



TT Guideline No.1 Consultancy Guidelines

RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE

Introduction

RCSI permits RCSI employees to engage in certain consulting activities with third parties in order to expand and maintain their professional competence, keep abreast of developments and innovation in business and the professions, to support the Irish economy and enhance the reputation of RCSI (“Approved Consulting Activities”). For the purposes of these guidelines, **“Consulting Activities”** shall be defined as a **contractual arrangement under which an RCSI employee provides expert advice to a third party on RCSI’s behalf within the RCSI’s employee’s normal working week.**

Employees wishing to engage in Consulting Activities are required to contact RCSI’s Industry Liaison Manager (Seamus Browne) at the earliest opportunity **prior** to discussing Consulting Activities in detail with the third party. RCSI’s Industry Liaison Manager will be able to provide detailed advice and support in relation engagement in Consulting Activities.

Approved Consulting Activities must meet the following criteria:

- Consulting Activities must be related to the academic and professional interests of the RCSI employee and RCSI.
- Consulting Activities must not give rise to any conflict of interest for the RCSI employee or for RCSI.
- Consulting Activities must not interfere with the performance of normal academic and research duties of the RCSI employee and must have been approved by the employee’s line manager.
- Consulting Activities must be based on fully costed proposals submitted through RCSI’S Research Database that have been seen and approved by RCSI Office of Research and Innovation (ORI). Employees are required to refer to the Budgeting Advice below in this regard.
- Consulting Activities must be governed by an appropriate consultancy contract provided by RCSI’s ORI. All Consultancy agreements must be negotiated by RCSI Industry Liaison Manager and signed by an authorised signatory in RCSI’s ORI.
- All income from Consulting Activities shall be paid into an RCSI research account. Expenditure of funds obtained from Consulting Activities shall be at the discretion of the RCSI employee performing the Consulting Activities provided such expenditure does not involve remuneration of RCSI



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employees. RCSI HR approval is required before funds obtained from Consulting Activities can be expended on RCSI employee remuneration.

Budgeting Advice

Please contact RCSI's Industry Liaison Manager before discussing the cost of Consulting Activities with the third party. Some general guidance on preparing a budget for Consulting Activities is provided below:

- **Direct Costs:**

RCSI employee's time spent performing Consulting Activities should be costed using the formula below:

$$\frac{\text{Employee remuneration (include gross salary and Employer PRSI and Pension Contribution)}}{(52 \times 5)}$$

Any additional costs (e.g. travel) required to perform the Consulting Activities should also be included in the budget. Provision should be made for VAT at the prevailing rate (currently 23% in 2015) chargeable to the third party who is procuring the Consulting Activities.

- **Indirect Costs:**

A contribution to indirect costs of 30%, based on total cost of Consulting Activities, less travel costs, must be included in the budget for Consulting Activities. Part of this contribution will cover the costs of professional indemnity insurance cover paid by RCSI on behalf of the RCSI employee undertaking the Consulting Activities.

Guidelines for RCSI staff who wish to undertake Consulting Activities for third parties in a private capacity.

Private Capacity Consulting Activity is defined as work which is undertaken by an RCSI employee on a purely private basis, without recourse to any form of RCSI resources, facilities or insurance indemnification. Private Consulting Activity should not interfere with the performance of normal academic duties or give rise to any conflict of interest for the RCSI employee.

The RCSI employee must make it clear to the client that he/she is operating as a private individual and not as an agent or employee of RCSI - RCSI will have no responsibility for the work.

Insurance:

When an RCSI employee undertakes any Private Capacity Consulting Activity in a private capacity he/she is not covered by RCSI's professional indemnity insurance policy and would therefore be required to carry his/her own insurance.