



# Consultancy Request Form

Principal Consultant				
<i>In accordance with Rule 2.2 of the "Guidance and Rules Governing Consultancy", advance notice is given of the following:</i>				
Client				
Brief description of work				
Proposed Start Date		Proposed Completion Date:		
Proposed Disbursement				
Title/Name (Acad/AcRel/Res/Tec/Sec)	Hrs/Days	Hr/Day Rate	Overhead Percentage (to school)	Costs to be charged
1.				
2.				
3.				

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		
	Total	

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