





Part B: University consultancy

Non-research University consultancy

Employee completes the:

- DPC University consultancy form
- Finance OPA budget tool

Budget is reviewed by Finance Business Partner if ≥ \$10,000

Consultancy endorsed by supervisor/org unit leader (where not delegated officer)

Delegated officer reviews form and budget, requests agreement from Legal Services

Agreement is signed by stakeholders

- Form is submitted to DPC
- Budget tool is submitted to Finance
- Agreement is filed in Unirecords

Consultancy completed as per agreement

Research University consultancy

Approved under the processes established by the Office of Research Services