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| April 2021 Newsletter |
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## **Welcome to new STAFF**

INSTITUTE FOR

INFECTION &

IMMUNITY

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| **INTERNAL DEADLINE**  Research bridging fund Scheme: 10th May 2021   |  | | --- | |  | | **SAFETY AT WORK**  Report any safety hazards at work. Log the fault by contacting estates and facilities helpdesk  Ext 1234 option 2 or e-mail: [estates@sgul.ac.uk](mailto:estates@sgul.ac.uk)   |  | | --- | |  | | **Travelling on Business**  Record all business travel in [MyWorkplace](https://myworkplace.sgul.ac.uk/) under ‘other absence’ to ensure you are covered on your business trip AND you must complete the  [travel certificate](https://www.sgul.ac.uk/about/our-professional-services/finance/documents/Travelcertificate-v3.xlsx)  for each travel occasion and [email the completed form](mailto:travcert@sgul.ac.uk) prior to the start date  **Your WELLBEING AT WORK**  Look after your team-mates.  Include wellbeing in your team talks.  Be active.  Connect with others.  Talk to someone.  Staff counselling free service: [counselling@sgul.ac.uk](mailto:counselling@sgul.ac.uk) | | |  | |
| **Monthly Deadlines**  **Expenses Claims:**  7th March 2018 |

Welcome to the following staff who joined us recently:

Dr David Smith, Clinical Research Fellow for Paul Heath

Sandeep Kasaragod, Bioinformatician for Adam Witney

Delilah Harding, Research Coordinator for Yasmine Yau

**COMPLETE YOUR PERSONAL DEVELOPMENT REVIEW – EXTENSION of COMPLETION date to 30 April 2021**

From a recent report we received, most of you are working on your PDRs however a few remain outstanding.

The new Personal Development Review cycle runs from January to March 2021 but has been extended to 30 April 2021 to give staff time to get used to the new system and forms. PDR forms are available in MyWorkplace. The university requires that all PDR forms be completed within this period (with the exception for a few clinical academics following NHS Trust timescales). This PDR form is used to review the objectives in the past year 2020 and start the conversation of the current year objectives.

All PDR forms will be closed by Human Resources on the end of the day on **Friday 30 April 2021**. Staff are expected to complete their PDR with their line manager/reviewer by this date.

The reviewer should start by setting up the review date in agreement with the reviewee in [MyWorkplace for Managers](https://ce0229li.webitrent.com/ce0229li_web/itrent_wrd/run/etadm001gf.main). Reviewees should then be able to view the PDR in [MyWorkplace.](https://ce0229li.webitrent.com/ce0229li_ess/ess/index.html#/) Please inform your reviewee that the PDR has been set up as the new system does not have automatic alerts.

Further information available via the following link:

<https://www.sgul.ac.uk/about/our-professional-services/staff-development/personal-reviews>

**Mandatory Training POLICY – TAKE ACTION in APRIL**

Your attention is brought to the New Mandatory Training Policy announced in [St George’s Newsletter](http://georgesweekly.sgul.ac.uk/19xglj6x8bi15hx93zsix8?lang=en&a=6&p=59064498&t=28568508) on the 31st March 2021.

Extracted from St George’s Newsletter:

All staff are required to undertake mandatory training for health and safety, diversity and inclusion, information security, and the Prevent Duty. In previous years we have undertaken “Mandatory May” during which the University have asked staff to ensure that they have completed all required mandatory training by the end of May. This year we are asking staff to “**Take Action in April**” and complete all mandatory training over the course of the month to come.

Details of the mandatory training you are expected to complete can we accessed via the link below in Section 3:

[Mandatory Training Policy](http://georgesweekly.sgul.ac.uk/roftfdqatlr15hx93zsix8/external?a=6&p=59064498&t=28568509)

**DOCUSIGN NOW AVAILABLE**

Docusign, the software that allows for electronic signature for all manner of documents is now available. It is easy to use. Ken Morrison would be happy to assist our staff who would like to be set up as Docusign users and help with your first few documents.

If you are interested in using Docusign, please e-mail [Ken Morrison](mailto:kmorriso@sgul.ac.uk) directly.

**COSHH TRAINING COURSE – STAFF and STUDENTS**

Do you need a refresher course for completing your COSHH forms? Or maybe you have recently joined the institute. Colin Sandiford is arranging a COSHH course on the 14th April between 9.30 and 12 noon.

The course will cover the following:

1. What is a Risk Assessment?
2. Process of Risk Assessment
3. Risk Assessment in Practice
4. Types of Hazards
5. What is COSHH?
6. Information and COSHH Risk Assessment
7. Risk Classification Methods
8. Hazard spotting and risk control
9. Control of Risks at SGUL
10. Summary

E-mail [Colin Sandiford](mailto:csandifo@sgul.ac.uk) directly to book your training.

A reminder that you need to complete your COSHH forms annually for Hazard 3 agents, Torch organisms (Torch - Toxoplasmosis, Paravirus, Syphilis, Rubella, CMV and Herpes Simples Viruses) and people working with *Neisseria meningitidis, Corynebacterium diphtheria, and Bordetella pertussis* or where the risk is higher.

2 years for others depending on risk.

**LONE and OUT of HOurs WOrking WIthin SGUL**

The lone and out of hours working policy has been updated. Staff should read and observe the guidance given in the policy. You can view the policy via the following link:

[Guidance on Lone and Out of Hours Working within SGUL](https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment/documents/guidance-on-lone-and-out-of-hours-working-within-sgul.pdf)

**UPDATED SALARIES COSTING TABLE**

The salary costing table has been updated by payroll/ finance to reflect the new Clinical Academic rates with effect from 1st April 2021. The updates also include the new national insurance rates from April 2021 and new October 2021 tab for the possible increase in USS contributions.

Note that this table is only for guidance of costs and actual costings should be obtained from JRES for your grant applications.

The table is available on the Infection & Immunity website in the section Information for Staff. You can also view it via this link:

[Salary rates for St George's, University of London staff](https://preview-stgeorges-uni.cloud.contensis.com/about/our-institutes/infection-and-immunity/documents/staff-documents/Cost-tables-Salaries-at-April-2021.xlsx)

**Ordering consumables**

Several non-UK suppliers are now advising of delivery delays post Brexit.

* Li-Cor 3 weeks delivery; used to be one week
* Merck (from the USA) now 4-6 weeks due to Covid and Brexit; used to be one week.
* Eppendorf delays up to 4 weeks
* Corning Products have cleared their backlog and items are now arriving within one week of orders being placed. Back-order items are taking 2 -3 weeks.
* Starlab require 15 working days for delivery
* Filter tips are in short supply and high demand across the country so long delays here.
* Nathalie Fayers has found an alternative supplier (Global Office Supplies) for nitrile gloves. They also provide extended cuff gloves, face masks and antibacterial projects. More info here if anyone wants the link: [Covid-19 Products - (evostore.io)](https://globalofficesupplies.eu.evostore.io/covid-19-products)

**Opportunities to publish OPEN ACCESS: New READ and PUblish deals for 2021**

**New for 2021: PLOS publishing agreement April 2021-2023**

* This allows for uncapped publishing for SGUL affiliated corresponding authors
* Titles included:
  + PLOS ONE, PLOS Computational Biology, PLOS Genetics and PLOS Neglected Tropical Diseases and PLOS Pathogens.
* Titles excluded:
  + PLOS Biology and PLOS Medicine.

**NEW READ AND PUBLISH DEALS FOR 2021**

[New Read and Publish deals for 2021](https://stglibrary.wordpress.com/2021/03/23/new-read-and-publish-deals-for-2021/)  -  these highlights some of the new arrangements for open access waivers, including:

* American Physiological Society
* BMJ Journals (note; not the BMJ)
* CUP Journals
* Cold Spring Harbor Journals
* OUP Journals,
* Rockefeller University Press
* Royal College of General Practitioners (RCGP)

**The Library webpage** [**Paying Open Access Fees**](https://www.sgul.ac.uk/about/our-professional-services/information-services/library/researchers/open-access-publishing/paying-open-access-fees) **has been updated.**

There has also been an update to the wording on the webpage as below clarifying that there are a small group of Honorary researchers who are eligible for open access waivers under these Read and Publish deals:

**Important update: From January 2021**, who qualifies for open access fee waivers under [national read and publish agreements](https://www.jisc.ac.uk/guides/working-with-transitional-agreements/managing-oa-publishing) has changed.

* It will no longer be possible for SGUL to approve waiver requests if the corresponding author is not employed by SGUL (the university) or is not a current student.
* This means that corresponding authors who are members of St George’s University Hospitals NHS Foundation Trust staff with honorary status (unless they are recharged to SGUL), or Emeritus Professors, will no longer normally qualify for open access fee waivers.
* However, where a paper acknowledges a UK funder, it may be possible to arrange for papers to still qualify for a waiver, if a co-author with a relevant grant (as principal investigator) is based at SGUL.
* [Contact us](mailto:openaccess@sgul.ac.uk) for guidance.

Jennifer Smith | Research Publications Librarian

Information Services

**CENTRAL SUPPORT UPDATES**

Starters and Leavers

STARTERS:

* Head of Outreach and Widening Participation (ERCM), Danielle Russo
* Vanessa Owusu-Asabere, HR Assistant (requests should go to [hrhelp@sgul.ac.uk](mailto:hrhelp@sgul.ac.uk))
* Serena Cobb, HR Assistant (requests should go to [hrhelp@sgul.ac.uk](mailto:hrhelp@sgul.ac.uk))
* Research Finance Manager, re-advertised – recruitment in progress
* PHRI RIM – Thuy Vuong
* Research Funding Officer (JRES) – recruitment in progress
* Gabriel Chin, Operations Officer (JRES)
* Farhan Jamal, covering for Pamela Harrison, Research Contracts Manager JRES
* Karen Samuel, Research Funding Officer – EU Coordinator JRES
* Melanie Brunst, Clinical Placement Coordinator IMBE

LEAVERS:

* Vivienne Marvell, Administrative Assistant
* Sandhiya Patel, Administrative Assistant
* Jay Morjaria, JRES Coordinator
* Yvonne Castle, Research Strategy & Development Manager
* Derek Mckee, IT
* Susan Trubshaw, Director of Governance, Legal and Assurance, December 2020
* Stephen Ward, Deputy Director of GLAS (Maternity Cover)
* Jan Jackson, Office Manager, Principal’s Office – moved to the Trust

## **INSTITUTE STATUATORY REQUIREMENTS**

**Note: Individuals applying for institute funding will need to demonstrate they are compliant and up to date with requirements if they wish to apply for institute funding such as personal staff development funds.**

**Exceptions would be considered by the Director of the Institute.**

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| Service Area | Service Area Detail | Submit To | Time period for submission | Staff Category | Comments |
| Health & Safety | Completion of Biological Agents – Toxin - Blood Notification forms | RIM & H&S | Annually | All Principal Investigators | SHE Office to circulate a request |
| Completion of COSHH Assessment forms | RIM & H&S | Annually in September for Hazard 3 agents, Torch organisms (Torch - Toxoplasmosis, Paravirus, Syphilis, Rubella, CMV and Herpes Simples Viruses) and people working with *Neisseria meningitidis, Corynebacterium diphtheria, and Bordetella pertussis* or where the risk is higher.  2 years for others depending on risk. | All Principal Investigators | Researchers should observe the requirements |
| Fire Training | RIM & H&S | Every 18 – 24 months.  Training available twice a year in January/July in the institute in addition to those provided centrally | All staff and students | Should be updated in Britsafe |
| Waste Training | RIM & H&S | Refreshed annually. Training available in March every year in the institute in addition to those provided centrally | All researchers | SHE Office to circulate a request |
| COSHH Awareness and workshop training | RIM & H&S | Updated every 2 years for COSHH awareness. COSHH workshops can be arranged directly with Colin Sandiford. Training will be available in March every year in the institute in addition to those provided centrally | All researchers | SHE Office to circulate a request |
| Display Screen Equipment Self-Assessment Checklist | H&S with copies to line manager | Annually | All staff and students | Central request. RIM to send out a reminder |
| First Aid Boxes | H&S | Annual reminder - April  In addition, area uses to check regularly and submit requests to H&S | All staff and students | RIM to send out a reminder |
| Human Resources | Personal Reviews | Online submission | Annually – January to March  Annual review within 12 months of review date | All staff | HR to send out a request.  For new staff, PRs will be after 6 months following the completion of their probation. |
| Diversity in the Workplace  Link [here](https://sgul.learnupon.com/users/sign_in?next=%2Fdashboard) | Online module | Once in employment | All new staff | HR will inform |
| Unconscious Bias  Link [here](https://portal.sgul.ac.uk/org/cs/hr/staff-development/online-training-modules?searchterm=unconscious+bias) | Online | Every 2/3 years - June | Primarily for managers | Central request. RIM to send a reminder |
| Teaching | All staff undertaking teaching to complete the Teaching Diary | Online | Annually – To be completed by 31st July | All staff doing teaching | This information informs teaching income to the institute which forms a large element of our income |
| Information Governance | Data Awareness Training (IG Toolkit) | Online submission | Annually – January to February | All staff | Information Asset Owner to circulate request |
| IG Spot Checks | N/a | Everyday  Compliance audit carried out annually at various times of the year | All staff | Compliance audit will inform relevant people where improvements required |
| Time Allocation Survey (TAS) | Completion of TAS forms for research and teaching | Online submission | Annually - October | SGUL funded academic staff and research staff who contribute to teaching | Following instruction from finance, RIM to circulate a request |
| Research Fish | Submissions for research grant outcomes | Online submission | Annually – around mid-March | Research staff with grants from UKRI, NIHR and specific other funders | JRES to circulate request. |
| Depositing peer –reviewed accepted manuscripts | Depositing peer-reviewed accepted version in SORA/CRIS | Online submission | Regularly and within 3 months of acceptance | All researchers with research articles | RIM and library to circulate reminders |

If you have any item to add to the newsletter, please contact me, Melanie Monteiro.

Melanie Monteiro

Research Institute Manager

Institute for Infection & Immunity

[**https://www.sgul.ac.uk/about/our-institutes/infection-and-immunity/information-for-staff**](https://www.sgul.ac.uk/about/our-institutes/infection-and-immunity/information-for-staff)

**Institute Webpage**