Services : Flowchart of workflow outlined in the Policy on External Professional Activities (EPA) - March 2013

Services Proposal

Consultancy?

- Yes → Follow EPA Policy : **Consultancy (B)**
- No → Treated as "**Other Services**"

Left branch (Consultancy)

Follow EPA Policy : **Consultancy (B)** → Contact RES for advice / support → **On a private basis?**

- Yes → RES prepares internal approval paperwork → Private consultancy approved by HoS → **End**
- No → RES: Costing / Pricing / Schedule of work → **On university T&C's?**
  - No → RES review (negotiate / agree) client's terms → RES prepares internal paperwork
  - Yes → RES prepares internal paperwork

RES prepares internal paperwork → Approved by HoS → RES sends offer letter to client (or returns Client's signed contract) → Client returns signed offer letter (or contract) → Budget code setup & consultancy can start!

Right branch (Other Services)

Treated as "**Other Services**" → PI consults Head of School → **HoS supports?**

- No → **End**
- Yes → **RES supported?**
  - No → School Management Accountant
  - Yes → RES cost and support as per research activity