

## UNE CONSULTING – PAID OUTSIDE WORK

### PROCEDURES

1. When preparing a submission to a public tender, lodge the **INTENT TO LODGE A TENDER** form with the Consulting & Industry Liaison office. This will alert the Office to any competing submissions from elsewhere within UNE and provide an opportunity to merge best available resources into one high quality tender. This form is not required for one-on-one deals when the client has contacted a UNE staff member direct.
2. Discuss the submission with (1) Head of School to secure verbal approval and agree on a profit disbursement arrangement and with (2) the Consulting & Industry Liaison Office. Assistance with tender and budget preparations is available from the CIL Office.
3. Prepare the **PAID OUTSIDE WORK APPROVAL FORM**. This will require the following resources:
  - a. CHARGE-OUT RATES
  - b. BUDGET CALCULATOR
  - c. RISK ASSESSMENT FORM
4. Lodge a **COPY OF THE SUBMISSION** together with a signed PAID OUTSIDE WORK APPROVAL FORM with the Consulting & Industry Liaison Office PRIOR TO submission to client. This will ensure that approval for staff time and UNE resources is in place before a commitment is made in a submission. The CIL Office will also arrange for signoff by UNE Executive for submissions requiring official signatures, Financial Viability Statements and Statutory Declarations. UNE staff are not themselves authorized to commit UNE to any undertakings to external parties.

All forms and resources are located on the website: [www.une.edu.au/research-services/forms](http://www.une.edu.au/research-services/forms)

Additional resources and proposal writing guidelines are at: [www.une.edu.au/research-services/cil](http://www.une.edu.au/research-services/cil)

