**University Consultancy-In Check List for Submission for Signing**

The template consultancy agreement must be signed by an authorized signatory of the University or Oxford Brookes Enterprises Ltd. Please complete and sign this check sheet prior to presentation to the Registrar and Chief Operating Officer’s PA, Chris Campbell-Kelly, who will arrange for it to be signed by an authorized signatory.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** |  | **NO** |
|  |  |  |  |
| **Is the total value of this contract and any others held with the same Consultant £10,000 or less?** |  |  |  |
|  |  |  |  |
| **Has your Dean or Director approved the engagement of the Contractor and the payment of the Fee?** |  |  |  |
|  |  |  |  |
| **Have you read the guidance notes ‘Engaging Self-employed/ consultancy work’ on the HR intranet site?** |  |  |  |
|  |  |  |  |
| **Is the template unchanged save for the information requested in the template?** |  |  |  |

If you have answered no to any of the above questions you will need to complete a work instruction form and refer it to Kevin Henderson, Contracts Manager [khenderson@brookes.ac.uk or x4199] if the value is up to £100,000 or to Legal Services [fls-legalservices@brookes.ac.uk or x5683] if the value is over £100,000.

If you have answered yes to all the above questions please sign the declaration below and forward the signed check list and two copies of the consultancy agreement to the PA to the Registrar and Chief Operating Officer, Gipsy Lane – Buckley 2.15 and he will arrange for it to be signed and returned to you:

**I confirm that I have completed the template as directed in the instructions and that the information I have given in this check list is true and accurate to the best of my knowledge.**

|  |
| --- |
| Signature …………..………………………….... |
| Name: …………………………………………... |
| Department: …………………………………….. |
| Date: ……………………………………………. |
|  |