Determine the activity undertaken

1. Advisory Panels and Board Appointments
   - Is the contract value over $25,000?
     - NO
       - Presumed IN accordance with 'Outside Work' policy
       - Liaise with Local Research Support to set up a consulting project as per normal consulting process
       - End
     - YES
       - Activities related to external PhD examiner fees, Honorarium and guest speaking / lecturing, invited presentation services

2. Testing
   - Is academic advice required on results of testing?
     - NO
       - Activities related to external PhD examiner fees, Honorarium and guest speaking / lecturing, invited presentation services
     - YES
       - For personal payment monies will be distributed: 40% to the University; 60% personal payment
       - Activities related to external PhD examiner fees, Honorarium and guest speaking / lecturing, invited presentation services

3. Non-credit courses (short courses) or workshops

4. Complete Form FS-77
   - Raise an Invoice for Testing
   - Monies will be distributed: 30% to the University; 70% to the Department

5. Complete Form FS-75
   - Raise an Invoice for Advisory Panels and Boards
   - If payment is to the RDA account monies will be distributed: 30% to the University; 70% to the RDA

Invoice Raising

Notes:

1. Also includes any other miscellaneous academic service related transactions e.g. external PhD examiner fees, Honorarium and guest speaking / lecturing, invited presentation services
2. This relates only to external testing. For any internal testing a request should be made to your local finance support team to journal these charges.
3. Judgement will need to apply as to when the testing activity becomes part of a consulting assignment
4. Knowledge of the classification assigned to similar historical transactions will provide guidance as to whether a transaction should be testing or consulting
5. In general, to be classified as a consulting engagement, PI time will be charged, overheads recovered, and expert academic advice will be required to interpret and report the results of the test to the client/funder.
6. Allocation of incentives to PIs or Departmental HoD accounts from these activities has been discontinued
7. Found under the Financial Services section in the University Forms Register. Automatically creates Service Request