



RESEARCH CONSULTANCY POLICY

Policy number	TLR 5.02
Policy name	Research Consultancy Policy (Issue Two)
Applicability	All Bond University Staff
Policy owner	Chair of Academic Senate
Contact person	Pro Vice-Chancellor (Research)
Policy status	Approved Policy
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Related policies	Research Overheads Policy (TLR 5.01) Intellectual Property Policy (TLR 6.02) Tobacco Industry Funding Policy (COR 1.10) Code of Conduct for Research Policy (TLR 5.09) Code of Conduct Policy (HRP 3.05)

1. Introduction

Research consultancy is well recognised as an effective way for universities to disseminate their knowledge and expertise. Provision of consultancy for the University 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 and needs to be managed. This Policy aims to provide the provisions for conducting research consultancy to ensure the teaching/research nexus is maintained and the costs of conducting research consultancy is sustainable at Bond University.

2. Scope

This Policy applies to all Bond University research enabled staff who are conducting University approved research consultancies.

3. Definitions

For the purpose of this Policy, the following definitions apply:

Research Consultancy means where an academic staff member provides research skills or expertise in return for remuneration from an external funder. A Research Consultancy may result from a tender or individual negotiation. Residual income from a Research Consultancy may be paid to the researcher(s) involved and is in addition to normal remuneration through the University payroll systems and taxed in accordance with the Research Consultancy Policy (TLR5.02).

Indirect Cost means indirect costs of research which are the institution's overhead costs that benefit and support research. Indirect costs can include such things as the operations and maintenance of buildings, use of facilities and libraries, hazardous waste disposal, regulatory and research compliance and administration of research services. Although they are necessary for the conduct of research, and although they may be incurred in the course of research, they are costs that do not directly address the approved research objectives of a grant or consultancy.

Direct Cost means direct research costs that are integral to achieving the approved research objectives of a grant or consultancy e.g. salary costs, travel, consumables.

Intellectual property means intellectual property as defined in the University's [Intellectual Property Policy](#).

4. Research Consultancy

The University encourages staff to engage in consultancies provided that it does not interfere with the discharge of the staff member's responsibilities. All research consultancy as described in this Policy are governed by the following guiding principles:

- a) There should be demonstrable benefit to the University from the consultancy either directly through income and enhanced reputation, or indirectly through expanding the expertise of the staff member.
- b) The staff member can spend no greater than the equivalent of one day per week, with a maximum of 48 days per year on consultancies. Variations to this time commitment require the approval by the relevant Executive Dean on advice of the Associate Dean of Research.
- c) The consultancy must not be in conflict with University policies governing employment; such as the Code of Conduct Policy.
- d) The consultancy must not be in conflict with the functions, objectives or aims of the University or damage the University's reputation.
- e) At a minimum, the salary and on-cost charges set by the University must be applied to all project budgets (see <https://staff.bond.edu.au/hr>).
- f) All research consultancies are required to include overheads charges as set out in the Research Overheads Policy.
- g) Staff members engaged in consultancy shall be compensated fairly. Any surplus shall remain with the staff members involved in the research consultancy.
- h) Staff members are not permitted to undertake external research activities where no formal agreement has been authorised by the University unless they are on leave without pay, approved by the relevant Executive Dean. In this instance, staff may not use their Bond affiliation or academic title when providing research services that are not approved by the University.

5. Approval

All University approved research consultancies are required to be approved and managed in accordance with this Policy, associated documents, and other University policies. Applications to conduct research consultancy are required to be approved through the completion of the [External Research Funding Application coversheet](#) and submitted to the relevant Faculty Research Development Manager. If the application is successful, the Office of Research Services will manage the post award arrangements including invoicing.

6. Related procedures

7. Related guidelines and forms