**RHUL Consultancy Process**

**Academic**
- has initial conversation with company
- contacts Knowledge Exchange Manager (KEM)

**Knowledge Exchange Manager**
- checks that activity is consultancy and saves confirmation email in N drive folder
- checks that academic will charge at least the minimum day rate and saves confirmation email in N drive folder
- negotiates day rate with Client if necessary
- if all is in order, asks Academic to complete the “Consultancy Start Form” and send this to Consultancy Advisor (CA)

**Consultancy Advisor**
- sets up a folder on the N drive (if asked to do so by a KEM)
- advises on minimum day rate (if asked to do so by a KEM)
- checks that information in the Consultancy Start Form is complete
- checks that Academic has not exceeded maximum number of annual consultancy days
- if all is in order, completes and arranges signature of the Consultancy and Payment Form (“CAP”)
- forwards the signed CAP form to Research Contracts Manager
- also saves signed CAP to N drive folder

**Research Contracts Manager (RCM)**
- prepares draft college consultancy agreement (“CCA”) and checks draft CCA with Academic and Finance
- sends draft CCA to Client (with Academic cc-ed) explaining that:
  a) RHUL can only invoice for staff time and that Client will need to reimburse expenses to Academic, and
  b) RHUL can only invoice once at the end of the project
- arranges signature of the CCA and forwards the signed CCA to Client, Academic, and Finance
- also saves signed CCA to N drive folder

**Academic**
- carries out project
- contacts Finance (CF) and Consultancy Advisor when project completed

**Contracts Finance**
- sends new C code to Consultancy Advisor
- raises invoice and sends to Client (with Head of KEE and Consultancy Advisor cc-ed)
- arranges distribution of income once payment has been received

**RHUL Consultancy Contacts**

**KEMs**
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