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UNIVERSITY OF
ABERDEEN

RESEARCHBITE: CONSULTANCY & CONTRACT RESEARCH

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Grants
Academy

Research &
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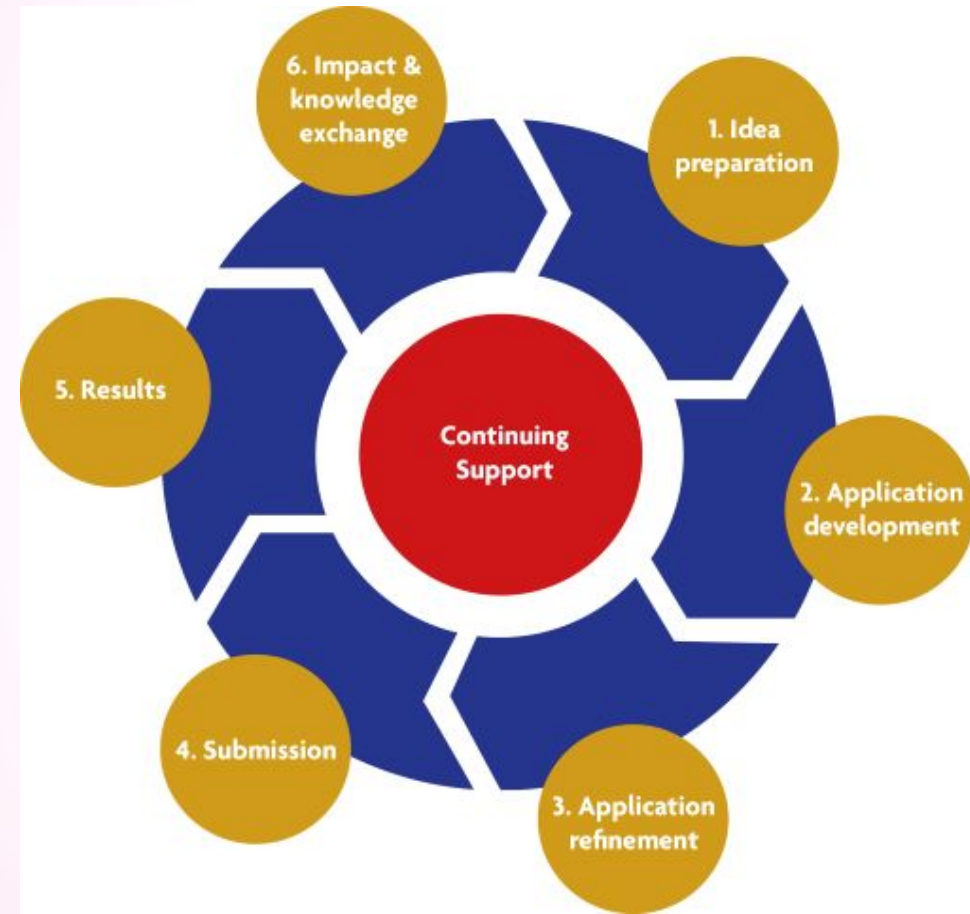
Aberdeen Grants Academy

The Aberdeen Grants Academy supports researchers who are pursuing external funding.

In partnership with Schools we provide support and guidance from the conception of ideas, through development and refinement of an application, to delivery of the project and realising the impact.

For more information please contact us at:
grantsacademy@abdn.ac.uk

For more information on the calendar of events and other information see our StaffNet pages
<https://www.abdn.ac.uk/staffnet/research/grants-academy-5862.php>



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Elements include:

- **Ideas Preparation** – events led by Schools to encourage the development of ideas for future research applications
 - **Identification of Funding** – RESEARCHconnect – access to the database of funding calls
 - **Sandpits/Grant Writing Workshops** – led by experienced grant holders to develop the content of grant applications
 - **Library of Successful Applications** – that can be shared with prospective applicants
 - **Intention to Submit Process** - to enable robust peer review and support from experienced academic colleagues at an early stage
 - **Interview Preparation/Mock Panels** – skills training and mentoring from experienced colleagues who sit on panels or host interviews for funders
 - **Rebuttal Preparation** – to assist with review of responses to external reviewers' comments particularly Research Councils
 - **Impact/PERU Support** – to provide training in social media and impact activities including events targeted at the general public
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Support income generation from sources other than mainstream research funders including:

- Consultancy
- Contract Research

Learning Outcomes



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- Be aware of the difference between University and Private Consultancy
- Be familiar with the (University) consultancy procedure
- Have an understanding of the differences between consultancy and contract research
- Know who to contact for advice and guidance

What is Consultancy?

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- A service where expertise is provided for a fee to assist or advise in relation to problem solving
- Generally of a short duration and can be provided to clients from public, private, charitable or voluntary sectors
- It involves the application of existing knowledge/techniques/know-how
- It does not result in academic outputs

University Consultancy



- The work is within the scope of your University contract of employment
- The work will benefit you, the School and University
- Head of School confirms that the work will not be detrimental to your normal duties
- Follow the [consultancy procedure](#)
 - Send scope of work to Business Development Officer
 - Day rate provided by Research and Innovation (R&I)
 - Complete **Permission Form** – signed by Head of School
 - Return Form to R&I for review and sign off by Director
 - Formal quotation and terms and conditions issued to client
 - Once contract in place the work can begin
 - Invoices issued by R&I to client

Private Consultancy



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- You are NOT acting on behalf of the University
- The consultancy is not within your area of employment and is carried out in your own time
- There is no use of University facilities or resources
- There is no competition with any existing service provided by the University
- There is no conflict with University policy
- The University is not responsible for the work **and the client is informed of this**
- You are responsible for all legal and financial matters including taxation
- There is no cover provided by the University's insurance policies

YOU NEED PERMISSION TO UNDERTAKE PRIVATE CONSULTANCY

Why undertake University Consultancy?



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- Opportunity to develop non-academic contacts that can lead to impactful relationships
 - Make links with stakeholders that can be involved in future research projects
 - Short term and low risk
 - Company might offer student placements/sponsorship in future
 - Provide another income stream for you and your School
 - Financial and contractual issues dealt with by R&I
-

How much is the client charged?



- Consultancy Fee – day or hourly rate for academic(s) involved
- Other Costs
 - Staff eg Research Assistant, Students, Technical
 - Equipment – including tax, delivery, installation and any structural alterations needed
 - Consumables
 - Travel and Subsistence
 - Software
- Tax – VAT, withholding tax

How much do I get?

Consultancy Fee – 70% is:

- Distributed into a School nominated account, or
- Taken as personal reward, or
- Divided between the two options

The personal reward payment is made via payroll and is subject to income tax deductions



What is Contract Research?

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- Externally-funded academic or scientific research
- Use of university resources eg labs, workshops, equipment, technical and admin support staff, 1+ researchers
- Scientific/academic knowledge will be developed
- New concepts, processes, inventions will be created
- Results will be published (after minimal delays – imposed to protect the arising IP)
- Application and Award processes as per mainstream funders
- Contractual negotiations need to be factored into the timeframe

Exercise



Please refer to the following documents:

- Consultancy Policy
- Permission Form
- Consultancy Permission Form Guidance Notes
- List of queries

Look at the list of queries and in small groups provide feedback on each one

General Guidelines

Consultancy	Contract Research
Specific problem solving for client organisation	Speculative research of mutual interest
Substantial individual work, some facilities use	Substantial use of facilities
Results confidential	Results published (but might be delayed)
Client organisation normally owns IP	University normally owns or use IP (but might have restrictions)
Quotations for clients	Full Economic Costs/Commercial Rates
Short timescales (1-18 months)	Postdocs (1+ years) and Studentships (3 years)

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QUESTIONS?

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