complete a form that will form the basis of the offer that the University makes to the client. This is available from your Research Development Officer.
- Income from consultancy within the 30 days approved level of activity will be distributed on the following basis. Costs charged to the project account in relation to incidental costs or use of University facilities or other resources will be a first charge against the income. The remainder of the income (i.e. the consultant's employment costs and the premium) will be split as follows: 85% to pay the consultant and associated employer's NI cost, 5% to the University to contribute to Professional Indemnity Insurance costs, and 10% to the School's Research Support Account.