

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Research and Sponsored Projects Policies Manual	Policy Number	RA-03
		Effective Date	02-Mar-2014
	Subject Consulting Services	Most Recent Review Date	01-Dec-2013
	Responsible Office: DVC Research & Grad. Studies	Due Date for Next Review	01-Sep-2016
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3. Consulting Services

Overview

A consultancy service is a professional service performed at the request of an external organization by UAEU employee(s) beyond normal university duty. This service may be contracted, i.e. paid consultancy, assigned by the University, or offered by the employee without compensation depending on the requesting agency and nature of service. This policy focuses on the contracted consultancy services.

The Policy provides guidance on terms and conditions of consultancy agreements made between the UAEU and external parties.

Scope

Applies to all faculty and staff members of the UAE; exemptions from this policy include such public services performed with University approval as:

1. Honoraria to faculty or staff in recognition of performance of academic or other duties.
2. Remuneration for serving on national councils or committees.
3. Court-assigned fees paid for acting as court experts.

Objective

The University is committed to its primary mission of teaching, research, and service. It recognizes that the expertise of the faculty and staff can be of value to the external community and may wish to offer such expertise in productive relationships with the community for mutual benefit. This policy provides a framework to manage a proper balance between activities supportive of the teaching and research mission of the University, and effective service to the external community.

Policy

1. The University shall be compensated whenever a consultancy service uses the University's facilities, equipment, or personnel (except when on regular leave under certain condition).
2. All consultancy projects including testing services will be carried out or supervised by a Lead or Principal Faculty Investigator (PI).
3. The PI has the primary responsibility for the formulation and execution of the consultation plan and submitting interim and final reports describing the deliverables as set out in the consultation contract or agreement. All requests to the respective College, Institute, or Center for personnel and any purchasing/lease actions for equipment, goods, and services for the execution of the consultation project have to be initiated by the PI in compliance with University Policies and Procedures.
4. The ORSP has the primary responsibility for the administrative oversight of proposals for consultation projects (pre-award). The ORSP shall support applications if they satisfy criteria outlined in the Procedures accompanying this Policy.
5. Colleges, Institutes, and Centers of the UAEU have the primary responsibility for overall administrative oversight of consultation agreements or contracts that result from

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successful proposals (post-award), including administrative oversight of expenditure of funds charged to the external client or sponsor in compliance with University Policies and Procedures.

6. To avoid potential conflict-of-interest, faculty and staff members who intend to engage in any consultancy or commissioned research work not contracted to the UAEU during their annual leave, must get prior approval from the College Dean and the Office of the DVCGRS. Approval may be granted if the projects are awarded by organizations outside the UAE and the work does not involve the country at large.
7. The consultation team and University officers reviewing and approving consultation projects are obliged to observe confidentiality terms associated with consultation projects at all times, even after they are no longer employed by the UAEU.
8. Faculty PIs are encouraged to involve students, whenever appropriate, in consultation projects and compensate them financially for their work. Student involvement in projects requires the approval of their respective College Administration.