Consultancy Process

- Project is commissioned by client.
- Is the project consultancy?
- How much can you charge? Check the rate card. This will provide you with a price per day for your time. Also identify project activity related costs (travel, consumables etc.) to calculate the total price of the project.
- Negotiation: If required, the Knowledge Exchange and Enterprise team can provide support negotiating commercial prices with clients. VAT is charged on the total contract price.
- Complete the Consultancy Approval and Payment (CAP) form. Once you have a price, complete section 1, 2 and 3 of the Consultancy Approval and Payment (CAP) form.
- How do you want to be paid? Through payroll into salary or waive payment. The IPAC administrator will contact you to ask.
- Approval process: The CAP form is then circulated for internal approval, in the order shown below:

1. Finance
2. HoD
3. Academic
4. R&I

It is good practice to inform your Head of Department of your intention to participate in a consultancy project, as they will be required to approve the CAP form. This will prevent delay at the approval stage.

- Contract stage: An IPAC Manager will populate a RHUL STANDARD CONSORTIUM AGREEMENT and negotiate the signing of the contract with the client.
- Project Codes set up: The signed agreement and CAP form are sent to Finance in order to generate a project code. This code is unique to your project and should be used in all internal project related correspondence.
- At the end of the Project: When the work has been completed, the academic lead must inform Sophia.Carlin@rhul.ac.uk in Research Finance and Gulbin.Chaworth-Musters@rhul.ac.uk in IPAC administration. Please include your project code in your email as a reference. Finance will raise and send the invoice for your work to the client.
- Payment: Finance will inform HR that a payment is due to be made to you if you opted to receive your fee via payroll. If you chose to waive fee payment, this money will be paid into the RSF. The IPAC administrator will inform you of the date of payment.

If you wish to share your expertise, but have not yet identified a client, please contact knowledgeexchange@rhul.ac.uk. The Knowledge Exchange and Enterprise (KEE) team will be able to help you identify potential commercial and non-commercial clients.

If you are unsure whether your project qualifies as consultancy or research, please view the webpages, ‘what is research’.

If the standard RHUL agreement template is not used, it is likely to slow the process down as the contract is likely to require negotiation with the client.

Please note that academic staff cannot agree to a Consultancy via email or as a legal representative. All communications with clients must clearly state: “subject to a mutually agreed agreement being signed”.

If you have any follow up queries related to payroll, please contact the payroll team.

Research and Innovation has prepared a rate card which will provide you with a day rate for your time based on FEC in line with the College costing and pricing policy. Rate cards are updated twice a year.

Salary payments are subject to tax and NI deductions. Waived payments are donated to the College and contributed to the Research Strategy Fund (RSF). If you wish to waive payment, you will need to complete a Deed of Waiver of Income.

Academic staff can undertake up to 30 days of consultancy per year, please see the consultancy policy.

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