Non-research Consultancies paid to a UQ account

SCHOOL OF MECHANICAL AND MINING ENGINEERING

9 July 2014
1 Overview
The following information applies to staff who seek to undertake a paid (non-research) consultancy from an outside agency where the funds will be deposited into a UQ held consultancy account (ACA).

For assistance, contact the School Manager.

2 Policies
The following policies are applicable to consulting work undertaken by academic staff
- **HUPP 1.50.2** – Outside Work and Business Interests for University Staff
- **PPL 4.10.12** – Recovery of Indirect Costs from Research Funding and Consultancy Contracts
- **PPL 4.10.13** – Intellectual Property for Staff, Students and Visitors

3 Approval
Approval to undertake outside work is considered by the Head of School on recommendation from the Head of Division.

Staff paid from research funds must first determine if they are eligible to do additional work under the granting body conditions.

4 Overheads
A flat 20% overhead rate applies to all consultancies. This is automatically deducted from the income at the time of payment into the UQ account.

5 Contracts
5.1 Standard UQ Contracts
The University has a standard contract for provision of consultancies.

If the standard UQ contract is used, it can normally be signed by the Head of School or Executive Dean (dependent on the amount of income to be received).

5.2 Non Standard Contracts
If the UQ contract cannot be used, or if the UQ contract requires any alteration, the Legal Office will need to review the contract and submit it to the Chief Operating Officer for signature.

These contracts are sent to the Legal Office by the School Manager. Please allow 4-8 weeks for this process.

6 Expenditure
It is generally expected that funds received will be expended in the calendar year in which it has been received. Staff who wish to carry funds over to a subsequent year should speak to the School’s Finance Manager.