



University  
branding

Contract  
negotiation

Peace of  
mind

Contract  
support

Insurance  
cover

Success

Expert  
advice

Financial  
admin

## Consultancy Services

Providing expert advice

## Consultancy Services

Consultancy is an important and effective way for the University to disseminate its knowledge and expertise to government, industry and the public sector. Through consultancy projects, long term University research can make its earliest direct impact on society.

We support researchers and postgraduate students to help them share their expertise, handling the negotiations, contracts, and other administrative tasks that can otherwise distract from the transfer of knowledge.

With the help of Consultancy Services, academics who work in science and technology, the arts, humanities and social sciences, have applied their skills and knowledge to solve problems faced by hundreds of companies, governmental groups, charities and NGOs.

### Your options

The University's policy<sup>(1)</sup> allows staff to consult through two mechanisms: by undertaking consultancy projects with the support of the Consultancy Services team through Cambridge Enterprise's wholly-owned subsidiary, Cambridge University Technical Services Limited (CUTS), or by acting in a personal and private capacity.

THROUGH THE UNIVERSITY (via CUTS)	IN A PRIVATE CAPACITY
Contractual arrangements are between the client and CUTS.	Contracts are between the client and the individual, making the individual liable for the work.
Cover from the University's insurance policies including professional indemnity.	Individuals need to consider their private insurance cover needs and ensure it is maintained for an adequate period after the completion of their work.
Use of University of Cambridge address and affiliation.	Home address and use of personal letterhead.
Use of University of Cambridge facilities (subject to full economic costing [FEC] and departmental permission.)	University staff performing work in a private capacity do so entirely at their own risk and must make a clear distinction between their private work and their University duties.

<sup>1</sup>The University of Cambridge Finance Regulations 2012 (regulations 28 & 29)

## What we do

The services provided by Consultancy Services include the negotiation of contract terms and conditions by Cambridge Enterprise's experienced consultancy team supported by the University Legal Services Office and the Insurance Section of the Finance Division. We offer assistance with contract costing and pricing, arrangements for the use of University facilities, invoicing, debt collection and income distribution. In addition, academics benefit from the University's professional indemnity and personal liability insurance policies. A management fee is included in the price of the contract paid by the client company.

## Perspectives and benefits

**Client organisations** are able to commission work from the individual academic whose expertise they require, backed by the University's insurance policies.

**Academics** are able to concentrate on the project and relationship with the client without distraction or concerns about contractual matters and administrative issues while benefitting from the University's insurance cover.

**The University** benefits from longer term relationships, including research collaborations, that develop from consultancy activity. Earnings from consultancy projects, including applied research, count as research income, which contributes to the Quality-related Research (QR) funding received by the University and the Research Excellence Framework (REF) assessment.

**Consultancy Services** negotiate flexible terms to ensure that projects are tailored to respect the needs of both parties with confidentiality.

## Examples of work undertaken by our clients:

- Offering solutions to specific business problems and bespoke training programmes
- Providing expert reports on technical, economic and commercial issues
- Giving expert witness advice
- Serving on scientific advisory boards
- Reviewing government strategy and policies
- Projects such as art restoration and social housing assessment
- Provision of advice for and appearance in film and TV documentaries

## The process

- 1** Once you have been contacted by a potential client, identify the scope and nature of the services and deliverables requested, and any milestones and timings.
- 2** Consider the overall cost, time and resources required by you plus any potential conflicts of interest.
- 3** Contact us as soon as possible and we will advise you on contractual matters, including the costing and pricing of services required.
- 4** We will generate a contract between CUTS and the client based on our model agreement, then ask you to review the project-specific details.
- 5** A contract will be sent by the Consultancy Services team to the client, and amendments negotiated, if necessary. We will keep you informed.
- 6** Once the contract details are finalised, we will ask you to sign a letter of agreement, contracting you to CUTS to provide the services.
- 7** Project work is now set to begin and CUTS will invoice the client as outlined in the contract.
- 8** We aim to distribute income from the client to you within 30 days of its receipt (management fees and direct costs will be deducted).

## Learn more: take our online course

Members of the University can take our free online course (<https://www.vle.cam.ac.uk/course/view.php?id=120021>) to learn more about academic consultancy and about how Cambridge Enterprise can help to facilitate your consultancy project.

### Contact us

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