

**Approval for paid consultancy, covered by the Staff Consultancy & Buyout policy, must be sought in advance from the Faculty Dean with the approval of the Head of Department.**

*Staff Name*

*Academic Year*

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*Department*

<b>Select Staff Home Department:</b>
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*Summary of Activity*

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*Funding Source (Project code and Description)*

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*Details of budget available, estimated number of days and dates involved*

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### Declaration

I confirm that the activities described above meet the criteria under which such activities may be approved, under the Consultancy & Buyout Policy. The activities are related to my academic & professional interests and combined consultancy does not exceed 20% of my salary. They do not interfere with my performance of normal academic duties.

\_\_\_\_\_  
Staff Member (Signature)

\_\_\_\_\_  
Date

### Approvals

\_\_\_\_\_  
Head of Department (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Dean (Signature)

\_\_\_\_\_  
Date

#### FOR OFFICE USE ONLY

STAFF ID

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FUNDING CHECK SF/MS

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RESOURCE ANALYST

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