

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Research and Sponsored Projects Procedures Manual		Related Policy	RA-03
			Effective Date	01-Sep-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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Procedures of Policy No. (3) - Consulting Services

1. Criteria for support of applications for consultancy projects include:
 - a) An academic or administrative unit must confirm that they are willing to accept responsibility for the consultancy project and have the required expert faculty and staff members, facilities, or equipment available to perform the project.
 - b) The consultancy project should be consistent with the Mission and Goals of the University.
 - c) Consultancy services will not be approved if they materially affect the faculty and staff from performing their teaching and other duties at the University; in this case the faculty members involved should, in consultation with their Departments and Deans or Center Directors, buy out from the University some of their teaching time. Terms for the buy-out of teaching are explained in the Policy on Indirect Cost Recovery Rate and Faculty Time Buy-Out. Permission of the Dean and the DVCAA is required for faculty members to buy-out part of their teaching time.
2. The following procedures shall be observed for consulting services:
 - a) Faculty or staff must submit Form “ORSP 2013-2, Request for Consultancy Approval and Submission”, which is used for the review and approval of requests for offering consultancies in a bidding process. This form shall include a summary of the work, the proposed budget, and list all personnel and University resources to be used.
 - b) Budgets for all consultation projects will include both direct and indirect costs at current rates using recent quotations for equipment, goods, and services as needed. Remuneration rates for the consultation team shall be negotiated between the PI and the Dean or Director, and included in the budget estimation. Indirect costs and faculty release time, if required, are calculated using the Policy on Indirect Cost Recovery rate (Overhead) and Faculty Time Buy-Out.
 - c) Once Form ORSP 2013-2 is approved, the ORSP will authorize the respective Academic Unit (College, Institute, or Center) to submit a bid for the consultation contract.
 - d) Negotiations between the Academic Unit in coordination with the PI and the Sponsor may then be initiated in consultation with the ORSP.
 - e) The ORSP is responsible for the final internal review of the consultancy contract or award agreement, and as pertinent, obtain University approval as per the Signatory Authority and subsequent arrangements for signatures with the Sponsor.
 - f) When the contract or award is made, the ORSP will issue a project number and coordinate with Finance to establish a corresponding project fund; notify the Dean or Director, Chair or Coordinator, the PI, and appropriate administrative offices; and take other steps as necessary so that the PI can commence the activities of the consultation service and make appropriate charges to project fund.
 - g) Any correspondence proposing modification of the terms or conditions of a contract or grant, including changes in the scope of the work or the period of performance, or an

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increase or decrease in the total estimated costs, or change in the Principal Investigator(s) will be forwarded to the ORSP, and have the endorsement of the Department Chair and the Dean or Director. If such modifications require an amendment to the consultancy contract, such an amendment will be reviewed by the ORSP and submitted for University approval as per the Signatory Authority.

- h) The ORSP, in coordination with the respective College, Institute, or Center, will issue periodic invoices to the sponsors as per the terms of contracts and coordinate with Finance to deposit payments into the grant fund taking into consideration any deduction for overhead.
3. To avoid potential conflict-of-interest, employees who intend to engage in a consultancy or commissioned research activity not contracted to the UAEU during their annual leave must request approval through Form ORSP 2013-3.