

Making a Consultancy Bid

Staff making bids for consultancy work must ensure that these bids are accurately costed, gain the appropriate approvals and are recorded on the University's database of research, KT and consultancy bids. It is recognised, however, that staff making consultancy bids often have a matter of days, perhaps only hours, to put that bid together in response to the demands of the potential client. Consultancy bids are therefore not subject to the same level of review or the same approval processes as those required for a research funding bid (which will normally be much more detailed in content and have a much longer lead in period).

Approval must still be given by the Head of Institute or nominated line manager for any consultancy bid. It is recognised that in some areas, particularly with the work of Research Centres and Groups, Heads of Institute/line managers may have agreed in principal and in advance to that Centre/Group undertaking a range of consultancy work without the need for each bid to be explicitly approved. Approval may be given for consultancy bids by email rather than by signature.

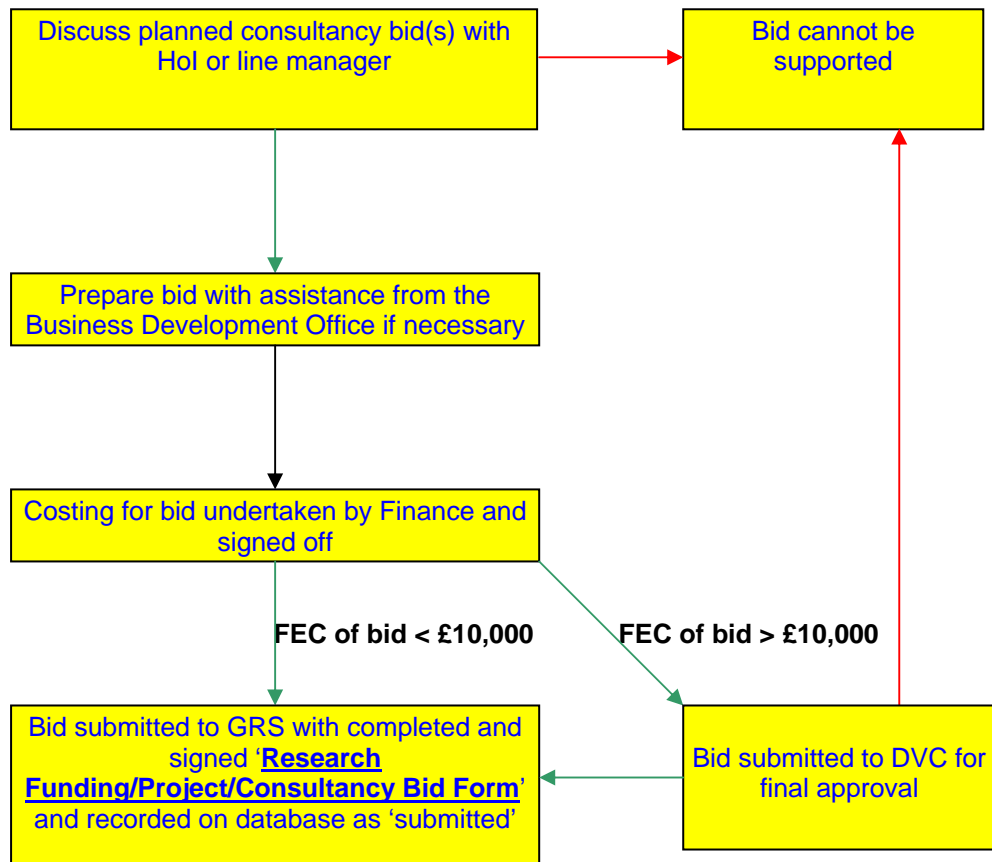
Costings should normally be agreed with and approved by Finance. Again it is recognised that in some areas consultancy day rates for staff may already have been agreed in principle and there may not always be a need for staff to liaise with Finance on every individual bid. Approvals again may be given by email rather than by signature.

Where a bid is over £10,000 at FEC, then the bid must also be agreed and approved by the Deputy Vice Chancellor.

When a bid is ready to be sent off a copy of that bid plus a completed '[Research Funding/KT/Consultancy Bid Form](#)' should be sent to [John-Paul Wilson](#) in the Graduate Research School (GRS) along with any approvals (signature or email). The bid will then be logged on the university's database as 'submitted'.

The Business Development Office can if required provide assistance and advice in putting together a consultancy bid.

Appendix 1



Red arrows denote 'non approval'; Green arrows denote 'approval'