

**KIBOGORA INSTITUTE A.K.A.  
"KIBOGORA POLYTECHNIC"**



**CONSULTANCY SERVICES AND  
CONSULTANCY POLICY**

# **CONSULTANCY SERVICES AND CONSULTANCY POLICY**

## **Background**

Consultancy is well recognized as an effective way for universities to disseminate their knowledge and expertise. Through consultancy long-term KP research can make an early and direct impact on society. However, the balance between consultancy and research plus teaching, the traditional roles of the academic staff, is sometimes difficult to maintain. This policy document is to provide guidance and recommendation for KP of Education.

## **Research Collaboration or Consultancy?**

Consultancy differs from research in that it uses the application of existing knowledge to solve a specific problem over a short term. Research is more a mutual discovery, often in collaboration and can last several years. In research, outcomes are most often published and shared, with consultancy the outcome is more individual and can be private. Consultancy is voluntary, whereas research is a core duty of an academic staff member

## **Consultancy**

### **Advantages of Consultancy**

The advantages of consultancy include the following:

- Ensures the relevance of the existing expertise
- Offers the opportunity of putting research into practice
- Gives application examples for teaching and real data for research
- Can lead to future research collaboration studentships or placements
- A source of additional funding for academic staff and/or KP

### **Disadvantages of Consultancy**

The disadvantages of consultancy include the following:

- Distraction from core duties of teaching and research
- Income received is not counted in Research Assessment
- Potential for conflict of interest

## **Policy**

To ensure the balance between the relevance of voluntary consultancy and the core duties of the academic staff it is proposed:

1. Consultancy should only be pursued out of term time
2. Consultancy should be 5% or less of an academic's time
3. Consultancy and KP Policy

To retain the charity status of the KP it is not possible to consult on behalf of the KP or the KP. Consulting privately, the individual is entirely at their own risk and can take no advantage of their affiliation with the KP.

## **Policy**

If a proposed consultancy is to use any of the KP resources, the requirement should be discussed and agreed with the Administration of KP before starting the work. This applies to the use of staff, equipment or facilities. These can be charged at their full economic cost to the sponsor in our policy recommended process. Consultancy may be done at a profit and this too can be shared with the KP using the process of gift aid from CUTS Ltd. Any potential for conflict of interest should also be discussed with the Administration of KP.

**The use of KP resources must be agreed with the Administration of KP**

**Potential conflicts of interest should be discussed with the Administration of KP**

**Use of Consultancy Funds**

Personal income from consultancy is to the individual but some academic staff may wish to use it for academic purposes and hold the funds in the KP rather than as a taxable addition to salary. This has to be declared in advance to Cambridge Enterprise so that the allocation can be directed to the KP accounts. If the KP is to hold the fund on behalf of an individual for academic purposes it will take a 30% share of the funds to reflect the costs of administration.

Funds from consultancy held by the KP as a resource for an individual will be shared with 30% overheads returned to the KP.

### **Summary of Policy**

- Consultancy should only be pursued out of term time
- Consultancy should be 5% or less of academic staff time
- The use of KP resources must be agreed with the Admiration of KP
- Potential conflicts of interest should be discussed with Admiration of KP
- Funds from consultancy held by the KP as a resource for an individual will be shared