Identifying Consultancy for Academic Staff

**Academic Staff & Affiliates**

1. Do you undertake work for an external party?
   - **YES**
     - **INTERNAL WORK**
     - See Identifying Secondary Employment and Internal Work for Academic Staff
     - **CONSULTANCY conducted through UQ**
       - No need to disclose work in Secondary Employment Register (SER)
   - **NO**
     - **SECONDARY EMPLOYMENT**
     - See Identifying Secondary Employment and Internal Work for Academic Staff

2. Does the work involve UQ resources e.g. time, name, academic title, space, equipment?
   - **YES**
     - **CONSULTANCY**
     - Type 1
       - **Purpose:** Support budget of organisational unit
       - Based on operating model & strategic requirements of organisational unit
       - Currently limited to Sustainable Minerals Institute (SMI), Institute for Social Sciences Research (ISSR) & any research infrastructure services
     - Type 2
       - **Purpose:** Develop external partnerships &/or receive discretionary research funds
       - > $10,000 of direct costs
       - All expert witness work, regardless of value, is considered Type 2
       - Must be supported by contract & often has reporting requirements
     - Type 3
       - **Purpose:** Generate connections, discretionary research funds, or enhance personal development
       - < $10,000 of direct costs
       - Within normal workload
       - Should be supported by contract
     - **Type B**
       - **Purpose:** Generate income for organisational unit
       - Generate connections with industry &/or future students
       - Work conducted within workload Type B examples:
         - Continuing Professional Development (CPD) teaching & contract teaching to students from other universities
   - **NO**

3. Does this activity profile the University through academic engagement or provide a service to the discipline such as honorariums; speaker fees; thesis & grant reviews; journal editorships; allowances or stipends received while on Special Studies Program (SSP); reimbursement of travel costs; or grant award and academic review panels?
   - **YES**
     - **ACADEMIC CONSULTANCY**
     - **STANDARD CONSULTANCY**
     - **TEACHING CONSULTANCY**
   - **NO**

4. Do you teach non-enrolled students in this activity?
   - **YES**
     - **ACADEMIC CONSULTANCY**
     - **STANDARD CONSULTANCY**
     - **TEACHING CONSULTANCY**
   - **NO**

Payment options:
- Payments > $1,000: Options 1. UQ to send invoice. 2. Third Party reimbursement/direct deposit; cheques; money orders; credit cards. CASH NOT PERMITTED
- Payments < $1,000: May be earned in your private capacity

- **Personal Payment eligible**
- **Consultancy Performance Payment (CPP) eligible**
- **Teaching Consultancy Payment (TCP) eligible**