**Research Services**

**PERMISSION TO UNDERTAKE PRIVATE CONSULTANCY**

This form is for the use of members of staff who plan to undertake private consultancy.

Please discuss with your Head of School or equivalent before completing this form. Once completed, please send to consultancy@reading.ac.uk

**No private consultancy should be undertaken without completing this form.**

**PRIVATE CONSULTANCY PERMISSION FORM**

**Please discuss with your Head of School or equivalent before completing this form.**

**Fields highlighted in yellow are mandatory and your consultancy form cannot be processed without all highlighted fields being completed.**

**Section 1: Consultant Details**

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| --- |
| **1.1** Your name: |
| **1.2** Employee number: |
| **1.3** School: |

**Section 2: Project Details**

**2.1** Please provide a brief description of the consultancy:

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**Section 3: Dates**

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| --- | --- |
| **3.1** | Start date:  |
| **3.2** | End date:  |
| **3.3** | Anticipated number of days:  |
| **3.4** | Value of consultancy (£):  |

**Section 4: Client Details**

|  |  |
| --- | --- |
| **4.1** | Name of company: |
| **4.2** | Address: |

**Section 5: Declaration**

In respect of the above private consultancy I confirm that I:

1. have not identified any conflict of interest;
2. will not use University space, facilities, resources, infrastructure (including IT infrastructure), its crest/logo, name, address, or my job title (where its use may be misconstrued), nor will I use those of the University’s subsidiary companies;
3. have advised my client that their contract with me as a private individual and not with University of Reading;
4. have ensured that it does not impinge on the reputation of the University in any way; and
5. agree that all liabilities that arise from the consultancy are my own responsibilities and that no liability can be attributed to the University.

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| Signature of consultant: |
| Date: |

**Section 6: Approval**

Head of School or equivalent

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| Signature: |
| Date: |

**Please email completed consultancy forms to** **consultancy@reading.ac.uk**