

## Policy on Externally Funded Consultancy Projects

Policy Owner	University Council
Policy Author	University Council
Version	V 2.0
Issuing Authority	University President
Last Modified	02 <sup>nd</sup> March 2017
Circulation	All Deans, All Colleges
Effective Date	03 <sup>rd</sup> September 2023
History	The Policy proposal was reviewed and approved by the University-Council on 23 <sup>rd</sup> August 2023.

## Policy on Externally Funded Consultancy Projects

### Policy Statement.

YU is striving to become involved in knowledge transfer/shared activities and services to the business community, government, and private non-profit organizations. This policy is in line with the University mission statement. Given the fact that academic faculties are already very busy with academic research, teaching-and-learning activities and, hence, have less resources/time available to be involved in community service and commercial consultancy work, the YU management is very keen to encourage faculty members to become involved in community service and the commercial use of knowledge through a carefully designed reward/compensation structure. The YU management has drawn up a comprehensive plan to increase the share of non-teaching income in YU's total revenues. The faculty are encouraged to approach reputable individuals/companies/institutions and offer a knowledge transfer service. A new policy in this regard is presented in this document after a careful assessment of the Saudi commercial research market. The Research and Consulting Center shall provide all the necessary help needed for such commercial and community service activity. In the following, a summary of the criteria, procedures and entitlements are laid out in this regard as a general guideline.

### Criteria.

1. Any faculty member with full-time employment at YU is eligible to engage in external commercial/communal consultancy work.
2. All work undertaken under external consultancy arrangements must have clear and achievable objectives, budgets and timelines, as well as contingencies for completing the projects even if funding sources have been exhausted.

3. The project lead should identify which existing YU staff, as well as additional staff, and in what percentage of the project and for how long.
4. Any faculty member who is intending to be involved in a consultancy work shall not try to undertake a product development consultancy work to avoid potential patent issues and legal implications of the faulty product. However, a request for waiver could be made in this regard to the YU Council for Postgraduate Studies and Academic Research.
5. Faculty members are strongly encouraged to involve senior student(s) in their consultancy projects. If a faculty member is interested in carrying out external consultancy work as a project lead, the following procedures are laid out as a guideline:

**Procedures.**

1. Faculty member(s) must write and send to the Director of Research a research proposal containing the following information:
  - a) terms of reference of the project (scope of the study)
  - b) details of sponsor(s)
  - c) duration of the study
  - d) cost components and income
  - e) major milestones
  - f) names and affiliation of team members alongside details of the distribution of net revenues (after deducting expected expenses and YU share)
2. The Director of Research shall evaluate the request and forward recommendations to the Vice President for further assessment.
3. The Vice-President shall evaluate the request and recommendations. In the case of approval, the request shall be sent to the President's Office for final approval.
4. Upon receipt of payments to the Al Yamamah University bank account, a request shall be made by the investigator (principal or otherwise) to the Director of Research to be paid the allocated share of the net revenues.



5. The Director of Research shall record the successful research activity and forward this request for payment to the President's Office for final approval.

6. The President's Office shall carry out the necessary checks and instruct the finance department to release the requested money. The finance department distributes funds to co-investigators to avoid any conflicts or misunderstandings, based upon written division of net funds.

**Entitlements.**

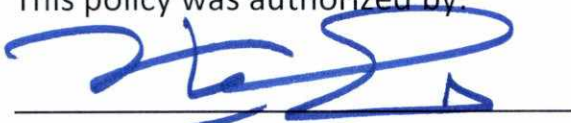
The first 25% of the gross total external consultancy funds shall be allocated as Al Yamamah University cost recovery. The remaining 75% of the total of the externally earned funds shall cover the remuneration of the project lead and team members, administrative support, student workers (if any) and other overheads.

**Exceptions**

The University Council reserves the right to decide on any situation/circumstances outside the conditions stated in this policy.

**Authorization**

This policy was authorized by:



University President

Date: 3-9-2023