**Request for Approval for Academic Staff to undertake External Consultancy or Other Remunerated Activity**

# All members (permanent and temporary) of the Academic Staff are required to request approval *in advance* of engaging in external remunerated activities. Staff members should ensure that any consultancy work creates no reputational risk for the University.

# *Completed forms must be signed by the Head of School and the Head of College and returned to the OVPRI in advance of undertaking any external remunerated activity.*

**1. Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff No.** |  | **Name** |  |
| **Department/School** |  | **Grade** |  |

**2. Details of external consultancy and directorships to be undertaken in the academic year for which approval is requested**

|  |  |
| --- | --- |
| **University Consultancy**  ***covered by University indemnity policy*** | **Client/Summary of work** |
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| --- | --- |
| **Remunerated External Academic Engagement**  ***covered by University Indemnity policy*** | **Client/Summary of work** |
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| **Directorships**  ***not covered by University Indemnity policy*** | **Client/Summary of work** |
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**3. Time commitment and remuneration**

|  |  |
| --- | --- |
| **Estimated total number of days involved** | **days** |
| **Estimated income** | **€** |

**4. Details of any professional or other insurance carried in order to cover risks arising from professional liability and to indemnify the university.**

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**5. Declaration**

In line with our current [Conflict of Interest Policy](https://www.ucc.ie/en/ocla/policy/conflict-of-interest/policy/) I am not aware of any conflict of interest that might arise between my full-time appointment with UCC and my external commercial or professional activities as outlined above. I confirm that the activities described above meet the criteria under which such activities may be approved, as follows:

* The activities are related to my academic and professional interests
* Consultancy activities in total do not exceed 20% of working time
* They do not interfere with my performance of normal academic duties
* They do not give rise to any conflict of interest for myself or for UCC
* The university is not acquiring any vicarious liability as a result of my undertaking of these activities.

Signature (Staff member): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**6. Approvals**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (HOS)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Head of College)

For ***Remunerated External Academic Engagement only*** signature of Head of School is sufficient; approval of Head of College not required in this instance.