Procedure for Consultancy via LUCS

LUCS = Lancaster University Consultancy Services
SM = Staff member wishing to undertake consultancy
HoD = Head of Department for academic staff or equivalent for non-academic staff

Provide details of consultancy by completing Form PS/98/79/1A

SM approaches HoD with details of proposed consultancy

HoD allocates time, approves costings, and signs two copies of Letter Approving Private Consultancy

SM chooses consultancy type, whether LUCS or Wholly Private.

LUCS Consultancy

Where appropriate, costings should be prepared by SM using LUCS private consultancy form showing recovery of cost of using University facilities and resources

LUCS assesses consultancy project. See How LUCS Works for guidance

reject

LUCS accepts project and issues approval to SM

LUCS charges costed. See Charges Made by LUCS for guidance

LUCS issues Template Consultancy Contract to SM and Client. Client and LUCS sign contract.

LUCS signs Template Sub-Contract with SM

Upon completion of consultancy project SM instructs LUCS to issue final invoice

Upon receipt of payment from the client LUCS will make a charge to the project, see Charges Made by LUCS. Where relevant, charges for use of University facilities and resources will be credited to the SM’s department. The remaining balance will be credited to the SM through payroll and will be subject to tax and NI.

Wholly Private Consultancy

SM countersigns two copies of Letter Approving Private Consultancy, keeps one original, sends the other to the HoD and forwards a copy to LUCS with details of the consultancy project to be undertaken along with the approved costings.

SM may choose to accept consultancy as wholly private. LUCS and the University have no further interest

SM issues Letter to the Client confirming private status of project to the Client and sends a copy of the Client’s reply to LUCS and the HoD