

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

Select Staff Home Department:

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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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