

## Key Differences (and treatment) between Research, Consultancy Services, and Other Services

Activity	Research	Services	
		Consultancy Services	Other Services (not Consultancy)
<b>Definition:</b>	<p style="text-align: center;"><b>HEFCE / <i>Frascati</i> definition</b></p> <p><i>"Original investigation undertaken in order to gain knowledge and understanding. It includes work of direct relevance to the needs of commerce and industry, as well as to the public and voluntary sectors; scholarship; the invention and generation of ideas, images, performances and artefacts including design, where these lead to new or substantially improved insights; and the use of existing knowledge in experimental development to produce new or substantially improved materials, devices, products and processes, including design and construction."</i></p>	<p style="text-align: center;"><b>Policy definition</b></p> <p><i>"A.1 iii): ... provision of expertise for commercial purposes or contracted policy advice"</i></p> <p><i>"B.1.22: ...where an individual is required to provide the benefit of their personal knowledge, experience, or skills in a particular field, usually on a sole basis"</i></p>	<p style="text-align: center;"><b>Policy definition</b></p> <p><i>"B1.23... Trading and accommodation, conference services, ...facilities and equipment access, training and CPD, experimental and analysis services, prototype production, supply of goods, material transfers, and course validation."</i></p>
<b>Excluded activities:</b>	<p><b><i>Frascati definition continued:</i></b>  <i>"...it excludes routine testing and analysis of materials, components and processes, eg for the maintenance of national standards, as distinct from the development of new analytical techniques."</i></p> <ul style="list-style-type: none"> <li>• Consultancy</li> <li>• Academic Professional Activities</li> <li>• Public Service activities</li> <li>• Education activities</li> <li>• Other Services</li> </ul>	<ul style="list-style-type: none"> <li>• Research</li> <li>• Academic Professional activities: <ul style="list-style-type: none"> <li>- External examining</li> <li>- Editorships of academic journals</li> <li>- Invited lectures or conference presentations</li> <li>- Conference organisation</li> <li>- Refereeing (academic journals and presses</li> <li>- One-off media interviews</li> </ul> </li> <li>• Public Service activities: <ul style="list-style-type: none"> <li>- Serving on public, governmental, and charitable bodies.</li> </ul> </li> <li>• Education activities</li> </ul>	<ul style="list-style-type: none"> <li>• Research</li> <li>• Academic Professional Activities</li> <li>• Public Service activities</li> <li>• Consultancy</li> <li>• Education activities</li> </ul>

Activity	Research	Services	
		Consultancy	Other Services
<b>Features:</b>	<ul style="list-style-type: none"> <li>Sole researcher &gt;&gt;&gt; research group &gt;&gt;&gt; multi-partner projects</li> </ul>	<ul style="list-style-type: none"> <li>An <b>individual expert</b> (based on individual reputation).</li> <li><b>Limited number of days</b> spent on the consultancy services (up to 30 days pa).</li> <li>A paid service provided to a client in a professional capacity by a member of Academic / Academic related staff, where their expertise and existing knowledge is used to help them with a problem (delivery of know-how).</li> <li>A personal reward mechanism (which can be undertaken <u>privately</u> or via the <u>University</u>)</li> </ul>	<ul style="list-style-type: none"> <li>Sole employee &gt;&gt; group effort / staff in supervised roles (incl. non-academic staff) &gt;&gt; third party involvement (sub-contracts)</li> <li>Can range from a limited number of days &gt;&gt;&gt; extended period</li> <li><b>Use of University resources</b> e.g technician time, equipment, facilities (at the discretion of the HoS and should be discussed with her/him at an early stage).</li> <li>School driven, <b>cost recovery basis</b>.</li> </ul>

<b>Examples</b>	See RAE / REF submissions	<ul style="list-style-type: none"> <li>Providing <b>advice and opinion</b></li> <li><b>Interpretation</b> of results</li> <li>Making <b>recommendations</b></li> <li><b>Reviews and provision of expert reports</b> on technical, economic and commercial issues</li> <li>Serving on <b>commercial Advisory Boards</b></li> <li><b>Assessment</b> of existing processes</li> <li><b>Evaluation</b> of clinical / drug trials</li> <li><b>Advice on policy development</b></li> <li>Expert <b>witness advice</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Routine testing and analysis</b> of samples</li> <li>Managed <b>access to university facilities</b></li> <li>Laboratory-based testing and analysis (e.g. of new / emerging technologies and materials)</li> <li>In-country <b>programme management</b></li> <li>Provision of customised <b>training / workshops / material</b> (CPD)</li> <li><b>Facilitation of intervention strategies</b>, examples are:</li> </ul> <p><b>Example 1:</b> Facilitating the development of intervention programmes to achieve defined</p>
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			<p>policy outcomes, based on stakeholder engagement and international best practice.</p> <p><b>Example 2:</b> Develop understanding and expertise needed to increase an organisation's competitiveness and achieve success.</p> <p><b>Example 3:</b> Assessing the effectiveness of policy driven intervention strategies.</p>
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		Consultancy	Other Services
<b>Benefits to University / School</b>	Research income REF Resource	Visibility of activity	Income and share of surplus Use of capacity
		Developing new skills & experience Access to new opportunities for collaboration Development of Impact User Engagement	
<b>Benefits to Individual</b>	REF Resource Career	Personal remuneration (via Payroll or to School Research Support Account) <b>85 / 10 / 5</b>  University support (administrative, and legal)	Share of surplus ( <b>40/40/20</b> )

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<b>Internal treatment</b>	<p>HESA returns Research income (REF)</p> <p>FEC / budget for direct project costs and School contribution income</p> <p>No limit on time</p>	<p>HESA return</p> <p>85% of individual's fee to individual (after any direct costs recovered)</p> <p>Annual 30 day limit (fte)</p>	<p>HESA return</p> <p>FEC recovery (budget for direct project costs and School contribution income).</p> <p>Any surplus above FEC recovery distributed <b>40</b> / 40 / 20</p> <p>Time allocation assessed and approved (HoS) on a case by case basis</p>

<b>Supported by:</b>	RES	RES	<p>RES or School Management Accountant</p> <p>(case by case basis )</p>
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