Consultancy Request Form

In accordance with Rule 2.2 of the “Guidance and Rules Governing Consultancy”, advance notice is given of the following:

**Client**

**Brief description of work**

**Proposed Start Date** | **Proposed Completion Date:**

**Proposed Disbursement**

<table>
<thead>
<tr>
<th>Title/Name (Acad/AcRel/Res/Tec/Sec)</th>
<th>Hrs/Days</th>
<th>Hr/Day Rate</th>
<th>Overhead Percentage (to school)</th>
<th>Costs to be charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Proposed costs to be charged** | **Brief description** | **Amount**

Staff Costs, including Overheads | Sum of staff costs from above |

Equipment/Facilities Usage

Expenses

Materials/Costs

Other

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Total</td>
</tr>
</tbody>
</table>

Is an Ethical Approval Form attached?

**Nature of credit / School Account to be credited** | **Cost Centre** | **Job No.** | **Amount**

1.  

2.  

**Principal-Consultant’s signature** | **Date**

Consultancy Proposal Authorised by Head of School | **Date**

Approved by RES | **Date**